



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
February 17, 2021, 6:00 p.m.**

ELECTRONIC MEETING NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the Zoom platform with each member accessing the meeting remotely. Citizens may join the meeting online via the link below.

Join Zoom Meeting

<https://us02web.zoom.us/j/81102640939?pwd=TzgwME1hRWRDd29PVjZwVjc5NHJNQTO9>

Meeting ID: 811 0264 0939

Password: 186420

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (Public comments will be accepted in writing only. Public comments should be directed at least 2 hours prior to the meeting to the Business Manager's Office in advance by email at cjacobson@flwlib.org)
- V. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the January 20, 2021 Meeting
- VI. Financial Reports**
 - A. Unaudited End of Year Revenue and Expense Reports for 2020
 - B. Revenue and Expense Reports for January 2021
 - C. Action Item: Accounts Payable for January 2021
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – D. Striffling**
- 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

XI. New Business

A. Action Item: Public Library Annual Report

B. Action Item: Mequon Community Foundation Grant

XII. Trustee Training & System/State Library Update

XIII. Future Meeting Dates

A. Board of Trustees Meeting: March 17, 2021

B. Other Meetings:

XIV. Adjourn

David Strifling, President

Posted: February 12, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

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

Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting was held virtually through the Zoom platform with each member accessing the meeting remotely. Members of the public had the opportunity to attend the virtual meeting using the same method.

A meeting of the Frank L. Weyenberg Library Board of Trustees was held on Wednesday, January 20, 2021 at 6:00 p.m. on the Zoom online platform.

I. Pledge of Allegiance

David Strifling led the Pledge of Allegiance.

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

David Strifling called the meeting to order at 6:00 pm.

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

Trustees present: David Strifling, President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lisa Nowakowski, Alex Olson, Jeffrey Hansher and Rob Holyoke.

Trustee Absent: Jana Lee Hitchcock, Lauren Croix.

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

Others present: Dr. Maria Gonzalez-Cerra.

III. Announcements

David Strifling welcomed guest Dr. Maria Gonzales-Cerra, and noted that she is slated to be appointed to the Library Board of Trustees at the February 9, 2021, Mequon Common Council meeting.

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

The public was directed to submit any comments in writing in advance of the meeting. No comments were received.

V. Approval of Minutes

A. Action Item: Minutes of the December 16, 2020 Meeting

Jeffrey Hansher moved to approve the minutes of the December 16, 2020 Board of Trustees Meeting. Alex Olson seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for December 2020

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

B. Action Item: Accounts Payable Statement for December 2020

Lisa Nowakowski moved to approve the Accounts Payable Statement for December 2020 in the amount of \$98,976.58. Jeffrey Hansher seconded. Motion carried.

VII. Committee Reports

A. Finance

Jennifer Bogli reported that no meeting was held.

B. Advocacy

Alex Olson reported that no meeting was held.

C. Personnel

Mimi Rosing reported that no meeting was held.

VIII. President's Report

David Striffling again welcomed guest Dr. Maria Gonzales-Cerra.

IX. Staff Reports

A. Library Operations Report

The statistical summary for December was included in the Board Packet.

B. Director's Report

The written Library Director's report was included in the Board Packet. Rachel Muchin Young reported further on her activities for the month.

C. Staff Reports:

i. Access Services Manager

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

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. Patron Service Manager Ashley Pike commented further on her activities for the month.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

Ms. Muchin Young reported things are going well. Returned items are now being quarantined for 48 hours, delivery items for 24 hours.

B. Status of ongoing Foundation Projects

Ms. Muchin Young reported the new pass through window is started and on going. The purchases of 3 new self check out units are being researched. Later in the year the Rotunda lights upgrade and addition of USB jacks will take place, as well as, the sound system up grade in the Tolzman Room. The purchase of Adventure Passes is on hold for now.

XI. New Business

A. Discussion: Strategic Plan Progress Report

Ms. Muchin Young reported on the 2019-2021 Strategic Plan and the 3 categories.

1. Welcome All Visitors

Library Enhancements is ongoing.

Main Entrance improvements are completed.

Pass through Window is in progress.

2. Satisfy Their Curiosity

New collections is on going

3. Create Citizen Advocates

On hold at this time.

Discussion took place about plans for a new 3-year strategic plan. It was decided to continue the discussion in the next few months on how to proceed.

B. Discussion and Possible Action: Date Change for February Meeting

After discussion there was no objections to keeping the February Meeting Date as planned.

XII. Trustee Training & System/State Library Update

Ms. Muchin Young reported that February 16-18 would be Library Legislative Days. Virtual appointments with state representatives will be held over the 3 days. This is an opportunity to share what is happening and what our needs are going forward. Ms. Muchin Young invited any trustee interested in attending to let her know.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on February 17 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board a motion to adjourn was made by Jeffrey Hansher, and seconded by Rob Holyoke. Motion carried and meeting was adjourned at 6:55 p.m.

VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: CLOSING ENTRIES 2020

Account Descr	2020 YTD Budget	2020 YTD Amt	CLOSING ENTRIES 2020 Amt	Balance	2020 % 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	\$7,810.00	\$0.00	-\$7,810.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,578.60	\$0.00	-\$1,578.60	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$9,388.60	\$0.00	-\$9,388.60	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$9,388.60	\$0.00	-\$9,388.60	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$9,388.60	\$0.00	-\$9,388.60	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	\$1,075,000.00	\$1,075,000.00	\$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	\$14,967.00	\$14,936.53	\$0.00	\$30.47	99.80%
DEPT 001 LOCAL PROPERTY TAXES	\$1,200,707.00	\$1,200,676.53	\$0.00	\$30.47	100.00%
MAJ CLS 40 TAXES	\$1,200,707.00	\$1,200,676.53	\$0.00	\$30.47	100.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$27,543.00	\$13,237.82	\$475.00	\$14,305.18	48.06%
DEPT 006 FINES & FORFEITURES	\$27,543.00	\$13,237.82	\$475.00	\$14,305.18	48.06%
MAJ CLS 42 REGULATION & COMPLIANCE	\$27,543.00	\$13,237.82	\$475.00	\$14,305.18	48.06%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$5,000.00	\$1,889.05	\$0.00	\$3,110.95	37.78%
DEPT 013 INTEREST INCOME	\$5,000.00	\$1,889.05	\$0.00	\$3,110.95	37.78%
MAJ CLS 44 COMMERCIAL REVENUES	\$5,000.00	\$1,889.05	\$0.00	\$3,110.95	37.78%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$6,049.58	-\$81.52	\$1,450.42	80.66%
DEPT 014 SALE INCOME	\$7,500.00	\$6,049.58	-\$81.52	\$1,450.42	80.66%

Account Descr	2020 YTD Budget	2020 YTD Amt	CLOSING ENTRIES 2020 Amt	Balance	2020 % of Budget
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,750.00	\$1,941.56	\$0.00	\$808.44	70.60%
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	\$80,178.00	\$0.00	\$0.00	\$80,178.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$82,928.00	\$1,941.56	\$0.00	\$80,986.44	2.34%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$90,428.00	\$7,991.14	-\$81.52	\$82,436.86	8.84%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,323,678.00	\$1,223,794.54	\$393.48	\$99,883.46	92.45%
	\$1,323,678.00	\$1,233,183.14	\$393.48	\$90,494.86	93.16%

VILLAGE OF THIENSVILLE

Library - Expenditure Guideline

Current Period: CLOSING ENTRIES 2020

Account Descr	2020 YTD Budget	2020 YTD Amt	CLOSING ENTRIES 2020 Amt	Balance	2020 % 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	\$8,188.78	\$667.95	-\$8,188.78	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,107.83	\$131.04	-\$1,107.83	0.00%
DEPT 551 LIBRARY	\$0.00	\$9,296.61	\$798.99	-\$9,296.61	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$9,296.61	\$798.99	-\$9,296.61	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$9,296.61	\$798.99	-\$9,296.61	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	\$583,850.00	\$581,116.00	\$31,533.20	\$2,734.00	99.53%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$535.99	\$170.16	\$2,964.01	15.31%
E 99-91-551-1-199 FRINGE BENEFITS	\$208,500.00	\$204,637.52	\$2,795.58	\$3,862.48	98.15%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,250.00	\$2,836.54	\$0.00	\$413.46	87.28%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,313.00	\$1,334.00	\$0.00	-\$21.00	101.60%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,876.40	\$0.00	\$23.60	98.76%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$802,313.00	\$792,336.45	\$34,498.94	\$9,976.55	98.76%
MAJ CLS 91 LIBRARY STAFFING	\$802,313.00	\$792,336.45	\$34,498.94	\$9,976.55	98.76%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$600.00	\$33.75	\$0.00	100.00%
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	\$19,378.00	\$19,378.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-285 WEPKO LEASE	\$19,500.00	\$17,518.52	\$683.92	\$1,981.48	89.84%
E 99-92-551-2-286 COMPUTERS	\$15,000.00	\$14,067.17	\$666.24	\$932.83	93.78%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$758.45	\$0.00	\$741.55	50.56%
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	\$4,500.00	\$2,625.41	\$103.35	\$1,874.59	58.34%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$611.00	\$611.00	-\$611.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$8,000.00	\$9,789.25	\$66.76	-\$1,789.25	122.37%
E 99-92-551-3-303 TELEPHONE	\$2,200.00	\$2,472.22	\$29.62	-\$272.22	112.37%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,947.00	\$3,840.02	\$122.83	\$1,106.98	77.62%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$474.35	\$80.55	-\$149.35	145.95%
E 99-92-551-3-359 MONARCH FEES	\$15,050.00	\$15,912.02	\$12.23	-\$862.02	105.73%
DEPT 551 LIBRARY	\$103,550.00	\$100,596.41	\$2,410.25	\$2,953.59	97.15%

Account Descr	2020 YTD Budget	2020 YTD Amt	CLOSING ENTRIES 2020 Amt	Balance	2020 % of Budget
MAJ CLS 92 LIBRARY ADMINISTRATION	\$103,550.00	\$100,596.41	\$2,410.25	\$2,953.59	97.15%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$5,526.53	\$337.17	\$473.47	92.11%
E 99-93-551-3-371 MEDIA	\$32,000.00	\$23,152.48	\$1,884.26	\$8,847.52	72.35%
E 99-93-551-3-372 E CONTENT	\$30,000.00	\$42,011.99	\$1,256.89	-\$12,011.99	140.04%
E 99-93-551-3-373 PRINT	\$93,000.00	\$83,484.93	\$3,309.01	\$9,515.07	89.77%
DEPT 551 LIBRARY	\$161,000.00	\$154,175.93	\$6,787.33	\$6,824.07	95.76%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$154,175.93	\$6,787.33	\$6,824.07	95.76%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$28,800.00	\$0.00	\$0.00	100.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$18,691.83	\$0.00	\$2,558.17	87.96%
E 99-94-551-3-306 JANITOR SUPPLIES	\$3,000.00	\$6,585.06	\$405.13	-\$3,585.06	219.50%
E 99-94-551-3-308 BUILDING SUPPLIES	\$50,000.00	\$45,331.98	\$15,126.12	\$4,668.02	90.66%
E 99-94-551-3-360 UTILITIES	\$42,637.00	\$37,016.43	\$0.00	\$5,620.57	86.82%
E 99-94-551-3-361 SEWER & WATER	\$2,000.00	\$2,189.38	\$372.43	-\$189.38	109.47%
E 99-94-551-7-700 BUILDING PROJECTS	\$109,128.00	\$109,128.00	\$74,710.50	\$0.00	100.00%
DEPT 551 LIBRARY	\$256,815.00	\$247,742.68	\$90,614.18	\$9,072.32	96.47%
MAJ CLS 94 LIBRARY BUILDING	\$256,815.00	\$247,742.68	\$90,614.18	\$9,072.32	96.47%
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	\$1,323,678.00	\$1,294,851.47	\$134,310.70	\$28,826.53	97.82%
	\$1,323,678.00	\$1,304,148.08	\$135,109.69	\$19,529.92	98.52%

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 - HARRIS GEN F	\$0.00	\$0.00	\$798.99	\$2,357.80	\$1,421.49	\$936.31	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	\$9,388.60	\$0.00	\$9,388.60	\$9,388.60	\$0.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$798.99	\$9,296.61	\$9,296.61	\$9,296.61	\$0.00	98
G 98-31190 GIFTS & GRANTS RESTRICT	\$0.00	\$378.78	\$0.00	\$378.78	\$494.59	-\$115.81	98
G 98-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$470.77	\$0.00	\$820.50	-\$820.50	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$10,566.37	\$10,566.37	\$21,421.79	\$21,421.79	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - HARRIS GEN F	\$8,146.55	\$99,999.83	\$99,200.84	\$2,980,661.61	\$2,986,596.05	\$2,212.11	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$0.00	\$0.00	\$7,193.34	\$7,193.34	\$2,500.00	99
G 99-11140 SAVINGS - HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$0.00	\$0.00	\$441,833.85	\$441,833.85	\$0.00	99
G 99-11210 INVESTMENTS	\$267,502.70	\$0.00	\$0.00	\$1,004,389.05	\$994,000.00	\$277,891.75	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$50,797.00	\$737.00	\$0.00	\$737.00	\$50,797.00	\$737.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	-\$20,319.00	\$0.00	\$0.00	\$20,319.00	\$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	-\$30,266.80	\$0.00	\$103,920.01	\$35,646.66	\$109,299.87	-\$103,920.01	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$0.00	\$0.00	\$24,733.83	\$24,733.83	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$0.00	\$0.00	\$42,935.78	\$42,935.78	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$0.00	\$0.00	\$45,189.77	\$45,189.77	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,220.38	\$0.00	\$0.00	\$13,868.78	\$14,341.02	-\$2,692.62	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$14.66	\$14.66	\$0.00	99
G 99-21265 WI RETIREMENT	-\$5,252.55	\$0.00	\$0.00	\$40,166.66	\$37,709.59	-\$2,795.48	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$0.00	\$0.00	\$50.46	\$50.46	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$0.00	\$0.00	\$66.30	\$66.30	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$0.00	\$0.00	\$16,161.56	\$16,161.56	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$0.00	\$0.00	\$181.52	\$181.52	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$0.00	\$0.00	\$31.92	\$31.92	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$26,108.72	\$0.00	\$31,533.20	\$26,108.72	\$31,533.20	-\$31,533.20	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	-\$30,478.00	\$0.00	\$0.00	\$81,275.00	\$50,797.00	\$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	-\$212,178.84	\$71,056.93	\$0.00	\$71,390.58	\$1,222.54	-\$142,010.80	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$1,224,138.06	\$737.00	\$1,233,203.66	\$1,233,203.66	\$0.00	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$134,377.39	\$1,294,918.16	\$1,372,264.70	\$1,372,264.70	\$0.00	99
G 99-31190 GIFTS & GRANTS RESTRICT	\$415.92	\$0.00	\$0.00	\$15,534.59	\$15,950.51	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	-\$2,149.13	\$0.00	\$0.00	\$4,713.58	\$2,564.45	\$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	\$1,530,309.21	\$1,530,309.21	\$7,478,672.58	\$7,478,672.58	\$0.00	
	\$0.00	\$1,540,875.58	\$1,540,875.58	\$7,500,094.37	\$7,500,094.37	\$0.00	

VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Account Descr	2021 YTD Budget	2021 YTD Amt	JANUARY 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	\$625.00	\$625.00	-\$625.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$625.00	\$625.00	-\$625.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$625.00	\$625.00	-\$625.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$625.00	\$625.00	-\$625.00	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	\$264,500.00	\$264,500.00	\$793,500.00	25.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$27,685.00	\$27,685.00	\$83,055.00	25.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$13,111.00	\$0.00	\$0.00	\$13,111.00	0.00%
DEPT 001 LOCAL PROPERTY TAXES	\$1,181,851.00	\$292,185.00	\$292,185.00	\$889,666.00	24.72%
MAJ CLS 40 TAXES	\$1,181,851.00	\$292,185.00	\$292,185.00	\$889,666.00	24.72%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$361.44	\$361.44	\$8,638.56	4.02%
DEPT 006 FINES & FORFEITURES	\$9,000.00	\$361.44	\$361.44	\$8,638.56	4.02%
MAJ CLS 42 REGULATION & COMPLIANCE	\$9,000.00	\$361.44	\$361.44	\$8,638.56	4.02%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$73.28	\$73.28	\$1,426.72	4.89%
DEPT 013 INTEREST INCOME	\$1,500.00	\$73.28	\$73.28	\$1,426.72	4.89%
MAJ CLS 44 COMMERCIAL REVENUES	\$1,500.00	\$73.28	\$73.28	\$1,426.72	4.89%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$580.75	\$580.75	\$8,419.25	6.45%
DEPT 014 SALE INCOME	\$9,000.00	\$580.75	\$580.75	\$8,419.25	6.45%

Account Descr	2021 YTD Budget	2021 YTD Amt	JANUARY 2021 Amt	Balance	2021 % of Budget
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,649.00	\$0.00	\$0.00	\$1,649.00	0.00%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$1,649.00	\$0.00	\$0.00	\$1,649.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$10,649.00	\$580.75	\$580.75	\$10,068.25	5.45%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$293,200.47	\$293,200.47	\$909,799.53	24.37%
	\$1,203,000.00	\$293,825.47	\$293,825.47	\$909,174.53	24.42%

VILLAGE OF THIENSVILLE
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Account Descr	2021 YTD Budget	2021 YTD Amt	JANUARY 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	\$0.00	\$0.00	\$0.00	0.00%
E 98-95-551-7-299 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 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$0.00	\$0.00	\$0.00	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	\$36,991.88	\$36,991.88	\$560,258.12	6.19%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$180.00	\$180.00	\$1,820.00	9.00%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$16,263.65	\$16,263.65	\$201,736.35	7.46%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$0.00	\$0.00	\$3,300.00	0.00%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,400.00	\$678.00	\$678.00	\$722.00	48.43%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$0.00	\$0.00	\$1,900.00	0.00%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$823,850.00	\$54,113.53	\$54,113.53	\$769,736.47	6.57%
MAJ CLS 91 LIBRARY STAFFING	\$823,850.00	\$54,113.53	\$54,113.53	\$769,736.47	6.57%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$465.00	\$465.00	\$135.00	77.50%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$1,651.00	\$1,651.00	\$4,899.00	25.21%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$15,022.00	\$15,022.00	\$4,978.00	75.11%
E 99-92-551-2-285 WEPKO LEASE	\$6,650.00	\$844.34	\$844.34	\$5,805.66	12.70%
E 99-92-551-2-286 COMPUTERS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 99-92-551-2-287 MILEAGE	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$1,500.00	\$1,500.00	\$4,500.00	25.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$419.58	\$419.58	\$3,080.42	11.99%
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	\$117.35	\$117.35	\$6,382.65	1.81%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$347.83	\$347.83	\$2,127.17	14.05%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$151.98	\$151.98	\$4,798.02	3.07%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$0.00	\$0.00	\$325.00	0.00%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$324.00	\$324.00	\$17,176.00	1.85%
DEPT 551 LIBRARY	\$85,650.00	\$20,843.08	\$20,843.08	\$64,806.92	24.34%

Account Descr	2021 YTD Budget	2021 YTD Amt	JANUARY 2021 Amt	Balance	2021 % of Budget
MAJ CLS 92 LIBRARY ADMINISTRATION	\$85,650.00	\$20,843.08	\$20,843.08	\$64,806.92	24.34%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$42.58	\$42.58	\$3,957.42	1.06%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$0.00	\$0.00	\$31,325.00	0.00%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$0.00	\$0.00	\$39,500.00	0.00%
E 99-93-551-3-373 PRINT	\$86,600.00	\$0.00	\$0.00	\$86,600.00	0.00%
DEPT 551 LIBRARY	\$161,425.00	\$42.58	\$42.58	\$161,382.42	0.03%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$42.58	\$42.58	\$161,382.42	0.03%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$0.00	\$0.00	\$28,800.00	0.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$3,396.00	\$3,396.00	\$17,854.00	15.98%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$0.00	\$0.00	\$27,225.00	0.00%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$3,119.39	\$3,119.39	\$36,880.61	7.80%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$8,500.00	\$0.00	\$0.00	\$8,500.00	0.00%
DEPT 551 LIBRARY	\$132,075.00	\$6,515.39	\$6,515.39	\$125,559.61	4.93%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$6,515.39	\$6,515.39	\$125,559.61	4.93%
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	\$81,514.58	\$81,514.58	\$1,121,485.42	6.78%
	\$1,203,000.00	\$81,514.58	\$81,514.58	\$1,121,485.42	6.78%

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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 - HARRIS GEN F	\$936.31	\$625.00	\$0.00	\$625.00	\$0.00	\$1,561.31	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	\$625.00	\$0.00	\$625.00	-\$625.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	\$625.00	\$625.00	\$625.00	\$625.00	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - HARRIS GEN F	\$2,212.11	\$574,466.21	\$548,884.51	\$574,466.21	\$548,884.51	\$27,793.81	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$782.75	\$782.75	\$782.75	\$782.75	\$2,500.00	99
G 99-11140 SAVINGS - HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$48,986.03	\$48,986.03	\$48,986.03	\$48,986.03	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$264,573.28	\$212,000.00	\$264,573.28	\$212,000.00	\$330,465.03	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	\$737.00	\$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	\$103,920.01	\$0.00	\$103,920.01	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$2,851.71	\$2,851.71	\$2,851.71	\$2,851.71	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$4,925.99	\$4,925.99	\$4,925.99	\$4,925.99	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$5,059.34	\$5,059.34	\$5,059.34	\$5,059.34	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$1,218.59	\$919.32	\$1,218.59	\$919.32	-\$2,393.35	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	\$2,795.58	\$4,280.15	\$2,795.58	\$4,280.15	-\$4,280.05	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$50.46	\$50.46	\$50.46	\$50.46	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$66.30	\$66.30	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,338.40	\$1,338.40	\$1,338.40	\$1,338.40	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.46	\$15.46	\$15.46	\$15.46	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$31.92	\$31.92	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$31,533.20	\$31,533.20	\$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	\$293,200.47	\$0.00	\$293,200.47	-\$293,200.47	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$113,124.72	\$31,610.14	\$113,124.72	\$31,610.14	\$81,514.58	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	\$1,155,739.95	\$1,155,739.95	\$1,155,739.95	\$1,155,739.95	\$0.00	
	\$0.00	\$1,156,364.95	\$1,156,364.95	\$1,156,364.95	\$1,156,364.95	\$0.00	



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Batch: 0121 LIB AP,0121 LIB MAN1,0121 LIB MN,0121 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
344 e	01/01/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35		Time and Attendance Monthly
E 99-92-551-2-289		PAYROLL PROCESSING	(\$73.35)		Time and Attendance Monthly
G 99-21110		ACCOUNTS PAYABLE	\$73.35		Time and Attendance Monthly
		Total	\$73.35		
349 e	01/15/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,597.48		FED/Wages Pd 1-15-21
G 99-21210		WISCONSIN WITHHOLDI	\$923.00		WI/Wages Pd 1-15-21
G 99-21230		SOCIAL SECURITY TAX	\$1,661.56		SS & MED/Wages Pd 1-15-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,661.61		Employer SS/Wages Pd 1-15-21
G 99-11160		SPECIAL CLEARING AC	\$16,074.61		DirectDep/Wages Pd 1-15-21
		Total	\$21,918.26		
350 e	01/15/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,980.84		Salaries & Wages/Wages Pd 1-15-21
G 99-21265		WI RETIREMENT	(\$1,431.56)		WRS Employees/Wages Pd 1-15-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,597.48)		FED/Wages Pd 1-15-21
G 99-21210		WISCONSIN WITHHOLDI	(\$923.00)		WI/Wages Pd 1-15-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,661.56)		SS & Med/Wages Pd 1-15-21
G 99-21245		FLEX BENEFIT	(\$459.29)		FLEX BEN/Wages Pd 1-15-21
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 1-15-21
G 99-21285		LIFE INSURANCE WITH	(\$15.46)		LIFE/Wages Pd 1-15-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 1-15-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 1-15-21
G 99-21286		ACCIDENTAL INS WITH	(\$31.92)		ACCIDENT/Wages Pd 1-15-21
G 99-11160		SPECIAL CLEARING AC	(\$16,074.61)		Net Pay/Wages Pd 1-15-21
		Total	\$0.00		
351 e	01/15/21	ADP, LLC			
G 99-21110		ACCOUNTS PAYABLE	\$30.00	571389763	Period End Date 12-31-20 Charges
		Total	\$30.00		
360 e	01/08/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$82.19		Processing 1-1-21 Payroll
E 99-92-551-2-289		PAYROLL PROCESSING	\$84.14		Processing 1-15-2021 Payroll
		Total	\$166.33		
363 e	01/29/21	WISCONSIN RETIREMENT SYSTEM			
G 99-21110		ACCOUNTS PAYABLE	\$2,795.58	241665	DEC 2020 WRS - Employer
G 99-21265		WI RETIREMENT	\$2,795.58	241665	DEC 2020 WRS - Employee
		Total	\$5,591.16		
364 e	01/25/21	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$11,124.48	202102	FEB Health - Employer
G 99-21280		HEALTH INSURANCE WI	\$1,338.40	202102	FEB Health - Employee
		Total	\$12,462.88		
365 e	01/27/21	ADP, LLC			



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Batch: 0121 LIB AP,0121 LIB MAN1,0121 LIB MN,0121 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-2-289		PAYROLL PROCESSING	\$179.90	571766076	ADP End of Year Processing
		Total	\$179.90		
366 e	01/29/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,596.54		FED/Wages Pd 1-29-21
G 99-21210		WISCONSIN WITHHOLDI	\$923.92		WI/Wages Pd 1-29-21
G 99-21230		SOCIAL SECURITY TAX	\$1,664.83		SS & MED/Wages Pd 1-29-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,664.79		SS Employer/Wages Pd 1-29-21
G 99-11160		SPECIAL CLEARING AC	\$16,153.05		DirectDep/Wages Pd 1-29-21
		Total	\$22,003.13		
367 e	01/29/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,890.68		Salaries & Wages/Wages Pd 1-29-21
G 99-21265		WI RETIREMENT	(\$1,423.85)		WRS Employees/Wages Pd 1-29-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,596.54)		FED/Wages Pd 1-29-21
G 99-21210		WISCONSIN WITHHOLDI	(\$923.92)		WI/Wages Pd 1-29-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,664.83)		SS & MED/Wages Pd 1-29-21
G 99-21245		FLEX BENEFIT	(\$459.29)		FLEX BEN/Wages Pd 1-29-21
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 1-29-21
G 99-11160		SPECIAL CLEARING AC	(\$16,153.05)		Net Pay/Wages Pd 1-29-21
		Total	\$0.00		
377 e	01/29/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	573094114	Time and Attendance Monthly
		Total	\$73.35		
379 e	01/01/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,731.97		FED/Wages Pd 1-1-21
G 99-21210		WISCONSIN WITHHOLDI	\$1,004.79		WI/Wages Pd 1-1-21
G 99-21230		SOCIAL SECURITY TAX	\$1,732.95		SS & MED/Wages Pd 1-1-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,732.95		SS Employer/Wages Pd 1-1-21
G 99-11160		SPECIAL CLEARING AC	\$16,758.37		DirectDep/Wages Pd 1-1-21
		Total	\$22,961.03		
380 e	01/01/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,653.56		Salaries & Wages/Wages Pd 1-1-21
G 99-21265		WI RETIREMENT	(\$1,424.74)		WRS Employees/Wages Pd 1-1-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,731.97)		FED/Wages Pd 1-1-21
G 99-21210		WISCONSIN WITHHOLDI	(\$1,004.79)		WI/Wages Pd 1-1-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,732.95)		SS & MED/Wages Pd 1-1-21
G 99-21245		FLEX BENEFIT	(\$0.74)		FLEX BEN/Wages Pd 1-1-21
G 99-11160		SPECIAL CLEARING AC	(\$16,758.37)		Net Pay/Wages Pd 1-1-21
		Total	\$0.00		
24547	01/21/21	ADVANCED CHILLER SERVICES			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$2,760.00	3484	Annual HVAC Service - 1 of 2
		Total	\$2,760.00		
24548	01/21/21	ALA			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$130.00	1167288	MUCHIN YOUNG ALA Midwinger Conf



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Batch: 0121 LIB AP,0121 LIB MAN1,0121 LIB MN,0121 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$130.00		
24549	01/21/21	AT&T			
E 99-92-551-3-303		TELEPHONE	\$175.21		JAN Phone Service
E 99-92-551-3-303		TELEPHONE	\$172.62		FEB Phone Service-Paid in Advance
Total			\$347.83		
24550	01/21/21	BAKER & TAYLOR			
E 99-92-551-2-285		WEPCO LEASE	\$495.00	NS20110209	TS 360 1-1-21 - 12-31-21
Total			\$495.00		
24551	01/21/21	BAKER TILLY VIRCHOW KRAUSE LLP			
E 99-92-551-2-206		AUDIT	\$1,651.00	BT1728358	Prelim Audit Prep - 2021
G 99-21110		ACCOUNTS PAYABLE	\$611.00	BT1728358	Out of Scope Prep - 2020
Total			\$2,262.00		
24552	01/21/21	CARDMEMBER SERVICE			
E 99-92-551-2-285		WEPCO LEASE	\$3.59	4460	Spectrum
E 99-92-551-2-285		WEPCO LEASE	(\$3.59)	4460	Spectrum
G 99-21110		ACCOUNTS PAYABLE	\$3.59	4460	Spectrum
G 99-21110		ACCOUNTS PAYABLE	\$1.34	5182	Amazon Web Svcs
G 99-21110		ACCOUNTS PAYABLE	\$79.66	5770	Pizza Man
G 99-21110		ACCOUNTS PAYABLE	\$78.99	6531	Mailchimp
E 99-93-551-3-370		PROGRAMMING	\$7.30	8153	Target
G 99-21110		ACCOUNTS PAYABLE	\$288.00	8182	Phil's Vintage Projectors
E 99-92-551-2-285		WEPCO LEASE	\$1.34	8756	Amazon Web Svcs
E 99-93-551-3-370		PROGRAMMING	\$35.28	9466	Target
G 99-21110		ACCOUNTS PAYABLE	\$25.36	9606	AT&T
Total			\$520.86		
24553	01/21/21	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$50.46	1557195	FEB Dental - Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1559753	FEB Vision - Employee
Total			\$116.76		
24554	01/21/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	28521230	Monthly Color copier Lease
Total			\$142.00		
24555	01/21/21	INNOVATIVE LABEL TECHNOLOGY			
E 99-92-551-3-300		OFFICE SUPPLIES	\$117.35	208842	BOPP Labels
Total			\$117.35		
24556	01/21/21	MILWAUKEE ALARM COMPANY			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$636.00	227458	Central Station Monitoring-Annual
Total			\$636.00		
24557	01/21/21	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$324.00	415352	BookPages
Total			\$324.00		



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Batch: 0121 LIB AP,0121 LIB MAN1,0121 LIB MN,0121 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
24558	01/21/21	MUNICIPAL PROPERTY INSURANCE C			
E 99-92-551-2-243		ALL OTHER INSURANCE	\$10,000.00	02012021	2021 Property & Equipment Ins
		Total	\$10,000.00		
24559	01/21/21	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$9.98	AR130277	Toner
		Total	\$9.98		
24560	01/21/21	PURCHASE POWER			
E 99-92-551-2-201		POSTAGE	\$465.00	01192021	Postage Purchase Power
		Total	\$465.00		
24561	01/21/21	R & R INSURANCE			
E 99-92-551-2-243		ALL OTHER INSURANCE	\$4,557.00	2377952	Liability Insurance (1 of 2)
E 99-92-551-2-243		ALL OTHER INSURANCE	\$465.00	2377954	Crime Insurance
E 99-91-551-2-237		WORKER S COMPENSA	\$678.00	2377955	Workers Comp Insurance (1 of 2)
		Total	\$5,700.00		
24562	01/21/21	SECURIAN FINANCIAL GROUP, INC			
E 99-91-551-1-199		FRINGE BENEFITS	\$79.82	022021-L	FEB Life - Employer
G 99-21285		LIFE INSURANCE WITH	\$15.46	022021-L	FEB Life - Employee
G 99-21286		ACCIDENTAL INS WITH	\$31.92	022121-A	FEB Accident - Employee
		Total	\$127.20		
24563	01/21/21	SIDECAR PUBLICATIONS LLC			
E 99-92-551-2-285		WEPCO LEASE	\$348.00	INV-2315	Gimlet Reference Svc Yearly
		Total	\$348.00		
24564	01/21/21	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,119.39	01292021	JAN Electrical & Gas Service
		Total	\$3,119.39		
24565	01/21/21	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$25.00	10908	MUCHIN YOUNG Legis Day Reg
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$25.00	10968	JACOBSON Legis Day Reg
		Total	\$50.00		
11110 HARRIS GF -CHECKING			\$113,130.76		

Fund Summary

11110 HARRIS GF -CHECKING

99 F. L. WEYENBERG LIBRARY FUND	\$113,130.76
	<u>\$113,130.76</u>

2021 Activity Report

Checkouts	Jan	YTD
2020	24,991	24,991
2021	22,141	22,141
eCircs	Jan	YTD
2020	4,088	4,088
2021	5,352	5,352
eCollections	Jan	YTD
2020	1,145	1,145
2021	1,053	1,053
Reference Questions	Jan	YTD
2020	1,471	1,471
2021	1,282	1,282
WiFi Uses	Jan	YTD
2020	n/a	n/a
2021	1,090	1,090
Exterior WiFi Uses	Jan	YTD
2020	n/a	n/a
2021	320	320
Door Count	Jan	YTD
2020	11,690	11,690
2021	7,705	7,705
Adult Programs	Jan	YTD
2020	13	13
attendance	111	111
2021	6	6
attendance	86	86
Drop In Adult Programs	Jan	YTD
2020	2	2
attendance	183	183
2021	1	1
attendance	86	86
Teen Programs	Jan	YTD
2020	0	0
attendance	0	0
2021	0	0
attendance	0	0
Drop In Teen Programs	Jan	YTD
2020	2	2
attendance	39	39
2021	4	4
attendance	72	72

2021 Activity Report

Childrens Programs	Jan	YTD
2020	18	18
attendance	619	619
2021	6	6
attendance	123	123
Drop In Childrens Programs	Jan	YTD
2020	4	4
attendance	356	356
2021	9	9
attendance	324	324
Digitization Lab Usage	Jan	YTD
2020	10	10
2021	22	22
Interlibrary Loans Sent To Other Libraries		YTD
2020	47	47
2021	27	27
Interlibrary Loans Received From Other Li		YTD
2020	36	36
2021	21	21
Library Cards	Jan	YTD
2019	95	95
2020	80	80
FLW Library Items sent to Other System M		YTD
2020	4,185	4,185
2021	3,371	3,371
Items Received from Other System Memb		YTD
2020	4,844	4,844
2021	4,516	4,516

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

Other than various shifts at the circulation, adult reference, and children's reference desks, my activities have been largely virtual. They have included:

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 1/22, 1/29, 2/5, 2/12
- RECURRING: Virtual Rotary Meetings, 1/26, 2/2, 2/9, 2/16
- Mequon Common Council Meeting, 2/9/21
- Monarch Directors' Council Virtual Meeting 2/11
- Management Team, 2/10/21
- WLA Inclusive Services Special Interest Group, 12/17
- ALA Midwinter: Intellectual Freedom Roundtable Meeting, 1/24/21
- Hook, Yarn & Stitch (Facilitate Zoom Programs), 1/21 and 2/4/21
- Orientation with Dr. Maria Gonzalez-Cerra, 2/12/21

PERSONNEL & CONTINUING EDUCATION:

This has been a busy month for continuing Education. I attended several sessions of the ALA Midwinter Conference and the Wild Wisconsin Winter Web Conference, as well as some miscellaneous webinars, as follows:

- ALA Midwinter: Opening Session with Ibram X. Kendi and Keisha N. Blain, 1/23/21
- ALA Midwinter: Surviving These Trying Times, 1/23/21
- ALA Midwinter: The Future of Library Fundraising: Tips and Best Practices, 1/24/21
- ALA Midwinter: Emanuel Acho: Difficult Conversations with a Black Man, 1/24/21
- ALA Midwinter: Amanda Gorman, 1/24/21
- ALA Midwinter: Closing Session with First Lady Dr. Jill Biden, 1/24/21
- WWWC21: Libraries Lift Limits on Learners w/ Dr. Dipesh Navsaria, 1/27/21
- WWWC21: Nitty Gritty Policy Makeover, 1/27/21
- WWWC21: Decreasing Barriers to Library Use, 1/27/21
- WWWC21: Library Director Jenga: The Perpetual Challenge, 1/27/21
- WWWC21: Staying True to Yourself in Times of Stress, 1/28/21
- ProQuest: Lessons in Diversity, Equity and Inclusion from Public Libraries: Managing Change from Where You Are with Roosevelt Weeks, Director of Austin Public Library, 1/28/21

Dr. Maria Gonzalez-Cerra was appointed to the Library Board of Trustees at the February Mequon Common Council meeting. We are back to a full complement of trustees.

OPERATIONS ACTIVITIES:

Due to snowstorms, we closed Tuesday, January 26, and Sunday, January 31. While I never like to close (at the Decreasing Barrier to Library Use webinar we were reminded that More Hours

Equal More Opportunities), the snow not only presented danger to our staff driving to and from work, but many of us could not get out of our driveways.

Last month I reported on a patron being banned from FLWL for six months. He's now been banned from at least three other libraries in Monarch Library System, and sternly reprimanded by at least one other.

We send out a monthly eNewsletter the last Saturday of each month, and continue to get positive feedback. In fact, this month I received a call from someone who had not visited the library in ages. She was intrigued by one of our book discussions, and stopped in Tuesday to update her card and check out the book. I think we'll be seeing more of her.

The most onerous task of the month was the annual report included in this board packet. Just when I thought I had it down to a science, Covid happened. There were many new questions addressing service during the pandemic. We are fortunate that we could answer many of them (for instance, how many reference questions were answered via email and phone versus in-person), though our numbers are hardly precise. Still, I think libraries in general and FLWL, in particular, pivoted well during this unprecedented year. Furthermore, I think library service has improved overall, and many of the changes will continue into the future.

The final question on the annual report addresses system effectiveness. In the years I've been here, I have always checked the box that said the system provided effective leadership. I cannot in good conscience do that this year. I would like to discuss this at our Board of Trustees meeting. The draft statement for the state is included at the end of the annual report. The issues are several, including a couple of missteps by their board of trustees when the interim director's contract was coming to a close, and throughout the hiring process for the new director. While those issues are in the past, it should be noted that the system did not take a leadership role in helping libraries adjust during the pandemic. While individual libraries may not have followed suit, it would have been nice to have some recommendations and best practices.

PROGRAMMING:

It is nice to once again see activities on our calendar: <http://www.flwlib.org/Calendar.aspx>. They are virtual, yet plentiful. See the Patron Services report for a detailed list.

Click here to go directly to our YouTube page:

<https://www.youtube.com/channel/UCF7ld2ZlIAe8wEVkLaQoc2A/>

If you feel comfortable, please visit the library and tour our art gallery on the mezzanine. Featured during January and February are the paintings of Dr. Danielle Pike. Yes, the name is familiar. This is Ashley's very talented sister.

OTHER:

Donations continue to trickle in for the Weyenberg Public Library Foundation. To date we have received 165 contributions totaling \$25,824, an amount which covers nearly half of our 2021 wish list.

The Foundation also received notice of a bequest from Carol L. Schwartz, a Mequon resident and retired librarian who passed away in December of 2020. While I do not know when Carol updated her will to include us, I have known her and her family all my life. They are a Manitowoc family. She was predeceased by her brother and both of her parents. Foundation President Jim Friedman noted that her \$25,000 gift is the largest the Foundation has ever received aside, of course, from the gifts from Weyenbergs. Her gift is to be used for the purchase of Large Print and Audiobooks. We are discussing an appropriate way to honor Carol's generous contribution. Your thoughts?

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

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

- Desk Shift – 1/21
- Weekend shift – 1/23
- Weekend shift – 1/24
- WWWC: Library Limits on Learners – 1/23
- WWWC: Library Director Jenga: Perpetual Challenge – 1/23
- WWWC: Decreasing Barriers to Library Users – 1/23
- Circulation Committee meeting – 1/23
- Management Meeting – 2/10
- Director's Council meeting – 2/11
- LEAP Webinar – 2/11

STATISTICS

Our stats seem to be holding steady just slightly under our 2020 numbers for the winter. Our library card registrations are starting to creep back up to normal so that's great! This number includes both in house and online registrations.

Our busiest day of the week in January was Saturday. The average checkouts on Saturday were over 4800!

Our Self Checkouts were used for 54% of transactions in January. We are very excited to get our new kiosks in the spring (hopefully).

We had 81 patrons use our Quick Pickup service in January. That is higher than earlier this winter and we had 2 snow days in January as well. We continue to have patrons ask to get their materials via Quick Pickup but outside the hours we set for it. So, we may need to look at expanding this service.

OTHER TASKS & TIDBITS

On Monday, February 8th, Sarah Nora left us. She found a full-time social work position, so we are looking to hire a new page. If anyone is interested, they should bring their application to the circulation desk. This position will be 12 hours a week.

I started working on an expired patron purge. We have several patron accounts that expired over 5 years ago and have not been removed due to fines on their account. Some of these accounts expired in the 90s. I will be going through them and cleaning up our records.

Ashley, Rachel and I rearranged the Rotunda to move the Large Type collection to better lighting. I also created signage on bright paper to help patrons get acclimated to the new layout.

The staff really appreciated that we closed due to inclement weather. Many of our staff members have a bit of a drive to get to the library and some were snowed in until the plows went through.

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

- Our unaudited end of year 2020 financial reports indicated that we underspent our final approved budget by \$28,826.53, while experiencing a revenue shortfall totaling \$19,705.46. Our anticipated fund balance is \$142,010.80. This is over \$9,000 better than anticipated, and just less than \$2,000 short of the 12% fund balance goal that was set for the end of 2021. The Library should be able to save that amount and be over our fund balance goal by the end of the year without needing to take any special actions to do so.
- Of the \$19,705.46 revenue shortfall, the vast majority was made up of reduced collection of Fines and Fees (accounting for 72.6% of the shortfall) and lower than forecasted return on Interest Income (15.8%). These were due to the pandemic and the economic impact of it and were beyond the Library's control. While Book Sale revenue ended the year \$1,450 short of the original budget, it is likely we would have met or exceeded that goal if we had not needed to close to the public during the early stages of the pandemic.
- Of the \$28,826.53 underspending, 34.6% was the result of underspending in the Library Staffing category, partially due to job openings and partially due to the cancelling of training programs and conferences as a result of the pandemic. A further 31.5% was the result of deliberate underspending in the Building category.
- Comparing 2020 final spending from budgeted, the Library saved approximately \$1,875 by switching to ADP for payroll processing. Lower copy counts, largely a result of the pandemic closures, saved approximately \$1,107 from budgeted. Lower than anticipated energy costs and lower energy demand during reduced services from the pandemic resulted in a \$5,620 savings in utility costs. This more than offset the \$3,585 in overspending in the Cleaning and Janitorial Supplies line as we stocked up in unanticipated supplies in response to the pandemic. While the increased demand in electronic collection materials resulted in that category being overspent by \$12,012, that amount was more than offset by reduced spending in other collection categories. All this resulted in the Library being in a much stronger net financial position at the end of 2020 than had been anticipated, even after the unanticipated expenses and changes necessitated by the pandemic.
- The 2020 fiscal year audit final fieldwork was completed by February 10. All reports prepared by the Village matched what I had prepared at the Library, including Gift and Grant balances and the amount in reserve. I do not anticipate any major changes or discrepancies from this year's audit compared to last year's.

- Once the annual report is finalized and approved, the Library's cost per circulation, which is used to determine the county reimbursement payment for use of the Library by residents who do not have a library, as well as municipalities that do not qualify for exemption from the county library tax, will be established. This calculation only considers the circulation of physical items. This cost per circ is expected to be \$6.1015. The cost per circ in 2019 was \$3.8318. The change in cost is almost entirely related to the fallout from the pandemic and its effect on circulation of physical items. The vast majority of reimbursable circulations come from Ozaukee, Sheboygan and Washington counties. Ozaukee and Sheboygan counties reimburse at 100% of the cost per circulation, Washington at 70%.
- As a result of the latest COVID-19 relief bill, flex spending accounts have been changed in ways that are advantageous to the users. Participants will now be able to carry over 100% of unused funds into next year – previously this amount was capped at \$500. In addition, participants can change their election amount at any time during the year – previously changes had only been allowed during open enrollment or due to a major life event. The changes have been approved and will take effect once processed.
- I attended an IT Workgroup virtual meeting on February 4. The Monarch IT department detailed how changing priorities at the system office will impact the schedule of planned services changes at the Library. Of particular note, the Library's shared file server, which was planned to be decommissioned at the end of last year, will need to remain in service for the foreseeable future.
- As a result of the pandemic, Library Legislative Day will be a virtual event in 2021. The kickoff meeting will take place on Tuesday, February 16, with meetings with representatives taking place from February 16 through 18.

Date: February 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:

- Monarch Public Info Workgroup, 1/21
- Wild Wisconsin Virtual Conference: Library Director Jenga: The Perpetual Challenge, 1/27
- Wild Wisconsin Virtual Conference: Welcome to Inclusive Marketing, 1/28
- Wild Wisconsin Virtual Conference: Staying True to Yourself in Times of Stress, 1/28
- Material Orders, 1/18, 1/25, 2/1, 2/8, 2/15
- Weekend Shift, 1/30
- Monarch Youth Services Meeting, 2/4
- Management Meeting, 2/10
- Webinar: Unattended Children: How to Talk to Parents About Their Children's Behavior, 2/11
- M-T Community Book Club, 2/16

MONTHLY STATISTICS

-Reference statistics continue to climb back up, with January's numbers almost resembling pre-pandemic numbers again.

-E-circs continue to outpace last year's numbers, with an increase of 1,264 checkouts in January 2021 compared to January 2020. That is an 131% increase from the previous year's number!

-E-collections is just slightly down in comparison to January 2019 but holding at around 1000+ each month, so the databases are still being utilized frequently.

-The digital lab continues to be very busy, with 22 reservations in January. February is also filling up fast, with new users every month. January saw 4 users visit for the first time, and February also has 4 new users, so far.

OTHER TASKS & TIDBITS

-I have been working on the 2020 infographic report for the public, which is nearly complete.

-Amanda and I shifted the rotunda collections around in the beginning of February. We had two patrons comment about the low lighting by the New Large Type collection, so we moved it to a brighter area and put it on a higher bookcase for easier access. This also led us to shifting the Express collection and the New DVD/Blu-ray collection.

-Patron Services librarians are working on a couple of weeding projects in the JV Nonfiction and JV Fiction collections, and another Patron Services librarian is working on an Adult Fiction Series identification project.

-We have started displaying books again, including our thematic display unit that changes every week or two. The display unit is monitored by a Patron Services associate.

-Using promotional materials supplied by the OWLS library system, we put out postcards for community members to take and fill out for Library Legislative Day. We made 60 postcards each for 4 representatives and one set of blank postcards.

-January 31 was the last day Rbdigital magazines were available to system cardholders. WPLC made the OverDrive magazine collection live late at night on Friday, February 5. There are still quirks being worked out, so Patron Services staff have not updated our OverDrive instructions or webpage yet. When staff was reviewing the database and collection on Monday, magazine checkouts counted as part of the 10-item checkout limit. By Tuesday, WPLC had changed that so that magazines did not count as part of the 10-item checkout limit.

ONGOING VIRTUAL & PASSIVE PROGRAMS

- Bi-monthly History's Hidden Women Book Club (starting Feb.)
- Oz. County Reads with Bridge the Divide (Feb)
- Monthly AM Hook, Yarn & Stitch Club
- Monthly PM Hook, Yarn & Stitch Club
- Genealogy Interest Group
- Monthly M-T Book Club
- Bi-weekly iCan! Tutorial
- Oz. County Memory Café (Jan)
- Monthly Teen Take & Make Kits
- Monthly Teen Virtual Trivia
- Virtual Escape Rooms
- Virtual Scavenger Hunts
- Teen Exam Cram (March)
- Weekly Children's Craft Kits
- Bi-weekly Children's STEAM Kits
- Weekly Tiny Tots Storytimes (two 6-week sessions starting Jan.)
- Weekly Family Storytime (two 6-week sessions starting Jan.)
- Monthly Pre-K Busy Bags (starting Jan.)
- Monthly Let's Sing Together in...
- Virtual Unlock-the-Box
- Family Book Club (Feb.)
- Book Smart Kids (Feb)
- Valentines for Seniors (Feb)



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-21)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2020

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2020 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION

1. Name of Library Frank L. Weyenberg Library		2. Public Library System Monarch Library System			
3a. Head Librarian First Name Rachel	3b. Head Librarian Last Name Muchin Young	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 10/31/2023
6a. Street Address 11345 N. Cedarburg Rd.	6b. Mailing Address or PO Box 11345 N. Cedarburg Rd.	7. City / Village / Town Mequon	8a. ZIP 53092	8b. ZIP4 1998	9. County Ozaukee
10. Library Phone Number 2622422593	11. Fax Number (262)478-3200	12. Library E-mail Address of Director muchinyoung@flwlib.org			
13. Library Website URL www.flwlib.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? Yes				
20. Square Footage of Public Library 33,600	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 125240820		

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	64	64	40
19b. Number of Winter Weeks	11	16	4
19c. Summer Hours Open per Week	0	60	40
19d. Number of Summer Weeks	0	12	3
19e. Total Weeks per Year	11	28	7
19f. Total Hours per year for this location	704	1,744	280

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	5,148
1bi. reference service provided via email	Yes	344
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	4,722
1bv. reference service provided via another method (e.g., online service or form)	Yes	82
1bvi. describe "another method of reference service": Book Bundles (57), Book Match (25)		
1c. hosting virtual programming or recorded content	Yes	
1d. offering curbside pickup	Yes	2,722
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	Yes	157
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	Yes	
1ii. describe "other services":		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	Yes	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	Yes	2,484
2f. describe "augmenting in another way": Ancestry and ValueLine available remotely		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued Before COVID-19	No
4. Electronic Library Cards Issued During COVID-19	No
5. External Wi-Fi Access Before COVID-19	Yes
6. External Wi-Fi Access Added During COVID-19	No
7. External Wi-Fi Access Increased During COVID-19	Yes
8. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	2020-03-16
First date reopened following initial COVID-19 closure	2020-06-15
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	92,968	5,791
2. Electronic Books <i>E-books</i>	153,066	
3. Audio Materials	6,720	475
4. Electronic Audio Materials <i>Downloadable</i>	97,514	
5. Video Materials	9,470	677
6. Electronic Video Materials <i>Downloadable</i>	573	
7. Other Materials Owned <i>Describe</i> Adventure Passes, Artwork, Digital Lab, Discovery Kits, Kindles, Laptops, Puppets, Toys, VR Station	355	
8a. Electronic Collections <i>Locally owned or leased</i>	9	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	3	
8c. Electronic Collections <i>Provided through BadgerLink</i>	64	
9. Total Electronic Collections <i>Local, regional, and state</i>	76	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	128	

III. LIBRARY SERVICES									
1. Circulation Transactions									
a. Total Circulation			b. Children's Materials						
212,217			89,561						
2. Interlibrary Loans (ILL)									
Method for Counting ILL Transactions									
Categorized ILL Transactions									
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries Provided to			Items Borrowed from Other Libraries Received from			
Integrated Library System (ILS)			33,278			44,622			
WISCAT			244			209			
Other (includes OCLC, manual tracking, or other methods)									
Total			33,522			44,831			
3. Number of Registered Users			4. Reference Transactions		5. Library Visits				
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count			
11,615	266	11,881	Actual Count	15,085	Actual Count	80,523			
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet				
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access		a. Method	b. Annual Count	a. Method	b. Annual Count			
26	18		Actual Count	4,280	Not Counted	4,386			
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals		9d. Total Electronic Collection Retrievals				
90,236	13,734	6,868	637		21,239				
10. Uses of Electronic Materials by Library Users									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials				
32,702	21,395	2,287	56,384		6,039				

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count

Method for Counting Number of Programs and Attendance

In-person, virtual, and pre-recorded program statistics

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	232	26	148	406
Total Program Attendance	7,500	213	1,360	9,073

Describe the library's programs

In-person, Virtual, and Pre-recorded Program Statistics

In-Person Programs and Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	58	6	37	101
Total Program Attendance	1,745	46	384	2,175

Describe the library's in-person programs:

Genealogy programs, storytimes, book discussions, fiber arts group, technology classes, movie matinees, horticulture programs, exam cram, lectures

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Live Virtual Programs	43	7	22	72
Total Live Virtual Program Attendance	954	60	189	1,203
Total Views of Live Programs Recorded for Asynchronous Viewing	0	0	0	0

Which platforms does the library use to host the library's live, virtual programs:

Facebook, Zoom

Describe the library's live, virtual programs:

Storytimes, book discussions, fiber arts, genealogy, citizen science, lectures

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	30	0	30	60
Total Pre-recorded Program Views	2,136	0	204	2,340

Which platforms does the library use to host the library's pre-recorded programs:

Facebook, You Tube

Describe the library's pre-recorded programs:

Cooking demonstrations, genealogy, children's craft videos, children's movement-based storytimes, special interest storytimes

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. David	Strifling	4303 W. Fox Run	Mequon	53092	dstrifling@flwlib.org
2. Lauren	Croix	11425 North Tower Lane	Mequon	53097	lcroix@flwlib.org
3. Mimi	Rosing	512 Alta Loma Drive	Thiensville	53092	mrosing@flwlib.org
4. JanaLee	Hitchcock	11065 North Pebble Lane	Mequon	53092	jhitchcock@flwlib.org
5. Maria	Gonzalez-Cerra	9736 N. Lamplighter Lane	Mequon	53092	mgonzalez-cerra@flwlib.org
6. Elizabeth	Nowakowski	10211 N. Trillium Road	Mequon	53092	enowakowski@flwlib.org
7. Jennifer	Bogli	10814 N. Cedarburg Road	Mequon	53092	jbogli@flwlib.org
8. Alex	Olson	4830 West Glen Cove	Mequon	53092	aolson@flwlib.org
9. Rob	Holyoke	300 West Street	Thiensville	53092	rholyoke@flwlib.org
10. Jeffrey	Hansher	9948 North Concord	Mequon	53097	jhansher@flwlib.org
11.					
12.					
Number of Library Board Members Include vacancies in this count					
10					

V. LIBRARY OPERATING REVENUE*Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service** *Only Joint libraries report more than one municipality here*

Municipality Type	Name	Amount
City	Mequon	\$1,075,000
Village	Thiensville	\$110,740
Subtotal 1		\$1,185,740

2. County**a. Home County Appropriation for Library Service**Subtotal 2a **b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
Washington	\$3,968		
Sheboygan	\$1,506		
Subtotal 2b			\$5,474

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the current year annual appropriation provided by governing body(ies) for the public library?	10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)
\$71,057	\$23,118	\$1,294,851	\$1,168,740	Yes

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>	
\$581,116		\$204,638	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$83,485	\$42,012	\$23,152	\$0
			e. Subtotal 3
			\$148,649
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
Monarch Library System	\$15,912		
			Subtotal 4
			\$15,912
5. Other Operating Expenditures			\$344,536
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$1,294,851
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income. <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>			
Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**IX. TRUST FUNDS**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Other Funds at End of Year \$142,011	1. Total Amount of Trust Funds Held by the Library Board at End of Year \$936
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X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$92,282	40.00	Access Services Lead	Other	\$33,606	40.00
Patron Services Manager	MLS (ALA)	\$63,175	40.00				
Access Services Manager	MLS (ALA)	\$52,425	40.00				
Business Manager	Other	\$56,555	40.00				
Patron Services Librarian	MLS (ALA)	\$50,615	40.00				
Patron Services Librarian	MLS (ALA)	\$45,811	40.00				
Patron Services Librarian	MLS (ALA)	\$43,280	40.00				
Technician	Other	\$38,432	40.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Patron Services Associate	Other	\$42,450	48.00				
Access Services Associate	Other	\$59,594	80.00				
Page	Other	\$16,428	36.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

6.00

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

6.00

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

7.10

c. Total Library Staff (FTE)

13.10

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents

See instructions for definition of nonresident 16,439

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County		10,517	1,522	12,039
3. Circulation to Nonresidents Living in Another County in the Library System		1,484	814	2,298
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		1,910	0	1,910
5. Circulation to All Other Wisconsin Residents 192		6. Circulation to Persons from Out of the State 0		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? Yes	8b. If yes, does the library allow residents in adjacent systems to purchase library cards? Yes		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Sheboygan	128	f.	
b. Washington	686	g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access? Yes	2. Library type of Internet connection <i>Mark all that apply</i> ☒ a. State TEACH line ☐ b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service ☐ a. Yes, on all Internet workstations ☐ b. Yes, on some Internet workstations ☒ c. No filtering on any Internet workstation
--	--	--

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	71	35	15	121
	Total Self-directed Activity Participation	2,958	643	857	4,458

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Chelsea	b. Last Name Gilman	c. Email Address cgilman@flwlib.org
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Ashley	b. Last Name Pike	c. Email Address apike@flwlib.org
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i> ➤	Name of President or Designee <i>Print or type</i> David Strifling	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i> Rachel Muchin Young	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Ozaukee

The Franklin County Public Library Board of Trustees hereby states that in 2020 the Marathon County Public Library System
Name of Public Library *Name of Public Library System / Service*

- ☐ **did** provide effective leadership and adequately met the needs of the library.
- ☐ **did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee *Print or type*

Date Signed

➤

David

Striffling

COMMENTS**SECTION_1**

Limited service winter hours open per week

Building open; meeting rooms closed--2021-02-08

increasing the concurrent or monthly borrowing limits for electronic materials purchased locally

Hoopla checkouts increased from 5 to 8 per month in March, and decreased to 6 in October (four months after we opened to the public).--2021-02-08

DRAFT



STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

The Frank L. Weyenberg Library Board of Trustees hereby states that in 2020 the Monarch Library System did not provide effective leadership and did not adequately meet the needs of the library.

The year 2020 was difficult in ways that could not have been predicted. Libraries, like every other entity had to reinvent themselves over and over again just to survive. Income was down and expenses were up. We didn't even have a place in our budget spreadsheets to put PPE expenditures.

That said, we do want to say that Monarch Library System staff provided quality service during the year. We are ever so grateful for their support. With much of staff working from home, they answered our questions at all hours. Not great for their work-life balance, but good for us.

Leadership is a different matter. Between losing the person who was arguably the best director we've ever had, a protracted director search process, and the pandemic, we faltered a bit.

It would have been nice if the system had taken a stand on quarantine duration, had encouraged their staff wear masks when handling material, and had worked to develop best practices for our new reality.

There also seemed to be a shift in initiatives without explanation to the directors. I speak specifically of plans for the system-wide file server, which now seems to be on-hold (or dead), and plans for Monarch Connect & Share as a shared resource for libraries, which now seem stifled because of another personnel change. We need more communication regarding system activities that impact individual libraries. Because Wisconsin Library Systems serve the libraries, we need to know what they're doing.

We hope that 2021 will bring greater transparency, increased communication, and more effective leadership as we continue to address Covid-19 issues.