



11345 North Cedarburg Road, Mequon, Wisconsin 53092

BOARD OF TRUSTEES

MEETING AGENDA

Wednesday, October 20, 2021, 6:00pm
Tolzman Community Room

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
 - A. Introduction of New Trustee, Dr. Jeridon Clark, MTSD**
- 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 September 23, 2021 Meeting**
- VI. Financial Reports**
 - A. Revenue and Expense Reports for September 2021**
 - B. Action Item: Accounts Payable for September 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. Action Requested: Grant Application: Mequon Community Foundation

XI. New Business

- A. Discussion and Possible Action: 2022 Wages
- B. Discussion and Possible Action: 2022 FLWL Budget
- C. Discussion: Digitization of Library Files
- D. Discussion: Fiscal Agency
- E. Information and Possible Discussion: Joint Library Agreement

XII. Trustee Training & System/State Library Update

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: November 17, 2021, 6:00pm
- B. Other Meetings:

XIV. Adjourn

JanaLee Hitchcock, President

Posted: October 15, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees September 23, 2021 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on September 23, 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 September 17, 2021 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Mimi Rosing, Secretary; Jennifer Abraham, Rachel Burner, Maria Gonzalez-Cerra, Jefferey Hansher and Tedd Lookatch.

Trustees Absent: Jennifer Bogli and Lauren Croix.

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

III. Announcements

Tedd Lookatch was introduced as the new trustee representing the City of Mequon. Mr. Lookatch introduced himself to the Board.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the August 18, 2021 Meeting

Maria Conzalez-Cerra moved to approve the minutes of the August 18, 2021 Board of Trustees Meeting. Rachel Burner seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for August 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 August 2021

Rachel Burner moved to approve the Accounts Payable Statement for August 2021 in the amount of \$106,935.48. Mimi Rosing seconded. Motion carried.

VII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

Jeffrey Hansher reported that a meeting was held. The Committee reviewed library policies that were due for review. Action items resultant from this meeting appear later on this meeting's agenda.

C. Personnel

Mimi Rosing reported that no meeting was held.

VIII. President's Report

JanaLee Hitchcock reported that she had attended the Village of Thiensville's trustee meeting regarding the Village's funding for library operations. Ms. Hitchcock also attended the City of Mequon's 2022 budget workshop.

In light of changes to Board membership, Tedd Lookatch was appointed to serve on the Finance Committee and Maria Gonzalez-Cerra was appointed to the Personnel Committee.

IX. Staff Reports

A. Library Operations Report

The statistical summary for August 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 distributed the article regarding the Library that appeared in the Mequon Beacon. Ms. Muchin Young updated the Board on several patron incidents.

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
The Board discussed the federal vaccination requirement for employers over a certain size and the implications it could have on library operations and policies.
- B. Discussion: Presentations to Village of Thiensville and City of Mequon
Ms. Muchin Young reported on the budget meetings at the Village of Thiensville and the City of Mequon.

XI. New Business

- A. Action Item: Lease of Two (2) Color Copier/Printer/Scanner Units
The proposal to replace the current multifunction copiers and coin-op at the Public Internet Computers and Circulation Area was included in the Board Packet. The existing units have aged beyond their expected lifespan and require too much downtime when repairs are necessary. As the new lease lasts for longer than one year, Board approval is required.

Jeffrey Hansher moved to approve the lease agreement for a length of 63 months. Rachel Burner seconded. Motion carried.
- B. Discussion and Possible Action: Approval of Library Policies
In the interest of expediency, JanaLee Hitchcock recommended reviewing and voting on the proposed policies as one group, without objection.

Advocacy Committee Chairman Jeffrey Hansher introduced and discussed the policies in the following order:

- i. Gifts and Grants
- ii. Volunteer
- iii. Volunteer Application
- iv. Open Records Notice
- v. Open Records Request
- vi. Library Initiated Programs
- vii. Reference Services
- viii. Proctoring
- ix. Code of Conduct

- x. Computer and Internet Use
- xi. Internet Login Release
- xii. Materials Selection
- xiii. Challenged Materials
- xiv. Request for Reconsideration

The Board discussed and made a recommendation for a change in the Request for Reconsideration form regarding who is eligible to make a request.

Catherine Perry moved to approve all policies presented, with the exception of the Request for Reconsideration policy which is to be approved as revised. Tedd Lookatch seconded. Motion carried.

C. Discussion and Possible Action: Disposition of the Jamron Collection

The Board discussed the space currently housing the Jamron Civil War Collection and how that space may be better utilized in the future.

Catherine Perry moved to repurpose the space currently utilized for the Jamron Civil War Collection, and to utilize the collection items in the manner that Library staff sees as the best fit. Rachel Burner seconded. Motion carried.

D. Discussion and Possible Action: 2022 Weyenberg Public Library Foundation Wish List

The 2022 Weyenberg Public Library Foundation Wish List was distributed to the Board. The Board discussed the items presented.

Tedd Lookatch moved to approve the 2022 Weyenberg Public Library Foundation Wish List. Jeffrey Hansher seconded. Motion carried.

XII. Trustee Training & System/State Library Update

Ms. Muchin Young announced that Monarch Library System has hired a new Director. Riti Grover will begin as Director on October 4. Ms. Muchin Young will be participating in the Director's onboarding and orientation.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, October 20, 2021 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jeffrey Hansher and seconded by Catherine Perry. Motion carried and meeting was adjourned at 8:06 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

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 GEN	\$936.31	\$0.00	\$713.45	\$58,156.85	\$6,723.41	\$52,369.75	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	\$0.00	\$0.00	\$58,144.00	-\$58,144.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$713.45	\$0.00	\$6,723.41	\$12.85	\$6,710.56	98
G 98-31190 GIFTS & GRANTS RESTRICTE	-\$115.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$115.81	98
G 98-31191 GIFTS & GRANTS UNRESTRI	-\$820.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$820.50	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$713.45	\$713.45	\$64,880.26	\$64,880.26	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GEN	\$2,212.11	\$159,381.77	\$133,345.31	\$2,244,004.42	\$2,218,932.17	\$27,284.36	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$42.17	\$42.17	\$4,349.63	\$4,349.63	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$1,250.24	\$1,250.24	\$1,250.24	\$1,250.24	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOUN	\$0.00	\$31,260.89	\$31,260.89	\$312,263.81	\$312,263.81	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$24.88	\$85,000.00	\$779,943.63	\$848,000.00	\$209,835.38	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 DOUBTFUL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEIV	\$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 THA	\$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	\$1,784.68	\$1,784.68	\$17,938.65	\$17,938.65	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$3,013.68	\$3,013.68	\$30,833.93	\$30,833.93	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,212.81	\$3,212.81	\$32,111.63	\$32,111.63	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$131.39	\$1,711.48	\$10,148.24	\$11,022.05	-\$3,566.43	99
G 99-21258 WISCONSIN DEFERRED COM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$2,795.48	\$2,796.20	\$2,858.74	\$27,860.05	\$27,923.21	-\$2,858.64	99
G 99-21275 DENTAL INSURANCE WITHH	\$0.00	\$50.46	\$50.46	\$454.14	\$454.14	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$596.70	\$596.70	\$0.00	99
G 99-21280 HEALTH INSURANCE WITHH	-\$388.72	\$1,480.90	\$1,363.04	\$11,815.22	\$11,815.22	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOLD	\$0.00	\$15.54	\$15.54	\$139.46	\$139.46	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$287.28	\$287.28	\$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	-\$142,010.80	\$0.00	\$0.00	\$0.00	\$0.00	-\$142,010.80	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$1,250.24	\$30,210.36	\$1,250.24	\$940,166.57	-\$938,916.33	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$89,500.54	\$76.99	\$891,112.05	\$42,990.84	\$848,121.21	99
G 99-31190 GIFTS & GRANTS RESTRICTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTRI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED ASS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FUN	\$0.00	\$295,294.61	\$295,294.61	\$4,501,812.53	\$4,501,812.53	\$0.00	
	\$0.00	\$296,008.06	\$296,008.06	\$4,566,692.79	\$4,566,692.79	\$0.00	

VILLAGE OF THIENSVILLE
Library - Revenue Guideline
 Current Period: SEPTEMBER 2021

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Account Descr	2021 YTD Budget	2021 YTD Amt	SEPTEMBER 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	\$7,020.00	\$0.00	-\$7,020.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$0.00	\$51,124.00	\$0.00	-\$51,124.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$58,144.00	\$0.00	-\$58,144.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$58,144.00	\$0.00	-\$58,144.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$58,144.00	\$0.00	-\$58,144.00	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	\$110,740.00	\$27,685.00	\$0.00	100.00%
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	\$917,351.26	\$27,685.00	\$264,499.74	77.62%
MAJ CLS 40 TAXES	\$1,181,851.00	\$917,351.26	\$27,685.00	\$264,499.74	77.62%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$13,518.79	\$755.49	-\$4,518.79	150.21%
DEPT 006 FINES & FORFEITURES	\$9,000.00	\$13,518.79	\$755.49	-\$4,518.79	150.21%
MAJ CLS 42 REGULATION & COMPLIANCE	\$9,000.00	\$13,518.79	\$755.49	-\$4,518.79	150.21%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$443.63	\$24.88	\$1,056.37	29.58%
DEPT 013 INTEREST INCOME	\$1,500.00	\$443.63	\$24.88	\$1,056.37	29.58%
MAJ CLS 44 COMMERCIAL REVENUES	\$1,500.00	\$443.63	\$24.88	\$1,056.37	29.58%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$5,642.67	\$494.75	\$3,357.33	62.70%
DEPT 014 SALE INCOME	\$9,000.00	\$5,642.67	\$494.75	\$3,357.33	62.70%

Account Descr	2021 YTD Budget	2021 YTD Amt	SEPTEMBER 2021 Amt	Balance	2021 % of Budget
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,649.00	\$1,959.98	\$0.00	-\$310.98	118.86%
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	\$1,959.98	\$0.00	-\$310.98	118.86%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$10,649.00	\$7,602.65	\$494.75	\$3,046.35	71.39%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$938,916.33	\$28,960.12	\$264,083.67	78.05%
	\$1,203,000.00	\$997,060.33	\$28,960.12	\$205,939.67	82.88%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline

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Current Period: SEPTEMBER 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	SEPTEMBER 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	\$5,157.56	\$713.45	-\$5,157.56	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRIC	\$0.00	\$1,553.00	\$0.00	-\$1,553.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$6,710.56	\$713.45	-\$6,710.56	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$6,710.56	\$713.45	-\$6,710.56	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$6,710.56	\$713.45	-\$6,710.56	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	\$412,205.08	\$45,204.13	\$185,044.92	69.02%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$591.93	\$2.00	\$1,408.07	29.60%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$155,689.85	\$17,991.58	\$62,310.15	71.42%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$2,323.13	\$248.85	\$976.87	70.40%
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	\$574,043.39	\$63,446.56	\$249,806.61	69.68%
MAJ CLS 91 LIBRARY STAFFING	\$823,850.00	\$574,043.39	\$63,446.56	\$249,806.61	69.68%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$532.50	\$0.00	\$67.50	88.75%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$6,550.00	\$0.00	\$0.00	100.00%
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	\$5,345.59	\$80.33	\$1,304.41	80.38%
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	\$7,832.53	\$759.00	\$2,167.47	78.33%
E 99-92-551-2-287 MILEAGE	\$600.00	\$203.21	\$150.65	\$396.79	33.87%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$6,000.00	\$1,500.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$2,352.12	\$172.54	\$1,147.88	67.20%
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	\$7,202.17	\$1,966.95	-\$702.17	110.80%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$2,025.06	\$203.52	\$449.94	81.82%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$3,523.57	\$378.14	\$1,426.43	71.18%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$375.90	\$26.85	-\$50.90	115.66%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$15,547.09	\$592.00	\$1,952.91	88.84%

Account Descr	2021 YTD Budget	2021 YTD Amt	SEPTEMBER 2021 Amt	Balance	2021 % of Budget
DEPT 551 LIBRARY	\$85,650.00	\$77,068.74	\$5,829.98	\$8,581.26	89.98%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$85,650.00	\$77,068.74	\$5,829.98	\$8,581.26	89.98%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$3,297.03	\$731.10	\$702.97	82.43%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$17,719.56	\$2,620.96	\$13,605.44	56.57%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$30,751.93	\$5,868.56	\$8,748.07	77.85%
E 99-93-551-3-373 PRINT	\$86,600.00	\$53,477.82	\$6,026.06	\$33,122.18	61.75%
DEPT 551 LIBRARY	\$161,425.00	\$105,246.34	\$15,246.68	\$56,178.66	65.20%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$105,246.34	\$15,246.68	\$56,178.66	65.20%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$21,600.00	\$0.00	\$7,200.00	75.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$15,132.92	\$682.16	\$6,117.08	71.21%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$2,132.73	\$154.96	\$367.27	85.31%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$14,177.59	\$657.53	\$13,047.41	52.08%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$32,741.43	\$3,405.68	\$7,258.57	81.85%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$814.56	\$0.00	\$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	\$4,964.00	\$0.00	\$3,536.00	58.40%
DEPT 551 LIBRARY	\$132,075.00	\$91,762.74	\$4,900.33	\$40,312.26	69.48%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$91,762.74	\$4,900.33	\$40,312.26	69.48%
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	\$848,121.21	\$89,423.55	\$354,878.79	70.50%
	\$1,203,000.00	\$854,831.77	\$90,137.00	\$348,168.23	71.06%



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
586 e	09/03/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27	586949804	Processing 8-27-21 Payroll
		Total	\$86.27		
589 e	09/10/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,507.57		FED/Wages Pd 9-10-21
G 99-21210		WISCONSIN WITHHOLDI	\$893.35		WI/Wages Pd 9-10-21
G 99-21230		SOCIAL SECURITY TAX	\$1,610.68		SS & MED/Wages Pd 9-10-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,610.65		SS Employer/Wages Pd 9-10-21
G 99-11160		SPECIAL CLEARING ACC	\$15,581.53		Direct Deposit/Wages Pd 9-10-21
		Total	\$21,203.78		
590 e	09/10/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,649.76		Salaries & Wages/Wages Pd 9-10-21
G 99-21265		WI RETIREMENT	(\$1,429.15)		WRS Employees/Wages Pd 9-10-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,507.57)		FED/Wages Pd 9-10-21
G 99-21210		WISCONSIN WITHHOLDI	(\$893.35)		WI/Wages Pd 9-10-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,610.68)		SS & MED/Wages Pd 9-10-21
G 99-21245		FLEX BENEFIT	(\$781.74)		FLEX BEN/Wages Pd 9-10-21
G 99-21280		HEALTH INSURANCE WI	(\$681.52)		HEALTH/Wages Pd 9-10-21
G 99-21285		LIFE INSURANCE WITHH	(\$15.54)		LIFE/Wages Pd 9-10-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 9-10-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 9-10-21
G 99-21286		ACCIDENTAL INS WITHH	(\$31.92)		ACCIDENT/Wages Pd 9-10-21
G 99-11160		SPECIAL CLEARING ACC	(\$15,581.53)		Net Pay/Wages Pd 9-10-21
		Total	\$0.00		
597 e	09/24/21	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$11,898.42	36420002021	OCT Health - Employer
G 99-21280		HEALTH INSURANCE WI	\$1,480.90	36420002021	OCT Health - Employee
		Total	\$13,379.32		
598 e	09/30/21	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,796.20	254021	AUG WRS - Employer
G 99-21265		WI RETIREMENT	\$2,796.20	254021	AUG WRS - Employee
		Total	\$5,592.40		
599 e	09/17/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27	588003656	Processing 9-10-21 Payroll
		Total	\$86.27		
600 e	09/24/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,506.11		FED/Wages Pd 9-24-21
G 99-21210		WISCONSIN WITHHOLDI	\$891.33		WI/Wages Pd 9-24-21
G 99-21230		SOCIAL SECURITY TAX	\$1,602.13		SS & MED/Wages Pd 9-24-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,602.14		SS Employer/Wages Pd 9-24-21
G 99-11160		SPECIAL CLEARING ACC	\$15,679.36		DirectDep/Wages Pd 9-24-21
		Total	\$21,281.07		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
601 e	09/24/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,554.37		Salaries & Wages/Wages Pd 9-24-21
E 99-92-551-2-287		MILEAGE	\$32.20		Jacobson Mileage/Wages Pd 9-24-21
E 99-92-551-3-300		OFFICE SUPPLIES	\$12.76		Kloppmann Reimbursement/Wages Pd 9-24-21
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$2.00		Pike Reimbursement/Wages Pd 9-24-21
E 99-92-551-2-287		MILEAGE	\$118.45		Pike Mileage/Wages Pd 9-24-21
G 99-21265		WI RETIREMENT	(\$1,429.59)		WRS Employees/Wages Pd 9-24-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,506.11)		FED/Wages Pd 9-24-21
G 99-21210		WISCONSIN WITHHOLDI	(\$891.33)		WI/Wages Pd 9-24-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,602.13)		SS & MED/Wages Pd 9-24-21
G 99-21245		FLEX BENEFIT	(\$929.74)		FLEX BEN/Wages Pd 9-24-21
G 99-21280		HEALTH INSURANCE WI	(\$681.52)		HEALTH/Wages Pd 9-24-21
G 99-11160		SPECIAL CLEARING ACC	(\$15,679.36)		Net Pay/Wages Pd 9-24-21
		Total	\$0.00		
25282	09/28/21	ADVANCED CHILLER SERVICES			
E 99-94-551-3-308		BUILDING SUPPLIES	\$33.75	3797	Gas Line Inspection
		Total	\$33.75		
25283	09/28/21	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		OCT Phone Service-Paid in Advance
		Total	\$172.62		
25284	09/28/21	BAKER & TAYLOR			
E 99-93-551-3-371		MEDIA	\$46.74	2036115360	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$101.01	2036116345	Lions Club 2021 Gift
E 99-93-551-3-373		PRINT	\$355.43	2036117552	Print Collection Materials
E 99-93-551-3-373		PRINT	\$960.64	2036120031	Print Collection Materials
E 99-93-551-3-373		PRINT	\$606.03	2036120857	Print Collection Materials
E 99-93-551-3-373		PRINT	\$509.07	2036126377	Print Collection Materials
E 99-93-551-3-373		PRINT	\$190.65	2036130978	Print Collection Materials
E 99-93-551-3-373		PRINT	\$237.92	2036133898	Print Collection Materials
E 99-93-551-3-373		PRINT	\$271.07	2036133905	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$43.98	2036135563	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$56.03	2036138809	Hotz Donation
E 99-93-551-3-373		PRINT	\$200.04	2036142805	Print Collection Materials
E 99-93-551-3-373		PRINT	\$958.30	2036151086	Print Collection Materials
E 99-93-551-3-373		PRINT	\$212.09	2036155736	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$86.28	2036158407	Lions Club 2021 Gift
E 99-93-551-3-371		MEDIA	\$90.72	2036158656	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$57.74	2036159306	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$187.91	2036169920	Print Collection Materials
E 99-93-551-3-373		PRINT	\$959.24	2036173015	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$257.55	2036173831	Schmit Donation
E 99-93-551-3-371		MEDIA	\$357.57	H56399340	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H56423070	Media Collection
E 99-93-551-3-371		MEDIA	\$35.38	H56429890	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H56476690	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H56503520	Media Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$12.62	H56515250	Media Collection
E 99-93-551-3-371		MEDIA	\$88.09	H56516890	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H56545420	Media Collection
E 99-93-551-3-371		MEDIA	\$19.49	H56558240	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H56626210	Media Collection
E 99-93-551-3-371		MEDIA	\$53.15	H56659120	Media Collection
E 99-93-551-3-371		MEDIA	\$71.39	H56659170	Media Collection
E 99-93-551-3-371		MEDIA	\$63.46	H56691250	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H56708960	Media Collection
E 99-93-551-3-371		MEDIA	\$84.39	H56723390	Media Collection
E 99-93-551-3-371		MEDIA	\$33.94	H56777640	Media Collection
E 99-93-551-3-371		MEDIA	\$24.51	H56785630	Media Collection
E 99-93-551-3-371		MEDIA	\$24.51	H56785660	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H56825620	Media Collection
E 99-93-551-3-371		MEDIA	\$140.70	H56828140	Media Collection
E 99-93-551-3-371		MEDIA	\$49.06	H56884500	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H56949390	Media Collection
E 99-93-551-3-371		MEDIA	\$518.20	H56987170	Media Collection
E 99-93-551-3-371		MEDIA	\$28.60	H56988730	Media Collection
E 99-93-551-3-371		MEDIA	\$36.05	H57002660	Media Collection
E 99-93-551-3-371		MEDIA	\$119.77	H57004510	Media Collection
E 99-93-551-3-371		MEDIA	\$50.38	T24037880	Media Collection
Total			\$8,347.05		
25285	09/28/21	CARDMEMBER SERVICE			
E 99-93-551-3-370		PROGRAMMING	\$35.47		Target.com
E 99-92-551-3-300		OFFICE SUPPLIES	\$1.19		Piggly Wiggly
E 99-93-551-3-370		PROGRAMMING	\$5.19	0223	Target.com
E 99-93-551-3-371		MEDIA	\$42.19	0317	Gamestop
E 99-92-551-3-303		TELEPHONE	\$25.46	1027	AT&T
E 99-93-551-3-371		MEDIA	\$63.17	1867	Gamestop
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99	1967	Mailchimp
E 99-94-551-3-306		JANITOR SUPPLIES	\$52.92	2694	Home Depot
E 99-94-551-3-308		BUILDING SUPPLIES	\$85.00	40	Proshred
E 99-93-551-3-370		PROGRAMMING	\$89.29	5776	OTC Brands
E 99-93-551-3-371		MEDIA	\$272.68	621	Gamestop
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	6947	Amazon Web Services
E 99-93-551-3-370		PROGRAMMING	\$33.20	7008	Target.com
E 99-93-551-3-371		MEDIA	\$45.13	8167	Gamestop
E 99-94-551-3-308		BUILDING SUPPLIES	\$430.00	8613	Milwaukee Dumpster
Total			\$1,261.22		
25286	09/28/21	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$5.44	242484369	AUG Long Distance
Total			\$5.44		
25287	09/28/21	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$50.46	1665449	OCT Dental - Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1667904	OCT Vision - Employee



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$116.76		
25288	09/28/21	DEMCO			
E 99-92-551-3-300		OFFICE SUPPLIES	\$147.53	6996335	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$225.56	7000406	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$209.00	7001960	Work Supplies
Total			\$582.09		
25289	09/28/21	EBSCO			
E 99-93-551-3-372		E CONTENT	\$4,173.00	1000165492-	Rosetta Stone Oline Access
Total			\$4,173.00		
25290	09/28/21	FRIENDS OF THE CCBC, INC.			
E 99-93-551-3-370		PROGRAMMING	\$182.00	09032021	CCBC Book Sale Items-For Prizes
Total			\$182.00		
25291	09/28/21	GECRB/AMAZON			
E 99-92-551-2-286		COMPUTERS	(\$21.74)	0002148	Technology
E 99-92-551-2-286		COMPUTERS	\$4.98	43333795565	Technology
E 99-93-551-3-373		PRINT	\$16.95	43534485347	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$23.99	43769734793	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$7.99	43774634443	Office Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$12.85	43783434388	Janitor Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$32.58	43894569773	Donation - MCF Grant
E 99-92-551-3-300		OFFICE SUPPLIES	\$131.13	44544864673	Work Supplies
E 99-93-551-3-373		PRINT	\$20.89	44665575787	Print Collection
E 99-92-551-2-286		COMPUTERS	\$21.74	44684559958	Technology
E 99-92-551-2-286		COMPUTERS	\$296.99	44694854699	Technology
E 99-92-551-2-286		COMPUTERS	(\$21.74)	44966669839	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$32.34	45599994599	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$17.58	45794896393	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$218.89	45833386933	Technology
E 99-92-551-2-286		COMPUTERS	(\$25.00)	45866587545	Technology
E 99-93-551-3-370		PROGRAMMING	\$17.99	45867464553	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$19.96	45968476335	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$55.79	48499787999	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$51.63	48685837656	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$13.13	48865839466	Office Supplies
E 99-93-551-3-373		PRINT	\$11.98	49944996989	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$25.73	53733346348	Programming Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	(\$8.51)	54845598383	Janitor Supplies
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$188.85	54964676634	Business Prime Annual Sub
E 99-92-551-3-300		OFFICE SUPPLIES	\$20.19	55383968593	Office Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$8.51	58635666745	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	\$17.70	58754595653	Programming Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$108.78	59353745359	Building Supplies
E 99-92-551-2-286		COMPUTERS	\$39.98	64369878838	Technology
E 99-93-551-3-370		PROGRAMMING	\$6.92	64587636433	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$5.99	66544535457	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$10.88	66569873444	Programming Supplies



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-300		OFFICE SUPPLIES	\$18.99	67358337936	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$7.87	69635564695	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$218.89	73559774939	Technology
E 99-93-551-3-370		PROGRAMMING	\$7.15	76674768663	Programming Supplies
E 99-93-551-3-373		PRINT	\$14.40	79676773693	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$29.99	79889975598	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$24.58	83448343688	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$63.96	85933593985	Work Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$89.19	86798386763	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	\$9.75	86988958974	Programming Supplies
E 99-93-551-3-373		PRINT	\$46.87	88367895763	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$100.04	89577589455	Programming Supplies
E 99-93-551-3-373		PRINT	\$206.64	93555667439	Print Collection
E 99-92-551-2-286		COMPUTERS	\$26.01	94335475943	Technology
E 99-93-551-3-370		PROGRAMMING	\$33.65	95586639998	Programming Supplies
E 99-93-551-3-373		PRINT	\$59.94	96988769696	Print Collection
Total			\$2,323.84		
25292	09/28/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	30032269	Monthly Color Copier Lease
Total			\$142.00		
25293	09/28/21	INNOVATIVE LABEL TECHNOLOGY			
E 99-92-551-3-300		OFFICE SUPPLIES	\$874.98	210258	BOPP Labels
Total			\$874.98		
25294	09/28/21	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$682.16	09-18102	SEPT Regular Service
Total			\$682.16		
25295	09/28/21	KIMBERLY WEGGELAND			
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$180.00	1585	SEPT 20 Prog-Memory Café Rest Gift
Total			\$180.00		
25296	09/28/21	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,345.36	500927552	AUG Hoopla
Total			\$1,345.36		
25297	09/28/21	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$592.00	415534	Movie Lic (9-1-21 to 9-30-22)
Total			\$592.00		
25298	09/28/21	M-T CHAMBER OF COMMERCE			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$60.00	26256	Annual Chamber Membership
Total			\$60.00		
25299	09/28/21	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$236.14	AR148870	AUG Copy Charges
Total			\$236.14		
25300	09/28/21	QUILL.COM			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-300		OFFICE SUPPLIES	\$126.96	19219255	Office Supplies
		Total	\$126.96		
25301	09/28/21	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITHH	\$31.92	102021-A	SEPT Accidental - Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$84.17	102021-L	SEPT Life - Employer
G 99-21285		LIFE INSURANCE WITHH	\$15.54	102021-L	SEPT Life - Employee
		Total	\$131.63		
25302	09/28/21	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$26.85	604922	AUG 2021 Placements
		Total	\$26.85		
25303	09/28/21	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,405.68	3835074871	SEPT Electrical & Gas Service
		Total	\$3,405.68		
25304	09/28/21	WORLD TRADE PRESS			
E 99-93-551-3-372		E CONTENT	\$350.20	INV675903	AtoZ World Travel Database
		Total	\$350.20		
		11110 HARRIS GF -CHECKING	\$86,980.84		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$713.45
99 F. L. WEYENBERG LIBRARY FUND	\$86,267.39
	\$86,980.84

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	235,268
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	21,961	148,300
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	203,462
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	3,747	34,078
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064	5,062	45,530
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	43,588
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	1,682	13,313
2020	1,145	1,151	811	1,376	2,013	956	1,073	1,460	1,315	11,300
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	13,586
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	1,591	17,287
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327	1,424	11,382
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	12,260
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	n/a	n/a	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	n/a	n/a	0
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	1,137	11,988
Exterior WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	n/a	n/a	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	n/a	n/a	0
2021	320	322	427	452	454	509	537	778	503	4,302
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	13,884	11,635	111,012
2020	11,690	11,636	6,245	0	0	4,229	7,596	8,544	8,083	58,023
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	80,943
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	16	20	22	18	18	14	11	13	20	152
attendance	154	115	315	255	169	143	131	106	195	1,583
2020	13	17	8	8	4	6	5	4	7	72
attendance	111	222	63	72	21	67	51	18	42	667
2021	6	9	6	9	7	8	7	8	11	71
attendance	86	56	45	58	37	58	30	30	102	502
Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	2	1	4	4	1	1	1	1	2	17
participation	167	109	164	205	88	80	115	102	142	1,172
2020	2	1	4	0	0	0	0	0	1	8
attendance	183	147	169	38	58	37	6	16	21	675
2021	1	0	1	0	0	1	1	1	2	7
attendance	86	22	136	27	35	68	55	43	178	650

[illegible]

Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	85	88	140	109	97	160	145	122	124	1,070
2020	95	91	67	35	30	63	88	103	73	645
2021	80	89	90	84	96	155	196	112	108	1,010
FLW Library Items sent to Other System Member Libraries	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	3,634	33,286
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818	3,297	24,148
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	2,779	26,211
Items Received from Other System Member libraries for our patrons	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	3,881	36,133
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420	4,745	31,814
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	3,758	36,239

Quick Pickup Appointments	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YTD
2020	0	0	0	226	961	1,140	176	92	74	2,669
2021	81	90	50	38	22	20	25	28	41	395

Date: October 15, 2021
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, October 2021

I've had the opportunity to work on the adult and children's reference desks throughout the month. Additionally, I have attended the following meetings, either in person or online.

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 9/24, 10/1, 10/8, 10/15
- RECURRING: Rotary Meetings, 10/5
- Jennifer Engroff, Mequon Finance Director, and Marie Keyser, Assistant to the Finance Director, 9/27
- Mequon Allocations Committee Meeting, 10/5
- Thiensville Allocations Committee Meeting, 10/11
- Thiensville Committee of the Whole, 10/11
- Mequon Common Council Meeting, 10/12
- Weyenberg Public Library Foundation, 10/6
- Monarch New Director Onboarding, 10/6
- New Employee Orientation, 10/11
- Finance Committee Meeting, 11/12
- Monarch Library System Directors Council Meeting, 10/14
- Hook, Yarn & Stitch in person, 10/7

PERSONNEL & CONTINUING EDUCATION:

I attended the following CE webinars this month:

- Best Practices in Volunteer Management
- They're not a frill if you're using them right: How to Save Money and Get More Done Using High-Skill Volunteers
- Q&A with Ryan Dowd: questions about people experiencing homelessness, poverty, mental illness, or substance abuse

We hired a new page, which brings us up to 17 employees. We currently do not plan on filling the third page position but may consider doing so when physical circulation returns to pre-pandemic levels.

OPERATIONS ACTIVITIES:

BUDGET! This month was all about the 2022 Budget. The City of Mequon is continuing with their Maintenance of Effort funding, which results in only \$3,000 more in the annual allocation. Additionally, they will allocate approximately \$37,000 of the ARPA funds they received to the library. We will use these funds for staff raises, with the promise stated by several members of the Common Council that we revisit Library funding in the next budget cycle.

Despite Trustee Jennifer Abraham's valiant efforts, the Village of Thiensville is not raising the library's allocation, but they are not lowering it either.

The following are the anticipated allocations, barring miracles:

City of Mequon	\$ 1,061,000
Village of Thiensville	\$ 110,740

It's going to be a tight year. Capital improvements will have to wait.

I have already reached out to Mequon City Administrator Will Jones to discuss possible projects where we might achieve economies of scale by working together. I sent him a copy of our Joint Library Agreement signed by both municipalities in February of 2003 (included in this packet for your information). The agreement, as written, has been largely superseded by changes in Wisconsin State Statute 43 implemented in 2011, along with Act 10. I further asked to be included in their Classification and Compensation Study (which they are funding through their reserve funds). While I have conducted an informal study, I think it will be particularly valuable for our municipalities to see how our positions compare to theirs. That may help us make our case for additional funding in the future.

Meanwhile, I will continue to seek grants that will help us with programming, collections, and special projects. The Weyenberg Public Library Foundation agreed to fund our entire 2022 Wishlist. Once the budget work is complete we will start working on those projects.

I spoke with two attorneys regarding our Covid-19 policies. More on this at the Board Meeting.

Just an anecdote about Milwaukee County residents and FLW Library cards. A woman from a Milwaukee suburb called in a panic because she was on a long holds list for a book club title. I was happy to tell her that we had a copy on the shelf and she was welcome to come in with proper ID, and get a Library card. She was thrilled and we have a very happy new patron.

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/UCF7ld2ZllAe8wEVkLaQoc2A/>

Live, hybrid, and online programs continue.

OTHER:

REPEAT REQUEST: If anyone on this board is interested in serving on the Foundation Board, please let me know. We like to have at least two Library Trustees on the Foundation Board; currently only Jennifer Bogli serves on both. The time commitment is minimal. They generally meet twice a year at 7:30am at the Library. There is also an annual meeting of the Investment Committee and their investment bankers.

Monarch Library System is applying for an ARPA grant that will benefit the entire system. As of Friday, October 15, they are considering a system-wide RFID initiative. While some of the smaller libraries do not see any benefit to this, tagging all of our items and eventually adding security gates may significantly benefit this library. By Wednesday I will know what the system has decided to request.

A frequent patron left our building with the Sunday *New York Times Magazine* concealed in his slacks. A manager followed him out of the building and was able to retrieve the material. I decided to send him a letter barring him from the Library for a month. However, when I checked his library record for his address, we discovered that there is no longer a building there. We could not find any other address for him. We contacted the Mequon Police Department for more information. They have had repeated contact with him. The officer I spoke with said that if the patron returns to the library, we contact the Mequon PD and they will send an officer to be there when we hand him a letter banning him for 30 days. They will then be available if he protests.

We received a generous donation of needlework pattern books from The Knitting Knook, which is moving from Fox Point to Mequon. Many of the books will be added to the collection. We added a number of these books to our collection. Duplicates or other items not added to the collection will be offered for sale in the Book Shop.

Date: October 14, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, October 2021

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

- Interview for page – 9/28
- Interview for page – 9/30
- System Director On-boarding meeting – 10/6
- Director's council meeting – 10/14
- Willowbrook Visit (Val) – 10/18
- Board meeting – 10/20

STATISTICS

Our statistics seem to have gone back to pre-summer numbers. Our door count is only a few patrons off of May's door count. Our circulations also reflect this. Our September and May numbers are very close.

As mentioned last month, the directors voted to do address checks at 18 months going forward. This results in many of our patrons having blocks on their accounts. Because they would need staff to remove the block in order to checkout, our stats are a little off for self-checkout usage and staff assisted checkouts. We average (since adding our new self-checkouts) about 60% of checkouts each month on the kiosks. This month, that went down to 47%. Our staff assisted checkouts are usually about 20% of our checkouts, and this last month, we had 30%.

OTHER TASKS & TIDBITS

I hired a new page, Ingrid Nieman! She moved to the area in early 2020. She will be working evenings, daytimes and weekends. Her official start date was 10/11. She's been a great addition to our team so far!

We had 108 library card sign ups for Library card sign up month! We didn't have anyone complete a full BINGO card, but we had several patrons participate and get book sale bucks.

Our Adventure Passes for the zoo have circulated 37 times this summer so far. We will be adding additional Adventure Passes in 2022! The foundation approved: Milwaukee County Zoo, the Domes, Betty Brinn Children's Museum and the Art Museum.

Date: October 7, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, October 2021

- The Village of Thiensville, as our designated fiscal agent, will allow us to pay certain vendors via Automated Clearing House (ACH). This will allow us to pay bills on a specific date, thus avoiding the risk of late payment penalties. This will be used just on vendors who either charge excessive late fees or have been unwilling to move their due dates to accommodate the Library and Village's bill payment cycle. These bills would still follow the regular approval process designated by the Library Board and the Village. The initial list of vendors who will be paid by this process includes:
 - Port Washington State Bank (Credit Card)
 - We Energies
 - AT&T
 - Pitney Bowes Purchase Power (Postage Meter Refills)
- The IT Workgroup met on October 7. New Monarch Library System Director Riti Grover participated in the meeting, and I appreciated her enthusiasm and willingness to contribute to the meeting.
- A fire inspector from the City of Mequon inspected the Library on September 25. We were reminded that our fire alarm systems and drop doors were due for inspection, which have since been scheduled. The inspector also requested that the drop ceiling tiles over the rotunda be addressed, so the missing and loose tiles would be properly secured. This is a more complicated issue due to the design of the ceiling but is being addressed.
- I attended the City of Mequon Appropriations Committee meeting on October 5, where the elected officials from Mequon considered the Library's budget requests.
- Open Enrollment for Health and Insurance benefits for Library employees is now underway and continues through October 22.
- The monthly webinar series presented by MMAC on operating businesses and reopening strategies during COVID took place on October 12, 2021.

Date: October 20, 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:

- Brightboard Display Updates: 9/25, 10/1, 10/8, 10/16
- Material Orders, 9/28, 10/4, 10/11, 10/18
- Webinar: "2022 Children's Summer Reading Workshop: All Aboard for Summer Reading Program 2022: Oceans of Possibilities with Jen Strauss" sponsored by the Missouri State Library, 10/5
- Webinar: "2022 Teen Summer Reading Workshop: All Aboard for Summer Reading Program 2022: Oceans of Possibilities with Jen Strauss" sponsored by the Missouri State Library, 10/6
- Program: Storytimes, 10/12, 10/13, 10/14
- Recorded Webinar: TECHNOLOchicas: Transforming the T in STEM, 10/13
- Program: M-T Community Book Club, 10/19

MONTHLY STATISTICS

Stats continue to look good. Our Reference statistics are on track and should be slightly higher than last year by the end of the year. Our eCircs are only slightly down from last year's numbers, but still higher than 2019. Our eCollections continues to be higher than last year's numbers, and we should be close to matching our 2019 numbers by the end of the year.

As for programming numbers, we are slowly continuing to get back to our pre-COVID numbers. For adults, we had a couple of outside speakers, with a Medicare program and a special genealogy program and the Fine Arts program with Ben Merens. We also hosted the first in-person Monarch Memory Café program since the pandemic with a live animal program; which was a big hit and the participants were very engaged with the presenter and the animals the entire time. Our Adult drop-in numbers for September were great due to the BINGO card and guessing jar we had for National Library Card Sign-Up Month. We had 123 entries for the guessing jar and 7 winners! All 7 winners guessed 5,000 and there were 5,085 puzzle pieces in the jar.

We did schedule some college preparatory programs for teens this fall, but unfortunately did not have anyone attend for the College Essays program in September. We did have some interest in the Financial Aid & Scholarships program that was meant to be in October, but the presenter needed to reschedule the date, so we are trying to find a new time to have that program.

Our children's storytimes continue to be small, but consistent groups; usually under 30 attendees for each session, which is great. Our LEGO Club was also much smaller than in the past, with only 18 attendees, but for our first session, it felt nice to have a smaller number. For our drop-in children's numbers, we continue to have so many excited children that they can color and play again in the Children's area. Between the three drop-in activities that we had in Children's in September, participation was 328. We did have 290 brown bag activities that we gave out in September, one of which was a surprise bag.

OTHER TASKS & TIDBITS

We have re-introduced our community puzzle once again this month! The location has changed slightly since the old location has a book display there now, but we have had people already stop and put a few pieces together.

We received some Russian and Hebrew materials in the past month, for our new World Languages collection in Children's. I also purchased some new recorded picture book/early reader materials that will be added to the Juvenile Book Pack collection. The brand is called Wonderbooks, which has the audio control built into the cover of the book. Since some families no longer have CD players, we wanted to offer another format for younger children to enjoy recorded books.

I am currently booking artists for the 2nd floor gallery space for 2022. I signed up a textile artist from the Sheboygan area, Ruby Kellner, for November/December 2022. She makes amazingly realistic nature scenes with just fabric and thread, so we are very excited to add her to the line-up for next year. I also have an inquiry out to a Milwaukee artist that does encaustic, cold wax and mixed media art currently. I hope to hear back from the artist soon, so I can fill one of the last two slots I have open for next year.

We will be doing a library tour for the Christ Alone Lutheran School across the road from the library in October. One of the teachers reached out to me to schedule a tour and catalog demonstration for her 3rd and 5th grade classes. We are very excited to once again be able to have school tours! I also sent along information for all the parents to sign a library card application form for their children, so that the kids that don't already have a library card with us can get one during their visit.

I will be attending the Annual Wisconsin Library Association Conference next month in Green Bay, so I will not be at the November Library Board of Trustees meeting. There looks to be many great topics presented at the conference this year, so I am excited to attend. During the conference, I have also signed up to be a resume reviewer, which I did two years ago at the Wisconsin Dells WLA conference.

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) •Cultural Conversations with Susan Angel Miller (November) •Wisconsin Women: Rebels, Movers and Shakers, An Art History program (November) •NaNoWriMo (November, drop-in activities) •Fending Off Falls with Doctors of Physical Therapy (December)	•Teen Take & Make Kits (3x this fall) •Teen Exam Cram (November) •Financial Aid & Scholarships with Galin Education (to be rescheduled) •Monthly Children's Take Home Craft Kits •Monthly Children's Take Home STEAM Kits •Halloween Goody Bags (October 30) •Family Storytimes on Tuesdays, Wednesdays & Saturdays (weekly, in-person) •LEGO Club (monthly, in-person) •Crazy 8s Math Club (8 sessions, in-person) •Christ Alone 3rd Grade and 5th Grade School Tours (October)
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GRANT APPLICATION

Organization Information

Organization Name: Frank L. Weyenberg Library of Mequon-Thiensville
Address: 11345 North Cedarburg Road
City: Mequon State: WI ZIP: 53092
Contact Person: Rachel Muchin Young, Library Director
Phone: (262) 242-2593, ext. 331
Email Address: rmuchinyoung@flwlib.org

Mission Statement:

As a welcoming community center united by Mequon and Thiensville,
the Frank L. Weyenberg Library strives to stimulate imagination
and inspire creativity by opening windows to lifelong learning.

Fiscal Year: From January 1 to December 31
Total Operating Budget: \$1,203,000
Number of Employees: Full Time: 9 Part Time: 8

Does your organization provide volunteer opportunities? Yes

If so, how many volunteers did you have last year?

Because of Covid-19, we were limited to only 20 volunteers (our Library Trustees and Foundation Board members), largely contributing their hours remotely. In a typical year, however, we have both teen and adult volunteers contributing hundreds of volunteer hours, exclusive of our various Board members. We welcomed back volunteers to the Library at the beginning of summer. To date, 17 volunteers (both teens and adults) have volunteered 199 hours to Frank L. Weyenberg Library.



Number of Individuals Served by Organization: 27,489

Has this request been authorized by the organization's governing board? Yes

If yes, when? October 1, 2021

Has your governing board approved a policy of non-discrimination with regard to age, race, religion, sex, or national origin? Yes

Project Details

What are the start/end dates of your project? From grant award onward.

How many individuals will benefit from your project?

The primary audience for this project are children birth to six-years-old, and their caregivers. Approximately 5.2% of the population of our community, or 1,430 children, fall in the under-six category. With the addition of their caregivers, siblings, and any member of the public who ventures into this room, the actual number will benefit many more.

Please provide a concise 3 – 5 sentence description of your project:

A Calming Room is the perfect retreat for overstimulated children and their caregivers, as well as an ideal place to feed babies. It provides a soothing space away from the hustle and bustle of the rest of the Library. This quiet room provides seating and quiet sensory experiences focusing on sight and touch.

How does your project align with the mission of the Mequon Community Foundation?

The mission of the Mequon Community Foundation is closely aligned with that of the Frank L. Weyenberg Library of Mequon-Thiensville. Both organizations seek to enhance the quality of life in our community. The Calming Room at Frank L. Weyenberg Library will enhance the experiences young families, particularly those with children who are easily overstimulated. The Library will be a safe and welcoming environment for all.



Funding

Total project budget? \$7,154

Amount requested from Mequon Community Foundation? Up to \$7,154

If you don't receive the full funding requested from MCF, how will the project be impacted?

If the Mequon Community Foundation does not fund this project in total, we will start the project with the limited available funds in our unrestricted gift account, then seek other grants to complete the transformation of our children's study room into the new Calming Room. We feel this will be an important addition to the Library and will do whatever work is necessary to make this happen.

Please identify the project's other funding sources. Please indicate the amount requested from each and if funding is pending, has been received, or was denied.

Please see above.

If funding is received from the Mequon Community Foundation, how will the grant be recognized?

The Mequon Community Foundation will be recognized on a plaque prominently placed at the entrance to the Quiet Room, and in our monthly eNewsletter and other marketing.



Attachments

Library Board of Trustees:

JanaLee Hitchcock, President
Catherine Perry, Vice President
Mimi Rosing, Secretary
Jennifer Bogli, Treasurer

Jennifer Abraham, Village of Thiensville Trustee
Rachel Burner
Lauren Croix, Mequon-Thiensville School District
Maria Gonzalez-Cerra
Jeffrey Hansher, City of Mequon Alderman
Tedd Lookatch



Project Budget:

Calming Room in the FLWL Children's Department		
Item	Description	Investment
Furniture		
Swivel Glider Recliner	An upholstered easy chair perfect for feeding and calming infants and toddlers	\$ 800.00
Cozy Canoe	Cozy Canoe gives kids just the right amount of deep pressure for a calming hug as they sit, read or explore.	\$ 140.00
Mushy Smushy Bean Bag Chairs (2)	Super light and portable, the bean bag shape supports back and hips for comfortable seating. Small pellet filled stuffing appeals to kids who need to wiggle and to all who crave tactile stimulation.	\$ 160.00
Fiber Optic Tunnel	Climb through the tunnel to take in the colorful, twinkling lights all around you! This calming sensory space helps reduce the feeling of being overwhelmed, soothe overstimulated children and provide a sense of security.	\$ 3,000.00
Sensory Activities		
Busy Wall Panel	This is the ultimate tactile experience for busy little hands. Kids will spend hours zipping, stroking, clicking and fiddling with this multi-textured sensory board.	\$ 600.00
Tactile Panels (6)	Tactile Sensory Panels (Mirror, Velcro Hooks, Turf Grass, Carpet, Cork, and Sequins) are an effective way to stimulate the senses by sight and touch	\$ 300.00
Sensory Discs (5)	Sensory Discs are made to resemble the tranquility of the swaying movements and shimmering colors of the sea.	\$ 25.00
Weighted Dragon Wings	Weighted Dragon Wings bring imagination and sensory therapy together for a delightful play experience.	\$ 86.00
Fidget Lap Pad	Weighted Busy Fingers Fidget Lap Pad features three activity panels. Soft cover provides tactile stimulation and zips off for easy cleaning.	\$ 43.00
Dimpl Pops Deluxe	Dimpl™ Pops Deluxe features 25 bubbles in four sizes and a rainbow of colors to poke and pop. Encourages fine motor skills, sensory learning, and calmness.	\$ 25.00
Early Childhood Break Box	Helps kids calm down, channel energy, and focus for extended periods of time, all in a convenient durable box.	\$ 325.00
Additional Expenses		
Painting, etc.	Painters, paint and supplies	\$ 1,000.00
Shipping & Handling		\$ 650.00
	Total Investment	\$ 7,154.00

Calming Room Furnishings

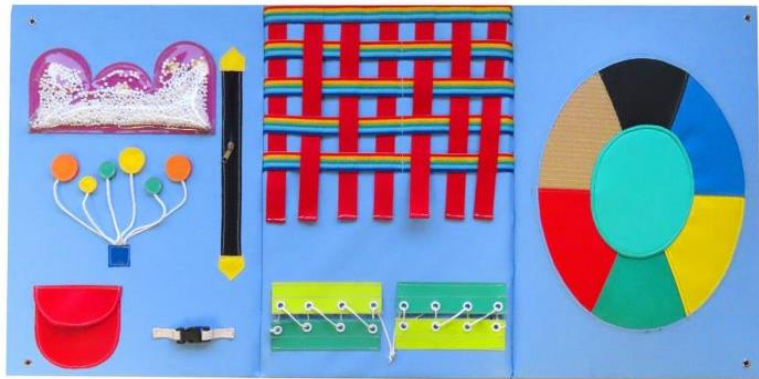
Mega Mushy Smushy Bean Bag Chair



Cozy Canoe

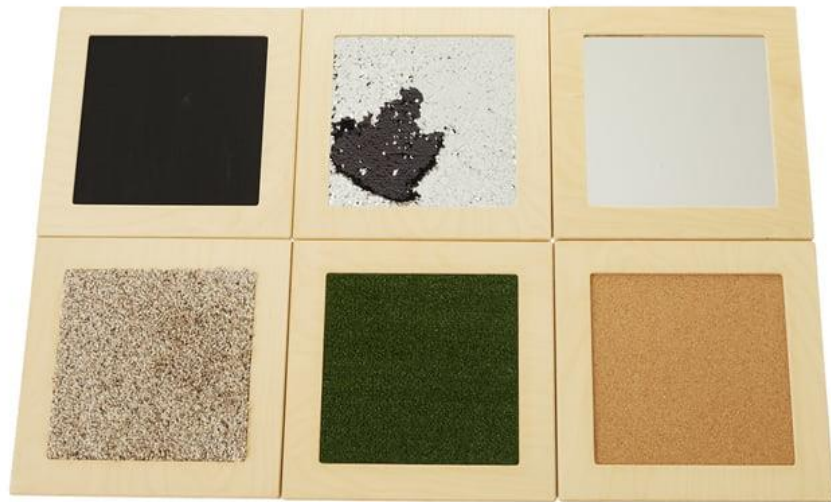


Busy Board Wall Panel



Weighted Dragon Wings

Tactile Sensory Panels (15" x 15" x 3/4", Set of 6)



Sensory Playtivity Sensory Discs, Set of 5

Busy Fingers Fidget Lap Pad





Early Childhood Break Box

Dimpl Pops Deluxe



SensaSoft Fiber Optic Tunnel



Swivel Glider Recliner (example)

Account #	Name of Account	2021 Budget	2020 Budget	2019 Budget	2018 Budget	2017 Budget
99-31190	Gifts & Grants Restricted					
99-31191	Gifts & Grants Unrestricted					

REVENUES

Account #	Name of Account	2022 DRAFT Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget
99-40-001-900	Mequon Taxes	\$ 1,061,000.00	\$ 1,058,000.00	\$ 1,075,000.00	\$ 1,050,000.00	\$ 1,049,000.00	\$ 1,048,930.00
99-40-001-901	Thiensville Taxes	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00
99-40-001-902	County Reimbursement	\$ 12,994.00	\$ 13,111.00	\$ 14,967.00	\$ 11,500.00	\$ 10,210.00	\$ 14,197.00
99-42-006-903	Fines & Fees	\$ 18,000.00	\$ 9,000.00	\$ 27,543.00	\$ 27,010.00	\$ 29,450.00	\$ 30,000.00
99-44-013-300	Investment Interest	\$ 500.00	\$ 1,500.00	\$ 5,000.00	\$ 3,500.00	\$ 2,000.00	\$ 1,200.00
99-45-015-280	Miscellaneous Revenue	\$ 39,266.00	\$ 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		\$ 1,250,000.00	\$ 1,203,000.00	\$ 1,283,500.00	\$ 1,209,500.00	\$ 1,206,900.00	\$ 1,205,067.00

EXPENDITURES**STAFFING**

Account #	Name of Account	2022 DRAFT Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget
99-91-551-1-100	Salaries & Wages	\$ 631,900.00	\$ 597,250.00	\$ 583,850.00	\$ 564,705.00	\$ 548,000.00	\$ 479,500.00
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
99-91-551-1-199	Benefits	\$ 202,500.00	\$ 218,000.00	\$ 208,500.00	\$ 174,835.00	\$ 168,000.00	\$ 144,300.00
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
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
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
99-91-551-7-730	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 844,800.00	\$ 823,850.00	\$ 802,313.00	\$ 748,960.00	\$ 725,300.00	\$ 632,200.00

ADMINISTRATION

Account #	Name of Account	2022 DRAFT Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 Adopted Budget
99-92-551-2-201	Postage	\$ 850.00	\$ 600.00	\$ 600.00	\$ 618.00	\$ 600.00	\$ 600.00
99-92-551-2-206	Audit	\$ 6,650.00	\$ 6,550.00	\$ 6,550.00	\$ 6,500.00	\$ 6,350.00	\$ 6,350.00
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
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
99-92-551-2-286	Computers	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 12,500.00	\$ 15,000.00	\$ 14,400.00
99-92-551-2-287	Mileage	\$ 1,500.00	\$ 600.00	\$ 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
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
99-92-551-2-290	Consultants	\$ -	\$ -	\$ -	\$ 3,200.00	\$ 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
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
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
99-92-551-3-358	Debt Collection	\$ 500.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 750.00	\$ 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
		\$ 90,000.00	\$ 85,650.00	\$ 103,550.00	\$ 100,875.00	\$ 104,600.00	\$ 117,900.00

PROGRAM & COLLECTION

Account #	Name of Account	2022 DRAFT Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 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
99-93-551-3-371	Media	\$ 32,000.00	\$ 31,325.00	\$ 32,000.00	\$ 31,000.00	\$ 20,000.00	\$ 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
99-93-551-3-373	Print	\$ 87,000.00	\$ 86,600.00	\$ 93,000.00	\$ 93,000.00	\$ 100,000.00	\$ 101,000.00
		\$ 165,000.00	\$ 161,425.00	\$ 161,000.00	\$ 160,000.00	\$ 156,000.00	\$ 151,000.00

BUILDING

Account #	Name of Account	2022 DRAFT Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget	2017 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
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
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
99-94-551-3-308	Building Supplies (M&R)	\$ 44,100.00	\$ 27,225.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 60,267.00
99-94-551-3-358	Utilities	\$ 42,500.00	\$ 40,000.00	\$ 42,637.00	\$ 44,865.00	\$ 42,800.00	\$ 55,205.00
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
99-94-551-3-374	COVID Temporary Supplies	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
99-94-551-7-700	Building Projects	\$ 8,500.00	\$ 8,500.00	\$ 68,950.00	\$ 50,000.00	\$ 72,900.00	\$ 130,195.00
		\$ 150,200.00	\$ 132,075.00	\$ 216,637.00	\$ 199,665.00	\$ 221,000.00	\$ 303,967.00

TOTAL EXPENDITURES	\$ 1,250,000.00	\$ 1,203,000.00	\$ 1,283,500.00	\$ 1,209,500.00	\$ 1,206,900.00	\$ 1,205,067.00
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Draft as of October 13, 2021

JB

**Memorandum of Understanding
between the Village of Thiensville Trustees
and the Weyenberg Library Board of Trustees**

This memorandum outlines, in general, an understanding between the Village of Thiensville ("Village") and the Frank L. Weyenberg Library Board of Trustees ("Library") regarding fiscal agency.

As indicated in the current (2003) Joint Agreement between the City of Mequon and the Village of Thiensville For the Joint Support and Operation of the Mequon – Thiensville Library:

"It is understood that the Library Board shall be free to contract with the respective municipalities for services. It is further understood that the municipalities have no obligation to provide free services to the library."

The Library intends to contract with the Village to fulfill the role of Fiscal Agent for the Library beginning January 1, 2014, or earlier based on any such administrative procedural matters as may be necessary to have operations in place by January 1, 2014.

Both parties acknowledge the following:

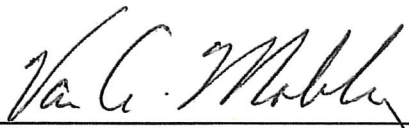
1. The Library budget will be separate from the Village budget.
2. The Library will be audited and invoiced separately from the Village's audit.
3. The Library will establish account numbers to meet the expectations of the Library, Village and auditor.
4. Library funds will be deposited by the Village into interest bearing accounts as much as is practical.
5. Library receipts will be presented bimonthly to the Village to be deposited into agreed upon accounts.
6. The Library will present invoices/payment vouchers to the Village no later than the 2nd Tuesday of the month. Invoices will be grouped so that no more than one check per vendor per month will need to be cut.
7. The Village will cut checks on the 3rd Tuesday of every month.
8. The dates referenced above in #6 and #7 may be subject to changes in Village procedures.

9. The Village will provide monthly reports to the Library as to accounts payable and status of annual budget (expense/revenue), preferably exported to Excel.
10. The Library recognizes that it will not be able to log-in to the Village's or Library's financial data.
11. The Library recognizes that no historical financial data will be entered into the Village's software.
12. The Library will continue to record and manage its own outsourced payroll and benefits packages. The library payroll will coincide with the Village's payroll cycles to maximize efficiencies on both Library and Village staff.

The Library agrees to reimburse the Village for such reasonable fees as may be necessary for the Village to carry out its role of fiscal agent. Beginning January 1, 2014 the Village would charge an annual fee of \$5,000 to be evaluated by August of each subsequent year. The fiscal agent fee may be adjusted annually by mutual agreement between the Village and the Library to reflect an increase or decrease, based on actual costs.

If either the Village or the Library wishes to modify or dissolve this agreement, it shall be able to do so upon giving one calendar/fiscal year's notice, in writing, to the other party, of its intention to do so.

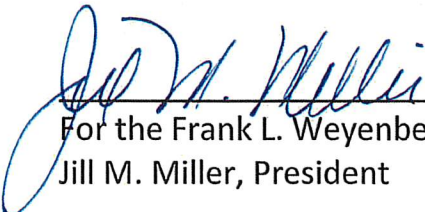
Agreed and acknowledged:



For the Village of Thiensville
Van Mobley, Village President

10/3/13

Date



For the Frank L. Weyenberg Library Board
Jill M. Miller, President

9/25/13

Date

AGREEMENT
BETWEEN CITY OF MEQUON AND THE VILLAGE OF THIENSVILLE
FOR THE JOINT SUPPORT AND OPERATION OF
THE MEQUON-THIENSVILLE LIBRARY

WHEREAS, the City of Mequon and the Village of Thiensville, have entered into an agreement establishing a joint Library Board, pursuant to Chapter 43.56 of the Wisconsin Statutes, and

WHEREAS, both municipalities desire to enter an agreement relating to the matters pertaining to the operation of such joint board, and

WHEREAS, the City of Mequon and the Village of Thiensville recognize the benefit to the two communities of the joint operation of the Mequon-Thiensville Library;

NOW, THEREFORE, WITNESSED, that for and in consideration of the mutual agreements, covenants, and provisions herein contained, the parties hereto agree that the joint library shall be governed according to the terms and provisions as follows:

1. Joint Library Board – Membership – Terms.

The joint Library Board shall consist of two (2) trustees representing the Village of Thiensville, seven (7) trustees representing the City of Mequon, and one (1) trustee representing the School District. One (1) Village trustee shall be appointed by the President of the Village and confirmed by the Village legislative body for a three (3) year term. Six (6) City trustees shall be appointed by the Mayor of the City and confirmed by the City legislative body for staggered three (3) year terms. One (1) City trustee and (1) Village trustee shall be appointed annually for a one (1) year term in accordance with respective City and Village procedures, from the elected representatives of each legislative body. The School District trustee shall be appointed by the Superintendent of Schools for a three (3) year term. All terms shall begin and end at the conclusion of the Library Annual Meeting in May in conformance with the terms to which appointed. No trustee shall serve beyond his or her appointed term unless reappointed by his or her legislative body. The Library Board shall operate the library in accordance with the Library Bylaws and Chapter 43.58 of the Wisconsin Statutes, as appropriate for the management of the joint library.

The City of Mequon will provide an aldermanic representative from the legislative body and the Village of Thiensville will provide a representative from the legislative body, as provided for above, and an alternate who shall vote in his or her stead in his or her absence.

The Library Board will conduct its fiscal affairs in accordance with Chapter 43.58(6a), and all sources of revenue shall be used for the operation of the library, except as those permanent trust funds in the Library Board's control. It is understood that the Library Board shall be free to contract with the respective municipalities for services. It is further understood that the municipalities have no obligation to provide free services to the library. All moneys received by devised bequest or gift for the purposes of the joint library shall be administered in the same manner as other funds, but under a separate account, unless stated to the contrary as a provision of the devise bequest or gift.

2. Appropriation of Costs.

It is agreed that the Board of Trustees shall submit its estimate of financial needs each year to each municipality, in accordance with Section 65.03 of the Wisconsin Statutes, for review and approval by each municipality. The respective municipalities shall fund the operating and capital budget on the following formula:

- a) 33.34% based on their respective ratios of equalized valuation as annually determined by the Wisconsin Department of Revenue from the previous year.
- b) 33.33% based on their respective ratios of population as estimated by the State of Wisconsin for the previous year.
- c) 33.33% based on their respective ratios of circulation, as compiled by the library staff, for the 12-month period from July 1 through June 30 that most recently precedes the calculation date.

The amount appropriated to fund the library operating and capital budget is subject to approval by each municipality. The amount that each municipality shall be required to fund shall be calculated as of January 1 of each year.

3. Disputes.

If any disputes shall arise between the parties to this agreement, the parties shall promptly attempt in good faith to settle the same by negotiation. All disputes not settled by negotiation shall be submitted to a binding arbitration. All disputes shall be decided by a single arbitrator found mutually agreeable to each party. In the event that the parties cannot agree upon a mutual arbitrator, any party may petition the Circuit Court for Ozaukee County for the appointment of said arbitrator, and the remaining parties shall be bound by the decision of the Court. No discovery shall be permitted in any arbitration. The award or decision rendered by the arbitrator shall be final, and judgment may be entered upon the award or decision in accordance with the law in the State of Wisconsin. Each party will pay and bear the costs of its own legal expenses. Other administrative expenses of resolving the dispute, including the cost of the arbitrator, will be divided equally between the parties. This paragraph shall be enforced to the fullest extent allowed by law and requires the resolution of disputes arising from this agreement in some way other than formal judicial proceedings.

4. Modification and Dissolution.

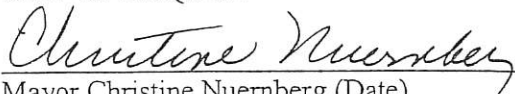
If either municipality wishes to modify or dissolve this agreement, it shall be able to do so only upon giving one calendar year's notice, in writing, to the other community, of its intention to do so.

In the event the municipalities decide to dissolve the joint library, the assets shall be appropriated in proportion to the contribution established and contributed by each of the municipalities for the year in which the dissolution occurs.

This agreement supersedes and replaces all previous agreements entered into between the parties hereto, including all amendments thereto.

IN WITNESS WHEREOF, the parties caused this agreement to be signed by the respective representatives on the date above written.

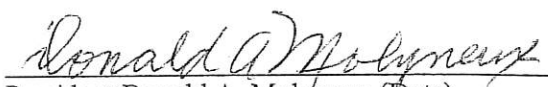
CITY OF MEQUON


Mayor Christine Nuernberg (Date)

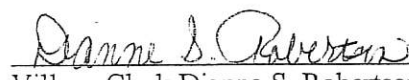
Attest:


City Clerk Lee Szymborski (Date)

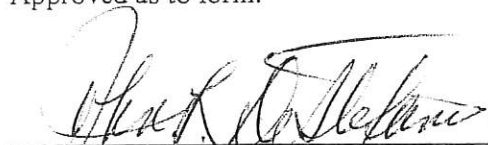
VILLAGE OF THIENSVILLE

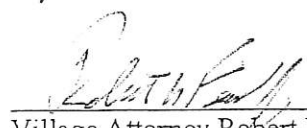

President Donald A. Molyneux (Date)

Attest:


Village Clerk Dianne S. Robertson (Date)

Approved as to form:


City Attorney John DeStefanis


Village Attorney Robert L. Feind, Jr.

8C



OFFICE OF THE CITY ADMINISTRATOR

11333 N. Cedarburg Road 60W
Mequon, Wisconsin 53092
Phone (262) 242-3100
Fax (262) 242-9819
lszymborski@ci.mequon.wi.us

Lee Szymborski

To: Mayor and Common Council
From: Lee Szymborski
Date: February 7, 2003
Subject: Amended joint library agreement – Resolution 2388

Background. One of the outcomes of the FY 2002 budget deliberations was an agreement to meet with Village of Thiensville officials to discuss possibly amending the joint library contract. Accordingly, staff met with Thiensville's staff to discuss alternatives to the current funding formula. As the Council knows, Thiensville's interest in re-opening the agreement, which expires in 2005, was based on their thought that Thiensville pays a disproportionate amount of support to the Weyenberg Library. Presently, our intergovernmental agreement says contributions are based solely on the percentage of circulation attributable to each municipality.

In addition, the county library tax issue has had an extra unfortunate affect of aggravating the funding agreement. By statutory formula, Thiensville's contributions to the Weyenberg Library are in excess of what is required. Hence, this kindled the concern held by the Thiensville Village Board that the formula of how our two municipalities divide the contribution is no longer viable. Thus, the statutory formula issue put some additional urgency to these discussions.

When this issue came up during the budget deliberations for FY 2002, the City agreed to alter the agreement's funding formula, just for that fiscal year. In FY 2002 we used one-half of the current agreement's formula combined with a formula based on a 1/3 circulation, 1/3 population and 1/3 equalized value.

Staff then looked at three scenarios for a joint library funding formula and projected those options over a 10-year period of time. Scenario A looked at a formula which was 50% equalized value, 50% population; Scenario B was the 1/3rd, 1/3rd, 1/3rd formula and Scenario C was the current agreement's formula, based on usage. Over a 10-year period the analysis showed that Scenario A favored Thiensville whereas the current agreement's formula benefited Mequon. It was Scenario B, the formula used in part to determine FY2002's joint appropriation that provides the middle ground.

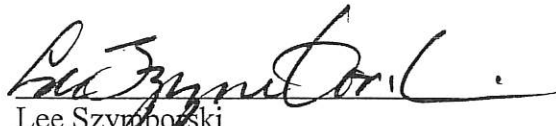
In addition to doing these projections, Dianne Robertson and I reviewed more than ten other joint library agreements from around the state. We found no agreement that offered anything unique or different from those formulas outlined above.

The amended agreement reflects a formula that is 1/3rd each of the municipality's ratio of equalized valuation, population and circulation (Scenario B). Again, this was the same formula that was used for FY 2002's funding compromise that helped address the county library tax issue and the formula also used for all of FY 2003.

Maintenance of effort. The amended agreement, which lowers Thiensville's contribution, does not put the village in violation of the statutory "maintenance of effort" requirement which prohibits a municipality to fund "at a level that is not lower than the average of such funding received for the previous three years." That is because the Wisconsin Department of Public Instruction found that the statutes "can be interpreted to allow maintenance of effort for a joint public library to be calculated based on the combined effort of all of the joint library participants." [From an October 2002 letter from Mike Cross, DPI consultant to David Weinhold, Eastern Shores Library System Director.] This allows, from the DPI's perspective, for Thiensville's annual library contribution to decrease.

Fiscal impact. The funding formula in the amended agreement costs Mequon in FY 2003 approximately an additional \$28,670 compared to if the old funding agreement was in place.

Recommendation. Since last August the Public Welfare Committee has reviewed and revised the agreement and recommends approval. Likewise, the Village of Thiensville has approved the amended agreement.


Lee Szymbooski
City Administrator

Attachments

Cc: Dianne Robertson
Robert Hafeman

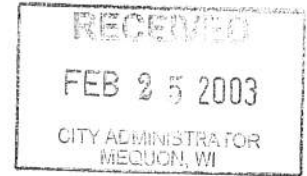


VILLAGE of THIENSVILLE

250 Elm Street
Thiensville, WI 53092-1602

Phone (262) 242-3720
Fax (262) 242-4743

February 21, 2003



Lee Szymborski, Administrator
City of Mequon
11333 N. Cedarburg Road, 60W
Mequon, WI 53092

RE: Library Agreement

Dear Lee,

Enclosed are two (2) copies of the new fully executed Mequon/Thiensville Library Agreement. I have enclosed Village Resolution 2003-05, a resolution approving the joint library agreement. A complete set of documents has been forwarded to Library Director Robert Hafeman.

The Village Board expresses its sincere appreciation to all City of Mequon officials that made this new agreement a reality. The Village looks forward to mutually working together to continue to make our two communities a wonderful place to work and live.

Sincerely,

Dianne S. Robertson
Village Administrator

Cc: Weyenberg Library Director Robert Hafeman

#2388

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION NO. 2388

APPROVING A JOINT LIBRARY AGREEMENT
BETWEEN THE CITY OF MEQUON AND THE VILLAGE OF THIENSVILLE

WHEREAS, the City of Mequon and the Village of Thiensville have jointly supported the F.L. Weyenberg Library through joint library agreements since 1978; and

WHEREAS, the City of Mequon and the Village of Thiensville desire to amend the terms of their joint agreement which currently expires in 2005;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Mequon approves the Joint Library Agreement between the City of Mequon and the Village of Thiensville.

Approved by: Christine Nuernberg
Christine Nuernberg, Mayor

Date Approved: February 12, 2003

This is to certify that the foregoing resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on the 11th day of February, 2003.

Lee Szymborski
Lee Szymborski, City Clerk

Published: February 17, 2003
RES2388.DOC

VILLAGE OF THIENSVILLE

RESOLUTION NO. 2003-05

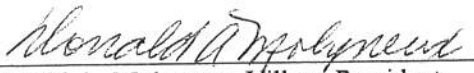
A RESOLUTION APPROVING A JOINT LIBRARY AGREEMENT
BETWEEN THE VILLAGE OF THIENSVILLE AND THE CITY OF MEQUON

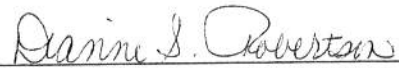
WHEREAS, the Village of Thiensville and the City of Mequon have jointly supported the F. L. Weyenberg Library; and

WHEREAS, the Village of Thiensville and the City of Mequon desire to amend the terms of their joint agreement.

NOW, THEREFORE BE IT RESOLVED that the Village Board of Trustees approves the Joint Library Agreement between the City of Mequon and the Village of Thiensville.

PASSED AND ADOPTED by the Village Board of the Village of Thiensville, County of Ozaukee, State of Wisconsin on this 17th day of February, 2003.


Donald A. Molyneux, Village President


Dianne S. Robertson, Village Clerk