



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, April 20, 2022, 6:00pm
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in 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 March 16, 2022, Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for March 2022
 - B. Action Item: Accounts Payable for March 2022
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – J. Hitchcock**
 - A. Appointment of Nominating Committee
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Managers' 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. Discussion and Possible Action: Health Insurance Benefit for Part-Time Staff
Personnel Committee recommendation: Prorated time off and health insurance benefits to be modified to reflect actual hours worked.
- B. Discussion and Possible Action: Vacation Payout Upon Resignation
Personnel Committee recommendation: Earned vacation will be paid out upon resignation providing the employee has worked at FLWL for at least six (6) continuous months *and* has provided proper notice.
- C. Discussion and Possible Action: HVAC Controls System Proposal
- D. Action Requested: Junior Woman's Club Grant Application
- E. Announcement: Two Factor Authentication for Email

XII. Trustee Training & System/State Library Update

- A. Inclusive Services Statement for the Division of Libraries & Technology (8/1/2019)
- B. Impact of fines on low-income individuals and families

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: May 18, 2022, 6:00pm
- B. Other Meetings:

XIV. Adjourn

JanaLee Hitchcock, President

Posted: April 15, 2022



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees March 16, 2022 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on March 16, 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 March 11, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President (via Zoom); Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Jennifer Abraham, Rachel Burner, Jeridon Clark, Jeffrey Hansher.

Trustees Absent: Tedd Lookatch.

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

Also Present: Riti Grover, Director, Monarch Library System

III. Announcements

Ms. Riti Grover, Director of the Monarch Library System, is attending the meeting as a guest.

Ms. Grover introduced herself to the Board and the Board members followed suit.

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

No Public Comment

V. Approval of Minutes

A. Action Item: Minutes of the February 16, 2022 Meeting

Rachel Burner moved to approve the minutes of the February 16, 2022 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for February 2022

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

B. Action Item: Accounts Payable Statement for February 2022

Jeffrey Hansher moved to approve the Accounts Payable Statement for January 2022 in the amount of \$114,364.12. Rachel Burner seconded. Motion carried.

VII. Committee Reports

A. Finance

Ms. Bogli reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Rosing reported that no meeting was held.

VIII. President's Report

Ms. Hitchcock had no official report, but thanked Ms. Grover for attending. Ms. Hitchcock also followed up on the efforts to install a featured item in the Children's Department.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young highlighted items from the report.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on her activities for the month, including the art show currently on display in the Library's gallery, the recent staff development day and staffing changes. Ms. Muchin Young gave a particular shout out to the Access Services staff for stepping up during the unexcepted staff shortage. Ms. Muchin Young updated the Board on recent events with the City of Mequon, including the awarding of a contract to repave the City parking lot that the Library utilizes and the inclusion of Library staff in a City compensation study. Ms. Muchin Young also reported on the ongoing meetings with elected official from the City of Mequon and Village of Thiensville. Finally, Ms. Muchin Young reported that she has been in contact with Deb Andraca, Wisconsin State Assembly District 23 Representative, concerning Library matters and events.

C. Staff Reports:

i. Business Manager

The written report was included in the Board Packet.

ii. Patron Services Manager

The written report was included in the Board Packet.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

There was nothing to discuss.

XI. New Business

None at this time.

XII. Trustee Training & System/State Library Update

A. SharePoint Overview

Craig Jacobson presented an overview on the Library's SharePoint service and how it can be utilized by the Board of Trustees to access meeting materials and pertinent Library information, including financial records and documents. Mr. Jacobson encouraged any Board members to be in contact with the Library if they have any further questions or would like more demonstrations on other services SharePoint can offer. The matter of security protocols for Board members with SharePoint access will be discussed at a future meeting.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, April 20, 2022 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Rachel Bruner and seconded by Mimi Rosing. Motion carried and meeting was adjourned at 7:09 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: MARCH 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	MARCH 2022 Amt	Balance	2022 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$31,983.92	\$0.00	-\$31,983.92	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$31,983.92	\$0.00	-\$31,983.92	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$31,983.92	\$0.00	-\$31,983.92	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$31,983.92	\$0.00	-\$31,983.92	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	\$530,500.00	\$265,250.00	\$530,500.00	50.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$55,370.00	\$27,685.00	\$55,370.00	50.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$12,994.00	\$2,929.94	\$0.00	\$10,064.06	22.55%
DEPT 001 LOCAL PROPERTY TAXES	\$1,184,734.00	\$588,799.94	\$292,935.00	\$595,934.06	49.70%
MAJ CLS 40 TAXES	\$1,184,734.00	\$588,799.94	\$292,935.00	\$595,934.06	49.70%
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	\$1,133.35	\$0.00	\$16,866.65	6.30%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$1,133.35	\$0.00	\$16,866.65	6.30%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$1,133.35	\$0.00	\$16,866.65	6.30%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$179.02	\$63.48	\$320.98	35.80%
DEPT 013 INTEREST INCOME	\$500.00	\$179.02	\$63.48	\$320.98	35.80%

Account Descr	2022 YTD Budget	2022 YTD Amt	MARCH 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$179.02	\$63.48	\$320.98	35.80%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$1,195.60	\$0.00	\$6,304.40	15.94%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$410.55	\$0.00	-\$410.55	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$1,606.15	\$0.00	\$5,893.85	21.42%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,266.00	\$150.86	\$0.00	\$2,115.14	6.66%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$37,000.00	\$0.00	\$0.00	\$37,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$39,266.00	\$150.86	\$0.00	\$39,115.14	0.38%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$46,766.00	\$1,757.01	\$0.00	\$45,008.99	3.76%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$591,869.32	\$292,998.48	\$658,130.68	47.35%
	\$1,250,000.00	\$623,853.24	\$292,998.48	\$626,146.76	49.91%

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

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Account Descr	2022 YTD Budget	2022 YTD Amt	MARCH 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	\$537.00	\$485.31	-\$537.00	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	\$537.00	\$485.31	-\$537.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$537.00	\$485.31	-\$537.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$537.00	\$485.31	-\$537.00	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	\$631,900.00	\$124,974.96	\$42,670.42	\$506,925.04	19.78%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$326.47	\$280.71	\$3,173.53	9.33%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$44,429.60	\$14,195.67	\$158,070.40	21.94%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$1,573.30	\$413.20	\$1,926.70	44.95%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,500.00	\$708.00	\$0.00	\$792.00	47.20%
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	\$174,016.93	\$57,560.00	\$670,783.07	20.60%
MAJ CLS 91 LIBRARY STAFFING	\$844,800.00	\$174,016.93	\$57,560.00	\$670,783.07	20.60%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$465.00	\$0.00	\$385.00	54.71%
E 99-92-551-2-206 AUDIT	\$6,650.00	\$952.00	\$0.00	\$5,698.00	14.32%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$15,572.00	\$0.00	\$4,428.00	77.86%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$7,000.00	\$3,203.83	\$2,280.50	\$3,796.17	45.77%
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	\$1,442.42	\$221.26	\$8,557.58	14.42%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$3,500.00	\$1,750.00	\$3,500.00	50.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$781.95	\$174.59	\$2,968.05	20.85%
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	\$961.15	\$115.22	\$5,538.85	14.79%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$1,578.25	\$54.98	\$921.75	63.13%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$579.16	\$204.69	\$2,170.84	21.06%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$1,260.98	\$484.98	\$4,239.02	22.93%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$80.55	\$17.90	\$419.45	16.11%

Account Descr	2022 YTD Budget	2022 YTD Amt	MARCH 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$14,527.07	\$0.00	\$972.93	93.72%
DEPT 551 LIBRARY	\$90,000.00	\$44,904.36	\$5,304.12	\$45,095.64	49.89%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$90,000.00	\$44,904.36	\$5,304.12	\$45,095.64	49.89%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$923.72	\$917.90	\$5,076.28	15.40%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$3,075.62	\$1,613.26	\$26,924.38	10.25%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$14,977.79	\$1,431.07	\$25,022.21	37.44%
E 99-93-551-3-373 PRINT	\$85,000.00	\$10,009.06	\$5,233.93	\$74,990.94	11.78%
DEPT 551 LIBRARY	\$161,000.00	\$28,986.19	\$9,196.16	\$132,013.81	18.00%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$28,986.19	\$9,196.16	\$132,013.81	18.00%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$7,200.00	\$7,200.00	\$21,600.00	25.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$22,000.00	\$3,711.95	\$315.95	\$18,288.05	16.87%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$21.21	\$15.22	\$2,478.79	0.85%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$10,630.44	\$2,204.67	\$19,369.56	35.43%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$11,997.29	\$4,321.14	\$30,502.71	28.23%
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	\$0.00	\$538.14	\$25.00	-\$538.14	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$26,600.00	\$0.00	\$0.00	\$26,600.00	0.00%
DEPT 551 LIBRARY	\$154,200.00	\$34,099.03	\$14,081.98	\$120,100.97	22.11%
MAJ CLS 94 LIBRARY BUILDING	\$154,200.00	\$34,099.03	\$14,081.98	\$120,100.97	22.11%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$282,006.51	\$86,142.26	\$967,993.49	22.56%
	\$1,250,000.00	\$282,543.51	\$86,627.57	\$967,456.49	22.60%

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	\$0.00	\$485.31	\$31,983.92	\$6,300.74	\$85,839.71	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	\$0.00	\$0.00	\$31,983.92	-\$31,983.92	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$485.31	\$0.00	\$657.00	\$120.00	\$537.00	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$3,600.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,600.51	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$50,792.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$50,792.28	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$485.31	\$485.31	\$38,404.66	\$38,404.66	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$340,767.04	\$339,560.21	\$968,990.20	\$968,385.46	\$2,269.40	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$867.43	\$867.43	\$1,819.90	\$1,819.90	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$30,643.47	\$30,684.09	\$96,405.68	\$96,446.30	-\$40.62	99
G 99-11210 INVESTMENTS	\$258,505.03	\$210,063.48	\$5,000.00	\$505,179.02	\$240,000.00	\$523,684.05	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$28,817.05	\$0.00	\$0.00	\$28,817.05	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	\$0.00	\$1,397.66	\$1,397.66	\$4,393.45	\$4,393.45	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$2,915.94	\$2,915.94	\$9,207.10	\$9,207.10	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,090.49	\$3,090.49	\$9,759.88	\$9,759.88	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$1,329.37	\$862.46	\$6,403.55	\$2,587.38	-\$1,700.31	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	\$2,592.24	\$2,432.62	\$9,655.54	\$7,850.84	-\$2,432.62	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$41.96	\$41.96	\$146.86	\$146.86	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$60.58	\$60.58	\$198.90	\$198.90	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,251.06	\$1,251.06	\$4,056.48	\$4,056.48	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.54	\$15.54	\$46.62	\$46.62	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$29.22	\$29.22	\$100.80	\$100.80	\$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	\$292,998.48	\$0.00	\$591,869.32	-\$591,869.32	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$86,192.68	\$50.42	\$300,033.99	\$18,027.48	\$282,006.51	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	\$681,258.16	\$681,258.16	\$1,954,896.77	\$1,954,896.77	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$681,743.47	\$681,743.47	\$1,993,301.43	\$1,993,301.43	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
752 e	03/04/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$88.32	600370065	Processing 2-25-22 Payroll
		Total	\$88.32		
766 e	03/11/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,483.19		FED/Wages Pd 3-11-22
G 99-21210		WISCONSIN WITHHOLDI	\$696.66		WI/Wages Pd 3-11-22
G 99-21230		SOCIAL SECURITY TAX	\$1,520.70		SS & MED/Wages Pd 3-11-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,520.68		SS Employer/Wages Pd 3-11-22
G 99-11160		SPECIAL CLEARING AC	\$15,033.05		DirectDep/Wages Pd 3-11-22
		Total	\$20,254.28		
767 e	03/11/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$21,093.63		Salaries & Wages/Wages Pd 3-11-22
G 99-21276		VISION INSURANCE WIT	\$5.72		Gilhams Vision Reimb/Wages Pd 3-11-22
G 99-21280		HEALTH INSURANCE WI	\$101.10		Gilhams Health Reimb/Wages Pd 3-11-22
G 99-21286		ACCIDENTAL INS WITH	\$4.38		Gilhams Accident Reimb/Wages Pd 3-11-22
G 99-21265		WI RETIREMENT	(\$1,226.55)		WRS Employees/Wages Pd 3-11-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,483.19)		FED/Wages Pd 3-11-22
G 99-21210		WISCONSIN WITHHOLDI	(\$696.66)		WI/Wages Pd 3-11-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,520.70)		SS & MED/Wages Pd 3-11-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 3-11-22
G 99-21280		HEALTH INSURANCE WI	(\$625.53)		HEALTH/Wages Pd 3-11-22
G 99-21285		LIFE INSURANCE WITH	(\$15.54)		LIFE/Wages Pd 3-11-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 3-11-22
G 99-21276		VISION INSURANCE WIT	(\$60.58)		VISION/Wages Pd 3-11-22
G 99-21286		ACCIDENTAL INS WITH	(\$29.22)		ACCIDENT/Wages Pd 3-11-22
G 99-11160		SPECIAL CLEARING AC	(\$15,073.67)		Net Pay/Wages Pd 3-11-22
		Total	\$0.00		
768 e	03/14/22	CARDMEMBER SERVICE			
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	0141	Amazon Web Services
E 99-93-551-3-371		MEDIA	\$21.09	1531	Apple
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$16.18	1785	Tipsy Cow
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$35.00	2001	M-T Chamber
E 99-93-551-3-371		MEDIA	\$126.58	2663	Gamestop
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$24.26	2715	Judi's Place
E 99-92-551-2-284		CONTRACTED SERVICE	\$87.00	3130	Mailchimp
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$28.16	359	Einstein Bagels
E 99-93-551-3-370		PROGRAMMING	\$29.98	3801	Target
E 99-93-551-3-371		MEDIA	\$15.81	4344	Apple
E 99-93-551-3-371		MEDIA	\$43.21	4432	Gamestop
E 99-93-551-3-370		PROGRAMMING	\$21.07	5646	Target
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$52.20	7707	Chuck's Place
E 99-92-551-3-303		TELEPHONE	\$25.47	7747	AT&T
E 99-93-551-3-371		MEDIA	\$63.29	7781	Gamestop
E 99-93-551-3-371		MEDIA	\$42.19	7864	Gamestop
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26	8529	Apple



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$11.00	9902	ULI Parking
		Total	\$649.09		
769 e	03/14/22	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		MAR Phone Service
		Total	\$172.62		
770 e	03/18/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27	601302530	Processing 3-11-22 Payroll
		Total	\$86.27		
776 e	03/31/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,592.24	263612	FEB 2022 WRS-Employer
G 99-21265		WI RETIREMENT	\$2,592.24	263612	FEB 2022 WRS-Employee
		Total	\$5,184.48		
777 e	03/24/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$8,432.86	36420002022	APR Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,149.96	36420002022	APR Health-Employee
		Total	\$9,582.82		
778 e	03/25/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,432.75		FED/Wages Pd 3-25-22
G 99-21210		WISCONSIN WITHHOLDI	\$701.00		WI/Wages Pd 3-25-22
G 99-21230		SOCIAL SECURITY TAX	\$1,569.79		SS & MED/Wages Pd 3-25-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,569.80		SS Employer/Wages Pd 3-25-22
G 99-11160		SPECIAL CLEARING AC	\$15,610.42		DirectDep/Wages Pd 3-25-22
		Total	\$20,883.76		
779 e	03/25/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$21,576.79		Salaries & Wages/Wages Pd 3-25-22
G 99-21265		WI RETIREMENT	(\$1,206.07)		WRS Employees/Wages Pd 3-25-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,432.75)		FED/Wages Pd 3-25-22
G 99-21210		WISCONSIN WITHHOLDI	(\$701.00)		WI/Wages Pd 3-25-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,569.79)		SS & MED/Wages Pd 3-25-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 3-25-22
G 99-21280		HEALTH INSURANCE WI	(\$625.53)		HEALTH/Wages Pd 3-25-22
G 99-11160		SPECIAL CLEARING AC	(\$15,610.42)		Net Pay/Wages Pd 3-25-22
		Total	\$0.00		
25953	03/11/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$4,321.14	4054309074	MAR Electrical and Gas
		Total	\$4,321.14		
25954	03/11/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85		Monthly 2 Copiers Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00		Admin Copier Lease
		Total	\$260.85		
25957	03/29/22	AMERICAN LIBRARY ASSOCIATION			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$298.00	4302022	MUCHIN YOUNG ALA Annual Membership



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$298.00		
25958	03/29/22	AUTISM-PRODUCTS.COM			
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$373.37	405515	Calming Room Supplies
Total			\$373.37		
25959	03/29/22	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$739.38	2036509117	Print Collection Materials
E 99-93-551-3-373		PRINT	\$80.49	2036512072	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$137.49	2036515402	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$265.17	2036515428	Print Collection Materials
E 99-93-551-3-373		PRINT	\$627.79	2036515457	Print Collection Materials
E 99-93-551-3-373		PRINT	\$143.78	2036526693	Print Collection Materials
E 99-93-551-3-373		PRINT	\$912.17	2036527812	Print Collection Materials
E 99-93-551-3-373		PRINT	\$78.74	2036542948	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$43.99	2036546133	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$799.19	2036551968	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,126.29	2036556163	Print Collection Materials
E 99-93-551-3-373		PRINT	\$286.30	2036559886	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$20.93	H59924400	Media Collection
E 99-93-551-3-371		MEDIA	\$41.26	H59948930	Medial Collection
E 99-93-551-3-371		MEDIA	\$12.63	H59978220	Medial Collection
E 99-93-551-3-371		MEDIA	\$14.33	H60010650	Medial Collection
E 99-93-551-3-371		MEDIA	\$24.50	H60031540	Media Collection
E 99-93-551-3-371		MEDIA	\$99.56	H60087620	Media Collection
E 99-93-551-3-371		MEDIA	\$33.94	H60108680	Media Collection
E 99-93-551-3-371		MEDIA	\$43.82	H60157200	Medial Collection
E 99-93-551-3-371		MEDIA	\$56.29	H60182210	Media Collection
E 99-93-551-3-371		MEDIA	\$101.05	H60218770	Media Collection
E 99-93-551-3-371		MEDIA	\$43.93	H60249290	Medial Collection
E 99-93-551-3-371		MEDIA	\$98.82	H60252310	Medial Collection
E 99-93-551-3-371		MEDIA	\$241.00	H60282150	Media Collection
E 99-93-551-3-371		MEDIA	\$49.02	H60304710	Media Collection
E 99-93-551-3-371		MEDIA	(\$25.19)	H658136CM	Medial Collection
E 99-93-551-3-371		MEDIA	\$25.19	T24095750	Medial Collection
E 99-93-551-3-371		MEDIA	\$64.77	T24096700	Media Collection
E 99-93-551-3-371		MEDIA	\$64.77	T24102780	Media Collection
Total			\$6,251.40		
25960	03/29/22	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$6.60	284358369	FEB 2022 Long Distance
Total			\$6.60		
25961	03/29/22	CLEAN SOURCE LLC			
E 99-94-551-2-282		JANITORIAL SERVICE	\$7,200.00	013122-FLW	Qtly Janitorial Service (1 of 4)
Total			\$7,200.00		
25962	03/29/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$41.96	1751211	APR Dental-Employee
G 99-21276		VISION INSURANCE WIT	\$54.86	1753899	APR Vision-Employee



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$96.82		
25963	03/29/22	ENVISIONWARE, INC.			
E 99-92-551-2-284		CONTRACTED SERVICE	\$2,186.90	58155	Annual Self Check Kiosk Support
Total			\$2,186.90		
25964	03/29/22	FANTASY FLOWERS			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$62.00	3671	Flower Arrangement
Total			\$62.00		
25965	03/29/22	FINDAWAY WORLD LLC			
E 99-93-551-3-371		MEDIA	\$49.99	379442	Media Collection
Total			\$49.99		
25966	03/29/22	GECRB/AMAZON			
E 99-94-551-3-374		COVID TEMPORARY SU	\$25.00	43437945464	Covid Supplies
E 99-92-551-3-301		PROCESSING SUPPLIES	\$16.94	43733646938	Processing Supplies
E 99-93-551-3-373		PRINT	\$16.82	43854564566	Print Collection
E 99-92-551-2-286		COMPUTERS	\$113.83	43856546935	Technology
E 99-93-551-3-370		PROGRAMMING	\$5.99	44847964949	Programming Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$31.24	44936654484	Building Supplies
E 99-93-551-3-373		PRINT	\$16.78	45799598773	Print Collection
E 99-93-551-3-372		E CONTENT	\$14.99	46378647959	Kindle Title
E 99-92-551-2-286		COMPUTERS	\$28.99	46456458686	Technology
E 99-93-551-3-372		E CONTENT	\$12.99	46568333369	Kindle Title
E 99-93-551-3-370		PROGRAMMING	\$40.45	46868643936	Programming Supplies
E 99-93-551-3-373		PRINT	\$23.56	46968544539	Print Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$52.47	47898436389	Office Supplies
E 99-93-551-3-373		PRINT	\$30.40	49665898349	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$19.85	49843569796	Programming Supplies
E 99-93-551-3-373		PRINT	\$18.84	54796799688	Print Collecion
E 99-93-551-3-370		PROGRAMMING	\$9.36	55598443775	Programming Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$243.67	56335479988	Building Supplies
E 99-93-551-3-371		MEDIA	\$59.00	57878847439	Video Game Collection
E 99-93-551-3-372		E CONTENT	\$14.99	58367388776	Kindle Title
E 99-93-551-3-372		E CONTENT	\$5.99	59748664548	Kindle Title
E 99-92-551-3-301		PROCESSING SUPPLIES	\$23.05	59948689435	Processing Supplies
E 99-92-551-3-301		PROCESSING SUPPLIES	\$14.99	63539768856	Processing Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$12.99	64358589786	Restricted Gift-Commuity Foundation
E 99-92-551-2-286		COMPUTERS	\$25.99	64674368378	Technology
E 99-93-551-3-373		PRINT	\$13.31	67965378969	Print Collection
E 99-94-551-3-306		JANITOR SUPPLIES	\$12.37	69447678638	Janitor Supplies
E 99-92-551-2-286		COMPUTERS	\$24.74	69565574847	Technology
E 99-93-551-3-370		PROGRAMMING	\$9.45	73774496596	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$32.17	74676844789	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$17.22	74797559443	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$27.71	75877358449	Technology
E 99-94-551-3-308		BUILDING SUPPLIES	\$13.69	78985688499	Building Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$118.78	78997787783	Building Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	79985589737	Kindle Title



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-300		OFFICE SUPPLIES	\$49.20	84443569398	Office Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$98.95	87968349446	Restricted Gift-Community Foundation
E 99-94-551-3-306		JANITOR SUPPLIES	\$2.85	89547893398	Janitor Supplies
E 99-93-551-3-373		PRINT	\$54.92	93989355637	Print Collection
E 99-93-551-3-370		PROGRAMMING	(\$25.23)	94848476794	Programming Supplies
E 99-93-551-3-372		E CONTENT	\$13.99	95333875796	Kindle Title
E 99-92-551-3-300		OFFICE SUPPLIES	\$13.55	95588647787	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$25.23	99834593895	Programming Supplies
		Total	\$1,397.06		
25967	03/29/22	ILLINOIS LIBRARY ASSOCIATION			
E 99-93-551-3-370		PROGRAMMING	\$683.86	207693	Summer Reading Supplies
		Total	\$683.86		
25968	03/29/22	JERRY VETTER			
E 99-94-551-3-308		BUILDING SUPPLIES	\$933.00	03092022	Handyman Services
		Total	\$933.00		
25969	03/29/22	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,353.13	501757899	FEB 2022 Hoopla
		Total	\$1,353.13		
25970	03/29/22	MILWAUKEE ALARM COMPANY			
E 99-94-551-3-308		BUILDING SUPPLIES	\$299.00	238138	New Install Wireless Modules
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$315.95	238139	Central Station Monitoring
E 99-94-551-3-308		BUILDING SUPPLIES	\$170.00	239039	Alarm Service Call
		Total	\$784.95		
25971	03/29/22	MONARCH LIBRARY SYSTEM			
E 99-93-551-3-370		PROGRAMMING	\$48.50	415721	Storywalk Supplies
		Total	\$48.50		
25972	03/29/22	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$224.13	AR163301	FEB 2022 Copy Charges
		Total	\$224.13		
25973	03/29/22	PIEPER POWER			
E 99-94-551-3-308		BUILDING SUPPLIES	\$395.29	824150	Electrical Service
		Total	\$395.29		
25974	03/29/22	PIGGLY WIGGLY			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$31.01	1077780842	Staff Day
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$20.90	23011131224	Friends Group Info Session
		Total	\$51.91		
25975	03/29/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$24.84	42022-A	APR Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$80.09	42022-L	APR Life-Employer
G 99-21285		LIFE INSURANCE WITH	\$15.54	42022-L	APR Life-Employee
		Total	\$120.47		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
25976	03/29/22	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$17.90	6098445	FEB 2022 Placements
		Total	\$17.90		
25977	03/29/22	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$115.20	13676	Bruce WLA Dues
		Total	\$115.20		
		11110 HARRIS GF -CHECKING	\$84,134.11		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$485.31
99 F. L. WEYENBERG LIBRARY FUND	\$83,648.80
	\$84,134.11

STATISTICAL SUMMARY

[illegible]

[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										5
2022 attendance	0	1	63										64
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	4										14
2022 participants	13	72	95										180
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										36
2022 attendance	144	266	559										969
Drop In Childrens Program:	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

[illegible]

2021 Activity Report

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
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
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
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
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
Exterior 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	246	352	598
2021	320	322	427	452	454	509	537	778	503	427	448	378	5,555
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	13,884	11,635	12,821	11,677	10,172	145,682
2020	11,690	11,636	6,245	0	0	4,229	7,596	8,544	8,083	8,217	7,212	7,071	80,523
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	8,004	106,783
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	16	20	22	18	18	14	11	13	20	21	18	13	204
attendance	154	115	315	255	169	143	131	106	195	274	270	110	2,237
2020	13	17	8	8	4	6	5	4	7	9	6	2	89
attendance	111	222	63	72	21	67	51	18	42	64	44	12	787
2021	6	9	6	9	7	8	7	8	11	11	11	9	102

2021 Activity Report

attendance	86	56	45	58	37	58	30	30	102	60	62	39	663
Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	2	1	4	4	1	1	1	1	2	1	3	1	22
participation	167	109	164	205	88	80	115	102	142	101	239	63	1,575
2020	2	1	4	0	0	0	0	0	1	3	3	1	15
attendance	183	147	169	38	58	37	6	16	21	57	45	80	857
2021	2	0	1	0	0	1	1	1	2	1	6	2	17
attendance	86	22	136	27	35	68	55	43	178	21	164	77	912
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
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
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	1438	1500	1014	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
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	1046	1184	869	622	1089	763	764	8,264

2021 Activity Report

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
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
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
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
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
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
Quick Pickup Appointments	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2020	0	0	0	226	961	1,140	176	92	74	68	70	72	2,879
2021	81	90	50	38	22	20	25	28	41	47	45	45	532

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213
2020	1,145	1,151	811	1,376	2,013	856	1,073	1,460
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	13,884
2020	11,690	11,636	6,245	0	0	4,229	7,596	8,544
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	16	20	22	18	18	14	11	13
attendance	154	115	315	255	169	143	131	106
2020	13	17	8	8	4	6	5	4
attendance	111	222	63	72	21	67	51	18
Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	2	1	4	4	1	1	1	1
participation	167	109	164	205	88	80	115	102
2020	2	1	4	0	0	0	0	0
participation	183	147	169	38	58	37	6	16
Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	2	2	5	3	2	9	5	1
attendance	7	7	33	7	3	430	83	0
2020	0	1	3	0	0	2	1	2
attendance	0	1	30	0	0	14	11	35
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	3	2	4	5	1	1	2	2
participation	72	57	82	115	58	141	52	53
2020	2	2	4	0	1	6	8	2
participation	39	82	111	0	5	138	119	42
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	17	29	26	34	27	29	28	25
attendance	372	731	840	794	954	1438	1500	1014
2020	18	25	15	17	12	5	6	1
attendance	619	755	370	801	544	337	469	155
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	3	2	4	5	2	3	5	1
participation	420	271	354	342	510	421	550	270
2020	4	3	4	4	0	10	11	8

participation	356	315	283	47	24	289	313	318
Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	17	9	11	10	3	5	13	8
2020	10	19	9	0	0	6	17	23
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug
2019	38	37	26	31	22	27	38	34
2020	47	42	n/a	0	0	0	0	20
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug
2019	38	36	28	38	26	15	24	37
2020	36	30	n/a	0	0	0	0	18
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug
2019	85	88	140	109	97	160	145	122
2020	95	91	67	35	30	63	88	103
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818
Items Received from Other System Member libraries for our patrons					May	June	July	Aug
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420

Sept	Oct	Nov	Dec	YTD
23,781	25,583	23,730	22,392	306,973
21,961	22,825	21,760	20,146	213,031
Sept	Oct	Nov	Dec	YTD
3,747	3,626	3,731	3,876	45,311
5,062	5,268	5,168	5,094	61,060
Sept	Oct	Nov	Dec	YTD
1,682	1,263	1,452	986	17,014
1,315	1,235	1,193	763	14,391
Sept	Oct	Nov	Dec	YTD
1,591	1,605	1,493	1,526	21,911
1,424	1,415	1,118	1,170	15,085
Sept	Oct	Nov	Dec	YTD
11,635	12,821	11,677	10,172	145,682
8,083	8,217	7,212	7,071	80,523
Sept	Oct	Nov	Dec	YTD
20	21	18	13	204
195	274	270	110	2,237
7	9	6	2	89
42	64	44	12	787
Sept	Oct	Nov	Dec	YTD
2	1	3	1	22
142	101	239	63	1,575
1	3	3	1	15
21	57	45	80	857
Sept	Oct	Nov	Dec	YTD
1	1	2	0	33
18	0	41	0	629
0	1	2	1	13
0	0	16	0	107
Sept	Oct	Nov	Dec	YTD
2	2	2	3	29
87	81	56	70	924
2	3	4	1	35
19	30	30	28	643
Sept	Oct	Nov	Dec	YTD
19	28	28	18	308
572	894	787	489	10,385
9	9	8	6	131
336	177	129	109	4,801
Sept	Oct	Nov	Dec	YTD
2	2	2	4	35
444	528	728	479	5,317
7	6	6	8	71

235	267	211	300	2,958
Sept	Oct	Nov	Dec	YTD
4	8	17	19	124
16	25	22	19	166
Sept	Oct	Nov	Dec	YTD
31	40	28	31	383
21	36		21	187
Sept	Oct	Nov	Dec	YTD
34	38	38	37	389
32	26	19	18	179
Sept	Oct	Nov	Dec	YTD
124	98	98	73	1,339
73	67	78	51	841
Sept	Oct	Nov	Dec	YTD
3,634	3,861	3,329	2,989	43,465
3,297	3,353	2,840	2,937	33,278
Sept	Oct	Nov	Dec	YTD
3,881	4,263	3,640	3,732	47,768
4,745	4,629	3,859	4,320	44,622

Date: April 14, 2022

To: Frank L. Weyenberg Board of Trustees

From: Rachel Muchin Young

Re: Director's Report, April 2022

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 3/18, 3/25, 4/1
- RECURRING: Rotary Meetings, 3/22, 3/29, 4/5
- Friends Organizational Meeting, 3/17
- Hook, Yarn & Stitch – Virtual, 3/17
- MLS ILS Committee, 3/22
- MLS Public Information Workgroup, 3/22
- Mequon-Thiensville Historical Society, 3/23
- WLA Inclusive Services SIG, 3/24
- Hook, Yarn & Stitch – In Person, 4/7
- Fine Arts Event: Caravan Gypsy Swing Ensemble, 3/27
- Willowbrook Library Time, 4/4
- MLS Governance Committee, 4/5
- MLS RFID Implementation Committee, 4/6
- FLWL Advocacy Committee, 4/7
- Evening Readers, 4/11
- FLWL Personnel Committee, 4/12
- MLS Directors Council, 4/14
- Trained New Page
- Regular and As-Needed Adult and Children's Reference Desk shifts
- As-Needed Circulation Desk shifts, and other tasks

PERSONNEL & CONTINUING EDUCATION

We happily welcomed Amanda Kloppmann back to the Library following maternity leave.

Staffing issues have resulted in many tasks being temporarily re-assigned in both Patron Services and Access Services.

Ashley has hired a new Patron Services Librarian who will start May 16, following her graduation from UW Madison's School of Library and Information Services.

Amanda is reviewing job responsibilities and scheduling of the Access Services Department. Changes will be implemented in the coming weeks and months. Ultimately, this will result in a better trained and more versatile staff. Meanwhile, everyone is helping in Access Services as their schedules allow.

One of our new Access Services Associates resigned to take a full-time position on the West Coast. Amanda and I interviewed three candidates for the AS Associate position and hope to announce at our meeting Wednesday, that one has been hired.

OPERATIONS ACTIVITIES:

Unique Management, the collection agency we use, is raising their placement fee \$2.70, from \$8.95 to \$11.65, so we have raised our Collection Agency fee to cover the increase. We will raise the fee we charge accordingly. As a reference point, Unique Management has recovered \$60,608.75 in cash and material for us. We have paid \$9,916.00, for an ROI of \$6.11 for each dollar invested.

We were notified that our book vendor, Baker & Taylor, has now solved their processing issues. In light of our change in staffing we will give their processing services another try.

We once again had plumbing issues, coincidentally four-years to the day after the Great Flood of 2018. Fortunately, this time there was no interior damage, but we did need to have the sewer lateral repaired. We have filed an insurance claim. Attached is a lengthier explanation of the timeline and progress.

PROGRAMMING:

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

The Community Art Show was well-received. We are hoping that next year we will get even a greater response from MTSD Art Teachers so we can expand the Show.

Mark your calendars for Cultural Conversations:

- April 24: Kate Erickson, Where Do Native Americans Fit in American Society?
- May 1: Erica Turner, How to Talk About Race

Our new book discussion group, the *Evening Readers*, is off to a fine start. I look forward to this monthly group continuing well into the future (second Monday of each month, 6pm).

OTHER:

City Hall staff are in contact with us regarding the parking lot project. We do not yet know when the work will be done. In addition to repaving the lot, lighting will be improved.

I have been in contact with the artist who created an art feature for the entrance to a Maryland library. We are now working to develop a design so he can provide a quote.

Craig and I met with a contractor about replacing our HVAC Control System. While the system is more expensive than we anticipated (pre-pandemic), we should be able to cover the cost this calendar year with minor budget amendments (moving money from various budget lines, particularly savings in personnel lines, and not using any of our fund balance). We hope to have the proposal by our meeting date.

Plumbing issue, March 28, 2022

Monday, March 28, the first-floor toilets stopped flushing. There was some water on the floor in the men's room. We locked the restrooms and posted signs. We called the plumber (Boehlke Hardware). The plumber came out that afternoon, did what he could, but ultimately determined that he did not have the equipment to reach the clog.

We then called Roto-Rooter, who came out (after hours) and found the clog 20' to 25' feet from the manhole in the street (just to the west of the sidewalk). They were able to clear enough gravel from the pipe so water flowed through it. They said they'd get someone out Tuesday with a camera.

Tuesday, March 29, Roto-Rooter came out with a camera and discovered the lateral was again blocked with gravel. We then called the City Sewer and Water Utility/Public Works. City came out and assessed the situation. They pulled out gravel from the lateral, but it kept refilling. They determined the lateral had been breached, and they recommended we not use any water, so we closed at 6:30pm Tuesday, and remained closed Wednesday and Thursday.

Tuesday evening I called Grunau and they said they'd send out someone Wednesday morning, March 30, which they did. They identified the location of the blockage, and told us they'd be back to repair the lateral Thursday morning.

Meanwhile, Grunau said the breach could not have been caused by any faulty material or installation. They suggested that it may have been caused by other construction (sidewalks, street, sign installation). I told them that the sign and the sidewalk pre-date the lateral installation, and that no work has been done on this segment of Cedarburg Road. They then suggested that the damage may have been caused by "horizontal boring" and that we would not necessarily know that was occurring.

I spoke with Tim Weyker from Public Works and relayed Grunau's message. They said while horizontal boring may have occurred, they know nothing about it. They also noted that they could not find a permit for the work done in 2018.

Thursday, March 31, Grunau came with their excavator, dug down to the pipe and repaired it, then back-filled the hole. At that point we saw that there was a "Y" pipe installed, when it should have been a straight pipe. Tim Weyker said the City Plumbing Inspector would never have signed off on that.

I contacted R&R Insurance and filed a claim. We do not have total costs, but we've already exceeded our \$1,000 deductible.

Talked to Sal Angelo at Grunau, 4/5/22, re: what happened. Said they put the Y in to reroute while we were dealing with the flood in 2018. They said Roto-Rooter must have gone up the Y thinking they hit the clog. Instead, they blew through the Y and that is what caused the clog. Sal said they never pulled a permit and he would contact the city regarding rectifying the situation (paying the fine for not pulling the permit at the time).

Spoke with John Seibel, Claim Specialist at MPIC. He requested photos, but from what I told him, he thinks this issue is caused by Grunau. He is not sure our insurance covers this. We received a letter dated April 11, stating that the claim has been resolved (denied) and is closed.

Sewer Gas smell remained in the library (present in second floor restrooms and kitchen) during the week of April 4. We ran water through the pipes and it seems to have helped.

Tim Weyker and I have discussed the lack of a permit for the original work. He is going to discuss this with the plumbing inspector and get back to me.

The bills currently total \$6,477.25, though we have not yet received the bill from the plumber.

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

- We have received our draft audit reports for 2021 from Wendi Unger, CPA at Baker Tilly and the Library's regular auditor. All materials received were in line with our expectations and matched the Library's internal financial records. We have sent our Management Discussion and Analysis, as we are required to do as part of the audit process, and are awaiting the final reports. Once that is done, we will have the auditors present their findings to the Finance Committee and provide the written reports to the Board.
- We met with Andy Hoppe and Jim Jensen of Advanced Chiller Services regarding the library's HVAC controls system. We were able to narrow down what our priorities and specific needs were, and have received a proposal that is workable within the Library's 2022 operating budget, potentially utilizing the savings from Salaries & Benefits due to staff vacancies. The proposal is included in this packet.
- We continue the utilization and the expansion of our SharePoint services. The Monarch IT department informed us that the Weyenberg is the biggest utilizer of SharePoint thus far, and are pleased we're taking advantage of it. Following the presentation to the Board of Trustees last month, I've been invited to do similar presentations for the Monarch Board and other interested libraries, to demonstrate how they can best take advantage of what SharePoint can do.
- With all shared files now on SharePoint, we no longer need the internal server in the Library, and it will be decommissioned shortly. The remaining functions of the internal server, including assigning IP addresses and inter-office computer connections, can be managed by Monarch's IT department, eliminating the need for expensive hardware and upkeep for the Library.
- In order to increase the security of Library accounts and to protect potentially sensitive information, we will be enabling two-factor authentication on all individual accounts shortly. We will not be doing this for shared accounts at this time, due to the practical issues behind sharing an authenticator device among more than one person. This change will prevent unauthorized persons from accessing an account, even if the individual's login information, including password, is stolen.
- To further increase security, we have also begun to utilize the password manager Bitwarden to manage and share passwords to Library accounts. This means that we will no longer have Library staff saving passwords in an insecure manner (written notes, unsecured files, etc) and can share passwords to shared resources securely as well. As Enterprise users, we will also be assured that we can access an employee's passwords if they are ever no longer to do so.

- A monthly meeting of the Monarch IT workgroup took place on April 7, 2022. Among the relevant issues discussed at this meeting were the persistent problem of notifications sent to Gmail addresses being bounced back. Monarch IT is blaming the problem on Gmail's increased security protocols, and is waiting for Gmail to relax them in order for the problem to resolve itself. At current, there is no ETA on a potential fix.
- The Monarch office has also begun the purchasing of RFID equipment, made possible by funds awarded via the American Rescue Plan Act, and is in the initial discussion phase of how to train Libraries for their use and implement the system. Other Monarch committees will need to make decisions on how best to utilize the purchased items and what collection materials should be tagged and have top priority, as there is not enough available money to tag all items.
- Due to an issue with the reporting company, wireless internet statistics were unavailable from March 17 through April 4. The company has resolved issues and are implementing failsafe procedures to prevent it from happening again.
- The renovations to the Community Room have been scheduled, the installation of the carpeting will take place on May 31st and the painting will take from June 5 through 10. The furniture will arrive as soon as the manufacturer can ship it. This project is made possible thanks to the Weyenberg Public Library Foundation.
- The monthly update from the MMAC took place on April 11.

Date: April 20, 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:

- Updated FLW catalog home page lists and rotating displays, 3/23
- In-person interviews for Patron Services Librarian position, 3/25, 3/26, 3/30
- Passive Program: Spice of the Month Kit, 3/29, 4/1
- Program: Genealogy Interest Group, 4/2
- Book a Librarian appointments, 4/6, 4/13
- Program: The Retirement Classroom, Social Security and Taxes in Retirement, 4/12
- Program: Setsuko's Secret Author Event, 4/13
- Program: M-T Community Book Club, 4/19
- Program: The Retirement Classroom, Getting to Know Medicare, 4/19
- Ordered Collection Materials, 3/21, 3/28, 4/4, 4/11, 4/18

MONTHLY STATISTICS

-Our eCirculations and eCollections statistics look great for March 2022. Our March eCircs were higher than our 2021 number, with about 150+ more checkouts. Our eCollections numbers were higher than our 2021 number, with about 350+ more searches/logins.

-Reference statistics were slightly down for March 2022 in comparison to March 2021, but it is higher compared to February 2022.

-The Digitization Lab had 27 reservations in March! Most of April is already reserved and I have some going into May.

-Our drop-in programming numbers continue to be great across all ages and our in-person programs numbers did well in March too. We have seen an increase in attendance at our regular programs and people are now lingering at and participating in our drop-in activities at a higher number.

OTHER TASKS & TIDBITS

-I have hired a new Patron Services Librarian, Kerry Billings! Kerry is currently finishing up her Master's degree in Library Science at UW-Madison and will join us in May after she graduates. We are very excited to have her as part of the Patron Services team.

-During National Library Week, we had a guest storyteller, Rep. Deb Andraca. We had an amazing attendance of 75 people at the storytime. Rachel and I had to do crowd-control during the craft portion of the event, but it was nice to have so many people at an event, both new and regular attendees.

-The Friday of National Library Week, we had the Monarch Bookmobile in the library parking lot for two hours in the morning. Quite a few patrons did stop in at the Bookmobile, which was a great opportunity for system staff to talk to our community members about their services and for people to experience a different type of library.

-The Calming Room is almost complete! We added two small bookcases to hold some of the sensory items, but we still need to get some board books for the room. We also need to create signs for the room before we open it to the public, but in the next week or two, I expect we will be all done.

-We are starting to get back to the level of programming we were doing pre-pandemic. March and April both had at least 1 program almost every day of the month and May is looking to be busy, as well.

-The Summer Reading program is moving along. The Patron Services Librarians have been scheduling school visits, which will begin next week and go into May. I have been working on scheduling special events and creating the reading logs the last few weeks.

UPCOMING LIBRARY PROGRAMS

- Genealogy Interest Group (monthly, in-person)
- M-T Book Club (monthly, in-person)
- Evening Readers Book Club (monthly, in-person)
- AM Hook, Yarn & Stitch Club (monthly, in-person)
- PM Hook, Yarn & Stitch Club (monthly, virtual)
- Spice of the Month Kits (monthly)
- Philosophers in the Midst of History (quarterly, in-person)
- Cultural Conversations (in-person, April & May)
- Identity Theft: Protect and Prevent (in-person, May)
- Internet Safety for Children (in-person, May)
- Earth Day Documentary "Ice on Fire" (in-person, April)

- Teen Take & Make Kits
- Teen Exam Cram (in-person, March & June)
- What's the Hullabaloo (in-person, March)
- Community Sights Scavenger Hunt (virtual, March & April)
- Lakeshore 7th Grade School Visit (off-site, in-person, April)

- Make It! Craft Kits (monthly)
- Make It! STEAM Kits (monthly)
- Family Storytimes on Tuesdays & Wednesdays (weekly, in-person)
- Monday LEGO Club (monthly, in-person)
- Saturday LEGO Club (monthly, in-person)
- Parachute Play (monthly, in-person)
- Crazy 8s Math Club (March, 8 sessions, in-person)
- Community Youth Art Show (mid-March for 5 weeks, Artists' Reception on March 17)
- The Bad Guys Movie Launch Party (in-person, April)
- May the 4th Be With You: A Star Wars Day Party (in-person, May)



April 14, 2022

Craig Jacobson
Business Manager
Frank L. Weyenberg Library
11345 N. Cedarburg Road
Mequon, WI 53092

Subject: Existing Obsolete Trend Control System Controls Retro-fit

Dear Mr. Jacobson,

Advanced Chiller Services is pleased to provide you a proposal to service your subject equipment. This work will replace the existing DDC control system and replace it with a new Carrier Open system. The work included is as follows:

1. Replacement of all existing BAS controllers listed below with Carrier Open controllers
2. Provide Carrier IVU 7.0 web-based server
3. Provide custom graphics
4. Provide alarming and trending
5. Re-commission of control system.
6. Training

Controllers to provide service to the following equipment:

- 1- VAV controllers (35)
- 2- AHU plant control (1)
- 3- Boiler plant control (1)
- 4- Exhaust fans (5)

The price for the above service is..... **\$59,950.00**

Pricing does not include:

- a. Taxes and permits
- b. Existing dampers or valves that are not working properly
- c. Voltage over 24 volts

Thank you for the opportunity to present this quote. Prices are valid for 30 days from the letter date. Prices are based upon straight time labor and standard shipping only. Prices do not include any applicable taxes. If you have any questions, or require additional information, please do not hesitate to contact me at 414-899-4641.

Regards,

Jim Jensen
Director of Service
Advanced Chiller Services, LLC

*S46W32298 Highview Rd. Waukesha, WI 53189
Email jjensen@achillers.com
Cell 414-899-4641*

i-Vu[®] Building Automation System

Total Control and Comfort for Your Building



i-Vu® Building Automation System (BAS)

Comprehensive Building Management & Control



The i-Vu® building automation system from Carrier transforms equipment and controls into an optimized system that is easy to understand, monitor, regulate, and change.

- Manage your building from anywhere, at anytime.
- Gain insights with powerful graphics and dashboards.
- Proactively respond to issues with integrated alarming.
- Pinpoint anomalies with built-in trends.
- Schedule spaces to save energy when rooms are not in use.

The i-Vu BAS also offers seamless integration to third party subsystems and enterprise software applications.

- Connect lighting systems, variable speed drives, and power meters.
- Pull in weather reports, third party schedules, utility data, and more.
- Achieve centralized control through a single user interface.

Facilities staff can connect locally — through a wall-mounted touchscreen interface in the building — or remotely from any web-enabled device.

The i-Vu BAS also supports a wide variety of room sensors and occupant interfaces to sense and manage comfort in the space. Available in both wired and wireless versions, these devices:

- Feature contemporary designs and neutral colors to match any decor.
- Display current comfort conditions, including temperature, humidity, and indoor air quality.
- Allow occupants to adjust temperature setpoints or initiate occupancy overrides.



The i-Vu Building Automation System enables web-based and local access for both facilities staff and building occupants to deliver total system and comfort control.

Open and Flexible Controls Designed to Meet Any Building Application



Total control begins with the fundamentals. Our i-Vu® controllers range from application-specific to general purpose and support plug-and-play connectivity to the i-Vu BAS.

- Flexible – can be factory-installed or field-mounted on your HVAC equipment
- Open - supports the native BACnet protocol and are BACnet Testing Laboratories (BTL) certified
- Scalable – build small or large systems easily

Our i-Vu general purpose controllers are fully programmable, and also support:

- Multiple I/O configurations for accomplishing both common and custom HVAC control strategies
- An extensive application library of control sequences for the most common applications
- Customized control logic using our SNAP graphical programming tool

i-Vu control solutions are also available for optimizing chiller and central plants. These solutions include integrated i-Vu dashboards for providing real-time and historical performance data.

Carrier® ChillerVu™ - Coordinates control of an entire chiller plant, including chillers, pumps and towers.

Chilled Water System Optimizer - Helps improve the efficiency of an entire chilled water system, including air handling units, fan coils and other chilled water distribution equipment. Energy savings in the range of 3% to over 20%¹ are possible.

Open Service The “Carrier Controls Expert” Advantage

Protect your investment in the i-Vu building automation system by choosing a factory-authorized Carrier Controls Expert Certified Contractor.

The Carrier Controls Expert program trains and certifies an elite class of HVAC contractors who install and service the i-Vu building automation system in commercial buildings.

Through thorough training of their specialized service technicians — and ongoing testing at various Carrier Controls Expert training centers — certified contractors maintain extensive knowledge of the i-Vu building automation system and its components.

This serves to maximize the value of your systems, to optimize the performance of your facility, and to protect your investment in equipment and controls.

Select your choice of Carrier Controls Experts in your area, and you'll be sure your installer has the expertise and backing of Carrier whenever they serve your facility.



www.carrier.com/controls-experts

¹The Optimizer algorithm was evaluated using computer driven modeling and simulations, and at field test sites. Actual savings will vary based on local climate zone, local weather conditions, building type and envelope performance, operating schedules, air-side HVAC system type, chiller type, baseline control strategy and other variables.

i-Vu® Building Automation System

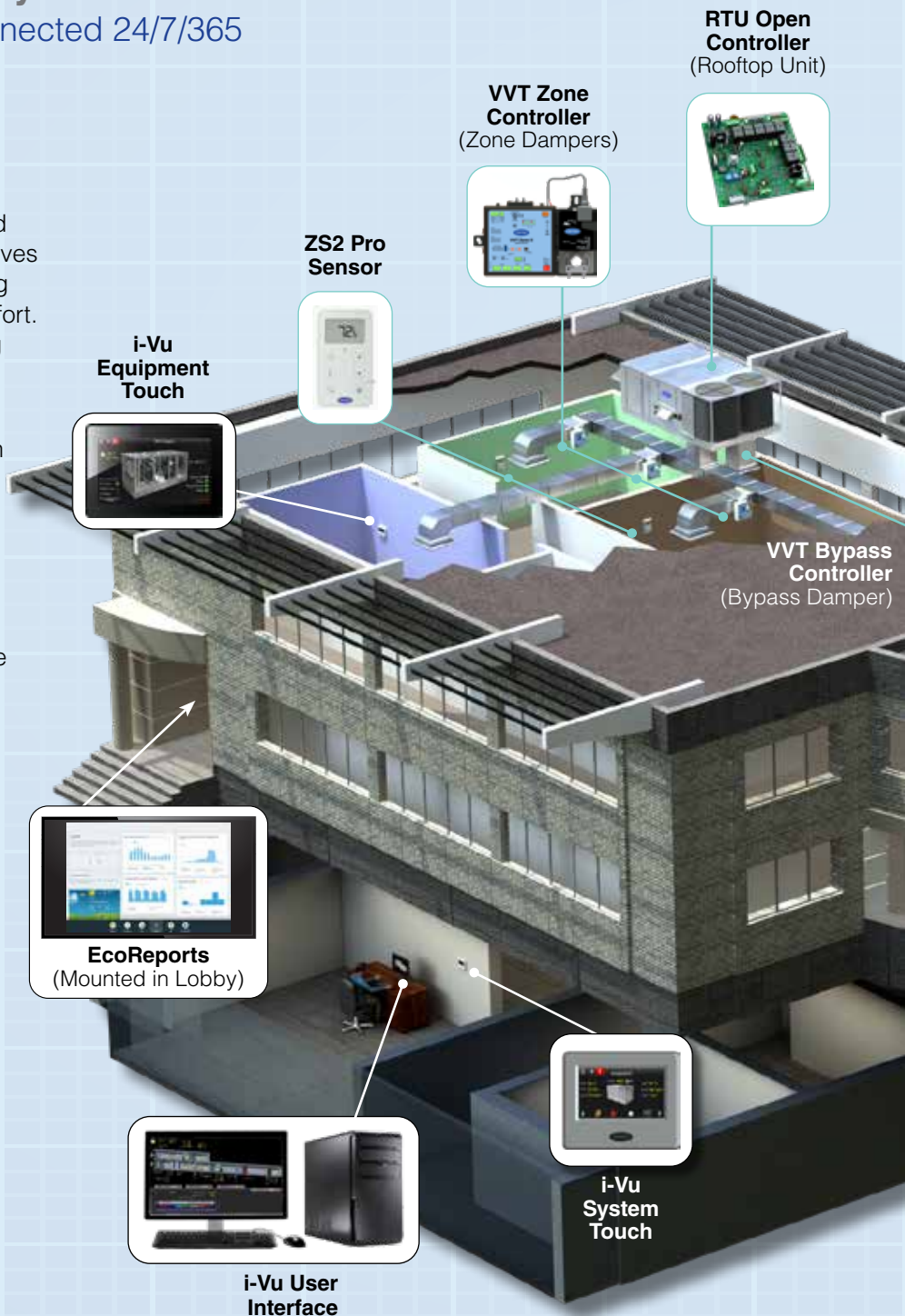
Components That Keep You Connected 24/7/365

The i-Vu® building automation system (BAS) brings the big picture into sharp focus with a 360° view of your building's entire operation.

With its ability to communicate with HVAC and ancillary system components, the i-Vu BAS gives you a real-time consolidated view of operating conditions, energy usage and occupant comfort. As a result, you'll know precisely what's going on... and why.

Regardless of the control type or equipment manufacturer, the i-Vu BAS is your connection for seamless, comprehensive and flexible control of all systems in your building.

- Easy to install and commission
- Pre-engineered control programs simplify system set-up and minimize the need for field programming
- Built-in system strategies eliminate the need for expensive system coordination modules
- Engineered for a variety of energy saving strategies
- Intuitive, graphic-rich i-Vu user interface keeps you connected to your facility from any web-enabled device or locally through a wall-mounted touchscreen
- Unique graphics for individual system components give users total insight and control
- General purpose controllers enhance flexibility and support custom graphical programming





UC Open XP
(AHU)



TV-MPC XP
TV-MPC XP I/O
(AHU)



VAV Zone Controller
(Air Terminals)



i-Vu
BACnet Link
(Lighting Integration)



ZS2 Pro
Sensor



BACnet
Thermostat
(Plus)



CONTROLS EXPERT



Web-Enabled
Tablet

CENTRAL PLANT



Carrier® ChillerVu™
Optimizer
(Plant Optimization)



Carrier® ChillerVu™
(Plant Control)

Advanced Energy Analysis & Reporting

Carrier EcoReports™ Software Helps Increase Efficiency & Sustainability

Make energy savings and resource conservation top priorities in your building by adding EcoReports software to your i-Vu building automation system. Available in two versions, this powerful reporting package leverages data from the i-Vu system to give you an enhanced view of energy performance.

- Visualize energy usage and costs using pre-built dashboards to help identify problem areas and uncover opportunities for improvements.
- Share insights throughout your organization and deliver key findings to any stakeholder.
- Engage occupants with compelling public energy dashboards that tell your building's efficiency and sustainability story, and encourage teams across your organization to collaborate around shared sustainability goals.
- Showcase your buildings' unique green features and smart building technologies alongside live performance metrics.



Comprehensive Expertise

Carrier Equipment, Controls and Service Offer Proven Reliability



CONTROLS EXPERT

Carrier provides a complete line of HVAC equipment for commercial buildings, as well as powerful i-Vu® controls that come factory-installed on Carrier equipment for cost savings and ease of set-up.

Our advanced i-Vu controls integrate seamlessly with Carrier HVAC equipment. They also feature built-in control programs, which are engineered by Carrier equipment experts with efficiency, energy savings, and optimum equipment performance in mind.

This helps ensure that all components work together as a complete system.

With the renowned reliability and efficiency of Carrier products, the precise and flexible capabilities of i-Vu controls, and the unparalleled access provided by the i-Vu building automation system, your facility can achieve maximum operational performance while your Carrier Controls Expert certified contractor can provide complete peace of mind.

So whatever and wherever the application, the i-Vu building automation system responds with the industry-leading excellence that is synonymous with the name Carrier.

i-Vu® Building Automation System

Components

i-Vu® Web User Interfaces



i-Vu Standard and Plus



i-Vu Pro 5, i-Vu Pro 32
i-Vu Pro 750, i-Vu Pro
Unlimited

Energy Reporting



EcoReports™
Analytics and
Reporting

Touchscreens



i-Vu TruVu™ ET
Displays
(4", 7", 10")



i-Vu Equipment
Touch



i-Vu System
Touch

Networking and Integration



i-Vu XT BACnet Router



i-Vu XT BACnet Link



i-Vu CCN Router



UPC Open



i-Vu CCN Link

Carrier Equipment with Factory-Installed i-Vu Control Options



48/50 Series RTUs



39 Series AHUs



40 Series
Unit Ventilators



42 Series
Fan Coils



50 Series
WSHPs



VAV/VVT Air Terminals
35 Series (single duct)
45 Series (parallel/series fan)



30 Series
Air-Cooled Chillers



19, 23, and 30 Series
Water-Cooled Chillers

Communicating Space Sensors

Combination Sensing



ZS
Standard

ZS
Plus

ZS
Pro

ZS
Pro-M

ZS
Pro-F



Wireless
Standard



Wireless
Plus



Wireless
Pro-F

Application-Specific Controls

HVAC Equipment



BACnet
Thermostat
Standard



BACnet
Thermostat
Plus



Connect stat



RTU Open

Zoning



Smart Valve
Pressure Independent



VAV Zoning



Smart Valve
Pressure Dependent



VVT Zoning

General Purpose Controls



AppController



UC Open



UC Open XP
UC Open XP 10



TruVu MPC
Processor



TruVu MPC XP
Expanders



Carrier
ChillerVu™



Chilled Water
System Optimizer

Plant Control

i-Vu® Building Automation System



For more information, visit

www.carrier.com/ivu

or

**contact your local
Carrier Controls Expert.**

Controls Expert Locator:

www.carrier.com/controls-experts



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incurring obligations. Trademarks are properties of their
respective companies and are hereby acknowledged.

**JUNIOR WOMAN'S CLUB OF MEQUON-THIENSVILLE
PHILANTHROPIC DONATION COMMITTEE FUNDING
APPLICATION**

Organization Name and Address:

**Frank L. Weyenberg Library of Mequon-Thiensville
11345 North Cedarburg Road, Mequon, WI 53092**

Are you a 501(c) (3) organization (Y/N)? **Yes** Dollar amount requested: \$ **2,000.00**

Contact Name: **Rachel Muchin Young**

Contact Email and Phone Number: rmuchinyoung@flwlib.org, (262) 242-2953, ext. 331

Is your organization requesting Emergency funding (Y/N)? **No**

Program or Project Name: ***Bring On the Binge Boxes***

Program or Project Objective:

Family time is more important than ever, and sometimes it takes the form of a movie night. Binge Boxes provide a simple way to checkout multiple movies around a common theme. They're quick to check out for busy patrons. And our plan is to include microwave popcorn in each box, as our budget allows, to enhance the experience. This is an easy way to have a movie marathon and stress-free family time!

Is the program or project content non-religious and open to clients regardless of their religious preferences? (Y/N) **Yes**

What community(ies) (i.e. Mequon-Thiensville, Ozaukee County, Southeastern Wisconsin) will receive the benefit of this program or project?

The primary beneficiaries of this program are the residents of Mequon and Thiensville, however, because the collections of FLWL are available to anyone in the Monarch Library System, Binge Boxes will benefit anyone in Ozaukee, Sheboygan, Washington, and Dodge Counties.

Has your organization received donations from the Junior Woman's Club in the past? **Yes**
If yes, indicate program name, year, and dollar amount.

Tech Treasures	2018	\$5,400
Looping the Community Room	2019	\$6,600
FLWL Programming Goes Virtual	2020	\$2,100

Will your organization receive money from other donors for this program or project (Y/N)? **No**

If yes, please identify the other donors

Explain how a donation from Junior Woman's Club will have an impact on the program or project?

Support for this initiative will make offering Binge Boxes possible. The start-up costs include reusable containers and DVD copies of films. In the future, we may use duplicate DVDs instead of withdrawing them from the collection when they no longer are needed for circulation.

When does your organization expect to implement this program or project?

We anticipate starting this project as soon as it is funded.

How will the monies be used? Is this a general operating or capital campaign needs grant request?

Funds will be used to establish and market a distinct collection designed to help families and individuals turn movie night into an experience. We anticipate creating 20 Binge Boxes, each containing four related films and microwave popcorn (as the budget allows). We need to purchase translucent plastic cases, DVDs, and popcorn. Generally, we will already have the individual films in our collection that we still want available to circulate individually, but an additional copy will enable us to circulate related films together, without patrons having to search for individual titles.

What members of the community are specifically targeted for this program or project (i.e. children, women, seniors)?

Binge Boxes will be curated so there is something for everyone. In this way, we will serve all segments of our population. For instance, our Binge Box collection may include overarching themes such as Suspense, Romantic Comedies, Classics, Sports, Period Films; types of films such as Documentaries, Biopics, and Travelogues; and Actor/Director packages, such as Tom Hanks, Meryl Streep, Ann Hathaway, Tom Holland, Keanu Reeves, and Mequon's own John Ridley.

Please use the space below to comment on the expected impact and outcome that the program or project will have on the community. Your comments should specifically address the following questions as well. How does your program or project provide a new opportunity to address existing or emerging concerns of the community? How does your program or project address critical human or community need? How does your program or project address specific training or educational needs of program participants?

The pandemic has changed the way all of us live. Some people in our community have yet to venture out for anything other than absolute necessities. As a result, families and individuals alike are creating their own entertainment. Bring On the Binge Boxes, like our Discovery Kits, provide activities and entertainment for families and individuals that they can enjoy at home, then return to the library.

This is a form of entertainment that is open everyone; no streaming services or even internet access are needed. There are no barriers to service and no cost is involved. Everyone is welcome to utilize the services and collections of Frank L. Weyenberg Library of Mequon-Thiensville.

Respectfully submitted,

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

Mail completed form to: Junior Woman's Club of Mequon-Thiensville
President-Elect
PO Box 123
Mequon, WI 53092