



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, November 17, 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
 - B. Acknowledgement of the Passing of Don Molyneux
- 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 October 20, 2021 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for October 2021
 - B. Action Item: Accounts Payable for October 2021
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – J. Hitchcock**
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Staff Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager

X. Other Business

- A. Discussion and Possible Action: COVID-19 Protocols
- B. Discussion: Fiscal Agency
- C. Discussion: Digitization of Library Files

XI. New Business

- A. Discussion and Possible Action: 2022 Library Holiday Calendar
- B. Discussion and Possible Action: 2022 Board of Trustees Meeting Schedule

XII. Trustee Training & System/State Library Update

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: December 15, 2021, 6:00pm
- B. Other Meetings:

XIV. Adjourn

JanaLee Hitchcock, President

Posted: November 12, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees October 20, 2021 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on October 20, 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 6:00 pm.

Posting of notice as of October 15, 2021 was verified.

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

Trustees Absent: Jeridon Clark.

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

III. Announcements

Ms. Hitchcock announced that Lauren Croix has resigned from the Board. Jeridon Clark has been appointed as her successor.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the September 23, 2021 Meeting

Jeffrey Hansher moved to approve the minutes of the September 23, 2021 Board of Trustees Meeting. Rachel Burner seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for September 2021

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

- B. Action Item: Accounts Payable Statement for September 2021
Rachel Burner moved to approve the Accounts Payable Statement for September 2021 in the amount of \$86,980.84. Mimi Rosing seconded. Motion carried.

VII. Committee Reports

- A. Finance
Ms. Bogli reported that a meeting had been held on October 12, 2021. Items discussed at that meeting will come up for discussion later in this meeting.
- B. Advocacy
Mr. Hansher reported that no meeting was held.
- C. Personnel
Ms. Rosing reported that no meeting was held.

VIII. President's Report

Ms. Hitchcock had nothing additional to report.

IX. Staff Reports

- A. Library Operations Report
The statistical summary for September was included in the Board Packet.
- 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 updated the Board regarding patron comments on the organization that has been utilizing the entrance to the parking lot prior to November's election.
- 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 possibility of requiring vaccinations from COVID-19 for employees of the Library.

Jennifer Abraham departed the meeting at 6:30 pm.

Following discussion, Jennifer Bogli moved to make no changes to the current Library policy regarding vaccinations. Mimi Rosing seconded the motion. A request for a roll call vote was acknowledged. Ms. Hitchcock, Ms. Perry, Ms. Rosing, Ms. Bogli, Ms. Burner and Mr. Hansher voted Aye. Ms. Gonzalez-Cerra voted Nay. Mr. Lookatch abstained. The motion carried with 6 Ayes and 1 Nay.

- B. Action Requested: Grant Application: Mequon Community Foundation
The Grant Application for the Mequon Community Foundation was included in the Board Packet. Maria Gonzalez-Cerra moved to approve the grant application. Tedd Lookatch seconded. Motion carried.

XI. New Business

- A. Discussion and Possible Action: 2022 Wages
In discussion with the relevant committees, Ms. Muchin Young has developed a framework for wages for the 2022 fiscal year. The goal of the wage structure is to make the Library's wages more competitive with other employers with the goal of encouraging retention of existing staff.

Jeffrey Hansher moved to approve the 2022 Wages structure. Catherine Perry seconded. Motion carried.

- B. Discussion and Possible Action: 2022 FLWL Budget
The draft 2022 Library Budget was included in the Board Packet. Following discussion, the Board suggested changes to better align the proposed budget with the realities of the Library's financial position.

Catherine Parry moved to approve the amended 2022 Library Budget. Jeffrey Hansher seconded. Motion carried.

- C. Discussion: Digitization of Library Files
The Board discussed how to digitize and make accessible the Library's working files so that the information is more readily available to those who request it.
- D. Discussion: Fiscal Agency
The Board discussed the needs of the Library in regards to its fiscal agent, and how those needs could best be met. The existing fiscal agent agreement and background information regarding its creation were included in the Board Packet.

E. Information and Possible Discussion: Joint Library Agreement

For information purposes, the existing Joint Library Agreement between the City of Mequon and Village of Thiensville was included in the Board Packet.

XII. Trustee Training & System/State Library Update

Ms. Muchin Young reported that the new Director of the Monarch Library System, Riti Grover, has started at her position. Ms. Muchin Young added that the System Office is investigating the availability and possible utilization of funds from the American Rescue Plan Act.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be Wednesday, November 17, 2021 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jennifer Bogli and seconded by Maria Gonzalez-Cerra. Motion carried and meeting was adjourned at 7:45 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 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	OCTOBER 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	\$7,270.00	\$250.00	-\$7,270.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$51,224.00	\$100.00	-\$51,224.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$58,494.00	\$350.00	-\$58,494.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$58,494.00	\$350.00	-\$58,494.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$58,494.00	\$350.00	-\$58,494.00	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	\$1,058,000.00	\$264,500.00	\$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	\$13,111.00	\$13,111.26	\$0.00	-\$0.26	100.00%
DEPT 001 LOCAL PROPERTY TAXES	\$1,181,851.00	\$1,181,851.26	\$264,500.00	-\$0.26	100.00%
MAJ CLS 40 TAXES	\$1,181,851.00	\$1,181,851.26	\$264,500.00	-\$0.26	100.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$14,188.29	\$669.50	-\$5,188.29	157.65%
DEPT 006 FINES & FORFEITURES	\$9,000.00	\$14,188.29	\$669.50	-\$5,188.29	157.65%
MAJ CLS 42 REGULATION & COMPLIANCE	\$9,000.00	\$14,188.29	\$669.50	-\$5,188.29	157.65%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$515.46	\$71.83	\$984.54	34.36%
DEPT 013 INTEREST INCOME	\$1,500.00	\$515.46	\$71.83	\$984.54	34.36%
MAJ CLS 44 COMMERCIAL REVENUES	\$1,500.00	\$515.46	\$71.83	\$984.54	34.36%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$6,090.17	\$447.50	\$2,909.83	67.67%
DEPT 014 SALE INCOME	\$9,000.00	\$6,090.17	\$447.50	\$2,909.83	67.67%

Account Descr	2021 YTD Budget	2021 YTD Amt	OCTOBER 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	<u>\$1,649.00</u>	<u>\$1,959.98</u>	<u>\$0.00</u>	<u>-\$310.98</u>	<u>118.86%</u>
MAJ CLS 45 MISCELLANEOUS REVENUES	<u>\$10,649.00</u>	<u>\$8,050.15</u>	<u>\$447.50</u>	<u>\$2,598.85</u>	<u>75.60%</u>
FUND 99 F. L. WEYENBERG LIBRARY FUND	<u>\$1,203,000.00</u>	<u>\$1,204,605.16</u>	<u>\$265,688.83</u>	<u>-\$1,605.16</u>	<u>100.13%</u>
	<u>\$1,203,000.00</u>	<u>\$1,263,099.16</u>	<u>\$266,038.83</u>	<u>-\$60,099.16</u>	<u>105.00%</u>

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

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Account Descr	2021 YTD Budget	2021 YTD Amt	OCTOBER 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	\$5,295.49	\$137.93	-\$5,295.49	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,553.00	\$0.00	-\$1,553.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$6,848.49	\$137.93	-\$6,848.49	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$6,848.49	\$137.93	-\$6,848.49	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$6,848.49	\$137.93	-\$6,848.49	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	\$457,354.61	\$45,149.53	\$139,895.39	76.58%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$1,066.14	\$474.21	\$933.86	53.31%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$172,954.54	\$17,264.69	\$45,045.46	79.34%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$2,387.13	\$64.00	\$912.87	72.34%
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	\$636,995.82	\$62,952.43	\$186,854.18	77.32%
MAJ CLS 91 LIBRARY STAFFING	\$823,850.00	\$636,995.82	\$62,952.43	\$186,854.18	77.32%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$566.25	\$33.75	\$33.75	94.38%
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	\$5,427.26	\$81.67	\$1,222.74	81.61%
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	\$0.00	\$2,167.47	78.33%
E 99-92-551-2-287 MILEAGE	\$600.00	\$203.21	\$0.00	\$396.79	33.87%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$6,000.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$2,745.75	\$393.63	\$754.25	78.45%
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	\$7,706.07	\$503.90	-\$1,206.07	118.55%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$2,229.35	\$204.29	\$245.65	90.07%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$3,921.73	\$398.16	\$1,028.27	79.23%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$429.60	\$53.70	-\$104.60	132.18%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$15,558.93	\$11.84	\$1,941.07	88.91%

Account Descr	2021 YTD Budget	2021 YTD Amt	OCTOBER 2021 Amt	Balance	2021 % of Budget
DEPT 551 LIBRARY	\$85,650.00	\$78,749.68	\$1,680.94	\$6,900.32	91.94%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$85,650.00	\$78,749.68	\$1,680.94	\$6,900.32	91.94%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$3,625.97	\$328.94	\$374.03	90.65%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$19,353.35	\$1,633.79	\$11,971.65	61.78%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$33,496.29	\$2,744.36	\$6,003.71	84.80%
E 99-93-551-3-373 PRINT	\$86,600.00	\$66,371.75	\$12,893.93	\$20,228.25	76.64%
DEPT 551 LIBRARY	\$161,425.00	\$122,847.36	\$17,601.02	\$38,577.64	76.10%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$122,847.36	\$17,601.02	\$38,577.64	76.10%
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	\$16,413.08	\$1,280.16	\$4,836.92	77.24%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$2,437.71	\$304.98	\$62.29	97.51%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$14,626.08	\$448.49	\$12,598.92	53.72%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$36,331.51	\$3,590.08	\$3,668.49	90.83%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$1,226.61	\$412.05	\$573.39	68.15%
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	\$97,798.50	\$6,035.76	\$34,276.50	74.05%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$97,798.50	\$6,035.76	\$34,276.50	74.05%
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	\$936,391.36	\$88,270.15	\$266,608.64	77.84%
	\$1,203,000.00	\$943,239.85	\$88,408.08	\$259,760.15	78.41%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$936.31	\$350.00	\$137.93	\$58,506.85	\$6,861.34	\$52,581.82	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	\$350.00	\$0.00	\$58,494.00	-\$58,494.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$137.93	\$0.00	\$6,861.34	\$12.85	\$6,848.49	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$115.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$115.81	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$820.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$820.50	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$487.93	\$487.93	\$65,368.19	\$65,368.19	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$2,212.11	\$372,146.94	\$400,567.81	\$2,616,151.36	\$2,619,499.98	-\$1,136.51	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$942.96	\$942.96	\$5,292.59	\$5,292.59	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$1,250.24	\$1,250.24	\$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	\$30,940.73	\$30,940.73	\$343,204.54	\$343,204.54	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$264,571.83	\$61,000.00	\$1,044,515.46	\$909,000.00	\$413,407.21	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$737.00	\$0.00	\$0.00	\$0.00	\$737.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$103,920.01	\$0.00	\$0.00	\$103,920.01	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$1,771.15	\$1,771.15	\$19,709.80	\$19,709.80	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$2,995.30	\$2,995.30	\$33,829.23	\$33,829.23	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,197.31	\$3,197.31	\$35,308.94	\$35,308.94	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$4,507.17	\$2,239.89	\$14,655.41	\$13,261.94	-\$1,299.15	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$2,795.48	\$2,858.74	\$2,858.30	\$30,718.79	\$30,781.51	-\$2,858.20	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$50.46	\$50.46	\$504.60	\$504.60	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$663.00	\$663.00	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,363.04	\$1,363.04	\$13,178.26	\$13,178.26	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.54	\$15.54	\$155.00	\$155.00	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$319.20	\$319.20	\$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	\$0.00	\$265,688.83	\$1,250.24	\$1,205,855.40	-\$1,204,605.16	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$88,270.15	\$0.00	\$979,382.20	\$42,990.84	\$936,391.36	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	\$773,729.54	\$773,729.54	\$5,275,542.07	\$5,275,542.07	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$774,217.47	\$774,217.47	\$5,340,910.26	\$5,340,910.26	\$0.00	



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Batch: 1021 LIB AP,1021 LIB MN1,1021 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
607 e	10/01/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$84.23	588885060	Processing 9-24-21 Payroll
		Total	\$84.23		
608 e	10/01/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$70.75	589045542	Time and Attendance Monthly
		Total	\$70.75		
610 e	10/08/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,489.81		FED/Wages Pd 10-8-21
G 99-21210		WISCONSIN WITHHOLDI	\$880.06		WI/Wages Pd 10-8-21
G 99-21230		SOCIAL SECURITY TAX	\$1,587.40		SS & MED/Wages Pd 10-8-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,587.39		SS Employer/Wages Pd 10-8-21
G 99-11160		SPECIAL CLEARING AC	\$15,331.87		DirectDep/Wages Pd 10-8-21
		Total	\$20,876.53		
611 e	10/08/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,493.77		Salaries & Wages/Wages Pd 10-8-21
G 99-21265		WI RETIREMENT	(\$1,429.15)		WRS Employees/Wages Pd 10-8-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,489.81)		FED/Wages Pd 10-8-21
G 99-21210		WISCONSIN WITHHOLDI	(\$880.06)		WI/Wages Pd 10-8-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,587.40)		SS & MED/Wages Pd 10-8-21
G 99-21245		FLEX BENEFIT	(\$929.74)		FLEX BEN/Wages Pd 10-8-21
G 99-21280		HEALTH INSURANCE WI	(\$681.52)		HEALTH/Wages Pd 10-8-21
G 99-21285		LIFE INSURANCE WITH	(\$15.54)		LIFE/Wages Pd 10-8-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 10-8-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 10-8-21
G 99-21286		ACCIDENTAL INS WITH	(\$31.92)		ACCIDENT/Wages Pd 10-8-21
G 99-11160		SPECIAL CLEARING AC	(\$15,331.87)		Net Pay/Wages Pd 10-8-21
		Total	\$0.00		
618 e	10/15/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$84.23	589879070	Processing 10-8-21 Payroll
		Total	\$84.23		
619 e	10/25/21	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$11,124.48	202111	NOV Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,363.04	202111	NOV Health-Employee
		Total	\$12,487.52		
621 e	10/22/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,505.49		FED/Wages Pd 10-22-21
G 99-21210		WISCONSIN WITHHOLDI	\$891.09		WI/Wages Pd 10-22-21
G 99-21230		SOCIAL SECURITY TAX	\$1,609.91		SS & MED/Wages Pd 10-22-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,609.91		SS Employer/Wages Pd 10-22-21
G 99-11160		SPECIAL CLEARING AC	\$15,608.86		DirectDep/Wages Pd 10-22-21
		Total	\$21,225.26		
622 e	10/22/21	LIBRARY PAYROLL			



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Batch: 1021 LIB AP,1021 LIB MN1,1021 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-91-551-1-100		SALARIES & WAGES	\$22,655.76		Salaries & Wages/Wages Pd 10-22-21
G 99-21265		WI RETIREMENT	(\$1,429.15)		WRS Employees/Wages Pd 10-22-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,505.49)		FED/Wages Pd 10-22-21
G 99-21210		WISCONSIN WITHHOLDI	(\$891.09)		WI/Wages Pd 10-22-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,609.91)		SS & MED/Wages Pd 10-22-21
G 99-21245		FLEX BENEFIT	(\$929.74)		FLEX BEN/Wages Pd 10-22-21
G 99-21280		HEALTH INSURANCE WI	(\$681.52)		HEALTH/Wages Pd 10-22-21
G 99-11160		SPECIAL CLEARING AC	(\$15,608.86)		Net Pay/Wages Pd 10-22-21
		Total	\$0.00		
629 e	10/29/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27	590868926	Processing 10-22-21 Payroll
		Total	\$86.27		
631 e	10/29/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$68.15	591029615	Time and Attendance Monthly
		Total	\$68.15		
920 e	10/29/21	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,858.74	255739	SEPT 2021 WRS - Employer
G 99-21265		WI RETIREMENT	\$2,858.74	255739	SEPT 2021 WRS - Employee
		Total	\$5,717.48		
25400	10/19/21	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,590.08	3870301501	OCT Electrical and Gas Service
		Total	\$3,590.08		
25460	10/20/21	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		NOV Phone Service-Paid in Advance
		Total	\$172.62		
25461	10/20/21	BAKER & TAYLOR			
E 99-93-551-3-371		MEDIA	\$47.29	2036023446	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$83.78	2036177386	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$145.68	2036183928	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,646.35	2036189511	Print Collection Materials
E 99-93-551-3-373		PRINT	\$275.54	2036190618	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$13.85	2036200861	Hotz Donation
E 99-93-551-3-373		PRINT	\$1,245.61	2036204483	Print Collection Materials
E 99-93-551-3-373		PRINT	\$205.49	2036204978	Print Collection Materials
E 99-93-551-3-373		PRINT	\$798.31	2036218929	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,081.11	2036219152	Print Collection Materials
E 99-93-551-3-373		PRINT	\$264.19	2036219778	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$19.60	2036226271	Hotz Donation
E 99-93-551-3-373		PRINT	\$240.12	2036229360	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$85.22	2036230346	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$104.48	2036234848	Schmit Donation
E 99-93-551-3-371		MEDIA	\$64.77	H24045790	Media Collection
E 99-93-551-3-371		MEDIA	\$64.77	H24047650	Media Collection
E 99-93-551-3-371		MEDIA	\$24.50	H57136040	Media Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$12.62	H57143170	Media Collection
E 99-93-551-3-371		MEDIA	\$24.50	H57151660	Media Collection
E 99-93-551-3-371		MEDIA	\$22.37	H57175130	Media Collection
E 99-93-551-3-371		MEDIA	\$59.19	H57243640	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H57264740	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H57352450	Media Collection
E 99-93-551-3-371		MEDIA	\$52.66	H57378630	Media Collection
E 99-93-551-3-371		MEDIA	\$13.73	H57380850	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H57395730	Media Collection
E 99-93-551-3-371		MEDIA	\$73.59	H57400510	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H57434040	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H57470510	Media Collection
E 99-93-551-3-371		MEDIA	\$84.39	H57472670	Media Collection
E 99-93-551-3-371		MEDIA	\$38.93	H57520630	Media Collection
E 99-93-551-3-371		MEDIA	\$24.53	H57527430	Media Collection
E 99-93-551-3-371		MEDIA	\$25.25	H57568020	Media Collection
E 99-93-551-3-371		MEDIA	\$36.82	H57584510	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H57623870	Media Collection
E 99-93-551-3-371		MEDIA	\$13.73	H57638970	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H57653520	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H57696710	Media Collection
E 99-93-551-3-371		MEDIA	\$25.19	T24052980	Media Collection
E 99-93-551-3-371		MEDIA	\$43.18	T24052990	Media Collection
E 99-93-551-3-371		MEDIA	\$50.38	T24058090	Media Collection
Total			\$7,181.19		
25462	10/20/21	CARDMEMBER SERVICE			
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	0000	Amazon Web Services
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$35.45	0128	Falafel Guys
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99	2429	Mailchimp
E 99-94-551-3-308		BUILDING SUPPLIES	\$184.00	25	MS Sedco
E 99-93-551-3-371		MEDIA	\$388.84	3170	Gamestop
E 99-94-551-3-306		JANITOR SUPPLIES	\$30.38	4781	Home Depot
E 99-93-551-3-371		MEDIA	\$42.19	5020	Gamestop
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$19.76	5065	Café Corazon
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	6672	Amazon Web Services
E 99-93-551-3-373		PRINT	\$13.49	6740	Brown County Historical Society
E 99-93-551-3-370		PROGRAMMING	\$18.59	6829	Target.com
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$49.00	7049	Libraryworks.com
E 99-92-551-3-303		TELEPHONE	\$25.47	7064	AT&T
E 99-93-551-3-370		PROGRAMMING	\$39.95	8022	Target.com
E 99-93-551-3-370		PROGRAMMING	\$34.29	8096	Target.com
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$25.00	9295	Friends of the CCBC
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$39.00	n/a	Late Fee
Total			\$1,027.08		
25463	10/20/21	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$6.20	246342332	SEPT Long Distance
Total			\$6.20		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
25464	10/20/21	DELTA DENTAL OF WISCONSIN			
G 99-21276		VISION INSURANCE WIT	\$66.30		NOV Vision-Employee
G 99-21275		DENTAL INSURANCE WI	\$50.46		NOV Dental-Employee
		Total	\$116.76		
25465	10/20/21	DEMCO			
E 99-92-551-3-300		OFFICE SUPPLIES	\$235.26	7014510	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$196.71	7016888	Work Supplies
		Total	\$431.97		
25466	10/20/21	GECRB/AMAZON			
E 99-93-551-3-373		PRINT	\$9.99	43547853983	Print Collection
E 99-93-551-3-372		E CONTENT	\$14.99	44557799838	Kindle Titles
E 99-93-551-3-372		E CONTENT	\$14.99	44737999393	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$18.47	45743633999	Programming Supplies
E 99-93-551-3-373		PRINT	\$15.76	46334934784	Print Collection
E 99-93-551-3-372		E CONTENT	\$14.99	46576976965	Kindle Titles
E 99-93-551-3-372		E CONTENT	\$14.99	46697858853	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$29.19	47954648679	Programming Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	54746884855	Kindle Titles
E 99-93-551-3-372		E CONTENT	\$14.99	55484594386	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$30.65	63434367383	Programming Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$3.60	67579696384	Janitor Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$5.98	67633489786	Janitor Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	76443535767	Kindle Titles
E 99-94-551-3-306		JANITOR SUPPLIES	\$7.99	84838896337	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	\$7.80	93677568685	Programming Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$9.40	98545347646	Janitor Supplies
		Total	\$243.76		
25467	10/20/21	GRAEME REID			
E 99-93-551-3-370		PROGRAMMING	\$150.00	11092021	NOV 9 2021 Program
		Total	\$150.00		
25468	10/20/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	30238061	Monthly Color Copier Lease
		Total	\$142.00		
25469	10/20/21	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$682.16	09-18184	OCT Regular Service
		Total	\$682.16		
25470	10/20/21	KOL AMI			
E 99-93-551-3-373		PRINT	\$242.60	91021111512	Print Collection
		Total	\$242.60		
25471	10/20/21	CITY OF MEQUON			
E 99-94-551-3-361		SEWER & WATER	\$412.05	361181	3rd Qtr Water and Sewer
		Total	\$412.05		
25472	10/20/21	MIDWEST TAPE			



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Batch: 1021 LIB AP,1021 LIB MN1,1021 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-372		E CONTENT	\$1,289.72	501068934	SEPT 2021 Hoopla
		Total	\$1,289.72		
25473	10/20/21	MILWAUKEE ALARM COMPANY			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$298.00	235111	Fire Alarm Test
E 99-94-551-3-308		BUILDING SUPPLIES	\$264.49	235164	Alarm System Service Call
		Total	\$562.49		
25474	10/20/21	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$11.84	415569	Telephony Charges (Jul-Sept 2021)
		Total	\$11.84		
25475	10/20/21	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$66.43	6054333	Paper Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$181.20	6056931	Regular Janitorial Supplies
		Total	\$247.63		
25476	10/20/21	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$11.13	AR150719	Toner Shipping Charges
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$245.03	AR151222	SEPT Copy Charges
		Total	\$256.16		
25477	10/20/21	ORKIN LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$300.00	216131440	Fall Preventative Service
		Total	\$300.00		
25478	10/20/21	PITNEY BOWES INC			
E 99-92-551-2-201		POSTAGE	\$33.75	1018972173	Smart Postage Sub (Q3 2021)
		Total	\$33.75		
25479	10/20/21	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$71.93	19746083	Office Supplies
		Total	\$71.93		
25480	10/20/21	RIVISTAS SUBSCRIPTION SERVICES			
E 99-93-551-3-373		PRINT	\$6,771.59	13091	Newspaper & Mag Sub Renewal
		Total	\$6,771.59		
25481	10/20/21	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$31.92	112021-A	SEPT Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$84.17	112021-L	SEPT Life-Employer
G 99-21285		LIFE INSURANCE WITH	\$15.54	112021-L	SEPT Life-Employee
		Total	\$131.63		
25482	10/20/21	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$53.70	605809	SEPT 2021 Placements
		Total	\$53.70		
25483	10/20/21	WILS			
E 99-93-551-3-372		E CONTENT	\$1,349.71	495561	ProQuest Ancestry Lib Annual Sub
		Total	\$1,349.71		



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Batch: 1021 LIB AP,1021 LIB MN1,1021 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
25484	10/20/21	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$185.00	WLA21AK	KLOPPMANN WLA Conference
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$185.00	WLA21AP	PIKE WLA Conference
		Total	\$370.00		
		11110 HARRIS GF -CHECKING	\$86,549.04		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$137.93
99 F. L. WEYENBERG LIBRARY FUND	\$86,411.11
	\$86,549.04

2021 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	25,583	260,851
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	21,961	22,825	171,125
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	225,151
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	3,747	3,626	37,704
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064	5,062	5,268	50,798
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	48,616
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	1,682	1,263	14,576
2020	1,145	1,151	811	1,376	2,013	956	1,073	1,460	1,315	1,235	12,535
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	15,370
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	1,591	1,605	18,892
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327	1,424	1,415	12,797
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	13,576
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	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	0
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	1,137	1,314	13,302
Exterior WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	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	0
2021	320	322	427	452	454	509	537	778	503	427	4,729
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	13,884	11,635	12,821	123,833
2020	11,690	11,636	6,245	0	0	4,229	7,596	8,544	8,083	8,217	66,240
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	90,027
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	16	20	22	18	18	14	11	13	20	21	173
attendance	154	115	315	255	169	143	131	106	195	274	1,857
2020	13	17	8	8	4	6	5	4	7	9	81
attendance	111	222	63	72	21	67	51	18	42	64	731
2021	6	9	6	9	7	8	7	8	11	11	82
attendance	86	56	45	58	37	58	30	30	102	60	562

2021 Activity Report

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	2	1	4	4	1	1	1	1	2	1	18
participation	167	109	164	205	88	80	115	102	142	101	1,273
2020	2	1	4	0	0	0	0	0	1	3	11
attendance	183	147	169	38	58	37	6	16	21	57	732
2021	1	0	1	0	0	1	1	1	2	1	8
attendance	86	22	136	27	35	68	55	43	178	21	671
Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	2	2	5	3	2	9	5	1	1	1	31
attendance	7	7	33	7	3	430	83	0	18	0	588
2020	0	1	3	0	0	2	1	2	0	1	10
attendance	0	1	30	0	0	14	11	35	0	0	91
2021	0	0	2	0	0	5	6	0	1	1	15
attendance	0	0	10	0	0	158	52	0	0	9	229
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	3	2	4	5	1	1	2	2	2	2	24
attendance	72	57	82	115	58	141	52	53	87	81	798
2020	2	2	4	0	1	6	8	2	2	3	30
attendance	39	82	111	0	5	138	119	42	19	30	585
2021	4	3	3	3	4	2	0	2	2	2	25
attendance	72	58	51	45	65	83	12	66	59	54	565
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	17	29	26	34	27	29	28	25	19	28	262
attendance	372	731	840	794	954	1438	1500	1014	572	894	9,109
2020	18	25	15	17	12	5	6	1	9	9	117
attendance	619	755	370	801	544	337	469	155	336	177	4,563
2021	6	11	10	6	0	10	10	6	11	18	88
attendance	123	117	213	106	0	756	582	437	196	317	2,847
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	3	2	4	5	2	3	5	1	2	2	29
attendance	420	271	354	342	510	421	550	270	444	528	4,110
2020	4	3	4	4	0	10	11	8	7	6	57
attendance	356	315	283	47	24	289	313	318	235	267	2,447
2021	9	10	9	11	6	11	12	8	6	5	87
attendance	324	496	346	436	325	1046	1184	869	622	1089	6,737

2021 Activity Report

Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	17	9	11	10	3	5	13	8	4	8	88
2020	10	19	9	0	0	6	17	23	16	25	125
2021	22	24	29	26	26	16	7	7	6	7	170
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	38	37	26	31	22	27	38	34	31	40	324
2020	47	42	17	0	0	0	0	20	21	36	183
2021	27	18	17	21	23	21	30	29	14	28	228
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	Sept	Oct	YTD
2019	38	36	28	38	26	15	24	37	34	38	314
2020	36	30	6	0	0	0	0	18	32	26	148
2021	21	18	22	12	15	21	12	25	13	22	181
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2019	85	88	140	109	97	160	145	122	124	98	1,168
2020	95	91	67	35	30	63	88	103	73	67	712
2021	80	89	90	84	96	155	196	112	108	117	1,127
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	Sept	Oct	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	3,634	3,861	37,147
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818	3,297	3,353	27,501
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	2,779	2,620	28,831
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	Sept	Oct	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	3,881	4,263	40,396
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420	4,745	4,629	36,443
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	3,758	3,644	39,883
Quick Pickup Appointments	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	YTD
2020	0	0	0	226	961	1,140	176	92	74	68	2,737
2021	81	90	50	38	22	20	25	28	41	47	442

Date: November 12, 2021
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, November 2021

BREAKING NEWS:

As I was preparing the Board Packet, I received a phone call from the Mequon Community Foundation. Our grant application for a Calming Room in the Children's Department will be funded in its entirety, \$7,154. Since their grants are usually capped at \$2,500, this is totally unexpected.

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, 10/22, 10/29, 11/5, 11/12
- RECURRING: Rotary Meetings, 10/26, 11/2, 11/9
- Monarch Library System ILS Committee, 10/26
- Mequon-Thiensville Historical Society, 10/27, 11/7
- Polaris Webinar, 10/28
- Conversation re: Fiscal Agency w/ Jennifer Engroff, Mequon Finance Director, and Marie Keyser, Assistant to the Finance Director, 11/2
- Monarch Library System Resources Advisory Workgroup, 11/3
- Hook, Yarn & Stitch in person, 11/4
- Conversation w/ Riti Grover, Monarch Library System Director, 11/4
- Conversation re: Fiscal Agency w/ Colleen Landisch-Hanson, Thiensville Village Administrator, and Amy Langlois, Village Clerk, 11/4
- Met with Concerned Patron, 11/9
- Mequon Common Council Meeting, 11/9
- Intellectual Freedom Presentation at Congregation Anshai Lebowitz, Mequon, 11/10
- Monarch Library System Directors Council Meeting, 11/11
- Returning Trustee Orientation with Dr. Jeridon Clark, 11/12
- Cultural Conversations with Susan Angel Miller, 11/14

PERSONNEL & CONTINUING EDUCATION:

I attended the following CE webinar this month: Polaris Review, 10/28

An Access Services Associate resigned this month, and we were able to hire a new Access Services Associate with experience from another Monarch library.

Shout out to staff. Though they are tired of enforcing the mask requirement, they are doing so as is their responsibility. Signs have been updated to show that Ozaukee County still has high Covid rates.

OPERATIONS ACTIVITIES:

The lead up to the Mequon Thiensville School Board election obstructed our operations and was particularly stressful for patrons and staff. Patrons complained about the people and signs at the end of the driveway, often saying that their entrance into the parking lot was impeded, and that the signs obstructed their view of traffic when they were trying to exit the parking lot. The Restore MTSD held a rally featuring Rebecca Kleefisch, Friday, October 29, at the entrance to the parking lot. Three young men tried to set up a podium on the patio on the east side of the building. I told them they could not be there. They pushed around the podium for awhile and eventually gave up. Fewer than two dozen people attended. The Support MTSD folks gathered across the street and chanted for awhile. All in all, to quote JanaLee Hitchcock, it was “underwhelming. I know the City is examining their signage policies, but I have no idea when or what the decision will be. I hope this issue will be addressed prior to the spring election. Just one more thing they didn’t teach in Library School.

However, the other issue highlighted by Restore MTSD is something taught in library school. In news stories regarding their effort, Restore MTSD mentioned books they find objectionable. There have been challenges to library materials from organized groups in Manitowoc County and Sheboygan County. The stated reasons for the challenges involve issues of racism and LGBTQIA+. MTSD has received a challenge to the book, *The Absolutely True Diary of a Part-Time Indian* by Sherman Alexie. It has been challenged both as a part of the High school curriculum and in the Library. Our review of our Challenged Materials policy was timely.

Items from the Jamron Civil War Collection have been moved to the Local History Collection and the circulating collection. I have tried to reach out to someone who knew Kenneth Jamron, but to no avail to date. The material we are withdrawing may have value to Civil War enthusiasts.

PROGRAMMING:

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

Click here to go directly to our YouTube page:

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

Live, hybrid, and online programs continue, including our first Cultural Conversation, Sunday, November 14, at 1:30pm, featuring Susan Angel Miller, author of *Permission to Thrive: My Journey from Grief to Growth*. Ms. Miller lost her teenage daughter to a brain tumor, and the family decided to donate her organs, saving several other lives.

OTHER:

I will address a possible patron privacy issue relative to a recent Ozaukee County Court case.

Thursday, November 11, we once again had an issue with a patron refusing to wear a mask. He refused the mask he was offered, proceeded to call us names, and told me he hopes I die from “the China virus.” This patron was previously banned from the library for six months because of the

same issue. It was an unpleasant encounter and we did call the Mequon Police Department, which responded promptly. The man, well known to law enforcement, was quickly picked up by the police, driving a car without license plates. The Police Officer cited the man for the traffic violation and told him he was banned from the library for life.

Craig and I have begun working on the 2021 Weyenberg Public Library Foundation Fund Drive. Your letters will arrive shortly.

Plans are progressing for Fine Arts Events and Cultural Conversations in the new year. It's nice to offer live programming again.

Date: November 12, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, November 2021

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

- Phone meeting with Emily Laws (WB) – 10/21
- Circulation Committee – 10/22
- Polaris Review Webinar – 10/28
- Acquisitions Meetup – 11/2
- Management Meeting – 11/10
- Willowbrook Visit (Val) – 11/15
- WLA – 11/16 through 11/19

STATISTICS

Our Quick Pickup services had 47 reservations this last month, which is our busiest month since March!

We are still getting patrons with address check blocks, but it seems to be slowing down now. I think I'm going to talk to Alison at the system office to see if we can stagger these patrons over the course of 2-3 months just to lighten the workload on staff.

OTHER TASKS & TIDBITS

Kelly Dennison will be leaving us on November 20th, she got a full-time job with benefits at a biomedical facility in Grafton. We wish her all the best!

We have hired Jax Kobiellus as our new Access Services Associate! He started on Friday, November 12th. He has prior experience at the West Bend library and has several years of customer service experience prior to that. We think he will be a great addition to our team!

Date: November 11, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, November 2021

- The two new color copiers have been installed at the Public Access computers and the Circulation Services department. Copies are now being offered at \$.20 for black and white copies and \$.40 for color copies. This is a reduction in price for black and white, which was \$.25, while color copies have never been available before. As with the previous machine, patrons can scan files to a file or email. The copier vendor has worked with us to ensure, to the best of our abilities, the confidentiality of patron information in regards to scanning history, and will continue to do so at no additional cost to us if needed in the future.
- The fire alarm system inspection, as well as the extinguisher and emergency light testing, were completed with no issue. In addition, the installation of the ceiling grid tiles in the rotunda was completed and is now compliant with fire code. The issue with the fire doors has been likely isolated to a faulty control module on the alarm panel. While an inexpensive repair, the alarm service technician was not able to give an estimated delivery date for the part due to supply issues. When delivered, the technicians from the fire alarm monitoring company and the fire door technician will again work together to ensure proper operation.
- We met with the Village of Thiensville and they agreed to process our invoices sooner after they receive them from us, which should result in timelier payments. In addition, they agreed to take invoices out-of-cycle when bills need to be paid in a more immediate fashion. We further discussed ways to work with the auditor to reduce redundancy during the annual audit process.
- We met with a representative from our HVAC company regarding preparing a formal quote for the replacement of the HVAC control system. He will prepare multiple options with different tiers we can select from, with options focusing on cost versus maximizing the efficiency of the system. We will have an opportunity to review and select our options before committing to the scope of the project. For your reference, the building map with the locations of the existing control system sensors is included (note that the floor plan indicated was as it existed at the time of the install, not as it currently is).
- The appeal letter for the annual Foundation fund drive will be going out starting the week of November 15. When the mailing is complete, we anticipate approximately 1,600 letters will be delivered. We have already begun to receive some donations from our regular donors ahead of the mailing.

- A meeting of the Information and Technology Workgroup took place on Thursday, November 4.
- Open enrollment for Health and related benefits is now complete, with a higher percentage of eligible employees now taking advantage of the optional insurance offerings than previously. Enrollment for flex spending accounts is now underway. The IRS has increased its yearly maximum for FSA accounts to \$2,850 in 2022, up from \$2,750 this year. The amount that can be permanently rolled over was increased to \$570 going forwards, up from \$500.
- Finally, an update on the COVID-19 situation in Ozaukee County: the case burden has stabilized over the past few weeks in what the CDC terms the “High” activity category. In this category, the CDC states that “everyone in Ozaukee County, Wisconsin should wear a mask in public, indoor settings.” There are currently four categories of case burden as defined by the CDC: Low, Moderate, Substantial and High. The case burden will need to drop to Moderate or lower before the CDC guideline changes to recommending mask wearing only for non-vaccinated individuals. Currently, all counties in Wisconsin except for one are seeing High case burden.



1st Floor East VAVs

Main Menu

OA Temp 39 °F

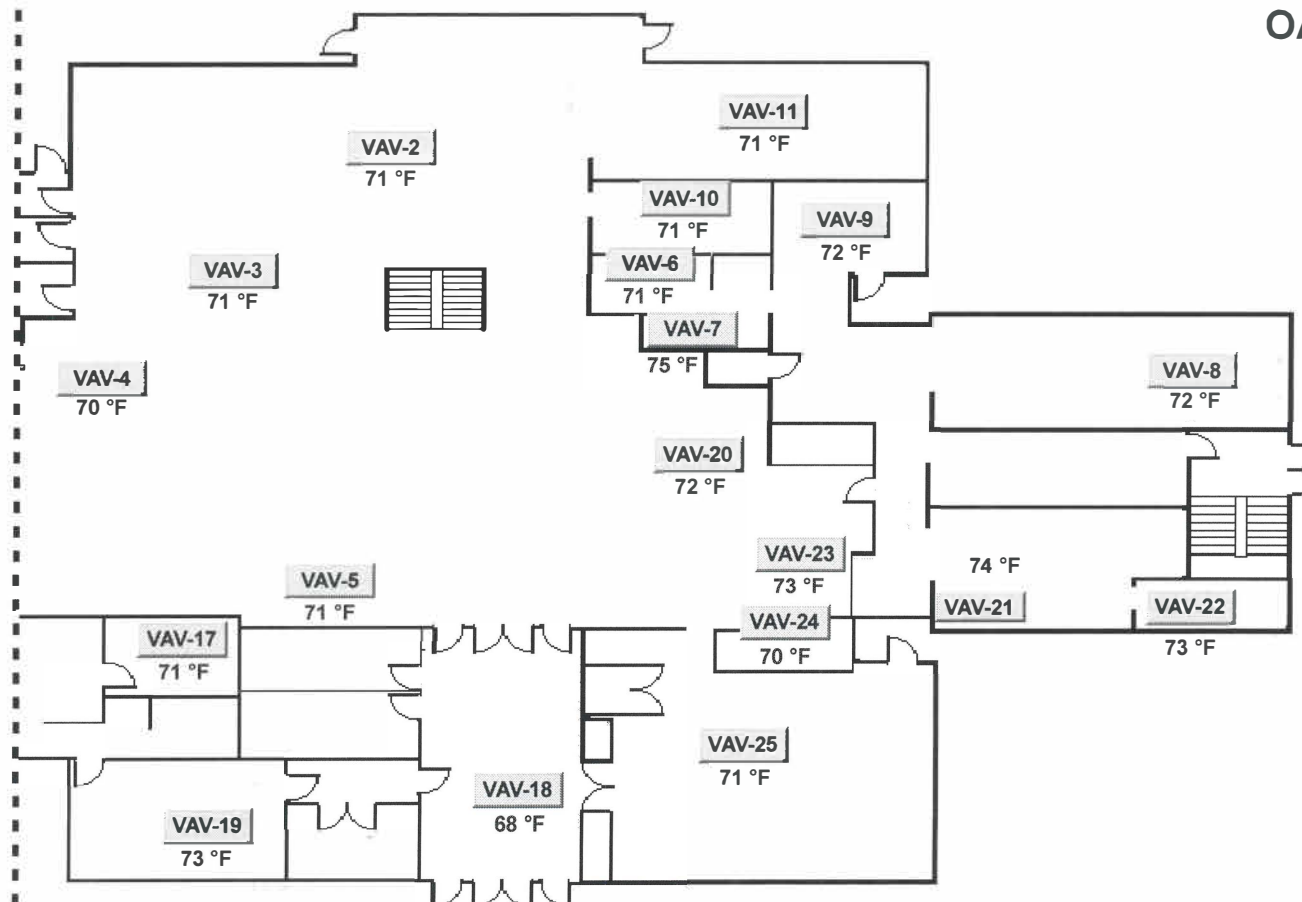
AHU-1

Boilers

West Floor Plan

East Floor Plan

2nd Floor Plan



Building Setpoint Override On

Building Override Setpoint 72 °F



Illingworth-Kilgust

Mechanical

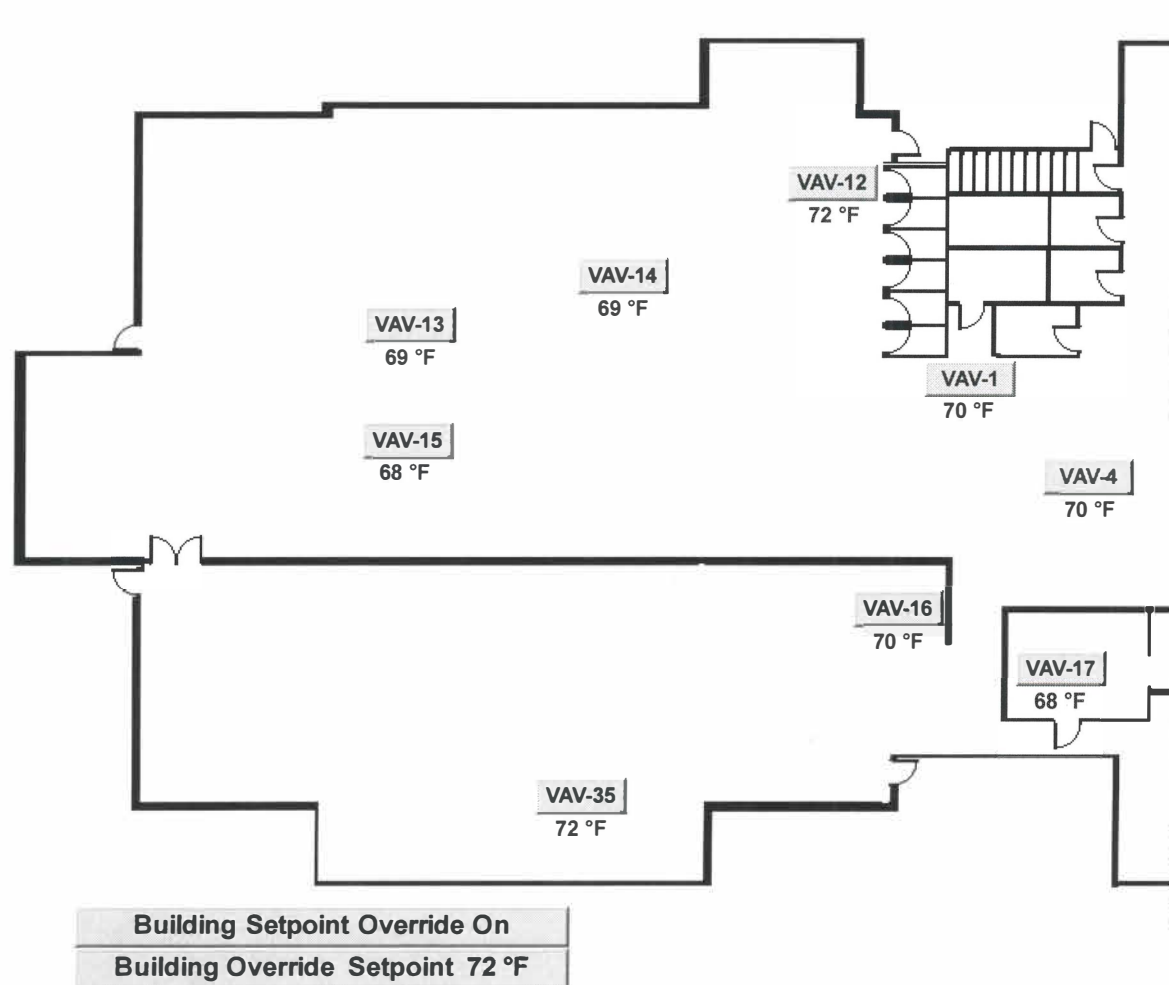
An EMCOR Company



1st Floor West VAVs

Main Menu

OA Temp 39 °F



AHU-1

Boilers

West Floor Plan

East Floor Plan

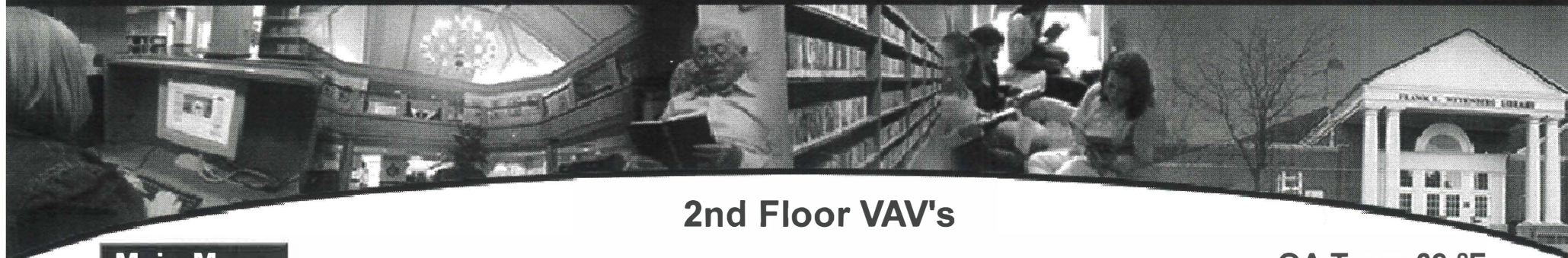
2nd Floor Plan



Illingworth-Kilgust

Mechanical

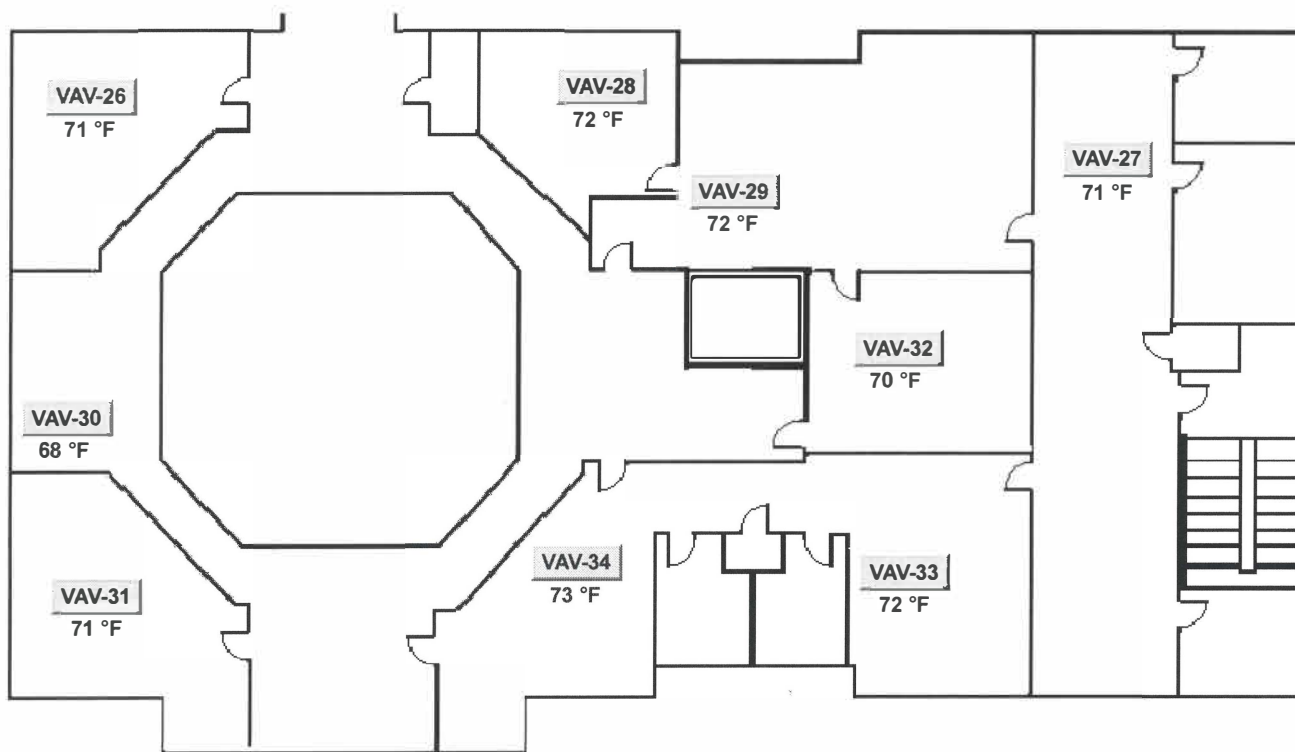
An EMCOR Company



2nd Floor VAV's

Main Menu

OA Temp 39 °F



- AHU-1
- Boilers
- West Floor Plan
- East Floor Plan
- 2nd Floor Plan

Building Setpoint Override On

Building Override Setpoint 72 °F



Date: November 17, 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: 10/22, 10/29, 11/5, 11/12
- Material Orders, 10/25, 11/1, 11/9, 11/16
- Webinar: "Exceeding Patron Expectations in this New 'Normal'..." with LJ Summit, 10/21
- Webinar: "Delivering Services through Multiple Channels" with LJ Summit, 10/21
- Program: Storytimes, 10/12, 10/13, 10/14
- Monarch Acquisitions Meeting, 11/2
- Management Meeting, 11/10
- Program: M-T Community Book Club, 11/16

MONTHLY STATISTICS

-Reference statistics are looking good, along with our eCircs and eCollections numbers. eCollections are surpassing our 2019 and 2020 totals, and our eCircs are close to doing the same. For our programming numbers, we are seeing a smaller turnout for our Adult programs, but we are still slowly increasing our publicity and program offerings. Our Teen numbers are looking great. Our children's programs are still slowly increasing, but we did see a big jump in attendance at our October LEGO Club, so we are going to offer a second option again starting in January. We also had a big jump in our drop-in children's numbers, with an increase in families doing coloring activities in the Children's area.

OTHER TASKS & TIDBITS

-We started a new service in November called 'Book a Librarian,' where myself and two Patron Services librarians will be available 3-4 times a week for one-on-one technology assistance. This will replace our ongoing monthly Wednesday 1-0-1 program.

-We had a brief interruption in access to Ancestry.com on Thursday, November 4. A patron alerted us to the issue, we contacted our provider, and access was restored by Friday, November 5.

-My staff and I are starting to schedule our 2022 events for the winter and spring months. We are re-introducing Parachute Play and Saturday LEGO Club for children, and I have reached out to two former adult guest presenters to see if they would like to return in 2022.

UPCOMING LIBRARY PROGRAMS

- Bi-monthly History's Hidden Women Book Club (virtual)
- Genealogy Interest Group (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)

- 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
- Family Storytimes on Tuesdays, Wednesdays & Saturdays (weekly, in-person)
- LEGO Club (monthly, in-person)
- Crazy 8s Math Club (8 sessions, in-person)
- 4-H Project Learning: Watercolor Painting Class (December)



2022 Holiday & Closing Schedule

Day	Date	Status
New Year's Day	Saturday, January 1	Closed / Paid Holiday
New Year's Sunday	Sunday, January 2	Closed
Staff Development Day	Monday, February 21	Closed to Public
Easter Sunday	Sunday, April 17	Closed
Summer Sunday	Sunday, May 29	Closed
Memorial Day	Monday, May 30	Closed / Paid Holiday
Summer Sunday	Sunday, June 5	Closed
Summer Sunday	Sunday, June 13	Closed
Summer Sunday	Sunday, June 19	Closed
Family Fun Before the Fourth	Saturday, June 25	Closed
Summer Sunday	Sunday, June 27	Closed
Summer Sunday	Sunday, July 3	Closed
Independence Day	Monday, July 4	Closed / Paid Holiday
Summer Sunday	Sunday, July 10	Closed
Summer Sunday	Sunday, July 17	Closed
Summer Sunday	Sunday, July 24	Closed
Summer Sunday	Sunday, July 31	Closed
Summer Sunday	Sunday, August 7	Closed
Summer Sunday	Sunday, August 14	Closed
Summer Sunday	Sunday, August 21	Closed
Summer Sunday	Sunday, August 28	Closed
Summer Sunday	Sunday, September 4	Closed
Labor Day	Monday, September 5	Closed / Paid Holiday
Taste of Mequon	Saturday, September 10	Closed
Thanksgiving Day	Thursday, November 24	Closed / Paid Holiday
Day Before Christmas Eve	Friday, December 23	Closed
Christmas Eve Day	Saturday, December 24	Closed / Paid Holiday
Christmas Day	Sunday, December 25	Closed / Paid Holiday
Day After Christmas	Sunday, December 26	Closed
Day Before New Year's Eve	Friday, December 30	Closed
New Year's Eve Day	Saturday, December 31	Closed / Paid Holiday
New Year's Day	Sunday, January 1, 2023	Closed / Paid Holiday
Day After New Year	Monday, January 2, 2023	Closed

Approved: _____



2022 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.**

Wednesday, January 29, 2022

Wednesday, February 16, 2022

Wednesday, March 16, 2022

Wednesday, April 22, 2022

Wednesday, May 18, 2022

Wednesday, June 15, 2022

Wednesday, July 22, 2022

Wednesday, August 17, 2022

Wednesday, September 21, 2022

Wednesday, October 19, 2022

Wednesday, November 16, 2022

Wednesday, December 21, 2022

*Note exception to third Wednesday

Approved: _____