



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
TUESDAY, November 15, 2022, 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 the prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of the October 19, 2022 Meeting
- VI. Financial Reports**
 - a. Revenue and Expense for October 2022
 - b. Action Item: Accounts Payable for October 2022
- VII. Board Reports**
 - a. President's Report – J. Hitchcock
 - b. Finance – G. Baxter
 - c. Advocacy – J. Hansher
 - d. Personnel – J. Abraham
- VIII. Staff Reports**
 - a. Library Operations
 - b. Director's Report – R. Muchin Young
 - c. Managers' Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager

IX. Unfinished Business

- a. Classification and Compensation Study Update

X. New Business

- a. Discussion and Possible Action: 2022 Library Holiday Calendar
- b. Discussion and Possible Action: 2022 Board of Trustees Meeting Schedule
- c. Discussion and Possible Action: Cleaning Contract
- d. Discussion and Possible Action: 2022 Operating Budget Amendment

XI. Trustee Training & System/State Library Update

- a. Lessons Learned at the WLA Annual Conference

XII. Future Meeting Dates

- a. Board of Trustees Meeting: December 21, 2022
- b. Other Meetings:

XIII. Adjourn

JanaLee Hitchcock, President

Posted: November 13, 2022



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees October 19, 2022 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on October 19, 2022 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 6:00 pm.

Posting of notice as of October 14, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Jennifer Abraham (via Zoom), Rachel Burner, Kevin Deering, Alex Lemke and Tedd Lookatch

Trustee Absent: Graham Baxter and Cathrine Wagner.

Staff Present: Rachel Muchin Young, Library Director and Craig Jacobson, Business Manager.

III. Announcements

Ms. Hitchcock announced that the Board will now use small board parliamentary procedures in their meetings.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the September 21, 2022 Meeting

The minutes of the September 21, 2022 meeting were included in the packet. Hearing no objections, the minutes were approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for September 2022

The reports were included in the Board Packet. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for September 2022

Mr. Jeffrey Hansher moved to approve the Accounts Payable Statement for September 2022 in the amount of \$99,559.15. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock reported on the positive developments from the City of Mequon Appropriations Committee meeting, with the Library anticipating to receive a \$45,000 increase in its 2023 contributions from the City.

B. Finance

No meeting was held.

C. Advocacy

Mr. Hansher reported that a meeting took place on October 12, 2022. This was the final scheduled meeting to discuss inclusive services at the Library. Several of the recommendations will be implemented at the Library.

D. Personnel

Ms. Abraham reported that no meeting was held. The review process for the Library Director will begin shortly.

VIII. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Rachel Muchin Young updated the Board on year-to-year trends. The recovery trend from the COVID-19 pandemic remains encouraging, with new library cards issued especially positive.

B. Director's Report

The written Library Director's report was included in the Board Packet. The report includes the donation requests from the Weyenberg Public Library Foundation. Some of the requests are conditional on possible ARPA funding. Ms. Muchin Young reported that the Foundation has already approved their regular annual requests in an amount of approximately \$17,000.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet.

ii. Business Manager

The written report was included in the Board Packet.

iii. Patron Services Manager

The written report was included in the Board Packet.

IX. Unfinished Business

A. Discussion: Classification and Compensation Study Update

Ms. Muchin Young reported that the Library has received the basic outline of the study results. She will be meeting with representatives from the City to see how our positions correlate to theirs. The Board began preliminary discussion of salary range targets.

X. New Business

A. Action Requested: Moving November Board of Trustees Meeting to avoid conflict with Village of Thiensville Volunteer Appreciation Event

Ms. Perry moved to change the date of the next Board of Trustees meeting to Tuesday, November 15 at 6:00 pm. Motion carried.

B. Action Requested: Foundation Wish List

The proposed Foundation Wish List was included in the Board Packet.

Mr. Lookatch moved to approve the Foundation Wish List. Motion carried.

XI. Trustee Training & System/State Library Update

A. TE12

The section "Library Standards" was presented and reviewed by the Board.

B. TE13

The section "Library Advocacy" was presented and reviewed by the Board. Trustees were encouraged to "keep up the good work!" They were also invited to attend Library Legislative Day, scheduled for February 8, 2023 at the Wisconsin State Capital.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Tuesday, November 15 at 6:00 p.m.

XIII. Adjournment

There being no further business before the Board, a motion to adjourn was made by Hansher. Motion carried and meeting was adjourned at 7:02 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: OCTOBER 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	OCTOBER 2022 Amt	Balance	2022 % 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	\$500.00	\$0.00	-\$500.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$33,301.77	\$11.02	-\$33,301.77	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$33,801.77	\$11.02	-\$33,801.77	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$33,801.77	\$11.02	-\$33,801.77	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$33,801.77	\$11.02	-\$33,801.77	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	\$1,061,000.00	\$1,061,000.00	\$0.00	\$0.00	100.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$110,740.00	\$0.00	\$0.00	100.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$12,994.00	\$12,994.94	\$0.00	-\$0.94	100.01%
DEPT 001 LOCAL PROPERTY TAXES	\$1,184,734.00	\$1,184,734.94	\$0.00	-\$0.94	100.00%
MAJ CLS 40 TAXES	\$1,184,734.00	\$1,184,734.94	\$0.00	-\$0.94	100.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVENUES					
DEPT 003 GRANTS & AIDS					
R 99-41-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$18,000.00	\$12,217.85	\$720.41	\$5,782.15	67.88%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$12,217.85	\$720.41	\$5,782.15	67.88%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$12,217.85	\$720.41	\$5,782.15	67.88%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$2,801.49	\$807.60	-\$2,301.49	560.30%
DEPT 013 INTEREST INCOME	\$500.00	\$2,801.49	\$807.60	-\$2,301.49	560.30%

Account Descr	2022 YTD Budget	2022 YTD Amt	OCTOBER 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$2,801.49	\$807.60	-\$2,301.49	560.30%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$8,468.99	\$872.75	-\$968.99	112.92%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$2,083.25	\$218.70	-\$2,083.25	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$10,552.24	\$1,091.45	-\$3,052.24	140.70%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,266.00	\$1,490.72	\$0.00	\$775.28	65.79%
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	\$37,000.00	\$0.00	\$0.00	\$37,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$39,266.00	\$1,490.72	\$0.00	\$37,775.28	3.80%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$46,766.00	\$12,042.96	\$1,091.45	\$34,723.04	25.75%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$1,211,797.24	\$2,619.46	\$38,202.76	96.94%
	\$1,250,000.00	\$1,245,599.01	\$2,630.48	\$4,400.99	99.65%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
 Current Period: OCTOBER 2022

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Account Descr	2022 YTD Budget	2022 YTD Amt	OCTOBER 2022 Amt	Balance	2022 % 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	\$2,874.90	\$192.76	-\$2,874.90	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$2,508.73	\$0.00	-\$2,508.73	0.00%
DEPT 551 LIBRARY	\$0.00	\$5,383.63	\$192.76	-\$5,383.63	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$5,383.63	\$192.76	-\$5,383.63	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$5,383.63	\$192.76	-\$5,383.63	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	\$631,900.00	\$464,342.21	\$47,703.44	\$167,557.79	73.48%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$2,565.69	\$479.34	\$934.31	73.31%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$157,090.14	\$16,262.15	\$45,409.86	77.58%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$3,089.95	\$297.10	\$410.05	88.28%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,500.00	\$1,416.00	\$0.00	\$84.00	94.40%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$2,004.60	\$0.00	-\$104.60	105.51%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$844,800.00	\$630,508.59	\$64,742.03	\$214,291.41	74.63%
MAJ CLS 91 LIBRARY STAFFING	\$844,800.00	\$630,508.59	\$64,742.03	\$214,291.41	74.63%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$816.25	\$0.00	\$33.75	96.03%
E 99-92-551-2-206 AUDIT	\$6,650.00	\$6,550.00	\$0.00	\$100.00	98.50%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$20,300.00	\$0.00	-\$300.00	101.50%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$7,000.00	\$8,818.83	\$94.94	-\$1,818.83	125.98%
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	\$6,776.94	\$166.82	\$3,223.06	67.77%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$666.19	\$9.88	\$833.81	44.41%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$7,000.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$2,836.35	\$255.72	\$913.65	75.64%
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	\$3,079.92	\$59.21	\$3,420.08	47.38%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$8,758.47	\$0.00	-\$6,258.47	350.34%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$1,993.44	\$201.23	\$756.56	72.49%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$5,584.92	\$473.60	-\$84.92	101.54%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$606.50	\$34.95	-\$106.50	121.30%

Account Descr	2022 YTD Budget	2022 YTD Amt	OCTOBER 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$15,800.19	\$0.00	-\$300.19	101.94%
DEPT 551 LIBRARY	\$90,000.00	\$89,588.00	\$1,296.35	\$412.00	99.54%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$90,000.00	\$89,588.00	\$1,296.35	\$412.00	99.54%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$5,936.28	\$194.29	\$63.72	98.94%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$16,720.16	\$1,560.54	\$13,279.84	55.73%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$30,866.57	\$1,525.28	\$9,133.43	77.17%
E 99-93-551-3-373 PRINT	\$85,000.00	\$67,341.02	\$8,895.35	\$17,658.98	79.22%
DEPT 551 LIBRARY	\$161,000.00	\$120,864.03	\$12,175.46	\$40,135.97	75.07%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$120,864.03	\$12,175.46	\$40,135.97	75.07%
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	\$22,000.00	\$18,385.91	\$2,052.00	\$3,614.09	83.57%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$2,616.76	\$61.74	-\$116.76	104.67%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$21,163.41	\$934.00	\$8,836.59	70.54%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$37,909.69	\$3,866.14	\$4,590.31	89.20%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$1,235.82	\$430.76	\$564.18	68.66%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$0.00	\$538.14	\$0.00	-\$538.14	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$26,600.00	\$0.00	\$0.00	\$26,600.00	0.00%
DEPT 551 LIBRARY	\$154,200.00	\$103,449.73	\$7,344.64	\$50,750.27	67.09%
MAJ CLS 94 LIBRARY BUILDING	\$154,200.00	\$103,449.73	\$7,344.64	\$50,750.27	67.09%
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	\$1,250,000.00	\$944,410.35	\$85,558.48	\$305,589.65	75.55%
	\$1,250,000.00	\$949,793.98	\$85,751.24	\$300,206.02	75.98%

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	\$60,156.53	\$5,011.02	\$192.76	\$38,801.77	\$96,147.37	\$2,810.93	98
G 98-11210 INVESTMENTS	\$0.00	\$0.00	\$5,000.00	\$85,000.00	\$5,000.00	\$80,000.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	-\$5,763.74	\$0.00	\$0.00	\$5,763.74	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$11.02	\$0.00	\$33,801.77	-\$33,801.77	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$192.76	\$0.00	\$5,503.63	\$120.00	\$5,383.63	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$3,600.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,600.51	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$50,792.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$50,792.28	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$5,203.78	\$5,203.78	\$135,069.14	\$135,069.14	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$99,544.63	\$132,958.83	\$2,463,327.04	\$2,461,850.12	\$3,141.58	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$559.26	\$559.26	\$4,240.44	\$4,240.44	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$34,396.28	\$34,396.28	\$342,058.09	\$342,058.09	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$807.60	\$50,000.00	\$997,801.49	\$774,500.00	\$481,806.52	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	-\$28,817.05	\$0.00	\$0.00	\$28,817.05	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	\$0.00	\$1,568.15	\$1,568.15	\$15,536.44	\$15,536.44	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$3,101.01	\$3,101.01	\$31,517.94	\$31,517.94	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,469.83	\$3,469.83	\$34,453.08	\$34,453.08	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$559.26	\$862.46	\$11,873.09	\$9,183.27	-\$2,826.66	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	-\$4,237.32	\$2,788.24	\$2,817.46	\$29,098.31	\$27,678.45	-\$2,817.46	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$41.96	\$41.96	\$440.58	\$440.58	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$651.56	\$651.56	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,352.16	\$1,352.16	\$13,319.40	\$13,319.40	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$23.45	\$23.45	\$189.45	\$189.45	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$33.60	\$33.60	\$327.24	\$327.24	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$9,681.75	\$0.00	\$0.00	\$9,681.75	\$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	-\$214,417.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$214,417.09	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$2,619.46	\$0.00	\$1,211,797.24	-\$1,211,797.24	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$85,558.59	\$0.11	\$964,408.33	\$19,997.98	\$944,410.35	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	\$233,870.32	\$233,870.32	\$4,947,741.28	\$4,947,741.28	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$239,074.10	\$239,074.10	\$5,082,810.42	\$5,082,810.42	\$0.00	



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Batch: 1022 LIB AP1,1022 LIB MN1,1022 LIB AP,1022 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
953 e	10/07/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,521.83		FED/Wages Pd 10-7-22
G 99-21210		WISCONSIN WITHHOLDI	\$773.94		WI/Wages Pd 10-7-22
G 99-21230		SOCIAL SECURITY TAX	\$1,705.79		SS & MED/Wages Pd 10-7-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,705.78		SS Employer/Wages Pd 10-7-22
G 99-11160		SPECIAL CLEARING AC	\$16,883.03		DirectDep/Wages Pd 10-7-22
		Total	\$22,590.37		
954 e 10/07/22 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$23,536.72		Salaries & Wages/Wages Pd 10-7-22
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$19.34		Gilman Meeting/Wages Pd 10-7-22
E 99-92-551-2-287		MILEAGE	\$9.88		Gilman Mileage/Wages Pd 10-7-22
G 99-21265		WI RETIREMENT	(\$1,408.73)		WRS Employees/Wags Pd 10-7-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,521.83)		FED/Wages Pd 10-7-22
G 99-21210		WISCONSIN WITHHOLDI	(\$773.94)		WI/Wages Pd 10-7-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,705.79)		SS & MED/Wages Pd 10-7-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 10-7-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 10-7-22
G 99-21285		LIFE INSURANCE WITH	(\$23.45)		LIFE/Wages Pd 10-7-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 10-7-22
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 10-7-22
G 99-21286		ACCIDENTAL INS WITH	(\$33.60)		ACCIDENT/Wages Pd 10-7-22
G 99-11160		SPECIAL CLEARING AC	(\$16,883.03)		Net Pay/Wages Pd 10-7-22
		Total	\$0.00		
961 e 10/12/22 CARDMEMBER SERVICE					
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	0076	Amazon Web Services
E 99-92-551-2-284		CONTRACTED SERVICE	\$87.00	1489	Mailchimp
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$85.00	4543	MT Chamber celebration
E 99-92-551-3-303		TELEPHONE	\$25.47	5762	AT&T
E 99-92-551-3-300		OFFICE SUPPLIES	\$16.23	6217	Target
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	6976	Amazon Web Services
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26	7365	Apple
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$375.00	8261	WLA conference registration
		Total	\$596.64		
962 e 10/12/22 AT&T					
E 99-92-551-3-303		TELEPHONE	\$172.62		OCT phone service
		Total	\$172.62		
963 e 10/14/22 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40	616382988	Processing 10-7-22 Payroll
		Total	\$91.40		
964 e 10/21/22 ADP					
G 99-21220		FEDERAL WITHHOLDIN	\$1,579.18		FED/Wages Pd 10-21-22
G 99-21210		WISCONSIN WITHHOLDI	\$794.21		WI/Wages Pd 10-21-22
G 99-21230		SOCIAL SECURITY TAX	\$1,764.04		SS & MED/Wages Pd 10-21-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,764.07		SS Employer/Wages Pd 10-21-22



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Batch: 1022 LIB AP1,1022 LIB MN1,1022 LIB AP,1022 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-11160		SPECIAL CLEARING AC	\$17,513.25		DirectDep/Wages Pd 10-21-22
		Total	\$23,414.75		
965 e	10/21/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$24,166.72		Salaries & Wages/Wages Pd 10-21-22
G 99-21265		WI RETIREMENT	(\$1,408.73)		WRS Employees/Wages Pd 10-21-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,579.18)		FED/Wages Pd 10-21-22
G 99-21210		WISCONSIN WITHHOLDI	(\$794.21)		WI/Wages Pd 10-21-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,764.04)		SS & MED/Wages Pd 10-21-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 10-21-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 10-21-22
G 99-11160		SPECIAL CLEARING AC	(\$17,513.25)		Net Pay/Wages Pd 10-21-22
		Total	\$0.00		
971 e	10/31/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,788.24	274526	SEPT 2022 WRS-Employer
G 99-21265		WI RETIREMENT	\$2,788.24	274526	SEPT 2022 WRS-Employee
		Total	\$5,576.48		
972 e	10/24/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$9,915.66	202211	NOV Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,352.16	202211	NOV Health-Employee
		Total	\$11,267.82		
973 e	10/28/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$93.57	617413571	Processing 10-21-22 Payroll
		Total	\$93.57		
974 e	10/28/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$70.75	617646332	Time and Attendance Monthly
		Total	\$70.75		
26673	10/11/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	32549971	Monthly 2 copiers lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	32564968	Admin copier lease
		Total	\$260.85		
26674	10/11/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,866.14	4310346902	OCT Electrical & Gas Service
		Total	\$3,866.14		
26715	10/21/22	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$415.02	2036964695	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,169.02	2036971910	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$121.72	2036975841	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$598.45	2036981605	Print Collection Materials
E 99-93-551-3-373		PRINT	\$476.59	2036988019	Print Collection Materials
E 99-93-551-3-373		PRINT	\$593.62	2036990185	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$129.41	2036998326	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$495.56	2037004517	Print Collection Materials
E 99-93-551-3-373		PRINT	\$128.38	2037004531	Print Collection Materials



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Batch: 1022 LIB AP1,1022 LIB MN1,1022 LIB AP,1022 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$1,390.36	2037008173	Print Collection Materials
E 99-93-551-3-373		PRINT	\$387.18	2037011370	Print Collection Materials
E 99-93-551-3-373		PRINT	\$793.08	2037014775	Print Collection Materials
E 99-93-551-3-373		PRINT	\$388.01	2037023618	Print Collection Materials
E 99-93-551-3-373		PRINT	\$578.52	2037023657	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$165.23	2037024095	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$601.91	2037027465	Print Collection Materials
E 99-93-551-3-373		PRINT	\$425.82	2037036332	Print Collection Materials
E 99-93-551-3-373		PRINT	\$438.98	2037039793	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$51.86	H62249630	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H62314820	Media Collection
E 99-93-551-3-371		MEDIA	\$37.54	H62361720	Media Collection
E 99-93-551-3-371		MEDIA	\$230.89	H62401940	Media Collection
E 99-93-551-3-371		MEDIA	\$36.05	H62411480	Media Collection
E 99-93-551-3-371		MEDIA	\$87.27	H62422020	Media Collection
E 99-93-551-3-371		MEDIA	\$218.91	H62428070	Media Collection
E 99-93-551-3-371		MEDIA	\$15.89	H62437130	Media Collection
E 99-93-551-3-371		MEDIA	\$30.34	H62448740	Media Collection
E 99-93-551-3-371		MEDIA	\$123.37	H62460270	Media Collection
E 99-93-551-3-371		MEDIA	\$21.65	H62471200	Media Collection
E 99-93-551-3-371		MEDIA	\$64.77	T24144670	Media Collection
E 99-93-551-3-371		MEDIA	\$50.38	T24145380	Media Collection
E 99-93-551-3-371		MEDIA	\$64.77	T24148160	Media Collection
Total			\$10,347.85		
26716	10/21/22	RINDERLE DOOR COMPANY			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$979.00	40019	Annual Drop Test & Inspection
E 99-94-551-3-308		BUILDING SUPPLIES	\$934.00	40019	Fire Door Repairs-Reimb by MAC
Total			\$1,913.00		
26717	10/21/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$33.60	112022-A	NOV Accident Insurance-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$88.40	112022-L	NOV Life Insurance-Employer
G 99-21285		LIFE INSURANCE WITH	\$23.45	112022-L	NOV Life Insurance-Employee
Total			\$145.45		
26718	10/21/22	THIENSVILLE HARDWARE			
E 99-94-551-3-306		JANITOR SUPPLIES	\$1.72	183512	Misc Hardware & Supplies
Total			\$1.72		
26719	10/21/22	THIENSVILLE-MEQUON ROTARY CLUB			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$297.10	10012022	Qtly Rotary Club Dues (4 of 4)
Total			\$297.10		
26720	10/21/22	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$3.14	612280542	SEPT 2022 Long Distance
Total			\$3.14		
26721	10/21/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$41.96	1855350	NOV Dental Insurance-Employee



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Batch: 1022 LIB AP1,1022 LIB MN1,1022 LIB AP,1022 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21276		VISION INSURANCE WIT	\$66.30	1858073	NOV Vision Insurance-Employee
		Total	\$108.26		
26722	10/21/22	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$34.95	6105204	SEPT 2022 Placements
		Total	\$34.95		
26723	10/21/22	FORWARD TS			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$212.75	AR180465	SEPT 2022 Copy Charges
		Total	\$212.75		
26724	10/21/22	GECRB/AMAZON			
E 99-93-551-3-372		E CONTENT	\$13.99	43378565843	Kindle Titles
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$14.97	43669764948	Gifts & Grants Restricted-Memory Café
E 99-93-551-3-372		E CONTENT	\$9.99	44466678979	Kindle Titles
E 99-93-551-3-372		E CONTENT	\$14.99	45367569743	Kindle Titles
E 99-92-551-2-286		COMPUTERS	\$22.17	45376868566	Technology
E 99-93-551-3-372		E CONTENT	\$14.99	45467478965	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$110.48	46395797463	Programming Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	46775349774	Kindle Titles
E 99-93-551-3-372		E CONTENT	\$14.99	47476677948	Kindle Titles
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$34.58	47956534434	Gifts & Grants Restricted-Memory Café
E 99-92-551-2-286		COMPUTERS	\$11.87	49699884965	Technology
E 99-92-551-2-286		COMPUTERS	\$13.99	67654467739	Technology
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$143.21	75753577973	Gifts & Grants Restricted-Parks & Rec
E 99-93-551-3-370		PROGRAMMING	\$38.00	75753577973	Programming Supplies
E 99-93-551-3-371		MEDIA	(\$0.11)	78459489378	Video Game Collection
E 99-93-551-3-370		PROGRAMMING	\$25.83	78585956679	Programming Supplies
E 99-93-551-3-371		MEDIA	\$93.30	85345449544	Video Game Collection
E 99-93-551-3-373		PRINT	\$14.85	87756834437	Print Collection
E 99-92-551-2-286		COMPUTERS	\$118.79	88838895366	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$42.98	93675644694	Office Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	93943839937	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$19.98	95368864399	Programming Supplies
		Total	\$803.82		
26725	10/21/22	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$723.00	09-19354	OCT Regular Service
		Total	\$723.00		
26726	10/21/22	CITY OF MEQUON			
E 99-94-551-3-361		SEWER & WATER	\$430.76	393866	Qtly Water and Sewer (Jul-Sept 2022)
		Total	\$430.76		
26727	10/21/22	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,426.35	502755987	SEPT 2022 Hoopla
		Total	\$1,426.35		
26728	10/21/22	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$60.02	6209872	Regular Janitorial Supplies



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$60.02		
26729	10/21/22	ORKIN LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$350.00	233564344	Fall Preventative Service
Total			\$350.00		
11110 HARRIS GF -CHECKING			\$84,859.56		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$192.76
99 F. L. WEYENBERG LIBRARY FUND	\$84,666.80
	\$84,859.56

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	25,583	23,730	22,392	306,973
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	21,961	22,825	21,760	20,146	213,031
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497	21,861	21,148	21,121			219,470
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	3,747	3,626	3,731	3,876	45,311
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064	5,062	5,268	5,168	5,094	61,060
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199	5,338	4,987	5,135			51,315
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	27,920	27,231	31,085	29,464	28,204	30,939	34,564	32,411	27,528	29,209	27,461	26,268	352,284
2020	29,079	27,166	19,176	6,858	10,865	18,631	26,951	28,081	27,023	28,093	26,928	25,240	274,091
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	27,199	26,135	26,256	0	0	270,785
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	1,682	1,263	1,452	986	17,014
2020	1,145	1,151	811	1,376	2,013	956	1,073	1,460	1,315	1,235	1,193	763	14,491
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052	2,828	2,181	3,788			22,148
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	1,591	1,605	1,493	1,526	21,911
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327	1,424	1,415	1,118	1,170	15,085
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498	1,242	1,132	1,293			12,494
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	n/a	n/a	n/a	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	n/a	1,388	1,157	2,545
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	1,137	1,314	1,224	1,171	15,697
2022	1,204	1,166	1,674	1,479	1,387	1,648	1,600	1,383	1,234	1,512			14,287
Red = Estimated Total													

[illegible]

Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	2	2	5	3	2	9	5	1	1	1	2	0	33
attendance	7	7	33	7	3	430	83	0	18	0	41	0	629
2020	0	1	3	0	0	2	1	2	0	1	2	1	13
attendance	0	1	30	0	0	14	11	35	0	0	16	0	107
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6	9	3	2	0	2			30
2022 attendance	0	1	63	102	257	171	19	80	0	5			698
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	1	1	2	2	2	2	2	3	29
attendance	72	57	82	115	58	141	52	53	87	81	56	70	924
2020	2	2	4	0	1	6	8	2	2	3	4	1	35
attendance	39	82	111	0	5	138	119	42	19	30	30	28	643
2021	7	3	3	3	4	2	0	2	2	2	1	3	32
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
2022 drop in programs	6	4	5	3	5	3	3	3	3	3			38
2022 participants	13	72	101	77	98	147	88	100	66	77			839
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	29	26	34	27	29	28	25	19	28	28	18	308
attendance	372	731	840	794	954	1,438	1,500	1,014	572	894	787	489	10,385
2020	18	25	15	17	12	5	6	1	9	9	8	6	131
attendance	619	755	370	801	544	337	469	155	336	177	129	109	4,801
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19	16	17	24			166
2022 attendance	144	266	559	437	1,133	747	883	628	469	710			5,976
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	2	3	5	1	2	2	2	4	35
attendance	420	271	354	342	510	421	550	270	444	528	728	479	5,317
2020	4	3	4	4	0	10	11	8	7	6	6	8	71
attendance	356	315	283	47	24	289	313	318	235	267	211	300	2,958
2021	13	10	9	11	6	11	12	8	6	5	5	6	102
attendance	324	496	346	436	325	1,046	1,184	869	622	1,089	763	764	8,264

2022 drop in programs	9	4	5	4	4	3	5	4	2	1			41
2022 participants	679	902	1,053	1,022	1,044	562	833	479	343	779			7,696
Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	9	11	10	3	5	13	8	4	8	17	19	124
2020	10	19	9	0	0	6	17	23	16	25	22	19	166
2021	22	24	29	26	26	16	7	7	6	7	6	15	191
2022	19	25	27	25	21	16	9	12	2	3			159
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	37	26	31	22	27	38	34	31	40	28	31	383
2020	47	42	17	0	0	0	0	20	21	36	24	21	228
2021	27	18	17	21	23	21	30	29	14	28	25	21	274
2022	18	24	25	16	17	25	20	27	23	20			215
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	36	28	38	26	15	24	37	34	38	38	37	389
2020	36	30	6	0	0	0	0	18	32	26	19	18	185
2021	21	18	22	12	15	21	12	25	13	22	22	9	212
2022	26	18	21	18	8	33	18	25	18	15			200
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	85	88	140	109	97	160	145	122	124	98	98	73	1,339
2020	95	91	67	35	30	63	88	103	73	67	78	51	841
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116	112	101			1,140
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	3,634	3,861	3,329	2,989	43,465
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818	3,297	3,353	2,840	2,937	33,278
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	2,779	2,620	2,597	4,538	35,966
2022	5,601	4,977	4,414	4,200	3,723	4,323	3,604	3,411	3,313	3,316			40,882
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	3,881	4,263	3,640	3,732	47,768
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420	4,745	4,629	3,859	4,320	44,622
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	3,758	3,644	3,497	3,740	47,120
2022	4,226	3,854	4,329	3,727	3,529	4,216	3,991	3,982	3,843	3,585			39,282

Date: November 11, 2022
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report October, 2022

Meetings Attended:

- Friends of Weyenberg Library meeting, 10/20
- Celebrate Our Community Awards Dinner, 10/20
- Cultural Conversations: Hmong in America, 10/23
- Class & Comp Study meeting, 11/1
- Wisconsin Library Association Annual Conference, 11/1-11/4
- Village of Thiensville Budget Hearing, 11/7
- Management Team, 11/9
- City of Mequon Common Council meeting, 11/9
- Monarch Directors' Council meeting, 11/10
- Monarch Library System Board of Trustees meeting, 11/10
- Cultural Conversations: LGBTQ+ Advocacy in Wisconsin, 11/13
- Regular and As-Needed Adult and Children's Reference Desk shifts
- RECURRING: Monarch Library System Virtual Directors Chats,
- RECURRING: Rotary Meetings, 11/8

PERSONNEL & CONTINUING EDUCATION

We do not yet have a final report from GovHR. We do have classifications and compensation ranges for all library positions, but we do not have comparable information for City employees, so we do not know if there is parity between the two organizations. The City has budgeted funds for pay increases but will not be implementing them until sometime in 2023. We are working on the budget with a variety of different wage scenarios. The City will not be implementing the GovHR recommendations until sometime in 2023, though they have budgeted for wage increases. We are trying to create a budget that will enable us to implement wages January 1, but if we don't have all of the classification information we need, delaying wage increases may be a consideration.

I attended the Wisconsin Library Association Annual Conference: Rising to the Challenge in Lake Geneva earlier this month. The seminars I attended are as follows:

1. Keynote Address with Author Jason Reynolds
2. Strong and Energized Boards
3. Author Event with Wisconsin Author Kevin Henkes
4. A Collective Approach to Library and Community Resilience
5. Spilling the T(ruth) on Management – Lessons Learned from Public and Academic Librarians
6. Keynote Address with Alicon Macrina: Intellectual Freedom and Social Justice: Library Values in Conflict
7. Former Lt. Governor Barbara Lawton: Rising to the Challenge: Designing Your Future, Personal and Professional, One Decision and One Step at a Time
8. Out of Sight, Out of Mind: The Hidden History of Racism in American Librarianship

9. Getting Your Board on Board: Policy Development with Your Board
10. Ready, Set, Challenge: Materials Challenge Readiness
11. Closing Session: Dasha Kelly Hamilton, "A Line Meant: the Life of a Creative Change Agent."

Craig Jacobson also attended the WLA Conference, and Ashley Pike attended the Library Marketing and Communications Conference in Indianapolis. See their reports for the sessions they attended.

OPERATIONS ACTIVITIES:

Craig Jacobson and I have been busy looking at comparable quotes for cleaning services and telephone services. The cleaning company we settled upon is Vanguard Cleaning (also used by the City of Mequon). They will clean on a month-to-month basis until January 1 when we will sign an annual contract (depending upon their performance). Because of the cost, we will be bringing this to the Board in December.

Phone service is a bit more challenging because the companies that we are talking to have very different proposals. We are double checking to make sure that we are looking at comparable proposals. More on this later.

PROGRAMMING:

I plan to schedule Fine Arts Events and Cultural Conversations for 2023. These Foundation programs are different than most of our offerings are generally well attended.

OTHER:

I'm not sure if you've all heard, but the City of Mequon Common Council Meeting Wednesday, November 9, 2022, brought an unexpected turn of events. While the Common Council did approve the 2023 Municipal Budget with just one vote in opposition, we have been asked to appear at the December 13 Committee of the Whole meeting to justify our budget, apparently line by line. Please mark your calendars for Tuesday, December 13, at 6:30pm for that meeting in the Council Chambers. While I have no problem justifying every penny we are budgeting, the request presents a few problems. The task of creating and approving the Library budget is the responsibility of the Library Board of Trustees, not the Common Council. Wisconsin State Statute 43, quoted in part here, discusses the fiscal responsibility for library operations:

43.58 Powers and duties.

(1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

(2)

(a) The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the

amount of each expenditure. and the purpose for which it was expended, to the appropriate municipal or county financial officer or, in the case of a school district, the school district clerk. The library board shall include a statement, signed by the library board secretary or other designee of the library board, that the expenditure has been incurred and that the library board has audited and approved the expenditure. The appropriate municipal, county, or school district official shall then pay the bill as others are paid.

(b) Notwithstanding par. (a), regular wages or salary or other recurring payments, authorized by the library board and verified by the appropriate library official, may be paid by the appropriate municipal, county, or school district official by the date due or, in the case of salaries, by the regular pay day. The library board shall audit and approve any such payment at its next regular meeting.

(4) Notwithstanding ss. 59.17 (2) (br) and 59.18 (2) (b), the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.

In short, the municipalities appoint the Library Trustees who are then empowered to create and oversee the budget.

The Alderman at the heart of this matter has not been pleased with the library (or maybe just me) since we required masks in the library to do what we could to balance the community's access to information, with the health and safety of our staff and patrons. He was also upset with me in March of 2021 when BookPage, a free monthly book review magazine (generally 32 pages), included one title in one ad that a member of the community found objectionable. She called me. I did not immediately pull any remaining copies (we have a process for reconsideration of materials, whether part of our collections or ephemera). She then complained to the Alderman (a friend of hers) who, in turn, called for my arrest. It is worth noting that at no point did he ever contact me or respond to my emails.

He'd like to see the \$41,000 held back unless he deems our expenditures appropriate. He seems to have limited support on the council, but most alders realize our current funding is not sustainable. One alderman is concerned that though Mequon is increasing their library allocation, Thiensville is not. Mequon is interested in revisiting the Joint Library Agreement signed in 2003, and essentially ignored since 2011 under the Walker administration.

I have reached out to the Wisconsin Department of Public Instruction and the Monarch Library System for their expertise in this matter. Additionally, City Administrator Will Jones has scheduled a meeting Monday morning to talk strategy. I hope to have more information Tuesday evening.

FOUNDATION:

I am putting finishing touches on the Annual Foundation Fundraising letter which will be mailed the week after Thanksgiving.

Date: November 12, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, November 2022

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

- Vacation – 10/15-10/22
- Check In Meeting with Rachel – 10/26
- Circulation Committee – 10/27
- Volunteer Engagement via social media webinar – 11/2
- Management meeting – 11/9
- Director's Council meeting – 11/10
- Meeting with Riti Grover about circulation committee – 11/11
- Meeting with Rosalia Slawson about circulation committee – 11/12

STATISTICS

Our circulation statistics seem to be in line with previous months. Monarch2Go is seeing a steady increase in usage which is great to see! We had 16 Quick Pickup appointments in October.

OTHER TASKS & TIDBITS

RFID Project Update

Weeding is now complete! We are now able to tag items in the entire collection!

Department Updates

In November of 2021, we started to see emails bounce back from gmail email accounts. This is a problem because gmail is by far the most common domain for emails for our patrons, and some patrons are not receiving notices for holds, due dates, and overdues, etc. My staff have been suggesting patrons sign up for text notifications and download the Monarch2Go app during this time, so it's good that patrons are utilizing it. But it's still a frustration for my staff and our patrons.

On Saturday November 5th, we had some very bad storms throughout the day. As a result, the power flickered on and off around 12:30 pm. This caused the self-checkout kiosks and desktop to stop working. Around 3:00 pm, I was able to touch base with Molly Olk and tried to walk her through troubleshooting the errors over the phone. We got one of the kiosks up and running around 3:20 pm. Around 3:30 pm, Molly texted me that the power had gone out completely. We gave it 15 min to see if it would come back on – it did not. I told Molly it was ok to close the library fifteen minutes early as it was a safety hazard for patrons and staff to be in the building at that point. Electricity was finally restored around 1:00 am on Sunday, November 6th. When Molly Olk returned to the library at 11:00 am Sunday, she let me know that the power was on but that Polaris was down. I walked her through using Polaris offline so she could checkout to patrons, but the check in feature is not available during offline mode. Workflow was disrupted much of the day Sunday.

Date: November 13, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, November 2022

- Open enrollment for Health Insurance and Supplemental Benefits is now complete. There are no changes to the number of health insurance contracts that the Library will fund for the 2023 budget year. More employees are taking advantage of the optional insurance programs, such as vision and supplemental dental, and they have proven to be very popular. Open enrollment for Flex Spending Accounts is underway and runs until November 25.
- We have received three competitive bids for Voice over IP phone service. Our overall impression is that the Library's phone service would be substantially improved by taking advantage of VoIP service, both for staff and patrons, and now would be an excellent time to plan for a switch. We are doing cost-benefit analysis on the proposals to determine which plan makes the most sense for the Library, especially in terms of up-front costs, ongoing costs and services offered. We should have a recommendation shortly.
- We received the unfortunate news that our cleaning service would no longer be able to service the Library after November 12. Despite having relatively short notice, we were able to receive three competitive bids from cleaning services who all came with references from other public facilities. After comparing the bids, we are pleased to select Vanguard Cleaning as our janitorial service providers. Vanguard will begin trial service on November 14, 2022, with the potential for a longer ongoing agreement if both parties are pleased with the arrangement. There should be minimal impact on patron services.
- The HVAC controls system installation is underway and is anticipated to be complete by November 18 at the latest. The installation received some unexpected challenges caused by the severe storms on November 5, as well as the very unseasonably warm weather on November 10, but the installation crew was able to respond and resolve any issues and was very upfront with us with what we could expect as far as building conditions. I have been able to connect to the new system and will have a chance to receive full training once installation is complete. This will, among other things, allow us to have much greater and accurate control over the building's temperature on a zone-by-zone basis.
- Severe weather caused the Library to lose power on the afternoon of Saturday, November 5. We Energies informed us that power was finally restored on Sunday, November 6 at 1:28 am. Because power was out for an extended period of time, several of our battery backup systems went down (this was not unexpected, as most battery-based systems are not designed to provide power for that length of time). I had to come into the Library on November 6 to manually restore some of our network function on-site. Fortunately, everything rebooted correctly, and service was only minimally impacted.
- Our new main administration multi-function printer, copier and scanner has arrived, after the contract was approved by the Board of Trustees earlier this summer. The installation

was smooth, and the new machine is fully up and running. While the monthly lease fee is slightly higher than the machine it replaces, the meter costs are significantly lower, which will save the Library considerably over the course of the next year.

- The water fountains with bottle-filling stations are being installed, and they are scheduled to be completed on or around November 15.
- We have received more pricing for 2023 budget-year services, such as our various insurance contracts. The estimate we used of anticipating a 5-6% price increase from 2022 is generally proving to be accurate. Our budget drafts have been updated to incorporate these figures as they have become available.
- We have a meeting with our general building contractor on Tuesday, November 15 to discuss a variety of potential projects at the Library. Some are fairly small and are focused on ongoing maintenance concerns, such as allowing for roof workers to safely access high areas of the sloped roofs or improved access to attic spaces. Other projects are focused on potential improvements or to better utilize new technologies, such as RFID.
- I attended the annual Wisconsin Library Association conference in Lake Geneva from November 1 through 4, 2022. This was my first opportunity to attend an in-person conference since the beginning of the pandemic. There were several excellent programs, especially concerning fundraising and strategic planning.
- The monthly meeting of the MMAC took place on November 8. Dr. Raymond from the Medical College of Wisconsin discussed the ongoing simultaneous health concerns regarding RSV, COVID-19 and influenza. He discussed how businesses and public spaces are navigating the issues while continuing to provide services.
- Finally, on a personal note, I will be taking several days off over the next month to celebrate the World Cup. As always, I will still be reachable at my usual methods. *Onward USA!*

Date: November 15, 2022
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:

- Ordered Collection Materials, 10/24, 11/7, 11/14, 11/21
- Program: Genealogy Interest Group, 10/27
- Monarch Youth Services Meeting, 10/28
- Passive Program: Spice of the Month Kit, 11/1
- Library Marketing & Communications Conference, 11/2-11/3
- Management Meeting: 11/9
- Program: Storytimes, 11/15, 11/16, 11/22, 11/23, 11/29, 11/30
- Program: M-T Community Book Club, 11/15
- Evening Shifts, 10/17, 10/20, 10/31, 11/8
- Weekend Shifts, 10/22, 11/6, 11/19

MONTHLY STATISTICS

-Our eCircs continue to perform well and if the next two months continue to beat the previous year's statistics, our 2022 totals will be higher than 2021. Our eCollections total for 2022 has already surpassed our 2021 totals. October 2022's eCollection number was more than doubled what it was in October 2021, which is fantastic. We saw a huge increase in usage last month for BookBrowse, which does tend to fluctuate a bit. But last month, there were 1908 sessions for BookBrowse, which is the highest usage we have ever seen with that database – and the next closest month for usage was August 2022 at 981 sessions.

-We have increased our program offerings this year, with the total number of programs offered for adult, teens and children's surpassing the total number of programs offered last year. The only section that has less program offerings is the children's drop-in programs, but even with the smaller drop-in programs offered, our 2022 participation is almost matching our 2021 numbers.

-Digitization Lab usage was very slow the last two months, but it has started to pick up again with the cooler weather. We currently have 8 reservations for November, which is more than we had total for November 2021.

OTHER TASKS & TIDBITS

-I attended the Library Marketing and Communications Conference in Indianapolis, IN on November 2 and 3, 2022. I traveled with Heather Fischer from the Monarch Library System down to Indianapolis and back again. I really appreciated the opportunity to attend a national conference that specifically focused on library marketing, as well as the opportunity to network with Wisconsin library marketing staff and those from other states. I attended sessions on community engagement, diversifying marketing campaigns, website re-designs, developing a brand image and how to use it, reviving the library annual report, communication strategies to increase employee engagement, how to develop a style guide for consistency across multiple departments, and how to use marketing in challenging times.

-I have been scheduling artists for the gallery space for 2023 in the last few weeks. I have one spot remaining open for September-October 2023. I also had an artist fill-in for November & December of this year, since my previously scheduled artist had to cancel due to an unexpected surgery.

-The power went out at the library on Saturday, November 5 around 3:30pm. It did not come back on, so staff closed the library early. It took about 10-15 minutes to usher out all the patrons. Power was not restored until 1:00 AM the following morning. I worked that Sunday, November 6, and for the first two hours of our shift, we had issues with the server and Polaris. Craig did come in when I could not fix it with his help over the phone. We did finally get Polaris working a little after 1:00 pm, so we could resume our regular Access Services and Patron Services procedures.

UPCOMING LIBRARY PROGRAMS

- Genealogy Interest Group (monthly)
- M-T Book Club (monthly)
- Evening Readers Book Club (monthly)
- History Book Club (monthly)
- AM Hook, Yarn & Stitch Club (monthly)
- Movie Matinees (1st & 3rd Fridays monthly)
- Spice of the Month Kits (monthly)
- Cultural Conversations: LGBTQ Activism in WI (November)
- Ancient Aztalan (November)
- Tabletop & RPG Social (monthly)

- Read It! Make It! Book Discussion & Craft (monthly)
- Dungeons & Dragons (biweekly)
- Teen Exam Cram (November)
- Yule Ball (December)

- Family Storytimes (2x weekly)
- Monday LEGO Club (monthly)
- Saturday LEGO Club (monthly)
- Parachute Play (monthly)
- Nintendo Switch Days (monthly)
- Shake & Shimmy Storytime (biweekly)
- Card Game Club for Kids (monthly)
- Kids' Movie Matinees (November)
- Little Scientists (monthly)
- Unlock the Box (December)
- Graphic Novel Book Club (monthly)
- Family Library Mini Golf (December)
- Yule Ball (December)



2023 Holiday & Closing Schedule

New Year's Day New Year's Holiday Staff Training	Sunday, January 1 Monday, January 2 Thursday, January 26	Closed Closed / Paid Holiday Opening at 1pm
Easter Sunday	Sunday, April 9	Closed
Staff Training	Tuesday, May 23	Opening at 1pm
Summer Sunday Memorial Day	Sunday, May 28 Monday, May 29	Closed Closed / Paid Holiday
Summer Sunday Summer Sunday Summer Sunday Summer Sunday	Sunday, June 4 Sunday, June 11 Sunday, June 18 Sunday, June 25	Closed Closed Closed Closed
Family Fun Before the Fourth Summer Sunday Independence Day	Saturday, July 1 Sunday, July 2 Tuesday, July 4	Closed Closed Closed / Paid Holiday
Summer Sunday Summer Sunday Summer Sunday Summer Sunday	Sunday, July 9 Sunday, July 16 Sunday, July 23 Sunday, July 30	Closed Closed Closed Closed
Summer Sunday Summer Sunday Summer Sunday Summer Sunday	Sunday, August 6 Sunday, August 13 Sunday, August 20 Sunday, August 27	Closed Closed Closed Closed
Summer Sunday Labor Day Taste of Mequon Staff Training	Sunday, September 3 Monday, September 4 Sunday, September 9 Thursday, September 28	Closed Closed / Paid Holiday Closed Opening at 1pm
Thanksgiving Day	Thursday, November 23	Closed / Paid Holiday
Christmas Eve Day Christmas Day Day After Christmas	Sunday, December 24 Monday, December 25 Tuesday, December 26	Closed Closed / Paid Holiday Closed / Paid Holiday
New Year's Eve Day New Year's Day Day After New Year	Sunday, December 31 Monday, January 1, 2024 Tuesday, January 2, 2024	Closed Closed / Paid Holiday Closed / Paid Holiday

Approved: _____



2023 Board of Trustees Meeting Schedule

**All meetings are the third Wednesday of the month, and begin at 6 p.m.
in the Tolzman Community Room, unless otherwise posted.**

January 18, 2023

February 15, 2023

March 15, 2023

April 19, 2023

May 17, 2023

June 21, 2023

July 19, 2023

August 16, 2023

September 20, 2023

October 18, 2023

November 15, 2023

December 20, 2023

Approved: _____

Proposed Amendments to the 2022 Library Operating Budget

REVENUE		CURRENT	REVISED	CHANGE
99-45-015-520	Fund Balance Applied	\$37,000	\$70,350	\$33,350
EXPENDITURE		CURRENT	REVISED	CHANGE
99-94-551-7-700	Building Projects	\$26,600	\$59,950	\$33,350

Revenues and expenditure changes must be equal.

Authorized by the Board of Trustees, November 15, 2022

JanaLee Hitchcock, Library Board President

Date

Rachel Muchin Young, Library Director

Date