



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, December 21, 2022
IMMEDIATELY FOLLOWING COMMITTEE OF THE WHOLE MEETING AT 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 November 16, 2022 Meeting
- VI. Financial Reports**
 - a. Revenue and Expense for November 2022
 - b. Action Item: Accounts Payable for November 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
- b. Action Required: 2022 Budget Adjustments

X. New Business

- a. Action Required: Approval of 2023 FLW Library Budget
- b. Discussion and Possible Action: AT&T Office@Hand Contract
- c. Discussion and Possible Action: RFID Security Gates and Entrance Remodel

XI. Closed Session

The Board of Trustees may enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene into open session to continue the agenda and take action on topics discussed in closed session.

XII. Reconvene in Open Session

For the purpose of acting upon actions recommended in closed session.
Action Item: Wage Adjustment for Director (with effective date).

XIII. Trustee Training & System/State Library Update (Postponed until January 2023)

XIV. Future Meeting Dates

- a. Board of Trustees Meeting: January 18, 2023
- b. Other Meetings:

XV. Adjourn

JanaLee Hitchcock, President

Posted: December 16, 2022



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees November 15, 2022 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on November 15, 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 November 13, 2022 was verified.

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

Trustee Absent: Cathrine Wagner.

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

III. Announcements

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the October 19, 2022 Meeting

The minutes of the October 19, 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 October 2022

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

B. Action Item: Accounts Payable Statement for October 2022

Mr. Baxter moved to approve the Accounts Payable Statement for October 2022 in the amount of \$84,859.56. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock reported on the most recent Mequon City Council meeting and addressed the unfounded concerns that Alderman Mark Gierl had brought up. Ms. Hitchcock encouraged

all members of the Board to attend the December 13 Council meeting to show their support for the Library and the Library Director. Mr. Hansher requested to state for the record that Mr. Gierl never responded to multiple requests from Library staff and Board members to address any questions or concerns prior to the Council meeting.

B. Finance

Mr. Baxter reported that no meeting was held. Financial matters will be discussed at a Meeting of the Whole prior to the Board meeting on December 21.

C. Advocacy

Mr. Hansher reported that no meeting was held.

D. Personnel

Ms. Abraham reported that no meeting was held. The next meeting of the Committee is scheduled for December 7 at 6:15 pm.

VIII. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young discussed ongoing circulation and programming trends. She encouraged the Board to think of good suggestions for the name of the Digitization Lab.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young provided updates on the budget process, the Classification and Compensation study, the Mequon-Thiensville Community Foundation grant request and the Cultural Conversations series.

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.

Ms. Perry departed the meeting at 6:45 pm.

IX. Unfinished Business

A. Discussion: Classification and Compensation Study Update

Nothing additional to report at this time.

X. New Business

A. Discussion and Possible Action: 2023 Library Holiday Calendar

The proposed Holiday Calendar was included in the Board Packet. Mr. Hansher moved to approve the Holiday Calendar. Motion carried.

B. Discussion and Possible Action: 2023 Board of Trustees Meeting Schedule
The proposed Board of Trustees Meeting Schedule was included in the Board Packet. Ms. Abraham moved to approve the Board of Trustees Meeting Schedule. Motion carried.

C. Discussion and Possible Action: Cleaning Contract
A new cleaning service will be trialed over the next month. If all goes well, a full annual contract will be presented to the Board at the December meeting.

D. Discussion and Possible Action: 2022 Operating Budget Amendment
The proposed 2022 Operating Budget Amendment was included in the Board Packet. Mr. Lookatch moved to approve the 2022 Operating Budget Amendment. Motion carried.

XI. Trustee Training & System/State Library Update

A. Lessons Learned at the WLA Annual Conference
Ms. Muchin Young reported on her attendance and experiences at the WLA Annual Conference.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, December 21, 2022 and will be preceded by a meeting of the Committee of a Whole.

XIII. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Burner. Motion carried and meeting was adjourned at 7:07 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: NOVEMBER 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	NOVEMBER 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 RESTRICTE	\$0.00	\$500.00	\$0.00	-\$500.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$0.00	\$35,631.96	\$2,330.19	-\$35,631.96	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$36,131.96	\$2,330.19	-\$36,131.96	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$36,131.96	\$2,330.19	-\$36,131.96	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$36,131.96	\$2,330.19	-\$36,131.96	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	\$15,854.94	\$3,637.09	\$2,145.06	88.08%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$15,854.94	\$3,637.09	\$2,145.06	88.08%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$15,854.94	\$3,637.09	\$2,145.06	88.08%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$3,648.25	\$846.76	-\$3,148.25	729.65%
DEPT 013 INTEREST INCOME	\$500.00	\$3,648.25	\$846.76	-\$3,148.25	729.65%

Account Descr	2022 YTD Budget	2022 YTD Amt	NOVEMBER 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$3,648.25	\$846.76	-\$3,148.25	729.65%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$9,319.30	\$850.31	-\$1,819.30	124.26%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$2,205.85	\$122.60	-\$2,205.85	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$11,525.15	\$972.91	-\$4,025.15	153.67%
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	\$70,350.00	\$0.00	\$0.00	\$70,350.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$72,616.00	\$1,490.72	\$0.00	\$71,125.28	2.05%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$80,116.00	\$13,015.87	\$972.91	\$67,100.13	16.25%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,283,350.00	\$1,217,254.00	\$5,456.76	\$66,096.00	94.85%
	\$1,283,350.00	\$1,253,385.96	\$7,786.95	\$29,964.04	97.67%

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

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Account Descr	2022 YTD Budget	2022 YTD Amt	NOVEMBER 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	\$3,421.85	\$546.95	-\$3,421.85	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	\$5,930.58	\$546.95	-\$5,930.58	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$5,930.58	\$546.95	-\$5,930.58	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$5,930.58	\$546.95	-\$5,930.58	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	\$512,347.96	\$48,005.75	\$119,552.04	81.08%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$2,844.57	\$278.88	\$655.43	81.27%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$173,404.65	\$16,314.51	\$29,095.35	85.63%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$3,089.95	\$0.00	\$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	\$695,107.73	\$64,599.14	\$149,692.27	82.28%
MAJ CLS 91 LIBRARY STAFFING	\$844,800.00	\$695,107.73	\$64,599.14	\$149,692.27	82.28%
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-TECHNOLOG	\$7,000.00	\$8,911.09	\$92.26	-\$1,911.09	127.30%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$10,000.00	\$7,286.15	\$509.21	\$2,713.85	72.86%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$937.69	\$271.50	\$562.31	62.51%
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	\$3,096.84	\$260.49	\$653.16	82.58%
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	\$3,620.94	\$541.02	\$2,879.06	55.71%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$9,594.03	\$835.56	-\$7,094.03	383.76%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$2,224.50	\$231.06	\$525.50	80.89%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$5,964.26	\$379.34	-\$464.26	108.44%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$723.00	\$116.50	-\$223.00	144.60%

Account Descr	2022 YTD Budget	2022 YTD Amt	NOVEMBER 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	\$92,824.94	\$3,236.94	-\$2,824.94	103.14%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$90,000.00	\$92,824.94	\$3,236.94	-\$2,824.94	103.14%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$6,074.43	\$138.15	-\$74.43	101.24%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$20,203.66	\$3,483.50	\$9,796.34	67.35%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$32,432.91	\$1,566.34	\$7,567.09	81.08%
E 99-93-551-3-373 PRINT	\$85,000.00	\$73,012.56	\$5,671.54	\$11,987.44	85.90%
DEPT 551 LIBRARY	\$161,000.00	\$131,723.56	\$10,859.53	\$29,276.44	81.82%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$131,723.56	\$10,859.53	\$29,276.44	81.82%
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	\$20,896.81	\$2,510.90	\$1,103.19	94.99%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$2,649.59	\$32.83	-\$149.59	105.98%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$24,251.90	\$3,088.49	\$5,748.10	80.84%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$41,147.14	\$3,237.45	\$1,352.86	96.82%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$1,235.82	\$0.00	\$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	\$59,950.00	\$0.00	\$0.00	\$59,950.00	0.00%
DEPT 551 LIBRARY	\$187,550.00	\$112,319.40	\$8,869.67	\$75,230.60	59.89%
MAJ CLS 94 LIBRARY BUILDING	\$187,550.00	\$112,319.40	\$8,869.67	\$75,230.60	59.89%
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	\$1,283,350.00	\$1,031,975.63	\$87,565.28	\$251,374.37	80.41%
	\$1,283,350.00	\$1,037,906.21	\$88,112.23	\$245,443.79	80.87%

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	\$2,330.19	\$546.95	\$41,131.96	\$96,694.32	\$4,594.17	98
G 98-11210 INVESTMENTS	\$0.00	\$0.00	\$0.00	\$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	\$2,330.19	\$0.00	\$36,131.96	-\$36,131.96	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$546.95	\$0.00	\$6,050.58	\$120.00	\$5,930.58	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$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	\$2,877.14	\$2,877.14	\$137,946.28	\$137,946.28	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$163,103.41	\$135,231.82	\$2,626,430.45	\$2,597,081.94	\$31,013.17	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$38.74	\$38.74	\$4,279.18	\$4,279.18	\$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 STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$35,087.79	\$35,087.79	\$377,145.88	\$377,145.88	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$846.76	\$110,000.00	\$998,648.25	\$884,500.00	\$372,653.28	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 DOUBTF	\$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 T	\$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 WITHHOLDIN	\$0.00	\$1,573.91	\$1,573.91	\$17,110.35	\$17,110.35	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$3,137.11	\$3,137.11	\$34,655.05	\$34,655.05	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,492.93	\$3,492.93	\$37,946.01	\$37,946.01	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$38.74	\$862.46	\$11,911.83	\$10,045.73	-\$3,650.38	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	\$2,817.46	\$2,820.61	\$31,915.77	\$30,499.06	-\$2,820.61	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$41.96	\$41.96	\$482.54	\$482.54	\$0.00	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$66.30	\$66.30	\$717.86	\$717.86	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,352.16	\$1,352.16	\$14,671.56	\$14,671.56	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$23.45	\$23.45	\$212.90	\$212.90	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$33.60	\$33.60	\$360.84	\$360.84	\$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	\$5,456.76	\$0.00	\$1,217,254.00	-\$1,217,254.00	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$87,566.41	\$1.13	\$1,051,974.74	\$19,999.11	\$1,031,975.63	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$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 A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$299,220.73	\$299,220.73	\$5,246,962.01	\$5,246,962.01	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$302,097.87	\$302,097.87	\$5,384,908.29	\$5,384,908.29	\$0.00	



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Batch: 1122 LIB MN1,1122 LIB AP,1122 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
980 e	11/04/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,563.59		FED/Wages Pd 11-4-22
G 99-21210		WISCONSIN WITHHOLDI	\$786.57		WI/Wages Pd 11-4-22
G 99-21230		SOCIAL SECURITY TAX	\$1,751.91		SS & MED/Wages Pd 11-4-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,751.92		SS Employer/Wages Pd 11-4-22
G 99-11160		SPECIAL CLEARING AC	\$17,444.94		DirectDep/Wages Pd 11-4-22
		Total	\$23,298.93		
981 e 11/04/22 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$24,139.72		Salaries & Wages/Wages Pd 11-4-22
E 99-92-551-2-287		MILEAGE	\$66.50		Muchin Young Mileage/Wages Pd 11-4-22
E 99-93-551-3-370		PROGRAMMING	\$22.14		Gilman Reimb/Wages Pd 11-4-22
G 99-21265		WI RETIREMENT	(\$1,408.73)		WRS Employees/Wages Pd 11-4-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,563.59)		FED/Wages Pd 11-4-22
G 01-21210		WISCONSIN WITHHOLDI	(\$786.57)		WI/Wages Pd 11-4-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,751.91)		SS & MED/Wages Pd 11-4-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 11-4-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 11-4-22
G 99-21285		LIFE INSURANCE WITH	(\$23.45)		LIFE/Wages Pd 11-4-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 11-4-22
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 11-4-22
G 99-21286		ACCIDENTAL INS WITH	(\$33.60)		ACCIDENT/Wages Pd 11-4-22
G 99-11160		SPECIAL CLEARING AC	(\$17,444.94)		Net Pay/Wages Pd 11-4-22
G 01-21210		WISCONSIN WITHHOLDI	\$786.57		WI/Wages Pd 11-4-22
G 99-21210		WISCONSIN WITHHOLDI	(\$786.57)		WI/Wages Pd 11-4-22
		Total	\$0.00		
985 e 11/11/22 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$93.57	618430290	Processing 11-4-22 Payroll
		Total	\$93.57		
986 e 11/14/22 CARDMEMBER SERVICE					
E 99-92-551-2-284		CONTRACTED SERVICE	\$87.00	0414	Mailchimp
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$25.19	0603	Sabai Sabai
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$60.80	1776	Costco
E 99-92-551-2-286		COMPUTERS	\$15.81	3327	Walgreen's
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$22.18	4059	Sendik's
E 99-93-551-3-370		PROGRAMMING	\$10.99	4117	Target
E 99-93-551-3-370		PROGRAMMING	\$47.43	4728	Target
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26	7293	Apple
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$39.61	8260	Piggly Wiggly
E 99-92-551-3-303		TELEPHONE	\$55.34	9164	AT&T
		Total	\$369.61		
987 e 11/14/22 AT&T					
E 99-92-551-3-303		TELEPHONE	\$172.62		NOV Phone Service
		Total	\$172.62		
993 e 11/18/22 ADP					



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21220		FEDERAL WITHHOLDIN	\$1,573.52		FED/Wages Pd 11-18-22
G 99-21210		WISCONSIN WITHHOLDI	\$787.34		WI/Wages Pd 11-18-22
G 99-21230		SOCIAL SECURITY TAX	\$1,741.02		SS & MED/Wages Pd 11-18-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,741.07		SS Employer/Wages Pd 11-18-22
G 99-11160		SPECIAL CLEARING AC	\$17,642.85		DirectDep/Wages Pd 11-18-22
		Total	\$23,485.80		
994 e	11/18/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$23,866.03		Salaries & Wages/Wages Pd 11-18-22
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$20.00		MUCHIN YOUNG Reimb/Wages Pd 11-18-22
E 99-92-551-2-287		MILEAGE	\$76.25		MUCHIN YOUNG Mileage/Wages Pd 11-18-22
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$149.68		PIKE Reimb/Wages Pd 11-18-22
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$23.21		JACOBSON Reimb/Wages Pd 11-18-22
E 99-92-551-2-287		MILEAGE	\$128.75		JACOBSON Mileage/Wages Pd 11-18-22
G 99-21265		WI RETIREMENT	(\$1,411.88)		WRS Employees/Wages Pd 11-18-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,573.52)		FED/Wages Pd 11-18-22
G 99-21210		WISCONSIN WITHHOLDI	(\$787.34)		WI/Wages Pd 11-18-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,741.02)		SS & MED/Wages Pd 11-18-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 11-18-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 11-18-22
G 99-11160		SPECIAL CLEARING AC	(\$17,642.85)		Net Pay/Wages Pd 11-18-22
		Total	\$0.00		
995 e	11/30/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,817.46	276193	OCT 2022 WRS-Employer
G 99-21265		WI RETIREMENT	\$2,817.46	276193	OCT 2022 WRS-Employee
		Total	\$5,634.92		
996 e	11/25/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$9,915.66	202212	NOV Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,352.16	202212	NOV Health-Employee
		Total	\$11,267.82		
997 e	11/25/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$93.57	619386687	Processing 11-18-22 Payroll
		Total	\$93.57		
998 e	11/25/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	619609110	Time and Attendance Monthly
		Total	\$73.35		
26738	11/09/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,237.45	4346809336	NOV Electrical & Gas Service
		Total	\$3,237.45		
26739	11/09/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	32755672	Monthly 2 Copiers Lease
		Total	\$118.85		
26758	11/22/22	BAKER & TAYLOR			
E 99-93-551-3-371		MEDIA	\$133.02	2037047607	Spoken Word Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$438.99	2037049028	Print Collection Materials
E 99-93-551-3-373		PRINT	\$371.10	2037053035	Print Collection Materials
E 99-93-551-3-373		PRINT	\$480.18	2037057260	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$264.94	2037069835	Lions Club Donation
E 99-93-551-3-373		PRINT	\$1,778.33	2037069986	Print Collection Materials
E 99-93-551-3-373		PRINT	\$243.13	2037069990	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$188.31	2037078456	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$998.58	2037080557	Print Collection Materials
E 99-93-551-3-373		PRINT	\$355.28	2037087868	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$103.61	2037092284	Lions Club Donation
E 99-93-551-3-373		PRINT	\$411.20	2037092577	Print Collection Materials
E 99-93-551-3-373		PRINT	\$467.12	2037095778	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$117.75	2037106229	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$42.58	H62369810	Media Collection
E 99-93-551-3-371		MEDIA	\$32.50	H62384360	Media Collection
E 99-93-551-3-371		MEDIA	\$62.02	H62394890	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H62397900	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H62568240	Media Collection
E 99-93-551-3-371		MEDIA	\$101.69	H62569630	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H62584400	Media Collection
E 99-93-551-3-371		MEDIA	\$727.14	H62597690	Media Collection
E 99-93-551-3-371		MEDIA	\$49.00	H62601640	Media Collection
E 99-93-551-3-371		MEDIA	\$15.89	H62623290	Media Collection
E 99-93-551-3-371		MEDIA	\$221.46	H62630420	Media Collection
E 99-93-551-3-371		MEDIA	\$88.03	H62647660	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H62657940	Media Collection
E 99-93-551-3-371		MEDIA	\$95.24	H62663450	Media Collection
E 99-93-551-3-371		MEDIA	\$306.56	H62679800	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H62697010	Media Collection
E 99-93-551-3-371		MEDIA	\$54.86	H62698090	Media Collection
E 99-93-551-3-371		MEDIA	\$70.69	H62708970	Media Collection
E 99-93-551-3-371		MEDIA	\$192.68	H62709780	Media Collection
E 99-93-551-3-371		MEDIA	\$52.66	H62746240	Media Collection
E 99-93-551-3-371		MEDIA	\$77.19	H62768590	Media Collection
E 99-93-551-3-371		MEDIA	\$64.95	H62824190	Media Collection
E 99-93-551-3-371		MEDIA	\$50.38	T24153170	Media Collection
Total			\$8,758.05		
26759	11/22/22	B-E CONTROLS			
E 99-94-551-3-308		BUILDING SUPPLIES	\$2,606.40	7189	Multiple roof leak repairs
Total			\$2,606.40		
26760	11/22/22	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$3.10	616369069	OCT 2022 Long Distance
Total			\$3.10		
26761	11/22/22	CINTAS FAS LOCKBOX 636525			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$2,510.90	OF36661991	Extinguisher/Emerg Light Insp & Svc
Total			\$2,510.90		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
26762	11/22/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$41.96	1870213	DEC Dental-Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1872953	DEC Vision Employee
		Total	\$108.26		
26763	11/22/22	DEMCO			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$575.16	7206027	Processing Supplies
E 99-92-551-3-301		PROCESSING SUPPLIES	\$260.40	7208913	Processing Supplies
		Total	\$835.56		
26764	11/22/22	FORWARD TS			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$260.49	AR183036	OCT 2022 Copy Charges
		Total	\$260.49		
26765	11/22/22	GECRB/AMAZON			
E 99-92-551-3-300		OFFICE SUPPLIES	\$14.98	43354867893	Office Supplies
E 99-93-551-3-371		MEDIA	\$109.94	43993649946	Video Game Collection
E 99-93-551-3-373		PRINT	\$27.49	43994673458	Print Collection
E 99-93-551-3-373		PRINT	\$12.15	44643977484	Print Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$13.76	45773585994	Office Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$8.86	45947989593	Janitor Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$10.41	45986457343	Office Supplies
E 99-93-551-3-371		MEDIA	\$59.99	46755357835	Video Game Collection
E 99-93-551-3-373		PRINT	\$27.70	48377837988	Print Collection
E 99-93-551-3-371		MEDIA	\$59.99	54778558453	Video Game Collection
E 99-93-551-3-371		MEDIA	\$119.98	56739366544	Video Game Collection
E 99-93-551-3-373		PRINT	\$44.50	57845943975	Print Collection
E 99-94-551-3-306		JANITOR SUPPLIES	\$23.97	59367563994	Janitor Supplies
E 99-93-551-3-371		MEDIA	(\$1.13)	59788653868	Vide Game Collection
E 99-93-551-3-370		PROGRAMMING	\$16.78	59849678544	Programming Supplies
E 99-93-551-3-373		PRINT	\$15.79	63398354769	Print Collection
E 99-94-551-3-308		BUILDING SUPPLIES	\$22.09	63936657876	Building Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$116.61	64883956695	Gifts and Grants Restricted
E 99-93-551-3-371		MEDIA	\$69.99	65839389758	Video Game Collection
E 99-93-551-3-370		PROGRAMMING	\$21.27	66493865455	Programming Supplies
E 99-93-551-3-371		MEDIA	\$34.99	66747498473	Video Game Collection
E 99-92-551-2-286		COMPUTERS	\$19.73	67686935434	Technology
E 99-92-551-2-286		COMPUTERS	\$29.59	76495897756	Technology
E 99-92-551-2-286		COMPUTERS	\$177.00	78994779437	Technology
E 99-93-551-3-371		MEDIA	\$79.18	84396793466	Video Game Collection
E 99-92-551-2-286		COMPUTERS	\$224.99	85874373967	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$6.92	86589568398	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$7.89	87967333773	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$9.07	93449774984	Technology
E 99-93-551-3-371		MEDIA	\$34.99	94644875576	Video Game Collection
E 99-92-551-2-286		COMPUTERS	\$33.02	96494837533	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$20.98	97476865853	Office Supplies
E 99-93-551-3-371		MEDIA	\$69.99	97656866865	Video Game Collection
E 99-93-551-3-370		PROGRAMMING	\$11.65	99376647597	Programming Supplies



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,555.11		
26766	11/22/22	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,566.34	502901695	OCT 2022 Hoopla
Total			\$1,566.34		
26767	11/22/22	QUALITY DOOR & HARDWARE			
E 99-94-551-3-308		BUILDING SUPPLIES	\$460.00	711555	Conference Door Repair
Total			\$460.00		
26768	11/22/22	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$473.97	28814045	Office Supplies
Total			\$473.97		
26769	11/22/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$33.60	122022-A	DEC Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$88.40	122022-L	DEC Life-Employer
G 99-21285		LIFE INSURANCE WITH	\$23.45	122022-L	DEC Life-Employee
Total			\$145.45		
26770	11/22/22	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$116.50	6106192	OCT 2022 Placements
Total			\$116.50		
11110 HARRIS GF -CHECKING			\$87,246.62		

Fund Summary

11110 HARRIS GF -CHECKING

01 GENERAL FUND	\$0.00
98 FLW LIB GIFTS & GRANTS FUND	\$546.95
99 F. L. WEYENBERG LIBRARY FUND	\$86,699.67
	\$87,246.62

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	21,112		240,582
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	5,499		56,814
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	26,611	0	297,396
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	1,605		23,753
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	1,053		13,547
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	1,352		15,639
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	7		37
2022 attendance	0	1	63	102	257	171	19	80	0	5	50		748
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	3		41
2022 participants	13	72	101	77	98	147	88	100	66	77	79		918
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	22		188
2022 attendance	144	266	559	437	1,133	747	883	628	469	710	681		6,657
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	4		45
2022 participants	679	902	1,053	1,022	1,044	562	833	479	343	779	290		7,986
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	8		167
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	16		231
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	9		209
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	3,205		44,087
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	3,895		43,177

Date: December 16, 2022
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report December 2022

Meetings Attended:

- Check in meetings with managers, 11/16 and 12/21
- Monarch Directors' Chat, 11/17, 12/1, 12/15
- Friends of Weyenberg Library meeting, 11/17 and 12/15
- Mequon-Thiensville Historical Society Annual Meeting, 11/20
- Thiensville Village Board Meeting, 11/21
- Monarch Library System Vega Development Meeting, 11/22
- Monarch Library System Public Information Workgroup Meeting, 11/22
- WLA Intellectual Freedom Special Interest Group, 11/28
- Meeting w/ A&T re: Office@Hand phone service, 11/29
- WLA Outreach Services Roundtable, 11/29
- Hook, Yarn & Stitch, 12/1
- Monarch ILS Committee meeting, 12/1
- Meeting w/ City officials re: Committee of the Whole presentation, 12/2, 12/9, 12/13
- Thiensville Mequon Rotary Club meeting, 12/6 and 12/20
- Met w/ BE Controls re: Library Entrance Project, 12/6
- Intro to the Library presentation for Newcastle Place, 12/7
- FLWLib Personnel Committee meeting, 12/7
- Monarch Directors' Council meeting, 12/8
- Met w/ Graham Baxter re: Committee of the Whole presentation, 12/11
- Willowbrook Library Time, 12/12
- Evening Readers, 12/12
- Mequon Committee of the Whole and Common Council meetings, 12/13
- Friends Meeting, 12/15
- Regular and As-Needed Adult and Children's Reference and Circulation Desk shifts

PERSONNEL & CONTINUING EDUCATION

Amanda Kloppmann has been named Director of the Grafton Public Library. Her last day here is January 6, 2023. We started advertising for the position as soon as her resignation was official.

We have posted the position and have already received some very promising resumes. I think I will start interviewing after the first of the year.

OPERATIONS ACTIVITIES:

Vanguard Cleaning Service is getting into the swing of things. The building is being cleaned well. They often start working before we close, so we have more face-to-face contact than we did with the prior service.

Advanced Chiller has installed the new HVAC system. During the process they found 25 valves that were either stuck open or stuck closed causing the areas to be continuously heating or not heated at all. Twenty-four of the valves have been replaced; the final valve will be replaced in summer when we do not need to heat the building. I look forward to being trained on the system.

A cadre of Friends volunteers and library volunteers stepped up to help with tagging our materials. Meanwhile, Access Services staff are tagging all new items, as well as all items that are shipped to other libraries or placed on our holds' shelves. We have received the Hub Tags for media and will begin tagging those collections shortly.

OTHER:

A significant amount of my time, as well as that of our Trustees and several City of Mequon staff has been spent preparing for the Library's presentation to the City of Mequon Committee of the Whole. My thanks to everyone who has helped with the presentation, contacted their alders, and attended the meeting to support the library. The slide deck and the narrative are included with this package. There were lots of thoughtful questions, though at one point the questions veered away from the budget and the other aldermen/woman shut down that line of questioning. We can now move ahead with our 2023 budget. Next year we will make the presentation during the normal budget hearings before the budget is approved. I look forward to our Committee of the Whole and Board of Trustees meeting so we can finalize our budget.

Monarch Library System is working with Innovative Interfaces to incorporate three of their Vega Products into our Library Catalog. The products are Discover, Program, and Promote, described here:

- Vega Discover will help patrons find the versions they want by putting all iterations of the same title in a single record. For instance, if I am looking for *Where the Crawdads Sing*, I will find the original hardcover, original trade paperback, large print book, and movie tie in trade paperback, and audiobook on CD in a single record. I will be able to see at a glance how many copies of each there are, as well as how many holds. That information may help me make my selection.
- Vega Promote is an easy-to-use digital marketing tool which will automatically communicate with patrons through welcome emails and anniversary emails, as well as marketing emails. Once this is up and running, we will be able to eliminate our MailChimp account that we use for the monthly eNewsletter.
- Vega Program will streamline our event management activities, including room reservations, registration, and attendee communications. While the first two products are already used for consortium, Monarch Library System will be a Development Partner for Vega Program. It is already used in stand alone libraries, but we are the test case for consortium use.

Partnering with Vega as their Development Partner resulted in a steep discount for all three products. In fact, our investment is just \$1,500 for the year. Our net investment is just \$300, because Vega Promote will replace MailChimp for which we currently pay \$1,200 annually,

FOUNDATION:

The Weyenberg Public Library's fall fundraising letters were sent at the end of November and beginning of December. To date, 14,581 has been contributed to the campaign by 100 generous donors. Many thanks to Craig Jacobson for producing the letters and envelopes, and to the Access Services staff who folded, stuffed, sealed and stamped more than 1,500 letters. The Foundation supports the library in so many ways throughout the year with programs, collections, and spaces.

FRIENDS:

The Friends of Weyenberg Library are already making an impact, Several members have volunteered to tag items. Others were supportive faces at the City of Mequon Committee of the Whole meeting. Operationally, all appropriate paperwork has been filed with the government, including for their non-profit status. They will soon launch a Facebook Page soon.



December 5, 2022

Honorable Mayor Nerbun, Aldermen Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Alderwoman Schneider, and City Officials:

Thank you for giving me the opportunity to speak to you about Library Service. I am honored to serve as your Library Director. It is, indeed, my privilege to do so.

The Frank L. Weyenberg Library enhances the quality of life in our community. We are open 64 hours each week. Ten thousand people walk through our doors every month. In round numbers, our patrons check out a quarter of a million items a year and download another 60,000. We answer about 15,000 reference questions over that same period. And we offer programs for children, teens, and adults. In the first ten months of this year more than 17,000 people participated in those programs.

Then there are the less tangible reasons people visit the library. Some visit because they want to be among people, rather than isolated in their own homes. We're warm in winter and cool in summer. We're one of very few places people can come and spend as much time as they'd like without spending money, or being harassed. And we have public access computers and free wi-fi.

We are here today to discuss the first significant increase in library funding in years. The unmandated increase of \$41,716 represents an increase of about 4% in the annual allocation. Prior to the 2023 budget, however, the municipal allocation has been flat for at least a decade (see budget history included in this packet). In an inflationary environment, this means that to continue to provide the level of service the community deserves, we have to be fiscally conservative and creative stewards.

As an organization that requests broken crayons so we can melt them and create new toddler-size crayons, and solicits egg cartons and toilet paper tubes from the community for craft projects, we demonstrate frugality at a level not shared by most municipal departments.

However creative we may be in stretching our pennies, we're here to discuss dollars. First, we want you to be aware that we are working closely with the Monarch Library System, the Wisconsin Public Library Consortium, and the Wisconsin Department of Public Instruction to share resources including electronic books and databases, physical materials, delivery services, internet access, and the Integrated Library System that is our

secure database of materials and patrons. The system server hosts our software and provides cyber-security. We will be decommissioning our in-house server in 2023.

When I arrived, FLWL did not take full advantage of these shared resources. The previous director had contracted with Spectrum for internet access, at an annual cost of \$12,300 for five (5) years (total cost \$61,500). I cancelled that contract as soon as possible and for the past several years we have been paying \$1,200 per year for twice the internet band width and twice the speed through a TEACH line offered through the State. We received notice earlier this fall that we are now allowed to use that TEACH line for VoIP telephone service. We will be converting from our analog lines to the more reliable VoIP service early in 2023. Monarch Library System also provides IT consulting services, saving us at least \$3,000 per year in consulting fees.

We collaborate with our municipalities. The Village of Thiensville is our Fiscal Agent and we use the same auditor to keep those costs down. We also use the same web hosting service Thiensville uses for further discounts.

The janitorial service we have been using for years contacted us in October to tell us they would not be able to continue cleaning the library. We solicited several proposals and have contracted with the lowest bidder, Vanguard Cleaning, the same service used by the City of Mequon. The same crew that cleans Public Safety and City Hall is now cleaning the library. The City further allows us to dispose of our trash in the City dumpsters and the City picks up our recycling on a weekly basis. And, because we sit on the City campus, the Parks Department mows the lawn and plows the snow.

Though independent of the City and the Village, we use the same Health, Life, Dental, and Vision Insurance, and Wisconsin Retirement System for our benefits, getting the best prices available in the State.

While most library services are free, if legally permitted we do charge for services (copies, meeting room use, replacement fees, overdue fines). We sell donated books, and items withdrawn from our collection instead of just recycling those books as was done in the past. While none of these are significant revenue sources, we try to capitalize on every opportunity. Doing so has enabled us to maintain, and even expand some services even with flat allocations. For instance, we are now open seven days a week from September through May, a change made just five years ago.

The additional funds approved by the Common Council for 2023 will be used for personnel expenditures. The wages we pay, particularly to our professional staff with Masters Degrees in Library and Information Science, are below market value. Since 2020, we have lost six degreed librarians to better paying jobs, largely here in the Milwaukee Metro area. While we have replaced five of the six, the lag time between the resignations and the new hires does negatively impact customer service. Therefore, we are budgeting for more competitive wages in the coming year, in hopes that we can stop the revolving door on our staff entrance.

Our plans for capital expenditures are to use the remaining ARPA funds designated for the library, \$110,784. Our first expenditure will be replacing our outdoor book returns. Ours have reached the end of their lives and are difficult to open and to lock. Furthermore, they leak, leaving our material at risk of being destroyed. Our patrons truly appreciate the convenience of being able to return materials at their convenience 24/7, and we want to continue offering that option safely.

Secondly, we have an opportunity afforded us through a grant received by Monarch Library System. They purchased Radio Frequency Identification tags for our materials, as well as the equipment to link the tags to each item's record. Having this technology streamlines checkout, check-in, and inventory control. The technology also makes it possible to reduce theft or, as retailers would call it, shoplifting. To take advantage of this RFID feature, we need to install security gates at the entrance to the library proper. As conscientious fiscal stewards this is the right thing to do.

As we look to the future, we hope that the City of Mequon and the Village of Thiensville will revisit the Joint Library Agreement signed in 2003, but largely superseded since the Scott Walker administration. Now, in order to avoid the much higher County Library Tax, each municipality is required to pay, at a minimum, the lesser of a percentage of equalized value (0.02061553023055676% for 2023) or the average of the past three years' allocations. The latter funding option is just not sustainable as costs rise in almost every sector of the economy.

To augment municipal allocations, county reimbursements, and our limited fines and fees, we apply for grants. Though these grants do not cover operating expenditures, we have been successful in securing grants to cover new collections (e.g.: Adventure Passes, electronic games, STEM toys, indoor and outdoor family games, DIY tools), enhance spaces (a Hearing Loop for our community room and a Calming [or sensory] Room adjacent to the Children's Department), and update décor, including a major recarpeting project. Grants also fund a variety of programs including the Weyenberg Public Library Foundation's Fine Arts Series and Cultural Conversations.

Our plans for the future are to continue to provide ever-evolving exceptional library services to the community with our very creative, but very lean staff (there are just 18 of us). The Common Council's recognition of the previously unsustainable funding tradition and subsequent modest increase in Library Allocations will make it possible for us to do so.

Thank you for your consideration.

Rachel Muchin Young
Library Director
Frank L. Weyenberg Library of Mequon-Thiensville

Frank L. Weyenberg Library of Mequon-Thiensville

2023 Budget Review for the
City of Mequon Committee of the Whole
Tuesday, December 13, 2022

Tonight's Discussion



**Summary of Revenues &
Expenditures 2014 – 2023**



**Shared Resources, Expense
Reductions & Efficiencies**

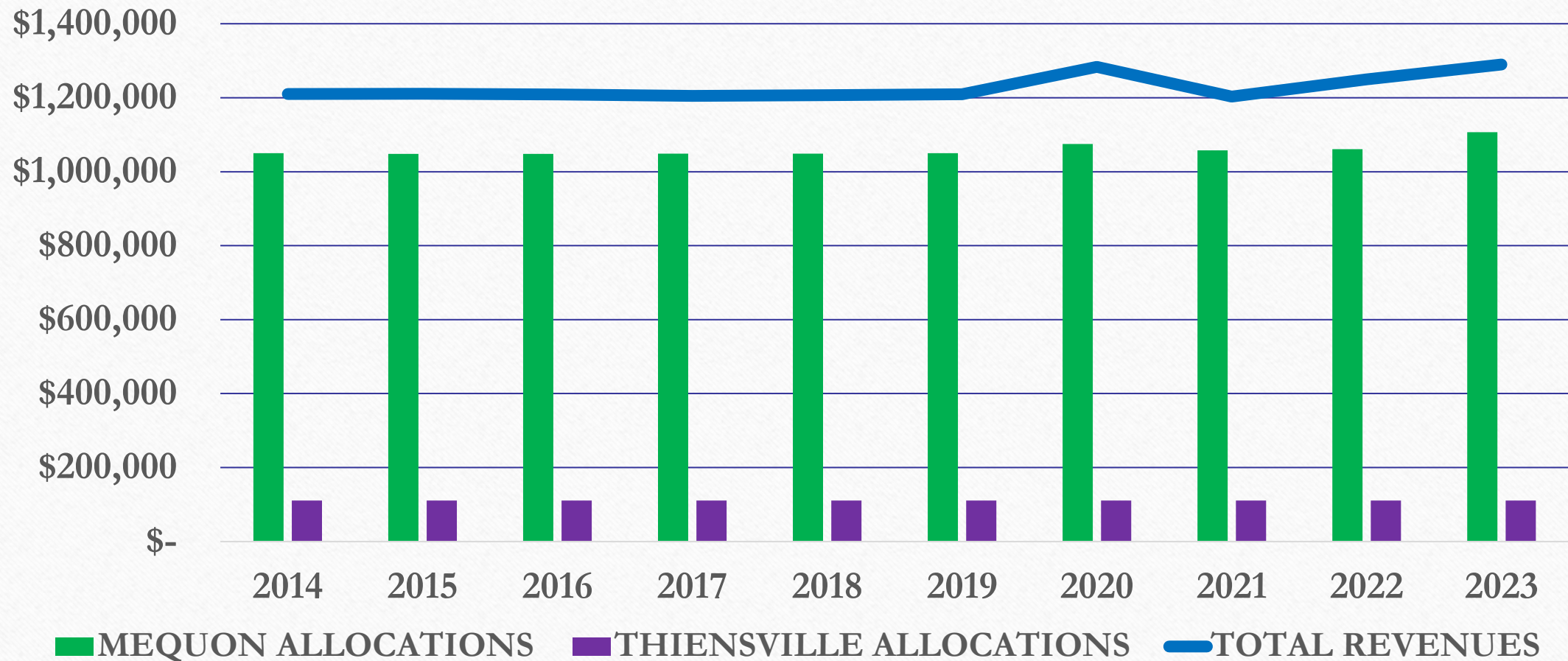


Grants & ARPA



Next Steps

Total Revenues & Municipal Allocations



Revenue Source	2014	2023	% Change
MEQUON ALLOCATIONS	\$1,050,158	\$1,106,716	5.11%
THIENSVILLE ALLOCATIONS	\$110,740	\$110,740	0.00%
COUNTY REIMBURSEMENTS	\$18,457	\$15,976	-15.53%
MISC. REVENUES	\$30,645	\$36,568	16.20%
TOTAL REVENUES	\$1,210,000	\$1,270,000	4.72%

Expenditures	2014	2023
STAFFING	\$678,150	\$893,425
ADMINISTRATION	\$113,980	\$91,055
PROGRAM & COLLECTION	\$131,000	\$154,400
BUILDING	\$288,884	\$151,120
TOTAL EXPENDITURES	\$1,212,014	\$1,290,000

2018 Position and Wages					2023 Proposed Wages			
Position	Hr/ Wk	FTE	Hrly Wage	Annual Wage	Hr/ Wk	FTE	Hrly Wage	Annual Wage
Library Director	40	1.00	\$39.90	\$82,999.90	40	1.00	\$46.14	\$95,971.20
Managers	120	3.00	\$23.44	\$146,245.00	120	3.00	\$29.58	\$184,600
Librarians	120	3.00	\$20.50	\$127,920.00	120	3.00	\$25.43	\$158,683.20
Ref. Associates	48	1.20	\$16.23	\$39,200.00	60	1.50	\$18.73	\$55,360.00
Technician	40	1.00	\$16.66	\$34,652.00	40	1.00	\$19.75	\$41,080.00
Access Associates	104	2.60	\$14.12	\$76,360.96	112	2.80	\$16.00	\$93,184.00
Pages	60	1.50	\$8.50	\$26,520.00	36	0.90	\$9.30	\$17,409.60
		13.30		\$533,897.86		13.20		\$646,288.00

Local Collaboration

Grounds Maintenance

Shared Custodial Service

Trash & Recycling

WiFi to Civic Campus Spaces

Shared Audit Services

Fiscal Agent

System & Statewide Services

- ILS: Integrated Library System (secure database of all holdings and patrons)
- Delivery Services throughout the 4-county Library System
- IT Consulting
- Cooperative Purchasing Agreements for Computer Hardware and Software

Significant Expense Reductions & Efficiencies

**Canceled Time Warner/Spectrum Internet Contract at \$1,025/month
Now using TEACH line (2X bandwidth/2X speed) for \$10/month**

**Canceled outside IT consulting starting at \$3,000 per year
Now using Monarch LS for IT consulting at no additional charge**

Using MLS discounted purchasing for hardware and software

Adding RFID tags to streamline checkout/check-in/security

Offering self-checkout for patron convenience

Grant Funding 2018 – 2022

Thiensville-Mequon Lions	\$ 2,500
Junior Woman's Club of M-T	\$ 14,100
M-T Community Foundation	\$ 9,634
Weyenberg Pub. Lib. Foundation	\$ 281,165

Additional Allocation

Will be used to cover a 3% across the board wage increase January 1, 2023

Funds are reserved for market increases after we receive the results of Classification & Compensation Study

Administrative, Building, and Collections budgets have been reduced to further fund these unknown changes

ARPA Funds

Functional
book
returns \$20,000

Customer
service

RFID gates to
improve customer
service & reduce
theft \$25,000

Customer
Service &
Financial
Stewardship

Boilers \$60,000

Capital &
Infrastructure

Next Steps

2023 Q1: Review of Library Budget

2023 Q2: City & Village Revisit Joint Library Agreement

2023 Q3: Budget Presentation to the Common Council

Thank you!

Date: December 14, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, December 2022

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

- Check In Meeting with Rachel – 11/16
- Circulation Committee – 12/1
- Work from home – 12/8 – 12/19
- Director's Council meeting – 12/8
- Check In Meeting with Rachel – 12/21

STATISTICS

Our monthly circulation statistics are almost identical from September through November. Quick Pickup has increased this month, from 16 appointments made last month to 26 appointments in November.

OTHER TASKS & TIDBITS

RFID Project Update

Rachel brought in several volunteers to tag through our Friends group. So I coordinated some reoccurring volunteer time slots for them to come in and tag. We also have 2 mobile tagging carts up and running. So we can have 2 people tagging in the stacks at the same time.

Department Updates

As of January 1st, Molly Sprigler will be increasing to full-time! Molly has been at 32 hours per week since June. We are very happy to have her increase to full time in the new year!

On a bittersweet note, I have accepted the director position at the USS Liberty Memorial Library in Grafton. My last day at the Frank L Weyenberg Library will be 1/5/23. It has been a pleasure working at the FLW library. The staff has been incredible and I have grown so much since working here. I really would like to thank everyone who helped me along the way, particularly, Rachel, Ashley and Craig. I have learned so much from the three of you these last five years, I really am so appreciative and I'm really going to miss working with you! I am excited to become the director of the Grafton library and see where this next step in my career takes me. Thank you.

Date: December 15, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, December 2022

- All enrollments and selections for fringe benefit programs have been completed, and the cost considerations for those programs have been included in the 2023 budget drafts.
- After evaluating the proposals received, we have a recommendation for a VoIP phone service. The system as it is proposed will largely be a like-for-like replacement of the existing system, but the capability to modify, expand or improve the phone system in the future will remain, as VoIP systems are very flexible and almost infinitely scalable depending on our needs. The monthly cost will be a modest increase from our current costs but is reasonable and is accounted for in the 2023 budget drafts. Due to an ongoing promotion, most phone hardware will be provided at no cost and the items we will have to purchase can be done so within normal budget constraints. Remaining on the existing phone system is largely not an option, as the hardware we own is discontinued and replacement items are becoming prohibitively expensive, and copper-based phone lines are obsolete, unreliable and support options are diminishing rapidly.

Vendor	Monthly	36 Mo	Hardware	Setup	Total 36-Month Cost
AT&T	\$ 315.14	\$ 11,345.04	\$ 898.67	\$ 1,778.00 *	\$ 14,021.71
Microsoft	\$ 335.90	\$ 12,092.40	\$ 4,391.76	\$ 8,925.00	\$ 25,409.16
Cisco	\$ 225.34	\$ 8,112.24	\$ 2,997.71	\$ 6,781.25	\$ 17,891.20

* - Optional Expense

- The hardware installation of the HVAC controls system is largely complete. During the course of the installation, 24 control valves were discovered to be either nonfunctional or incorrectly installed. While we were warned that there where likely some valves that would need repairs, the overall number was surprising, and spoke to the generally poor condition of the HVAC system and demonstrated further the extremely poor work that the previous vendor had performed when the previous system was installed. As it is largely pointless to have a controls system in place without functioning valves, all defective valves were replaced at this time. The cost of such is beyond the original scope of the project and will be covered as a building repair. The funds to do so are covered in 2022 operating funds.
- The Inflation Reduction Act of 2022 makes several energy-efficient incentives available, and we have begun investigating if the Library will be eligible for any of those and what areas of improvements would most benefit us. The most likely improvements will probably be found in the water system, as the age of our current water heater and the price of fuel has made natural gas water heaters especially inefficient and costly to maintain. Hopefully we will be able to take advantage of either a passive-heat system or a hybrid electric system without needing to expend much in upfront costs.

Date: December 21, 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:

- Check-In Meeting with Rachel, 11/16
- Program: Genealogy Interest Group, 11/17
- Monarch System Public Information Workgroup, 11/22
- Ordered Collection Materials, 11/28
- Ozaukee County Memory Café Meeting, 11/29
- Program: Discovering Ancient Aztalan with BadgerTalks, 11/29
- Passive Program: Spice of the Month Kit, 12/1
- Program: M-T Community Book Club, 12/20
- Evening Shifts, 11/28, 11/29
- Weekend Shifts, 11/19, 12/10

MONTHLY STATISTICS

-Our eCircs continue to perform well and at higher numbers than we saw for 2021. By the end of the year, our eCirc numbers will be very close to our 2020 eCirc total.

-Our eCollections total for 2022 has already surpassed our 2021 and 2020 totals.

-Our programming numbers are looking good for 2022. By the end of December, we will have offered 31 more adult programs, 22 more teen programs, and 85 more children's programs than in 2021. Our drop-in program total statistics are very close or better than our pre-pandemic numbers in 2019.

OTHER TASKS & TIDBITS

-We have wrapped up most of our materials purchasing at this point in the year. I will be reviewing orders more closely the week of December 19 to make sure we have received everything possible before the system office needs to close out the year and create the 2023 collection fund structure.

-In the next month, I hope to purchase our 2023 summer reading materials from the iRead program. The new theme is "Find Your Voice! Summer 2023!"



-Wisconsin tax forms have been ordered for the library, however I have not yet received anything from the federal for tax forms. I did attempt to email the federal tax form order system, but have not yet received anything back from them. Another library director in the system did get a response that said the federal government has not yet emailed the 2022 order form, but hopes to in the next few weeks.

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (3-4 each month)
 - Evening Readers Book Club (monthly)
 - Genealogy Interest Group (monthly)
 - History Book Club (monthly)
 - Hook, Yarn & Stitch Club (monthly)
 - Marvelous Mystical Messages Author Talk (February)
 - Monarch Memory Café (quarterly)
 - Movie Matinees (1st & 3rd Fridays monthly)
 - M-T Book Club (monthly)
 - Ozaukee County Talks About Race Book Discussion (January)
 - Philosophy Lectures series (quarterly)
 - Spice of the Month Kits (monthly)
-
- Read It! Make It! Book Discussion & Craft (monthly)
 - Dungeons & Dragons (biweekly)
 - Yule Ball (December)
 - Teen Craft Take & Make Kits (monthly)
 - Teen Exam Cram (February)
-
- 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, February, March)
 - Graphic Novel Book Club (monthly)
 - Family Library Mini Golf (December)
 - Yule Ball (December)
 - Winter Reading Challenge Pizza Party (February)
 - Crazy 8s Math Club (February-April)
 - Tea with the Tooth Fairy with Mequon Smile Design (February)
 - Super Smash Bros. Tournament (March)

Proposed Amendments to the 2022 Library Operating Budget

MONEY OUT		CURRENT	REVISED	CHANGE
99-91-551-1-100	Salaries & Wages	\$631,900	\$596,900	\$35,000
99-91-551-1-199	Fringe Benefits	\$202,500	\$197,500	\$5,000
TOTAL				\$40,000

MONEY IN		CURRENT	REVISED	CHANGE
99-92-551-2-284	Contracted Technology	\$7,000	\$12,000	\$5,000
99-92-551-2-301	Processing Supplies	\$2,500	\$17,500	\$15,000
99-94-551-3-308	Building Supplies	\$30,000	\$50,000	\$20,000
TOTAL				\$40,000

Note – The total Money Out must be equal to Money In.

Authorized by the Board of Trustees, December 21, 2022

JanaLee Hitchcock, President

Rachel Muchin Young, Library Director

Frank L. Weyenberg Library
2023 Operating Budget Draft

REVENUES

Account #	Name of Account	2023 Projected Budget	2022 Adopted Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget
FLW LIB CAPITAL FUND						
97-40-001-900	ARPA Capital Funds	\$ 112,714.00	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL FUND REVENUES		\$ 112,714.00	\$ -	\$ -	\$ -	\$ -
* ARPA Capital Funds Must be Encumbered by 2024 and Expended by 2026						
FLW LIB GIFTS & GRANTS FUND						
98-45-015-290	Gifts & Grants Restricted	\$ 1,143.66	\$ -	\$ -	\$ -	\$ -
98-45-015-291	Gifts & Grants Unrestricted	\$ 83,915.51	\$ -	\$ -	\$ -	\$ -
TOTAL GIFT & GRANT FUND REVENUES		\$ 85,059.17	\$ -	\$ -	\$ -	\$ -
* Figures will represent the actual account balance rolled over as of December 31, 2022						
F.L. WEYENBERG LIBRARY FUND						
LOCAL PROPERTY TAXES						
99-40-001-900	Mequon Taxes	\$ 1,106,716.00	\$ 1,061,000.00	\$ 1,058,000.00	\$ 1,075,000.00	\$ 1,050,000.00
99-40-001-901	Thiensville Taxes	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00	\$ 110,740.00
99-40-001-902	County Reimbursement	\$ 15,976.00	\$ 12,994.00	\$ 13,111.00	\$ 14,967.00	\$ 11,500.00
FINES & FORFEITURES						
99-42-006-903	Fines & Fees	\$ 19,932.00	\$ 18,000.00	\$ 9,000.00	\$ 27,543.00	\$ 27,010.00
INTEREST INCOME						
99-44-013-300	Investment Interest	\$ 2,668.00	\$ 500.00	\$ 1,500.00	\$ 5,000.00	\$ 3,500.00
SALE INCOME						
99-45-014-904	Book Sale Revenue	\$ 9,880.00	\$ 7,500.00	\$ 9,000.00	\$ 7,500.00	\$ 4,000.00
99-45-014-906	Photocopier	\$ 2,534.00	\$ -	\$ -	\$ -	\$ -
OTHER INCOME						
99-45-015-280	Miscellaneous Revenue	\$ 1,554.00	\$ 2,266.00	\$ 1,649.00	\$ 2,750.00	\$ 2,750.00
99-45-015-520	Fund Balance Transfer	\$ 20,000.00	\$ 37,000.00	\$ -	\$ 40,000.00	\$ -
TOTAL LIBRARY FUND REVENUES		\$ 1,290,000.00	\$ 1,250,000.00	\$ 1,203,000.00	\$ 1,283,500.00	\$ 1,209,500.00

Draft Budget as of December 16, 2022

Frank L. Weyenberg Library

2023 Operating Budget Draft

EXPENDITURES

Account #	Name of Account	2023 Projected Budget	2022 Adopted Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget
FLW LIB CAPITAL FUND						
97-94-551-7-701	ARPA Capital Projects	\$ 112,714.00	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL FUND EXPENDITURES		\$ 112,714.00	\$ -	\$ -	\$ -	\$ -
* ARPA Capital Projects Must be Encumbered by 2024 and Expended by 2026						
FLW LIB GIFTS & GRANTS FUND						
98-95-551-7-298	Gifts & Grants Restricted	\$ 1,143.66	\$ -	\$ -	\$ -	\$ -
98-95-551-7-299	Gifts & Grants Unrestricted	\$ 83,915.51	\$ -	\$ -	\$ -	\$ -
TOTAL GIFTS & GRANTS EXPENDITURES		\$ 85,059.17	\$ -	\$ -	\$ -	\$ -
* Figures will represent the actual account balance rolled over as of December 31, 2022						
F.L. WEYENBERG LIBRARY FUND						
LIBRARY STAFFING						
99-91-551-1-100	Salaries & Wages	\$ 670,300.00	\$ 631,900.00	\$ 597,250.00	\$ 583,850.00	\$ 564,705.00
99-91-551-1-115	Travel/Training/Seminars	\$ 2,500.00	\$ 3,500.00	\$ 2,000.00	\$ 3,500.00	\$ 3,000.00
99-91-551-1-199	Benefits	\$ 215,600.00	\$ 202,500.00	\$ 218,000.00	\$ 208,500.00	\$ 174,835.00
99-91-551-2-202	Dues & Subscriptions	\$ 3,500.00	\$ 3,500.00	\$ 3,300.00	\$ 3,250.00	\$ 3,200.00
99-91-551-2-237	Worker's Compensation	\$ 1,325.00	\$ 1,500.00	\$ 1,400.00	\$ 1,313.00	\$ 1,320.00
99-91-551-7-715	Flex Benefit	\$ 2,100.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00
99-91-551-7-730	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 895,325.00	\$ 844,800.00	\$ 823,850.00	\$ 802,313.00	\$ 748,960.00
LIBRARY ADMINISTRATION						
99-92-551-2-201	Postage	\$ 1,000.00	\$ 850.00	\$ 600.00	\$ 600.00	\$ 618.00
99-92-551-2-206	Audit	\$ 6,750.00	\$ 6,650.00	\$ 6,550.00	\$ 6,550.00	\$ 6,500.00
99-92-551-2-243	Other Insurance	\$ 21,525.00	\$ 20,000.00	\$ 20,000.00	\$ 19,378.00	\$ 19,016.00
99-92-551-2-284	Contracted-Technology	\$ 9,300.00	\$ 7,000.00	\$ 6,650.00	\$ 19,500.00	\$ 19,500.00
99-92-551-2-286	Computers	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 12,500.00
99-92-551-2-287	Mileage	\$ 1,500.00	\$ 1,500.00	\$ 600.00	\$ 1,500.00	\$ 1,500.00
99-92-551-2-288	Fiscal Agent Fee	\$ 8,000.00	\$ 7,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
99-92-551-2-289	Payroll Processing	\$ 3,725.00	\$ 3,750.00	\$ 3,500.00	\$ 4,500.00	\$ 4,000.00
99-92-551-2-290	Consultants	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00
99-92-551-3-300	Office Supplies	\$ 3,500.00	\$ 6,500.00	\$ 6,500.00	\$ 8,000.00	\$ 8,000.00
99-92-551-3-301	Processing Supplies	\$ 3,500.00	\$ 2,500.00	\$ -	\$ -	\$ -
99-92-551-3-303	Phone	\$ 4,000.00	\$ 2,750.00	\$ 2,475.00	\$ 2,200.00	\$ 1,575.00
99-92-551-3-307	Supplies-Copy Machine	\$ 6,000.00	\$ 5,500.00	\$ 4,950.00	\$ 4,947.00	\$ 4,500.00
99-92-551-3-358	Debt Collection	\$ 1,000.00	\$ 500.00	\$ 325.00	\$ 325.00	\$ 325.00
99-92-551-3-359	Monarch Fees	\$ 17,150.00	\$ 15,500.00	\$ 17,500.00	\$ 15,050.00	\$ 13,641.00
		\$ 91,950.00	\$ 90,000.00	\$ 85,650.00	\$ 103,550.00	\$ 100,875.00
LIBRARY PROGRAM & COLLECTION						
99-93-551-3-370	Programming	\$ 5,000.00	\$ 6,000.00	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00
99-93-551-3-371	Media	\$ 25,000.00	\$ 30,000.00	\$ 31,325.00	\$ 32,000.00	\$ 31,000.00
99-93-551-3-372	E-Content	\$ 37,000.00	\$ 40,000.00	\$ 39,500.00	\$ 30,000.00	\$ 30,000.00
99-93-551-3-373	Print	\$ 85,000.00	\$ 85,000.00	\$ 86,600.00	\$ 93,000.00	\$ 93,000.00
		\$ 152,000.00	\$ 161,000.00	\$ 161,425.00	\$ 161,000.00	\$ 160,000.00
LIBRARY BUILDING						
99-94-551-2-282	Janitorial Service	\$ 42,120.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00	\$ 28,800.00
99-94-551-2-283	Contracted-Building	\$ 24,000.00	\$ 22,000.00	\$ 21,250.00	\$ 21,250.00	\$ 20,000.00
99-94-551-3-306	Janitor Supplies	\$ 2,605.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 4,000.00
99-94-551-3-308	Building Supplies (M&R)	\$ 30,000.00	\$ 30,000.00	\$ 27,225.00	\$ 50,000.00	\$ 50,000.00
99-94-551-3-358	Utilities	\$ 45,000.00	\$ 42,500.00	\$ 40,000.00	\$ 42,637.00	\$ 44,865.00
99-94-551-3-359	Sewer & Water	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00
99-94-551-3-374	Health & Safety Supplies	\$ 200.00	\$ -	\$ 2,000.00	\$ -	\$ -
99-94-551-7-700	Building Projects	\$ 5,000.00	\$ 26,600.00	\$ 8,500.00	\$ 68,950.00	\$ 50,000.00
		\$ 150,725.00	\$ 154,200.00	\$ 132,075.00	\$ 216,637.00	\$ 199,665.00
TOTAL LIBRARY FUND EXPENDITURES		\$ 1,290,000.00	\$ 1,250,000.00	\$ 1,203,000.00	\$ 1,283,500.00	\$ 1,209,500.00

Draft Budget as of December 16, 2022