



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
ANNUAL MEETING AGENDA
May 19, 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 April 21, 2021 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for April 2021
 - B. Action Item: Accounts Payable for April 2021
- VII. Election of Officers**
 - A. Report of the Nominating Committee
 - B. Action Item: Election of Officers for 2021-2022
- VIII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- IX. President's Report – J. Hitchcock**
- X. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Staff Reports
 - i. Access Services Manager
 - ii. Business Manager

iii. Patron Services Manager

XI. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

i. Mask Requirement

B. Discussion and Possible Action: Return to In-Person Board Meetings

XII. New Business

A. Discussion: Recent Bequests and Other Gifts

XIII. Trustee Training & System/State Library Update

XIV. Future Meeting Dates

A. Board of Trustees Meeting: June 16, 2021

B. Other Meetings:

XV. Adjourn

Jana Lee Hitchcock, Vice-President

Posted: May 14, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees April 21, 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 April 21, 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 6:01 pm.

Posting of notice as of April 16, 2021 was verified.

Trustees present: David Strifling, President; JanaLee Hitchcock, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lauren Croix, Maria Gonzalez-Cerra, Catherine Perry, Jefferey Hansher and Rob Holyoke.

Trustees Absent: Lisa Nowakowski.

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

Also Present: Rachel Burner, Mequon At-Large Appointee effective May 1.

III. Announcements

Ms. Perry and Ms. Burner introduced themselves to the Board.

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, and no members of the public were present.

V. Approval of Minutes

A. Action Item: Minutes of the March 17, 2021 Meeting

Janalee Hitchcock moved to approve the minutes of the March 17, 2021 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for March 2021

The reports included in the Board Packet. 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 March 2021

Jeffrey Hansher moved to approve the Accounts Payable Statement for March 2021 in the amount of \$109,757.37. Lauren Croix seconded. Motion carried.

VII. Committee Reports

A. Finance

Jennifer Bogli reported that no meeting was held.

B. Advocacy

JanaLee Hitchcock reported that no meeting was held.

C. Personnel

Mimi Rosing reported that no meeting was held.

VIII. President's Report

David Strifling reported that he was not seeking reappointment, and therefore this would be his final meeting as a member of the Board of Trustees. Mr. Strifling stated that it was an honor and pleasure to work with everyone on the Board and at the Library.

A. Appointment of a Nominating Committee

Mr. Strifling, Ms. Hitchcock as Ms. Rosing were appointed to the Nominating Committee.

IX. Staff Reports

A. Library Operations Report

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

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on her activities for the month. Ms. Muchin Young reported that various displays and interactive items were beginning to return to the Library floor. Ms. Muchin Young further reported on COVID-19 related procedures, construction projects and gifts and grants that have been received.

C. Staff Reports:

i. Access Services Manager

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

ii. Business Manager

The written report was included in the Board Packet. Craig Jacobson reported further on his activities for the month.

iii. Patron Services Manager

The written report was included in the Board Packet. Ashley Pike reported on her activities for the month.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

i. Employee Handbook Pandemic Policy

The employee handbook supplement concerning COVID-19 protocols was updated based on updated information and CDC guidelines.

Jennifer Bogli moved to approve the updated Employee Handbook Pandemic Policy. Mimi Rosing seconded. Motion carried.

XI. New Business

A. Discussion and Possible Action: Return to In-Person Board Meetings

The Board discussed the timeline and logistics of returning to in-person meetings. No action was taken at this time, and the topic will be revisited at a future meeting.

B. Discussion and Possible Action: Closing for Family Fun Before the Fourth, Saturday, June 26, 2021

Jennifer Bogli moved to close the Library for the date of Family Fun Before the Fourth, Saturday, June 26, 2021. JanaLee Hitchcock seconded. Motion carried.

XII. Trustee Training & System/State Library Update

Rachel Muchin Young announced that she is serving on the search committee for the new Monarch Library System director.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on May 19, 2021 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 7:00 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

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VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: APRIL 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	APRIL 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	\$5,405.00	\$2,680.00	-\$5,405.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,000.00	\$1,000.00	-\$1,000.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$6,405.00	\$3,680.00	-\$6,405.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$6,405.00	\$3,680.00	-\$6,405.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$6,405.00	\$3,680.00	-\$6,405.00	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	\$529,000.00	\$0.00	\$529,000.00	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	\$13,111.00	\$13,111.26	\$0.00	-\$0.26	100.00%
DEPT 001 LOCAL PROPERTY TAXES	\$1,181,851.00	\$597,481.26	\$27,685.00	\$584,369.74	50.55%
MAJ CLS 40 TAXES	\$1,181,851.00	\$597,481.26	\$27,685.00	\$584,369.74	50.55%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$4,673.45	\$1,852.39	\$4,326.55	51.93%
DEPT 006 FINES & FORFEITURES	\$9,000.00	\$4,673.45	\$1,852.39	\$4,326.55	51.93%
MAJ CLS 42 REGULATION & COMPLIANCE	\$9,000.00	\$4,673.45	\$1,852.39	\$4,326.55	51.93%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$207.55	\$65.78	\$1,292.45	13.84%
DEPT 013 INTEREST INCOME	\$1,500.00	\$207.55	\$65.78	\$1,292.45	13.84%
MAJ CLS 44 COMMERCIAL REVENUES	\$1,500.00	\$207.55	\$65.78	\$1,292.45	13.84%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$2,379.95	\$1,413.20	\$6,620.05	26.44%
DEPT 014 SALE INCOME	\$9,000.00	\$2,379.95	\$1,413.20	\$6,620.05	26.44%

Account Descr	2021 YTD Budget	2021 YTD Amt	APRIL 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	<u>\$1,649.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,649.00</u>	<u>0.00%</u>
MAJ CLS 45 MISCELLANEOUS REVENUES	<u>\$10,649.00</u>	<u>\$2,379.95</u>	<u>\$1,413.20</u>	<u>\$8,269.05</u>	<u>22.35%</u>
FUND 99 F. L. WEYENBERG LIBRARY FUND	<u>\$1,203,000.00</u>	<u>\$604,742.21</u>	<u>\$31,016.37</u>	<u>\$598,257.79</u>	<u>50.27%</u>
	<u>\$1,203,000.00</u>	<u>\$611,147.21</u>	<u>\$34,696.37</u>	<u>\$591,852.79</u>	<u>50.80%</u>

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

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Account Descr	2021 YTD Budget	2021 YTD Amt	APRIL 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	\$1,728.78	\$1,414.38	-\$1,728.78	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	\$1,728.78	\$1,414.38	-\$1,728.78	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$1,728.78	\$1,414.38	-\$1,728.78	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$1,728.78	\$1,414.38	-\$1,728.78	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	\$173,330.00	\$45,487.84	\$423,920.00	29.02%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$515.94	\$335.94	\$1,484.06	25.80%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$69,721.10	\$17,344.03	\$148,278.90	31.98%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$1,607.68	\$67.48	\$1,692.32	48.72%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,400.00	\$678.00	\$0.00	\$722.00	48.43%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,878.40	\$0.00	\$21.60	98.86%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$823,850.00	\$247,731.12	\$63,235.29	\$576,118.88	30.07%
MAJ CLS 91 LIBRARY STAFFING	\$823,850.00	\$247,731.12	\$63,235.29	\$576,118.88	30.07%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$498.75	\$33.75	\$101.25	83.13%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$5,202.00	\$0.00	\$1,348.00	79.42%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$15,022.00	\$0.00	\$4,978.00	75.11%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$6,650.00	\$1,103.79	\$100.13	\$5,546.21	16.60%
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	\$4,336.77	\$381.63	\$5,663.23	43.37%
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	\$3,000.00	\$1,500.00	\$3,000.00	50.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$1,228.92	\$403.33	\$2,271.08	35.11%
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	\$1,556.49	\$278.24	\$4,943.51	23.95%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$955.71	\$202.50	\$1,519.29	38.61%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$1,035.62	\$303.54	\$3,914.38	20.92%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$170.05	\$44.75	\$154.95	52.32%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$14,941.59	\$14.54	\$2,558.41	85.38%

Account Descr	2021 YTD Budget	2021 YTD Amt	APRIL 2021 Amt	Balance	2021 % of Budget
DEPT 551 LIBRARY	\$85,650.00	\$49,051.69	\$3,262.41	\$36,598.31	57.27%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$85,650.00	\$49,051.69	\$3,262.41	\$36,598.31	57.27%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$1,076.56	\$541.59	\$2,923.44	26.91%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$6,302.69	\$2,189.86	\$25,022.31	20.12%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$12,989.02	\$1,436.71	\$26,510.98	32.88%
E 99-93-551-3-373 PRINT	\$86,600.00	\$18,836.74	\$5,432.61	\$67,763.26	21.75%
DEPT 551 LIBRARY	\$161,425.00	\$39,205.01	\$9,600.77	\$122,219.99	24.29%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$39,205.01	\$9,600.77	\$122,219.99	24.29%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$14,400.00	\$14,400.00	\$14,400.00	50.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$3,624.00	\$228.00	\$17,626.00	17.05%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$752.49	\$715.50	\$1,747.51	30.10%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$4,401.89	\$477.82	\$22,823.11	16.17%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$13,769.79	\$3,381.28	\$26,230.21	34.42%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$417.78	\$417.78	\$1,382.22	23.21%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$2,000.00	\$199.51	\$46.51	\$1,800.49	9.98%
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	\$37,565.46	\$19,666.89	\$94,509.54	28.44%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$37,565.46	\$19,666.89	\$94,509.54	28.44%
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	\$373,553.28	\$95,765.36	\$829,446.72	31.05%
	\$1,203,000.00	\$375,282.06	\$97,179.74	\$827,717.94	31.20%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$936.31	\$3,680.00	\$1,414.38	\$6,405.00	\$1,728.78	\$5,612.53	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	\$3,680.00	\$0.00	\$6,405.00	-\$6,405.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$1,414.38	\$0.00	\$1,728.78	\$0.00	\$1,728.78	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	\$5,094.38	\$5,094.38	\$8,133.78	\$8,133.78	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$2,212.11	\$121,506.25	\$142,579.86	\$1,159,050.10	\$1,161,477.20	-\$214.99	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$447.37	\$447.37	\$3,007.35	\$3,007.35	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$31,962.98	\$31,962.98	\$144,596.76	\$144,596.76	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$65.78	\$44,000.00	\$434,707.55	\$338,000.00	\$374,599.30	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$737.00	\$0.00	\$0.00	\$0.00	\$737.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$103,920.01	\$0.00	\$0.00	\$103,920.01	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$1,833.72	\$1,833.72	\$8,355.22	\$8,355.22	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$3,154.84	\$3,154.84	\$14,401.05	\$14,401.05	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,292.00	\$3,292.00	\$14,928.39	\$14,928.39	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$1,242.64	\$983.80	\$6,131.50	\$3,887.11	-\$448.23	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	\$2,847.70	\$2,847.70	\$12,771.13	\$12,823.25	-\$2,847.60	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$50.46	\$50.46	\$201.84	\$201.84	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$265.20	\$265.20	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,338.40	\$1,338.40	\$5,353.60	\$5,353.60	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.46	\$15.46	\$61.84	\$61.84	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$127.68	\$127.68	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$31,533.20	\$0.00	\$0.00	\$31,533.20	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$142,013.80	\$0.00	\$0.00	\$0.00	\$0.00	-\$142,013.80	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$31,016.37	\$0.00	\$604,742.21	-\$604,742.21	99
G 99-31112 EXPENDITURE SUMMARY	\$3.00	\$96,743.44	\$978.08	\$415,911.98	\$42,358.70	\$373,556.28	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	\$264,599.26	\$264,599.26	\$2,355,324.40	\$2,355,324.40	\$0.00	
	\$0.00	\$269,693.64	\$269,693.64	\$2,363,458.18	\$2,363,458.18	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
439 e	04/02/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$82.19		Processing 3-26-2021 Payroll
		Total	\$82.19		
440 e	04/02/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$70.75	577177525	Time and Attendance Monthly
		Total	\$70.75		
444 e	04/09/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,569.02		FED/Wages Pd 4-9-21
G 99-21210		WISCONSIN WITHHOLDI	\$912.23		WI/Wages Pd 4-9-21
G 99-21230		SOCIAL SECURITY TAX	\$1,638.69		SS & MED/Wages Pd 4-9-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,638.78		SS Employer/Wages Pd 4-9-21
G 99-11160		SPECIAL CLEARING AC	\$15,856.14		DirectDep/Wages Pd 4-9-21
		Total	\$21,614.86		
445 e	04/09/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,715.17		Salaries & Wages/Wages Pd 4-9-21
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$10.00		NASIR Work Permit
G 99-21265		WI RETIREMENT	(\$1,423.85)		WRS Employees/Wages Pd 4-9-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,569.02)		FED/Wages Pd 4-9-21
G 99-21210		WISCONSIN WITHHOLDI	(\$912.23)		WI/Wages Pd 4-9-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,638.69)		SS & MED/Wages Pd 4-9-21
G 99-21245		FLEX BENEFIT	(\$491.90)		FLEX BEN/Wages Pd 4-9-21
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 4-9-21
G 99-21285		LIFE INSURANCE WITH	(\$15.46)		LIFE/Wages Pd 4-9-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages 4-9-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 4-9-21
G 99-21286		ACCIDENTAL INS WITH	(\$31.92)		ACCIDENT/Wages Pd 4-9-21
G 99-11160		SPECIAL CLEARING AC	(\$15,856.14)		Net Pay/Wages Pd 4-9-21
		Total	\$0.00		
451 e	04/16/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$88.32	577930827	Processing 4-9-21 Payroll
		Total	\$88.32		
456 e	04/26/21	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$11,124.48	36420002021 APR Health - Employer	
G 99-21280		HEALTH INSURANCE WI	\$1,338.40	36420002021 APR Health - Employee	
		Total	\$12,462.88		
457 e	04/16/21	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,847.70	246486	MAR WRS - Employer
G 99-21265		WI RETIREMENT	\$2,847.70	246486	MAR WRS - Employee
		Total	\$5,695.40		
458 e	04/23/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,772.67		Salaries & Wages/Wages Pd 4-23-21
E 99-92-551-3-300		OFFICE SUPPLIES	\$79.74		KLOPPMANN Reimbursement



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21265		WI RETIREMENT	(\$1,423.85)		WRS Employees/Wages Pd 4-23-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,585.82)		FED/Wages Pd 4-23-21
G 99-21210		WISCONSIN WITHHOLDI	(\$921.49)		WI/Wages Pd 4-23-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,653.31)		SS & MED/Wages Pd 4-23-21
G 99-21245		FLEX BENEFIT	(\$491.90)		FLEX BEN/Wages Pd 4-23-21
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 4-23-21
G 99-11160		SPECIAL CLEARING AC	(\$16,106.84)		Net Pay/Wages Pd 4-23-21
		Total	\$0.00		
459 e	04/23/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,585.82		FED/Wages Pd 4-23-21
G 99-21210		WISCONSIN WITHHOLDI	\$921.49		WI/Wages Pd 4-23-21
G 99-21230		SOCIAL SECURITY TAX	\$1,653.31		SS & MED/Wages Pd 4-23-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,653.25		Employer SS/Wages Pd 4-23-21
G 99-11160		SPECIAL CLEARING AC	\$16,106.84		DirectDep/Wages Pd 4-23-21
		Total	\$21,920.71		
468 e	04/30/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$88.32		Processing 4-23-21 Payroll
		Total	\$88.32		
469 e	04/30/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.75		Time and Attendance Monthly
		Total	\$73.75		
24849	04/20/21	ADVANCED CHILLER SERVICES			
E 99-94-551-3-308		BUILDING SUPPLIES	\$477.82	3599	Boiler Repairs
		Total	\$477.82		
24850	04/20/21	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		MAY Phone Service-Paid in Advance
		Total	\$172.62		
24851	04/20/21	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$510.46	2035723681	Print Collection Materials
E 99-93-551-3-373		PRINT	\$922.49	2035725863	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$26.13	2035740816	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$215.94	2035745003	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$185.95	2035795935	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,028.06	2035807302	Print Collection Materials
E 99-93-551-3-373		PRINT	\$988.62	2035817704	Print Collection Materials
E 99-93-551-3-373		PRINT	\$295.49	2035826504	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,377.50	2035832764	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$64.77	H24012500	Media Collection
E 99-93-551-3-371		MEDIA	\$261.57	H54338470	Medial Collection
E 99-93-551-3-371		MEDIA	\$56.26	H54344820	Medial Collection
E 99-93-551-3-371		MEDIA	\$59.86	H54370340	Medial Collection
E 99-93-551-3-371		MEDIA	\$25.30	H54413750	Medial Collection
E 99-93-551-3-371		MEDIA	\$49.00	H54420580	Media Collection
E 99-93-551-3-371		MEDIA	\$31.74	H54433830	Medial Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$7.25	H54469320	Medial Collection
E 99-93-551-3-371		MEDIA	\$39.70	H54476350	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H54493440	Medial Collection
E 99-93-551-3-371		MEDIA	\$12.62	H54494510	Medial Collection
E 99-93-551-3-371		MEDIA	\$42.11	H54505270	Medial Collection
E 99-93-551-3-371		MEDIA	\$22.37	H54546810	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H54570310	Medial Collection
E 99-93-551-3-371		MEDIA	\$24.50	H54571460	Media Collection
E 99-93-551-3-371		MEDIA	\$26.09	H54583180	Medial Collection
E 99-93-551-3-371		MEDIA	\$19.49	H54595240	Media Collection
E 99-93-551-3-371		MEDIA	\$23.54	H54643490	Medial Collection
E 99-93-551-3-371		MEDIA	\$30.99	H54649750	Medial Collection
E 99-93-551-3-371		MEDIA	\$59.19	H54654060	Media Collection
E 99-93-551-3-371		MEDIA	\$87.32	H54680550	Media Collection
E 99-93-551-3-371		MEDIA	\$56.26	H54705950	Medial Collection
E 99-93-551-3-371		MEDIA	\$63.46	H54723730	Medial Collection
E 99-93-551-3-371		MEDIA	\$20.93	H54725710	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H54730970	Medial Collection
E 99-93-551-3-371		MEDIA	\$67.11	H54785040	Media Collection
E 99-93-551-3-371		MEDIA	(\$35.98)	H6465426CM	Media Collection
E 99-93-551-3-371		MEDIA	\$25.19	T24017890	Medial Collection
Total			\$6,739.15		
24852	04/20/21	CARDMEMBER SERVICE			
E 99-93-551-3-370		PROGRAMMING	\$39.43	1045	Target
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	2080	Amazon Web Services
E 99-92-551-3-303		TELEPHONE	\$25.44	2447	AT&T
E 99-92-551-2-284		CONTRACTED SERVICE	\$19.80	5757	ScreenCast-O-Matic
E 99-93-551-3-370		PROGRAMMING	\$31.95	5764	Colonial Patterns
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99	8523	Mailchimp
E 99-92-551-2-286		COMPUTERS	\$220.00	9018	TechSoup
E 99-93-551-3-371		MEDIA	\$491.28	9860	Gamestosop
Total			\$908.23		
24853	04/20/21	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$4.44	220352120	MAR Long Distance
Total			\$4.44		
24854	04/20/21	CLEAN SOURCE LLC			
E 99-94-551-2-282		JANITORIAL SERVICE	\$14,400.00	32421-FLWL	Qtly Janitorial Svc (1 & 2 of 4)
Total			\$14,400.00		
24855	04/20/21	COLLABORATIVE SUMMER LIBRARY			
E 99-93-551-3-373		PRINT	\$348.92	192310	Summer Reading Program Supplies
E 99-93-551-3-373		PRINT	(\$348.92)	192310	Summer Reading Program Supplies
E 99-93-551-3-370		PROGRAMMING	\$348.92	192310	Summer Reading Program Supplies
Total			\$348.92		
24856	04/20/21	DAVID M. MILLER			
E 99-93-551-3-370		PROGRAMMING	\$50.00	10093	JUNE 24 Virtual Presentation



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$50.00		
24857	04/20/21	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$50.46	1597636	MAY Dental - Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1600036	MAY Vision - Employee
Total			\$116.76		
24858	04/20/21	GECRB/AMAZON			
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$409.05	43579965776	Junior Women's Club Gift
E 99-93-551-3-370		PROGRAMMING	\$13.44	43647379634	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$21.38	43846553636	Programming Supplies
E 99-93-551-3-373		PRINT	\$63.70	44354584356	Print Collection
E 99-93-551-3-371		MEDIA	\$167.16	45389553856	Media & Game Collection
E 99-93-551-3-373		PRINT	\$32.38	45597783396	Print Collection
E 99-93-551-3-371		MEDIA	\$16.97	46584799836	Media & Game Collection
E 99-92-551-2-286		COMPUTERS	\$429.83	47387895347	Technology
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$169.00	48954947683	Junior Women's Club Gift
E 99-94-551-3-374		COVID TEMPORARY SU	\$46.51	53677343799	Face Masks
E 99-93-551-3-371		MEDIA	\$59.99	53835373639	Media & Game Collection
E 99-93-551-3-370		PROGRAMMING	\$36.47	57869636536	Programming Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$669.95	58856737548	Junior Women's Club Gift
E 99-92-551-2-286		COMPUTERS	(\$429.83)	64399864645	Technology
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$26.39	65435474694	Junior Women's Club Gift
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$139.99	67398787858	Junior Women's Club Gift
E 99-94-551-3-306		JANITOR SUPPLIES	\$23.75	77886963497	Janitor Supplies
E 99-92-551-2-286		COMPUTERS	\$134.99	83458488569	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$19.79	85957798743	Office Supplies
E 99-92-551-2-286		COMPUTERS	(\$163.35)	86696766967	Technology
E 99-92-551-2-286		COMPUTERS	\$189.99	87888686695	Technology
E 99-93-551-3-371		MEDIA	\$23.88	94855936888	Media Collection
Total			\$2,101.43		
24859	04/20/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	29091064	Monthly Color Copier Lease
Total			\$142.00		
24860	04/20/21	LABORLAWCENTER, INC.			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$70.94	1000743355	Labor Law Posters
Total			\$70.94		
24861	04/20/21	CITY OF MEQUON			
E 99-94-551-3-361		SEWER & WATER	\$417.78	342600	JAN - MAR Qtly Water and SWR
Total			\$417.78		
24862	04/20/21	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,436.71	500251073	MAR Hoopla
Total			\$1,436.71		
24863	04/20/21	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$14.54	415468	JAN - MAR Telephony Charges



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$14.54		
24864	04/20/21	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$691.75	S2739196.00	Janitorial Supplies
		Total	\$691.75		
24865	04/20/21	NATIONAL ELEVATOR INSPECTION			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$88.00	0421800	Annual Elevator Inspection
		Total	\$88.00		
24866	04/20/21	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$161.54	AR137343	MAR Copy Charges
		Total	\$161.54		
24867	04/20/21	OREGON PUBLIC LIBRARY			
E 99-93-551-3-373		PRINT	\$27.96	90780700447	Lost ILL Item
		Total	\$27.96		
24868	04/20/21	ORKIN LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$90.00	212662687	APR Pest Preventative Svc
		Total	\$90.00		
24869	04/20/21	PITNEY BOWES, INC.			
E 99-92-551-2-201		POSTAGE	\$33.75	1017725170	Smart Postage Sub (Q1 2021)
		Total	\$33.75		
24870	04/20/21	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$178.71	15346983	Office Supplies
		Total	\$178.71		
24871	04/20/21	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$31.92	052021-A	MAY Accident - Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$79.82	052021-L	MAY Life - Employer
G 99-21285		LIFE INSURANCE WITH	\$15.46	052021-L	MAY Life - Employee
		Total	\$127.20		
24872	04/20/21	STATE OF WISCONSIN			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$50.00	533613	Elevator Permit Fee
		Total	\$50.00		
24873	04/20/21	THIENSVILLE-MEQUON ROTARY CLUB			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$67.48	04012021	Qtly Rotary Club Dues (2 of 4)
		Total	\$67.48		
24874	04/20/21	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$44.75	600543	MAR 2021 Placements
		Total	\$44.75		
24875	04/20/21	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,381.28	3668556595	APR Electrical & Gas Svc
		Total	\$3,381.28		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
24876	04/20/21	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$85.00	11519	JACOBSON WAPL Conference
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$85.00	11555	MUCHIN YOUNG WAPL Conference
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$85.00	11611	PIKE WAPL Conference
		Total	\$255.00		
		11110 HARRIS GF -CHECKING	\$94,695.94		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$1,414.38
99 F. L. WEYENBERG LIBRARY FUND	\$93,281.56
	\$94,695.94

2021 Activity Report

Checkouts	Jan	Feb	Mar	Apr	YTD
2019	24,377	23,818	27,332	25,756	101,283
2020	24,991	23,076	14,225	635	62,927
2021	22,141	21,060	24,065	22,076	89,342
eCircs	Jan	Feb	Mar	Apr	YTD
2019	3,543	3,413	3,753	3,708	14,417
2020	4,088	4,090	4,951	6,223	19,352
2021	5,352	4,590	4,900	4,610	19,452
eCollections	Jan	Feb	Mar	Apr	YTD
2019	1,608	1,572	1,892	1,454	6,526
2020	1,145	1,151	811	1,376	4,483
2021	1,085	1,055	2,293	1,342	5,775
Reference Questions	Jan	Feb	Mar	Apr	YTD
2019	1,701	1,504	1,957	1,873	7,035
2020	1,471	1,507	824	447	4,249
2021	1,282	1,288	1,494	1,256	5,320
WiFi Uses	Jan	Feb	Mar	Apr	YTD
2019	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	0
2021	1,090	1,092	1,409	1,239	4,830
Exterior WiFi Uses	Jan	Feb	Mar	Apr	YTD
2019	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	0
2021	320	322	427	452	1,521
Door Count	Jan	Feb	Mar	Apr	YTD
2019	10,287	9,916	12,605	12,701	45,509
2020	11,690	11,636	6,245	0	29,571
2021	7,705	7,618	9,213	8,409	32,945
Adult Programs	Jan	Feb	Mar	Apr	YTD
2019	16	20	22	18	76
attendance	154	115	315	255	839
2020	13	17	8	8	46
attendance	111	222	63	72	468
2021	6	9	6	9	30
attendance	86	56	45	58	245

2021 Activity Report

Drop In Adult Programs	Jan	Feb	Mar	Apr	YTD
2019	2	1	4	4	11
participation	167	109	164	205	645
2020	2	1	4	0	7
attendance	183	147	169	38	537
2021	1	0	1	0	2
attendance	86	22	136	27	271
Teen Programs	Jan	Feb	Mar	Apr	YTD
2019	2	2	5	3	12
attendance	7	7	33	7	54
2020	0	1	3	0	4
attendance	0	1	30	0	31
2021	0	0	2	0	2
attendance	0	0	10	0	10
Drop In Teen Programs	Jan	Feb	Mar	Apr	YTD
2019	3	2	4	5	14
attendance	72	57	82	115	326
2020	2	2	4	0	8
attendance	39	82	111	0	232
2021	4	3	3	3	13
attendance	72	58	51	45	226
Childrens Programs	Jan	Feb	Mar	Apr	YTD
2019	17	29	26	34	106
attendance	372	731	840	794	2,737
2020	18	25	15	17	75
attendance	619	755	370	801	2,545
2021	6	11	10	6	33
attendance	123	117	213	106	559
Drop In Childrens Programs	Jan	Feb	Mar	Apr	YTD
2019	3	2	4	5	14
attendance	420	271	354	342	1,387
2020	4	3	4	4	15
attendance	356	315	283	47	1,001
2021	9	10	9	11	39
attendance	324	496	346	436	1,602

2021 Activity Report

Digitization Lab Usage	Jan	Feb	Mar	Apr	YTD
2019	17	9	11	10	47
2020	10	19	9	0	38
2021	22	24	29	26	101
Interlibrary Loans Sent To Other Libraries			Mar	Apr	YTD
2019	38	37	26	31	132
2020	47	42	17	0	106
2021	27	18	17	21	83
Interlibrary Loans Received From Other Libraries For Our Patrons					YTD
2019	38	36	28	38	140
2020	36	30	6	0	72
2021	21	18	22	12	73
Library Cards	Jan	Feb	Mar	Apr	YTD
2019	85	88	140	109	422
2020	95	91	67	35	288
2021	80	89	90	84	343
FLW Library Items sent to Other System Member Libraries				Apr	YTD
2019	3,721	3,944	3,665	3,819	15,149
2020	4,185	3,614	2,269	32	10,100
2021	3,371	3,027	3,182	2,934	12,514
Items Received from Other System Member libraries for our patrons					YTD
2019	4,072	4,518	4,195	4,057	16,842
2020	4,844	3,806	1,773	787	11,210
2021	4,516	4,163	4,669	4,321	17,669
Quick Pickup Appointments	Jan	Feb	Mar	Apr	YTD
2020	0	0	0	226	226
2021	81	90	50	38	259

Date: May 15, 2021
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, May 2021

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

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 4/30, 5/14
- RECURRING: Virtual Rotary Meetings, 4/27, 5/11
- PROFESSIONAL DEVELOPMENT: Wisconsin Association of Public Libraries Annual Conference, 5/5-7/21
- Orientation with Rachel Burner, 4/29/21
- Monarch Library System Resources Advisory Workgroup, 5/5/21
- Envisionware Project Planning meeting, 5/11/21
- Mequon Common Council Meeting, 5/11/21
- Weyenberg Public Library Foundation Board Meeting, 5/12/21
- Management Team, 5/12/21
- Monarch Directors' Council Virtual Meeting 5/13/21
- Hook, Yarn & Stitch (Facilitate Zoom Programs), 4/22 and 5/6/21

PERSONNEL & CONTINUING EDUCATION:

WAPL Conference Professional Development, 5/5-7/21:

- Keynote: Eric Klinenberg, Author of Places for the People (Physical Distance & Social Solidarity)
- Keynote: Designing for the Future: The Post-Pandemic Library
- Keynote: Grace-ful Security Through Difficult Times
- Keynote: This Title is Not Perfect: Embracing Imperfection
- When Closed Doors Aren't Closed: A Look at Digital Collection Usage
- Choose Your Own Adventure: How One Google Form Made Succession Planning Fun
- That Suitcase has Better Vacation Plans Than I Do
- Book Connections: Match Titles to Empower Readers
- Funding for Libraries: Grantseeking Strategies and Resource
- Online Outreach

Other Professional Development:

- ALA Connect Live: Library Marketing and Outreach, 4/22/21
- Metro Milwaukee Association of Commerce, Returning to Normal amidst a Pandemic 5/11/21

Managers have completed all employee evaluations.

One of our librarians, Molly Dineen, gave her notice and left this week. She is moving to a similar position in Massachusetts. We wish her all the best in the next stage of her career. We are advertising for a library to focus on children's services.

OPERATIONS ACTIVITIES:

Because of significant delays (months) with our current book vendor, we are looking at other vendors who offer not only the books, but shelf-ready processing, as well. We don't anticipate realizing any significant monetary savings, but we will benefit if we can get the books on our shelves in a timely fashion.

Little by little we are returning to our pre-pandemic normal. We have stopped quarantining items since the CDC has determined that there is little risk of transmitting Covid-19 by touch, especially if the surface is dry. We are, however, continuing to sanitize high touch surfaces like door handles and keyboards. We are replacing some of the seating that we had removed last spring, and will even host small group activities inside (book discussions, Hook, Yarn & Stitch, etc.) beginning in June. As the weather gets nicer, we are looking forward to having larger group activities (storytimes, Summer Reading Program activities) outside, on the east side of the Library. We have put some toys back in the Children's Department (those unlikely to be put in mouths).

We are looking into air purifiers for the Tolzman Community Room. There is still some question as to whether or not the units can actually filter out the virus, but we're still looking. Thank you to Maria Gonzalez-Cerra for the research she did on this topic.

Midland Health has contacted us to host a number of vaccine clinics. They had been having these at City Hall, but that space is no longer available. We are happy to help.

PROGRAMMING:

Our calendar, which can be found at <http://www.flwlib.org/Calendar.aspx>, is full of activities, and beginning in June, some will be live.

Click here to go directly to our YouTube page:

<https://www.youtube.com/channel/UCF7ld2ZIlAe8wEVkLaQoc2A/>

We plan to begin in-person programming either in small groups or outside in June. Some programs will be offered in hybrid fashion.

OTHER:

Being the closest library to northern Milwaukee County, we get a fair number of Milwaukee County patrons coming in to use our services. Most visit us to use our computers or attend our programs. A few (and I do mean just a handful) patrons choose to purchase an annual \$75 fee card so they can checkout material and access our digital resources. To date in 2021, we have issued one (1) fee card. The Department of Public Instruction recently clarified some issues regarding cross-system borrowing, specifically that we *may* charge residents of Milwaukee County to use our library, but we are not required to do so. Any other state resident is eligible for a Frank L. Weyenberg Library

card at no charge. We are only reimbursed for circulation to “non-librariied” residents of adjacent counties, so we are not in any way paid if, for instance, a resident of the Winnefox Library System (Fond du Lac, Green Lake, Marquette, Waushara, and Winnebago counties) borrows our material, because those counties are not adjacent to ours.

Therefore, I would like to propose that we eliminate the fee card for Milwaukee County residents. Included in this packet is a draft revision to Circulation Services policy, last revised in December of 2019.

Craig Jacobson and I met with a flooring company to get a quote on new flooring for the Tolzman Community Room. Our current carpeting is stained and the transition from the tile border to the carpeted center of the room makes moving tables dangerous. Several employees have had tabled topple over that transition. Fortunately I was the only one who was hurt (several years ago).

The Weyenberg Public Library Foundation met. Among the items on their agenda were the election of directors and the election of officers. The following people now serve as directors: Jennifer Bogli, Luke Behnke, Tom Doerr, Vanessa Nerbun, Brenda Richardson, Christine Nuernberg, Richard Sheridan, Jill Miller, Bob Tenges, Jim Friedman, and Tracy Johnson. Additionally, I serve as an ex-officio member of the Board.

We also discussed contributions made in memory of Geraldine Schmit, some of which were made to the Library and others to the Foundation, and the bequest from the Evelyn L. Mayer and Lyman D. Glick Revocable Trust.

Date: May 10, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, May 2021

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

- Circulation Committee – 4/28
- Envisionware meeting – 5/11
- Management meeting – 5/12
- Director's council – 5/13
- Self checkout install – 5/18-5/19
- Board meeting – 5/19

STATISTICS

Statistics looked to be about the same as last month. Requests for items from other libraries and requests for our items for other libraries were both down this month.

OTHER TASKS & TIDBITS

The Monarch2Go app launched on May 3rd! While we are still finding bugs to work out, things seem to be going much smoother now that we've had about a week or so to try it out.

The Quick Pickup window was installed, but they did not finish the framing or the shelf. We can't use it until that is all done. I haven't turned on the Quick Pickup service in the app due to this. All the wording in the app is instructing patrons how to get their materials via the window. Hopefully, they will finish the window in the near future so we can get this up and running.

The self-checkout kiosks will be installed May 18-20! I will begin creating an account to configure settings prior to the install date so we can begin using them immediately.

As of May 3rd, we stopped quarantining materials returned to us. It seems to be going smoothly. We are backdating 3 days rather than 7 now as well.

Date: May 13, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, May 2021

- Enclosed, for your reference, is the list of active policies approved by the Board of Trustees and their schedule of review.
- We are currently on a very positive trend for our Building Repair line (labeled as Building Supplies on the Expenditure Report). For background, we have averaged approximately \$1,350 in repair expenses in previous years. For 2021, we budgeted \$1,800 per month for repairs, with the remaining funds considered discretionary. As of April 30, we were well below both trend lines, having spent \$4,401 year to date in actual expenses, compared to \$5,400 historical/\$7,200 budgeted. While this is subject to change if necessitated, we are in a comfortable place with repairs even after having to cut that budget line for 2021. While it is too early to plan for it, it is likely we will have additional money available for discretionary spending by the end of the year.
- On the subject of building repairs, the Library's HVAC control system will require persistent monitoring, as the controls have occasionally failed to switch between heating and cooling modes when called for. While the repair for this comes up is quick and simple, it still requires manual intervention by an HVAC mechanic, so there is a marginal cost involved. The problem can only be fully cured when the control system is replaced, and as the starting cost of such a project is in excess of \$40,000, this project can only be taken on when we have the capital improvement funds available to do so. Even when manual intervention is necessary, the Library's HVAC system is still capable of running at full capacity, and easily meets the heating and cooling needs of the building.
- The current electrical upgrades, funded by the Weyenberg Public Library Foundation, are complete, with usb outlets (which include the traditional USB-A connector and the modern USB-C connector) are installed in almost all places where patrons may be able to access them. The next electrical upgrade project includes upgrades to the Community Room's Audio/Visual equipment, including large-format theater quality projection and spatial audio, and should be completed in the latter half of this year.
- The Monarch IT Committee met on May 6, 2021. Among the items discusses where two-factor authentication changes to email accounts, which may affect how Board members log into their email. The project is entering testing currently, and there are no changes anticipated in the immediate future. Projects such as the transition to the Monarch file server and backup environment were also discussed, but there is no current ETA.

- I attended the virtual WAPL conference from May 4-7, 2021. This was the first time the Wisconsin Library Association had organized the WAPL conference online, and it largely went off without many technical issues. Among the seminars I attended included information on budgeting, grant writing and records retention rules and regulations.
- I attended a webinar by MMAC on operating businesses and reopening strategies during COVID, which presented helpful information on how to safely resume some regular services, and also provided context for how infection and vaccination rates in our communities can affect reopening and resumption plans.

**Weyenberg Library Board Approved Policies
Based on a 3-Year Review Schedule**

Policy	Committee	Next Review
Code of Conduct	Advocacy	2020
Computer and Internet Use	Advocacy	2020
Credit Card Policy	Finance	2020
Volunteers	Advocacy	2020
Capital Assets	Finance	2021
Challenged Materials	Advocacy	2021
Circulation Services	Advocacy	2021
Expenditures	Finance	2021
Fund Balance	Finance	2021
Gifts and Grants	Advocacy	2021
Library Initiated Programs	Advocacy	2021
Materials Selection	Advocacy	2021
Meeting Rooms	Advocacy	2021
Open Records Notice	Advocacy	2021
Proctoring	Advocacy	2021
Reference Services	Advocacy	2021
Request for Reconsideration	Advocacy	2021
Adventure Pass	Advocacy	2022
Children in the Library	Advocacy	2022
Confidentiality	Advocacy	2022
Custodial Parent Access to Records	Advocacy	2022
Display Policy	Advocacy	2022
Mission Statement	Advocacy	2022
Records Retention	Advocacy	2022

Bold - Due for Review

As of May 14, 2021

Date: April 21, 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:

- Met with Rachel and Mackin Sales Representative, a book vendor, 4/22
- Material Orders, 4/26, 5/3, 5/10, 5/17
- Laminated StoryWalk at the Monarch System Office, 4/29
- WAPL Webinar: "Bringing the Audience into Virtual Programming," 5/4
- WAPL Webinar: "Programing Hinterlands: Taking New Skills into Library Programing Post-pandemic," 5/4
- WAPL Webinar: "Don't Stand So Close to Me," 5/4
- WAPL Webinar: "But Wait ... There's More!: Exploring Subscription Boxes in Public Libraries," 5/5
- WAPL Webinar: "When Closed Doors Aren't Closed: A Look at Digital Collection Usage During a Pandemic," 5/5
- WAPL Webinar: "Strengthen your partnership with schools to prevent COVID & Summer Slide," 5/5
- WAPL Webinar: "Whole Library Programming: A Look at Adult and Youth Librarian Collaboration," 5/6
- WAPL Webinar: "The Million Dollar Reason Your Library Should Market the Collection And How to Do It!," 5/6
- WAPL Keynote: "Designing for the Future: The Post-Pandemic Library," 5/6
- Management Meeting, 5/12
- Program: M-T Community Book Club, 5/18

MONTHLY STATISTICS

Reference statistics, eCircs, and eCollections usage have dipped from last month, but that seems to be the pattern from March to April (not counting 2020 when this time was still under the Safer-at-Home order).

Program participation for April is still lower than 2019 numbers, but most of our programs are still virtual. Next month's numbers will be lower for our Children's programming, since we took a break from virtual storytimes to focus on Summer Reading. However, our summer schedule is starting to look closer to the amount of programming we were at pre-pandemic! We are excited to be offering in-person storytimes outside on the east lawn starting June 8!

The Digitization Lab continues to be heavily used with 26 reservations in April and 26 reservations so far for May.

OTHER TASKS & TIDBITS

-Patron Services Librarian Molly Dineen gave her two-week notice on April 28, 2021. Her last work day was May 12, 2021.

- We are advertising for the Patron Services Librarian position, with preference given to applications received by May 21.
- Patron Services staff are continuing with their collection maintenance projects. For our relabeling projects, the JV Fiction series and Adult Fiction series have all been identified and given to the catalogers to update the spine labels.
- We started printing our summer reading logs and are preparing for the start date of June 1 for the overarching summer reading program.
- Most of the furniture that was in storage is once again placed throughout the building.
- We started circulating our puppet collection once again on May 13.

ONGOING VIRTUAL & PASSIVE PROGRAMS

- | | |
|--|-------------------------------------|
| •Bi-monthly History's Hidden Women Book Club (virtual) | •Genealogy Interest Group (virtual) |
| •Wednesday 1-O-1 Tech Helps Sessions (in-person June) | •Bi-weekly iCan! Tutorial (virtual) |
| •Monthly M-T Book Club (in-person June) | |
| •Monthly AM Hook, Yarn & Stitch Club (in-person June) | |
| •Monthly PM Hook, Yarn & Stitch Club (virtual) | |
| | |
| •Monthly Teen Take & Make Kits | •Virtual Escape Rooms |
| •Virtual Scavenger Hunts | •Teen Exam Cram (June) |
| •Monthly Teen Virtual Trivia | |
| | |
| •Weekly Children's Craft Kits | • Monthly Pre-K Busy Bags |
| •Bi-weekly Children's STEAM Kits | •Messy Mondays (in-person June) |
| •Tuesday Storytime on the Lawn (in-person June) | •Read Around Town (June, virtual) |
| • Wednesday Storytime on the Lawn (in-person June) | |



Circulation Services

The Frank L. Weyenberg Library (FLW) Board of Trustees encourages the communities of Mequon and Thiensville to use our Library's resources. The Library is a member of the Monarch Library System (MLS) and participates in the Monarch shared catalog consortium that offers access to multiple library collections in Dodge, Ozaukee, Sheboygan, and Washington counties.

The Library believes that individuals have the freedom and responsibility to choose their own materials; it is the right and obligation of parents, legal guardians, or caregivers to develop, interpret, and maintain values in their family and to monitor the materials accessed by their children.

Registration

- Library circulation records are confidential under Wisconsin statutes.
- FLW primarily serves patrons residing in Mequon and Thiensville. Persons whose residence is in Ozaukee, Sheboygan, Dodge, and Washington counties are served through our Library's membership in MLS. ~~Additionally, the Library participates in reciprocal borrowing arrangements with all Wisconsin counties except Milwaukee and Outagamie.~~ Patrons living outside [Monarch Library System](#) may register for a [FLW Library card](#). ~~reciprocal borrowing areas may purchase a fee card for \$75 that expires one year from date of issue. Persons using a fee-~~ This card ~~carry-carries~~ the same responsibilities and privileges as other cardholders. The card ~~is kept at the Circulation Desk and~~ may only be used at FLW. ~~Specialized-~~ [Library](#) cards are available for area businesses, college students, and [other students attending](#) schools in Mequon or Thiensville.
- Anyone borrowing items from the Library must use a borrower's card issued by a library participating in MLS (a Monarch card). Patrons are responsible for any transactions on the card and must inform the Library of any changes in address, phone number, email address, or if the card is lost or stolen. This card must be presented to check out materials, to use the public internet stations, and for all other library transactions. Patrons may choose to download electronic apps to capture their library barcode on smart phones or tablets. This use will be acceptable for transactions. Before a card is issued, a patron must provide valid proof of residency. If the borrower's card is not available, patron may present a valid driver's license at the checkout desk to borrow items.
- A parent or legal guardian must be present to register children under the age of 18 for a library card and is responsible for fees or charges incurred by their children. A child must be 5 years or older in order to sign up for a card.
- A \$2 fee is charged to replace a lost or damaged library card. A new card will not be issued if the cardholder has outstanding charges over \$10 on their previous card until those matters are resolved. The replacement fee is not charged in cases of normal wear of barcodes or cards.
- Patrons are responsible for all materials checked out on their library card unless the card is reported lost or stolen.

- Patrons acting on behalf of another patron, including family members, for such purposes as, but not limited to, picking up holds or paying fines, must present that person's library card, or may use their own card if the accounts have been "linked" in the Library's computer system.
- Extenuating circumstances will be dealt with at the discretion of the Library Director or designee.

Loan Periods

- A 28 day loan period applies to most library materials. New adult books and audiobooks circulate for 14 days. TV Series on DVD or Blu Ray, [and electronic games](#) circulate for 14 days. DVDs and Blu Rays circulate for seven (7) days.
- A patron may have no more than 100 items checked out on their borrower's card at any time. There are no limits by type of material.
- Reference materials, current issues of magazines, and newspapers do not circulate.
- Items may be renewed twice for the same length of time as the original loan period unless another patron has reserved the item. Express Collection material cannot be renewed.
- Patrons wishing to use an item that is checked out may place a hold on the item if they have a Monarch card. Patrons are notified via email, phone, or text when the item is available for pickup. If items are not picked up within the seven (7) day hold period, they will be sent to the next patron on the holds list or returned to circulation.
- Patrons wishing to borrow items not owned by a Monarch consortium member may place inter-library loan requests at the reference desk provided they have a Monarch card in good standing. The checkout period for interlibrary loan items is 14 days. Interlibrary loan items may be renewed upon request, with the permission of the owning library. If the item is not picked up by its due date, it will be returned to the owning library.
- Patrons may return most items at all Monarch consortium libraries, with the exception of toys, puppets, tablets (e.g., Kindles), art, Discovery Kits, [Adventure Passes](#), and Express items, which must be returned to Frank L. Weyenberg Library.

Charges

- It is the patron's responsibility to keep their account current in terms of loans, address, phone number, and email address. Patrons may check the status of their checkouts, holds, and overdues by logging into their account in the Monarch catalog. Patrons may also phone the Circulation Services desk during the hours the Library is open for this information.
- Late charges are 25 cents per day per item. Late charges continue to accrue until an item has been returned, or until an item has been declared lost or nonreturnable.
- Patrons selecting email and/or text notifications are sent a courtesy reminder 3 days prior to due dates.
- Patrons are notified at three (3) days past the due date about overdue items, and, if necessary, again seven (7) days after the due date. Overdue notices are either emailed or mailed. At 35 days items are considered lost and a final notice is mailed, and borrowing privileges are suspended. Mailing costs are added to the patron's record.
- If a patron of any age has not cleared their account within 10 days of the final notice, and materials have been declared lost and charged to the patron, the Library submits the account to collection if the account balance is \$50 or greater. Resulting fees are added to the patron's account. If a patron is under the age of 18 years, the person who signed the card application is considered the responsible party.
- Patron cards are blocked when unpaid charges total \$10 or more.

Lost or Damaged Materials

- Lost or severely damaged items incur a replacement cost that is the list price of the item and a processing fee of \$5 per item.
- Charges for interlibrary loan items are determined by the lending library.
- Patrons may not substitute items or gifts in lieu of payment for lost or damaged material.
- Patron becomes the owner of the damaged or lost item once the patron has paid for it.
- Monarch Library System does not issue refunds for lost and paid items that are later found. They are the property of the patron.

draft

Mequon ends public health emergency

C-016

Ordinance cites vaccination rate

By Lisa Curtis
Special to the News Graphic

MEQUON — Saying that “the basis for the declared public health emergency no longer exists,” the Mequon Common Council voted unanimously Tuesday to end the policy that first put safety precautions in place last March in the wake of the COVID-19 pandemic.

The public health emergency has been renewed twice since March of 2020, with the last one approved this past March. That declaration was to expire Sept. 15, but Tuesday’s action allows it to expire, effective immediately.

Among its orders was that public boards meet electronically. And while the council and its committees will now meet back in City Hall, the city will continue to offer hybrid meetings that can be watched through the gotomeeting app.

The declaration also provided extra benefits to emergency responders and modified ordinances to allow for expanded restaurant curbside services, though the city resolution encouraged businesses to continue providing curbside and carryout services.

“I think that this is going to be part of behaviors people are going to want to follow in a post-COVID world,” said Alderman Glenn Bushee. “That convenience is something that people like.”

Tuesday’s action also means that masks will no longer be required in public places in Mequon, but those who feel better wearing one are encouraged to do so.

See **EMERGENCY**, PAGE 6A

Emergency

From Page 1A

The ordinance cited the promising vaccination rate among county residents as one of the factors for letting the health emergency expire. Specifically, as of May 4, 51.92% of county residents have received at least one dose of the vaccines, and 39.91% were fully vaccinated.

“Approximately 20% of Ozaukee County residents are younger than 16, meaning that roughly 70% of eligible residents have received one dose, and roughly 58% of eligible residents are fully vaccinated,” according to information provided in the city memo.

It added that even more people have been vaccinated since that date.

The city’s Public Welfare Committee, which met prior to the Common Council Tuesday, voted unanimously to recommend rescinding the order, but not before a discussion about some language in the ordinance.

SOUND OFF

What do you think?

Phone: 262-513-2641

Email: soundoff@conley.net

A matter of terms

Committee member Bushee questioned a line that “urged” eligible residents to get vaccinated.

“I don’t feel all that comfortable using the word ‘urged’ across the board because there are so many different situations and there could even be legal ramifications for us, seeming like we’re coercing people to do this,” he said.

He said he might prefer adding all “at-risk and eligible residents” or just saying that the city is available to assist residents who would like to get vaccinated.

But committee member Alderman Kathleen Schneider, a medical doctor, said she was very comfortable with the word and added that she believes the city should be urging people to be vaccinated.

“And some people have a

belief that differs from that, and that’s fine. We’re not saying you have to be immunized,” Schneider said. “We’re just saying, from a public health standpoint, for the future health of our community, we’re urging people to be immunized. I feel that that’s beyond reasonable to say.”

But Alderman Mark Gierl, who was voted committee chairman Tuesday, said he didn’t think it is the city’s place to tell people to get vaccinated, though he didn’t think the word “urge” was overly aggressive.

“I don’t want to tell people they should go get vaccinated or push them too hard to get vaccinated because it is still experimental,” said Gierl, who added he hasn’t received the COVID-19 vaccine because he has no underlying health concerns.

Gierl initially said he might abstain from voting on it because of the language, but ultimately voted to move it on to the Common Council and voted at the council to approve ending the emergency order.