



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, June 15, 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 May 18, 2022, Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for May 2022
 - B. Action Item: Accounts Payable for May 2022
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Managers' Reports
 - i. Access Services Manager
 - ii. Business Manager

iii. Patron Services Manager

IX. Other Business

A. Discussion: Classification and Compensation Study

X. New Business

A. Action Requested: Administration Copier Contract

XI. Trustee Training & System/State Library Update

A. Trustee Essentials 8: Developing the Library Budget

B. Trustee Essentials 9: Managing the Library's Money

XII. Future Meeting Dates

A. Board of Trustees Meeting: July 20, 2022, 6:00pm

B. Other Meetings:

XIII. Adjourn

JanaLee Hitchcock, President

Posted: June 10, 2022



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees May 18, 2022 Meeting Unapproved

The annual organizational meeting of the Frank L. Weyenberg Library Board of Trustees was held on May 18, 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 April 15, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President (via Zoom); Jennifer Abraham, Graham Baxter, Rachel Burner, Jeridon Clark, Jeffrey Hansher (via Zoom), Alex Lemke and Cathrine Wagner.

Trustee Absent: Tedd Lookatch.

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

III. Announcements

Graham Baxter, Alex Lemke and Cathrine Wagner were introduced as new members of the Board of Trustees. Mr. Baxter and Ms. Wagner are representing the City of Mequon as at-large representatives and Mr. Lemke is representing the Village of Thiensville as an at-large member. All have been appointed for 3-year terms. The new members introduced themselves and the returning Board members introduced themselves to the new members.

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

None.

V. Approval of Minutes

A. Action Item: Minutes of the April 20, 2022 Meeting

Jennifer Abraham moved to approve the minutes of the April 20, 2022 Board of Trustees Meeting. Rachel Burner seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for April 2022

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

B. Action Item: Accounts Payable Statement for April 2022

Jeridon Clark moved to approve the Accounts Payable Statement for April 2022 in the amount of \$78,537.94. Rachel Burner seconded. Motion carried.

VII. Election of Officers

A. Report of the Nominating Committee

Rachel Burner delivered the report from the Nominating Committee meeting which was held on May 18, 2022. The Nominating Committee proposed the following slate of officers:

- JanaLee Hitchcock as President
- Catherine Perry as Vice-President
- Jeffrey Hansher as Secretary
- Jeridon Clark as Treasurer

B. Action Item: Election of Officers for 2022-2023

Jennifer Abraham moved to elect the slate of officers proposed by the Nominating Committee. Rachel Burner seconded. The motion carried.

VIII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

No meeting was held.

C. Personnel

No meeting was held.

IX. President's Report

Ms. Hitchcock reported that meetings with elected officials from Mequon and Thiensville concerning the Library's ongoing concerns were continuing. Meeting with City and Village officials are comping up in the future.

A. Committee Appointments

Ms. Hitchcock announced that Jeffrey Hansher would serve as the chair of the Advocacy Committee, with Catherine Perry and Rachel Burner also serving on the committee; Jeridon Clark would serve as the chair of the Finance Committee, with Graham Baxter and Tedd Lookatch also serving on the committee and Jennifer Abraham would serve as the chair of the Personnel Committee with Alex Lemke and Cathrine Wagner also serving on the committee.

X. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young highlighted items from the report. Ms. Muchin Young provided a rundown of activity trends.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on the Library's plumbing situation. Ms. Muchin Young provided additional updates on the Library's Strategic Plan and a potential art feature in the Children's Department. Finally Ms. Muchin Young reported that the Library would transition to summer hours starting on May 29.

C. Staff Reports:

- i. Access Services Manager
The written report was included in the Board Packet.
- ii. Business Manager
The written report was included in the Board Packet.
- iii. Patron Services Manager
The written report was included in the Board Packet.

XI. Other Business

- A. Technology Check-In
The Board checked in with their technology concerns and were verified that all could access necessary Board materials.
- B. Foundation Wish List Update
An update was provided to the Board.

XII. New Business

- A. Discussion: Classification and Compensation Study
Ms. Muchin Young reported that the City of Mequon will be undergoing a compensation evaluation performed by an independent outside vendor. The Library has an opportunity to participate as well, if the Library pays for their portion themselves, at an estimated cost of \$3,000.

Ms. Burner departed the meeting at 7:15.

Jennifer Abraham moved to approve the Library's participation in the Classification and Compensation Study and to agree to pay the costs associated. Jeffrey Hansher seconded. Motion carried.

- B. Discussion: 2021 Audit
The final 2021 fiscal year audit report from Baker Tilly was included in the Board packet. Nothing was found to be out of the ordinary or unexpected. The Board will decide if they would like to have the Library's auditor come to a future meeting to present their report.

XIII. Trustee Training & System/State Library Update

- A. Wisconsin Association of Public Libraries Conference Report
Ms. Muchin Young reported on her attendance at the 2022 WAPL conference.

XIV. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, June 15, 2022 at 6:00 p.m.

XV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Alex Lemke and seconded by Graham Baxter. Motion carried and meeting was adjourned at 7:39 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

Library - Revenue Guideline

Current Period: MAY 2022

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Account Descr	2022 YTD Budget	2022 YTD Amt	MAY 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	\$500.00	\$0.00	-\$500.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$32,365.92	\$60.00	-\$32,365.92	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$32,865.92	\$60.00	-\$32,865.92	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$32,865.92	\$60.00	-\$32,865.92	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$32,865.92	\$60.00	-\$32,865.92	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	\$0.00	\$530,500.00	50.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$55,370.00	\$0.00	\$55,370.00	50.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$12,994.00	\$12,994.94	\$0.00	-\$0.94	100.01%
DEPT 001 LOCAL PROPERTY TAXES	\$1,184,734.00	\$598,864.94	\$0.00	\$585,869.06	50.55%
MAJ CLS 40 TAXES	\$1,184,734.00	\$598,864.94	\$0.00	\$585,869.06	50.55%
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	\$8,691.39	\$3,892.65	\$9,308.61	48.29%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$8,691.39	\$3,892.65	\$9,308.61	48.29%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$8,691.39	\$3,892.65	\$9,308.61	48.29%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$452.37	\$156.85	\$47.63	90.47%
DEPT 013 INTEREST INCOME	\$500.00	\$452.37	\$156.85	\$47.63	90.47%

Account Descr	2022 YTD Budget	2022 YTD Amt	MAY 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$452.37	\$156.85	\$47.63	90.47%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$3,931.99	\$967.35	\$3,568.01	52.43%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$1,052.70	\$185.45	-\$1,052.70	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$4,984.69	\$1,152.80	\$2,515.31	66.46%
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	\$5,135.55	\$1,152.80	\$41,630.45	10.98%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$613,144.25	\$5,202.30	\$636,855.75	49.05%
	\$1,250,000.00	\$646,010.17	\$5,262.30	\$603,989.83	51.68%

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

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Account Descr	2022 YTD Budget	2022 YTD Amt	MAY 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	\$1,710.07	\$574.07	-\$1,710.07	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$367.02	\$367.02	-\$367.02	0.00%
DEPT 551 LIBRARY	\$0.00	\$2,077.09	\$941.09	-\$2,077.09	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$2,077.09	\$941.09	-\$2,077.09	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$2,077.09	\$941.09	-\$2,077.09	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	\$207,785.86	\$42,518.71	\$424,114.14	32.88%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$985.00	\$354.54	\$2,515.00	28.14%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$73,597.82	\$14,569.58	\$128,902.18	36.34%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$2,186.90	\$169.50	\$1,313.10	62.48%
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	\$287,268.18	\$57,612.33	\$557,531.82	34.00%
MAJ CLS 91 LIBRARY STAFFING	\$844,800.00	\$287,268.18	\$57,612.33	\$557,531.82	34.00%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$498.75	\$0.00	\$351.25	58.68%
E 99-92-551-2-206 AUDIT	\$6,650.00	\$6,079.00	\$2,000.00	\$571.00	91.41%
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	\$4,410.29	\$93.60	\$2,589.71	63.00%
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	\$2,633.43	\$1,096.01	\$7,366.57	26.33%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$289.11	\$89.04	\$1,210.89	19.27%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$3,500.00	\$0.00	\$3,500.00	50.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$1,441.75	\$246.63	\$2,308.25	38.45%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$6,500.00	\$1,477.83	\$516.68	\$5,022.17	22.74%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$2,969.55	\$1,127.91	-\$469.55	118.78%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$985.70	\$200.22	\$1,764.30	35.84%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$2,461.61	\$581.56	\$3,038.39	44.76%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$222.05	\$69.90	\$277.95	44.41%

Account Descr	2022 YTD Budget	2022 YTD Amt	MAY 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$15,800.19	\$1,259.82	-\$300.19	101.94%
DEPT 551 LIBRARY	\$90,000.00	\$58,341.26	\$7,281.37	\$31,658.74	64.82%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$90,000.00	\$58,341.26	\$7,281.37	\$31,658.74	64.82%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$2,566.34	\$1,466.54	\$3,433.66	42.77%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$7,227.91	\$2,380.65	\$22,772.09	24.09%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$17,855.73	\$1,316.89	\$22,144.27	44.64%
E 99-93-551-3-373 PRINT	\$85,000.00	\$24,843.73	\$7,944.06	\$60,156.27	29.23%
DEPT 551 LIBRARY	\$161,000.00	\$52,493.71	\$13,108.14	\$108,506.29	32.60%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$52,493.71	\$13,108.14	\$108,506.29	32.60%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$14,400.00	\$7,200.00	\$14,400.00	50.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$22,000.00	\$8,977.95	\$5,266.00	\$13,022.05	40.81%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$202.71	\$181.50	\$2,297.29	8.11%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$13,696.31	\$878.87	\$16,303.69	45.65%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$18,647.22	\$2,854.79	\$23,852.78	43.88%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$385.95	\$0.00	\$1,414.05	21.44%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$0.00	\$538.14	\$0.00	-\$538.14	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$26,600.00	\$0.00	\$0.00	\$26,600.00	0.00%
DEPT 551 LIBRARY	\$154,200.00	\$56,848.28	\$16,381.16	\$97,351.72	36.87%
MAJ CLS 94 LIBRARY BUILDING	\$154,200.00	\$56,848.28	\$16,381.16	\$97,351.72	36.87%
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	\$454,951.43	\$94,383.00	\$795,048.57	36.40%
	\$1,250,000.00	\$457,028.52	\$95,324.09	\$792,971.48	36.56%

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	\$60.00	\$941.09	\$32,865.92	\$7,840.83	\$85,181.62	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	\$60.00	\$0.00	\$32,865.92	-\$32,865.92	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$941.09	\$0.00	\$2,197.09	\$120.00	\$2,077.09	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	\$1,001.09	\$1,001.09	\$40,826.75	\$40,826.75	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$128,018.46	\$137,248.77	\$1,233,598.86	\$1,224,924.09	\$10,339.43	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$430.51	\$430.51	\$2,946.28	\$2,946.28	\$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	\$30,689.68	\$30,689.68	\$156,370.22	\$156,370.22	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$156.85	\$80,000.00	\$505,452.37	\$400,000.00	\$363,957.40	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	\$1,382.41	\$1,382.41	\$7,056.34	\$7,056.34	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$2,817.41	\$2,817.41	\$14,657.07	\$14,657.07	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,082.01	\$3,082.01	\$15,756.58	\$15,756.58	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$1,054.32	\$989.90	\$8,174.72	\$4,439.74	-\$1,781.50	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	\$2,233.76	\$2,405.42	\$14,321.92	\$12,490.02	-\$2,405.42	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$41.96	\$41.96	\$230.78	\$230.78	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$60.58	\$60.58	\$320.06	\$320.06	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,251.06	\$1,251.06	\$6,558.60	\$6,558.60	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.54	\$15.54	\$77.70	\$77.70	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$29.22	\$29.22	\$159.24	\$159.24	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$9,681.75	\$0.00	\$0.00	\$9,681.75	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$214,417.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$214,417.09	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$5,202.30	\$0.00	\$613,144.25	-\$613,144.25	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$94,590.82	\$207.82	\$473,264.25	\$18,312.82	\$454,951.43	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	\$265,854.59	\$265,854.59	\$2,477,443.79	\$2,477,443.79	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$266,855.68	\$266,855.68	\$2,518,270.54	\$2,518,270.54	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
821 e	05/06/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,406.64		FED/Wages Pd 5-6-22
G 99-21210		WISCONSIN WITHHOLDI	\$689.58		WI/Wages Pd 5-6-22
G 99-21230		SOCIAL SECURITY TAX	\$1,539.00		SS & MED/Wages Pd 5-6-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,539.00		SS Employer/Wages Pd 5-6-22
G 99-11160		SPECIAL CLEARING AC	\$15,280.37		DirectDep/Wages Pd 5-6-22
		Total	\$20,454.59		
822 e 05/06/22 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$21,292.36		Salaries & Wages/Wages Pd 5-6-22
E 99-93-551-3-370		PROGRAMMING	\$30.00		Gilman Reimbursement/Wages Pd 5-6-22
G 99-21265		WI RETIREMENT	(\$1,202.71)		WRS Employees/Wages Pd 5-6-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,406.64)		FED/Wages Pd 5-6-22
G 99-21210		WISCONSIN WITHHOLDI	(\$689.58)		WI/Wages Pd 5-6-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,539.00)		SS & MED/Wages Pd 5-6-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 5-6-22
G 99-21280		HEALTH INSURANCE WI	(\$625.53)		HEALTH/Wages Pd 5-6-22
G 99-21285		LIFE INSURANCE WITH	(\$15.54)		LIFE/Wages Pd 5-6-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 5-6-22
G 99-21276		VISION INSURANCE WIT	(\$60.58)		VISION/Wages Pd 5-6-22
G 99-21286		ACCIDENTAL INS WITH	(\$29.22)		ACCIDENT/Wages Pd 5-6-22
G 99-11160		SPECIAL CLEARING AC	(\$15,280.37)		Net Pay/Wages Pd 5-6-22
		Total	\$0.00		
823 e 05/13/22 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$89.24	605340913	Processing 5-13-22 Payroll
		Total	\$89.24		
824 e 05/13/22 AT&T					
E 99-92-551-3-303		TELEPHONE	\$172.62		MAY Phone Service
		Total	\$172.62		
825 e 05/13/22 CARDMEMBER SERVICE					
E 99-94-551-3-306		JANITOR SUPPLIES	\$28.74	0884	EasyKeys
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	0913	Amazon Web Services
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26	2826	Apple
E 99-92-551-2-284		CONTRACTED SERVICE	\$87.00	3182	Mailchimp
E 99-93-551-3-370		PROGRAMMING	\$49.82	3874	Target
E 99-93-551-3-370		PROGRAMMING	\$130.82	4093	Target
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$88.56	4114	Mailchimp
E 99-93-551-3-371		MEDIA	\$110.75	5032	Gamestop
E 99-93-551-3-371		MEDIA	\$63.29	5115	Gamestop
E 99-93-551-3-370		PROGRAMMING	\$103.95	5756	Breakout
E 99-93-551-3-370		PROGRAMMING	\$29.91	6662	Target
E 99-93-551-3-373		PRINT	\$201.60	6964	Pashoshim
E 99-93-551-3-373		PRINT	\$4.03	6964	Foreign Transaction Fee
E 99-93-551-3-370		PROGRAMMING	\$21.93	7370	Target
E 99-93-551-3-370		PROGRAMMING	\$97.66	9154	Target
E 99-93-551-3-370		PROGRAMMING	\$36.67	9428	Target



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-303		TELEPHONE	\$25.47	9842	AT&T
		Total	\$1,086.80		
828 e	05/20/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,410.77		FED/Wages Pd 5-20-22
G 99-21210		WISCONSIN WITHHOLDI	\$692.83		WI/Wages Pd 5-20-22
G 99-21230		SOCIAL SECURITY TAX	\$1,543.01		SS & MED/Wages Pd 5-20-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,543.01		SS Employer/Wages Pd 5-20-22
G 99-11160		SPECIAL CLEARING AC	\$15,409.31		DirectDep/Wages Pd 5-20-22
		Total	\$20,598.93		
829 e	05/20/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$21,226.35		Salaries & Wages/Wages Pd 5-20-22
E 99-92-551-2-287		MILEAGE	\$89.04		Muchin-Young Mileage/Wages Pd 5-20-22
G 99-21265		WI RETIREMENT	(\$1,202.71)		WRS Employees/Wages Pd 5-20-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,410.77)		FED/Wages Pd 5-20-22
G 99-21210		WISCONSIN WITHHOLDI	(\$692.83)		WI/Wages Pd 5-20-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,543.01)		SS & MED/Wages Pd 5-20-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 5-20-22
G 99-21280		HEALTH INSURANCE WI	(\$625.53)		HEALTH/Wages Pd 5-20-22
G 99-11160		SPECIAL CLEARING AC	(\$15,409.31)		Net Pay/Wages Pd 5-20-22
		Total	\$0.00		
830 e	05/31/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,233.76		APR 2022 WRS-Employer
G 99-21265		WI RETIREMENT	\$2,233.76		APR 2022 WRS-Employee
		Total	\$4,467.52		
831 e	05/24/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$9,174.26		JUN 2022 Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,251.06		JUN 2022 Health-Employee
		Total	\$10,425.32		
840 e	05/27/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$89.24	606358195	Processing 5-20-22 Payroll
		Total	\$89.24		
841 e	05/27/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$68.15	606501523	Time and Attendance Monthly
		Total	\$68.15		
26148	05/12/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	31551924	Monthly 2 Copiers Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	31596426	Admin Copier Lease
		Total	\$260.85		
26149	05/12/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$2,854.79	4127814285	Electrical & Gas Service - May
		Total	\$2,854.79		
26208	05/18/22	BAKER & TAYLOR			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$236.50	2036650812	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$158.83	2036651732	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$869.87	2036653667	Print Collection Materials
E 99-93-551-3-373		PRINT	\$264.75	2036662430	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,694.67	2036675451	Print Collection Materials
E 99-93-551-3-373		PRINT	\$117.96	2036675985	Print Collection Materials
E 99-93-551-3-373		PRINT	\$573.90	2036676436	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$117.04	2036678016	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$231.25	2036687427	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,497.30	2036689872	Print Collection Materials
E 99-93-551-3-373		PRINT	\$134.14	2036704535	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$45.53	2036707259	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,673.85	2036716312	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$16.97	H60824390	Media Collection
E 99-93-551-3-371		MEDIA	\$180.39	H60834530	Media Collection
E 99-93-551-3-371		MEDIA	\$86.54	H60863930	Media Collection
E 99-93-551-3-371		MEDIA	\$127.00	H60895810	Media Collection
E 99-93-551-3-371		MEDIA	\$241.63	H60895940	Media Collection
E 99-93-551-3-371		MEDIA	\$29.50	H60897680	Media Collection
E 99-93-551-3-371		MEDIA	\$116.16	H60926010	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H60939170	Media Collection
E 99-93-551-3-371		MEDIA	\$56.26	H60959730	Media Collection
E 99-93-551-3-371		MEDIA	\$58.47	H60966360	Media Collection
E 99-93-551-3-371		MEDIA	\$24.50	H61005990	Media Collection
E 99-93-551-3-371		MEDIA	\$155.13	H61011630	Media Collection
E 99-93-551-3-371		MEDIA	\$51.60	H61022870	Media Collection
E 99-93-551-3-371		MEDIA	\$34.66	H61046760	Media Collection
E 99-93-551-3-371		MEDIA	\$113.19	H61048040	Media Collection
E 99-93-551-3-371		MEDIA	\$49.06	H61071540	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H61094400	Media Collection
E 99-93-551-3-371		MEDIA	\$46.20	H61124470	Media Collection
Total			\$9,033.19		
26209	05/18/22	BAKER TILLY VIRCHOW KRAUSE LLP			
E 99-92-551-2-206		AUDIT	\$2,000.00	BT2072323	Audit Progress Billing #3
Total			\$2,000.00		
26210	05/18/22	B-E CONTROLS			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$956.00	7064	Annual Roof Inspection
E 99-94-551-3-308		BUILDING SUPPLIES	\$878.87	7064	Roof Repairs
Total			\$1,834.87		
26211	05/18/22	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$2.13	292424618	April 2022 Long Distance
Total			\$2.13		
26212	05/18/22	CLEAN SOURCE LLC			
E 99-94-551-2-282		JANITORIAL SERVICE	\$7,200.00	043022-FLW	Qtly Janitorial Service (2 of 4)
Total			\$7,200.00		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
26213	05/18/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$41.96	1780717	June Dental Insurance-Employee
G 99-21276		VISION INSURANCE WIT	\$60.58	1783408	June Vision Insurance-Employee
		Total	\$102.54		
26214	05/18/22	DEMCO			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$1,046.16	7127283	Processing Supplies
		Total	\$1,046.16		
26215	05/18/22	FANTASY FLOWERS			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$62.99	3708	Flower Arrangement
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$62.99	3709	Flower Arrangement
		Total	\$125.98		
26216	05/18/22	GEGRB/AMAZON			
E 99-92-551-2-286		COMPUTERS	\$113.25	43453434997	Technology
E 99-92-551-2-286		COMPUTERS	(\$113.25)	43485654748	Technology
E 99-93-551-3-370		PROGRAMMING	\$24.26	43489383646	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$9.99	43968687843	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$5.89	43996746646	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$21.85	44564847493	Technology
E 99-92-551-2-286		COMPUTERS	\$175.98	44594455333	Technology
E 99-93-551-3-373		PRINT	\$71.97	44696648553	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$6.83	44738656574	Programming Supplies
E 99-93-551-3-373		PRINT	\$14.99	45334587586	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$14.09	45357349785	Technology
E 99-94-551-3-306		JANITOR SUPPLIES	\$19.74	45386965384	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	(\$14.30)	45475997399	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$14.01	45493358667	Technology
E 99-93-551-3-373		PRINT	\$15.99	45544847399	Kindle Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$127.29	45844656488	Office Supplies
E 99-93-551-3-371		MEDIA	\$59.99	45856674539	Video Game Collection
E 99-93-551-3-371		MEDIA	\$114.98	45985579785	Video Game Collection
E 99-93-551-3-370		PROGRAMMING	\$59.99	46386378798	Programming Supplies
E 99-93-551-3-371		MEDIA	(\$0.11)	46536733987	Video Game Collection
E 99-93-551-3-370		PROGRAMMING	\$25.89	46666574635	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$7.29	46676577573	Technology
E 99-93-551-3-370		PROGRAMMING	\$14.88	46687995869	Programming Supplies
E 99-92-551-2-286		COMPUTERS	(\$31.60)	46894457898	Technology
E 99-92-551-2-286		COMPUTERS	\$219.98	47357858366	Technology
E 99-93-551-3-370		PROGRAMMING	\$14.30	47399547869	Programming Supplies
E 99-93-551-3-373		PRINT	\$14.99	53498888943	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$31.60	53559578949	Technology
E 99-92-551-2-286		COMPUTERS	\$60.09	53685377375	Technology
E 99-93-551-3-371		MEDIA	(\$0.05)	54363658435	Video Game Collection
E 99-92-551-2-286		COMPUTERS	\$21.80	55438693335	Technology
E 99-93-551-3-370		PROGRAMMING	\$15.49	55466389758	Programming Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$10.88	55697586779	Janitor Supplies
E 99-92-551-2-286		COMPUTERS	\$22.79	56459989589	Technology



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-2-286		COMPUTERS	(\$22.79)	56844473835	Technology
E 99-92-551-2-286		COMPUTERS	\$9.99	56893384837	Technology
E 99-94-551-3-306		JANITOR SUPPLIES	\$14.83	58389449334	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	\$146.44	58446388737	Programming Supplies
E 99-93-551-3-373		PRINT	\$3.50	58479646533	Kindle Collection
E 99-93-551-3-373		PRINT	\$11.99	58544535795	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$117.52	58549555653	Technology
E 99-94-551-3-306		JANITOR SUPPLIES	\$35.91	58946545686	Janitor Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$32.66	59453543677	Janitor Supplies
E 99-93-551-3-371		MEDIA	\$146.67	63583936384	Video Game Collection
E 99-92-551-2-286		COMPUTERS	\$31.63	63976874864	Technology
E 99-93-551-3-373		PRINT	\$11.99	65554886964	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$25.72	65793396856	Technology
E 99-93-551-3-371		MEDIA	\$16.82	65883356786	Media Collection
E 99-93-551-3-370		PROGRAMMING	\$47.52	67785937386	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$64.49	67973849984	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$19.89	68564689577	Programming Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$350.31	68878986598	Restricted Gift-MCF Calming Room
E 99-93-551-3-373		PRINT	\$14.99	73448546785	Kindle Collection
E 99-93-551-3-370		PROGRAMMING	\$77.16	74389398956	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$26.72	74636364686	Programming Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$15.78	75354856366	Restricted Gift-MCF Calming Room
E 99-93-551-3-373		PRINT	\$121.30	75535484388	Print Collection
E 99-92-551-2-286		COMPUTERS	\$11.23	75883485635	Technology
E 99-93-551-3-373		PRINT	\$19.99	75969666659	Print Collection
E 99-92-551-2-286		COMPUTERS	\$18.30	77944944555	Technology
E 99-92-551-3-301		PROCESSING SUPPLIES	\$81.75	77994653968	Processing Supplies
E 99-93-551-3-371		MEDIA	\$19.98	78338635884	Media Collection
E 99-93-551-3-373		PRINT	\$14.99	78666747557	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$15.71	79788765893	Technology
E 99-93-551-3-370		PROGRAMMING	\$49.48	79884793857	Programming Supplies
E 99-93-551-3-373		PRINT	\$14.99	84573935883	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$15.71	84774787958	Technology
E 99-92-551-2-286		COMPUTERS	(\$25.72)	85335483384	Technology
E 99-93-551-3-371		MEDIA	\$49.94	85593954346	Video Game Collection
E 99-92-551-2-286		COMPUTERS	\$6.99	86736969569	Technology
E 99-94-551-3-306		JANITOR SUPPLIES	\$31.49	86783659639	Janitor Supplies
E 99-93-551-3-373		PRINT	\$14.99	87793373734	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$219.98	88634945543	Technology
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$287.03	89349668739	Unrestricted Gift
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$79.99	89957799944	Unrestricted Gift
E 99-93-551-3-373		PRINT	\$49.99	93396854786	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$3.94	93544393973	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$71.22	93997797689	Technology
E 99-93-551-3-373		PRINT	\$35.59	94399956936	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$44.98	94474954673	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$27.70	94574339388	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$32.97	95455557434	Office Supplies
E 99-93-551-3-371		MEDIA	\$59.39	95596798733	Video Game Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-370		PROGRAMMING	\$35.99	95758364973	Programming Supplies
E 99-93-551-3-373		PRINT	\$11.99	95784735668	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$29.65	96738839743	Technology
E 99-92-551-2-286		COMPUTERS	\$12.99	97959345855	Technology
E 99-93-551-3-370		PROGRAMMING	\$15.98	98353894856	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$108.15	98493398998	Programming Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$207.98	98773383585	Restricted Gift-MCF Calming Room
E 99-94-551-3-306		JANITOR SUPPLIES	\$7.25	99543879933	Janitor Supplies
		Total	\$4,175.38		
26217	05/18/22	GFC LEASING WI			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$11.50	13719843	Toner Shipping Charges
		Total	\$11.50		
26218	05/18/22	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$3,587.00	09-18727	Spring Cleanup
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$723.00	09-18805	May Regular Service
		Total	\$4,310.00		
26219	05/18/22	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,316.89	502047976	Hoopla - April 2022
		Total	\$1,316.89		
26220	05/18/22	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$1,259.82	415765	2022 Monarch Tech Charges
		Total	\$1,259.82		
26221	05/18/22	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$309.21	AR168137	April 2022 Copy Charges
		Total	\$309.21		
26222	05/18/22	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$58.77	24749139	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$281.77	24766054	Office Supplies
		Total	\$340.54		
26223	05/18/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$29.22	62022-A	June Accident Insurance-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$79.55	62022-L	June Life Insurance-Employer
G 99-21285		LIFE INSURANCE WITH	\$15.54	62022-L	June Life Insurance-Employee
		Total	\$124.31		
26224	05/18/22	STORMCLOAK FORGE LLC			
E 99-93-551-3-370		PROGRAMMING	\$150.00	192	April Program
		Total	\$150.00		
26225	05/18/22	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$69.90	6100380	April 2022 Placements
		Total	\$69.90		
26226	05/18/22	WISCONSIN LIBRARY ASSOCIATION			



VILLAGE OF THIENSVILLE

06/08/22 1:41 PM

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*Check Detail Register©

Batch: 0522 LIB MN1,0522 LIB AP,0522 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$169.50	14576	Jacobson WLA Dues
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$140.00	14676	SSCS Conference Registrations
		Total	\$309.50		
		11110 HARRIS GF -CHECKING	\$94,289.97		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$941.09
99 F. L. WEYENBERG LIBRARY FUND	\$93,348.88
	\$94,289.97

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	25,583	23,730	22,392	306,973
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	21,961	22,825	21,760	20,146	213,031
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474								106,030
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	3,747	3,626	3,731	3,876	45,311
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064	5,062	5,268	5,168	5,094	61,060
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212								25,635
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	27,920	27,231	31,085	29,464	28,204	30,939	34,564	32,411	27,528	29,209	27,461	26,268	352,284
2020	29,079	27,166	19,176	6,858	10,865	18,631	26,951	28,081	27,023	28,093	26,928	25,240	274,091
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	0	0	0	0	0	0	0	131,665
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	1,682	1,263	1,452	986	17,014
2020	1,145	1,151	811	1,376	2,013	956	1,073	1,460	1,315	1,235	1,193	763	14,491
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	1,174								9,536
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	1,591	1,605	1,493	1,526	21,911
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327	1,424	1,415	1,118	1,170	15,085
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022								5,561
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,388	1,157	2,545
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	1,137	1,314	1,224	1,171	15,697
2022	1,204	1,166	1,674	1,479	1,387								6,910
Data missing March 17 - April 4 -- totals extrapolated													

[illegible]

Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	2	2	5	3	2	9	5	1	1	1	2	0	33
attendance	7	7	33	7	3	430	83	0	18	0	41	0	629
2020	0	1	3	0	0	2	1	2	0	1	2	1	13
attendance	0	1	30	0	0	14	11	35	0	0	16	0	107
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6								14
2022 attendance	0	1	63	102	257								423
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	1	1	2	2	2	2	2	3	29
attendance	72	57	82	115	58	141	52	53	87	81	56	70	924
2020	2	2	4	0	1	6	8	2	2	3	4	1	35
attendance	39	82	111	0	5	138	119	42	19	30	30	28	643
2021	7	3	3	3	4	2	0	2	2	2	1	3	32
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
2022 drop in programs	6	4	5	3	5								23
2022 participants	13	72	101	77	98								361
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	29	26	34	27	29	28	25	19	28	28	18	308
attendance	372	731	840	794	954	1,438	1,500	1,014	572	894	787	489	10,385
2020	18	25	15	17	12	5	6	1	9	9	8	6	131
attendance	619	755	370	801	544	337	469	155	336	177	129	109	4,801
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21								73
2022 attendance	144	266	559	437	1,133								2,539
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

2022 drop in programs	9	4	5	4	4								26
2022 participants	679	902	1,053	1,022	1,044								4,700
Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	9	11	10	3	5	13	8	4	8	17	19	124
2020	10	19	9	0	0	6	17	23	16	25	22	19	166
2021	22	24	29	26	26	16	7	7	6	7	6	15	191
2022	19	25	27	25	21								117
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	37	26	31	22	27	38	34	31	40	28	31	383
2020	47	42	17	0	0	0	0	20	21	36	24	21	228
2021	27	18	17	21	23	21	30	29	14	28	25	21	274
2022	18	24	25	16	17								100
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	36	28	38	26	15	24	37	34	38	38	37	389
2020	36	30	6	0	0	0	0	18	32	26	19	18	185
2021	21	18	22	12	15	21	12	25	13	22	22	9	212
2022	26	18	21	18	8								91
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	85	88	140	109	97	160	145	122	124	98	98	73	1,339
2020	95	91	67	35	30	63	88	103	73	67	78	51	841
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109								493
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	3,634	3,861	3,329	2,989	43,465
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818	3,297	3,353	2,840	2,937	33,278
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	2,779	2,620	2,597	4,538	35,966
2022	5,601	4,977	4,414	4,200	3,723								22,915
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	3,881	4,263	3,640	3,732	47,768
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420	4,745	4,629	3,859	4,320	44,622
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	3,758	3,644	3,497	3,740	47,120
2022	4,226	3,854	4,329	3,727	3,529								19,665

Date: June 10, 2022
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, June 2022

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 5/27, 6/3, 6/10
- RECURRING: Rotary Meetings, 5/24, 6/14
- FOWL Meeting, 5/19 (plus several meetings with Friends officers)
- WLA Intellectual Freedom SIG, 5/23
- MLS ILS Committee, 5/24
- MLS RFID Implementation Committee, 5/26
- Hook, Yarn & Stitch – In Person, 6/3
- Pillars of the Community Luncheon, 6/7
- Evening Readers, 6/13
- Mequon Common Council Meeting, 6/14
- Regular and As-Needed Adult and Children's Reference Desk shifts
- As-Needed Circulation Desk shifts, and other tasks

PERSONNEL & CONTINUING EDUCATION

Update on the Classification & Compensation Study: Due to some unforeseen circumstances, the original consultant is not able to perform the study for the City of Mequon. As a result, they have contracted with GovHR, who will include the Library at no additional cost. We just saved \$3,150.

I have attended the following webinars since our last meeting:

- You Got the Grant – Now What?: A Recipe For Grant Writing Success, Part 2, 5/25
- Reverse Strategic Planning: Evaluating A Team's Workplace Productivity, 6/2

OPERATIONS ACTIVITIES:

We received a call from Grunau Corp. They are cancelling our invoice for the sewer lateral repair. That's another \$4,562.25 we do not need to spend.

Thanks to the Weyenberg Public Library Foundation, our June meeting will be in the newly painted and recarpeted Tolzman Community Room. We do not yet have a delivery date for the new tables and chairs (supply chain issues).

And in other redecorating news, you will note that the Library has become Camp iRead! Sit in a camp chair and read for awhile. Enjoy the "campfire." No mosquitos! And there will be prizes!

I have been working with vendors to price Security Gates that will work with RFID. We may need to consider minor remodeling to make that happen. More to come on this matter. We may want to put it on our 2023 Foundation Wish List

I am working on updating our Employee Handbook and look forward to presenting it to the Personnel Committee for their input. Among the sections that will undergo significant revisions are

the dress code and use of electronics. I'd also like to include a general policy regarding public health crises.

PROGRAMMING:

Summer is coming and that means it's time for the Summer Reading Program. This year's theme is *Camp iRead: Read Beyond the Beaten Path*. It's going to be a wonderful summer! We kick off Monday, June 13, with registration and a party! Many of the activities will be outdoors.

We have included the Summer calendar in your packet for your convenience.

OTHER:

The parking lot will be repaved the week of 8/1/22. The City estimates that the entire road program will be completed by mid-August.

The Library's new Calming Room was featured in the new Mequon-Thiensville Community Foundation video. They've also mentioned the Adult/Family Discovery Kits.

I have spoken with several vendors regarding an art feature at the entrance to the Children's Department. I believe I found a local vendor who can do the job. He's working up a rough design so he can get us a rough estimate. We will then need to hone the design before he can actually quote the job.

The Friends of Weyenberg Library are getting organized. They have adopted bylaws and filed them with the state. They are now developing a logo, establishing membership levels, and articulating benefits of membership. We will create a webpage for them. Soon the Board of Trustees and the Friends will have to negotiate a Memorandum of Understanding so the two groups can work together effectively. Their official address will be the library's. The president is Sue Steinbrenner of Mequon. We even have Friends volunteers from nearby communities.

Summer

AT WEYENBERG

Camp iRead!

READ BEYOND THE BEATEN PATH

FLWL SUMMER
READING PROGRAM

JUNE 13 - AUGUST 20



PRE-READERS
AGES 0-5



CHILDREN'S
AGES 6-12



TEEN
AGES 12-18



ADULT
AGES 18 & UP



SUMMER LIBRARY HOURS

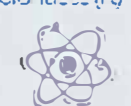
Mon-Thur 9 AM-8 PM

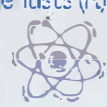
Fri 9 AM-6 PM

Sat 9 AM-4 PM

Closed Sundays in Summer

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CHILDRENS TEEN ADULT (R) registration required			1 Spice of the Month 	2 10:30a Hook, Yarn & Stitch	3 3p Weyenberg Movie Matinee 	4
5	6	7 2-7p Teen Exam Cram 	8 12-7p Teen Exam Cram	9	10	11
 Summer Reading for all ages begins Monday, June 13!  Register in person or online at flwlib.beansstack.org 	13 10a Parachute Play (R) 11-3p Summer Reading Kickoff Party 1p History Book Club 6p Evening Readers Book Club	14 10:30a Storytime on the Lawn 1:30p Hodge Podge Tuesday 	15 10:30a Storytime on the Lawn 2p Back to Camp Movie Matinee  6p Board of Trustees Meeting	16 10a Friends of the Weyenberg Library 10-11a Untidy Thursday 2-4p Craft Free for All	17  3p Weyenberg Movie Matinee	18 1:30-2:30p Saturday LEGO Club 
19	20 10a Little Scientists (R)  1p Monarch Memory Cafe 3p Unlock the Box (R) 	21 10:30a Storytime on the Lawn 1:30p M-T Community Book Club 	22 10:30a Storytime on the Lawn 4:30-5:30p Switch Day! 	23 6p Mindfulness & Meditation with Dragonfly  Meditation & Wellness of Mequon (R)	24 3p Trapped in the Upside Down Unlock the Box (R)	25 LIBRARY CLOSED 
26	27 4-5:30p Monday LEGO Club 	28 10:30a Storytime on the Lawn	29 10:30a Storytime on the Lawn 1p Insect Ambassadors (R) 	30 2p Learning About the DNA Hand You're Dealt: Utilizing Testing Company Tools	 Find full program details for all calendar events on the library's website. Looking to register or have additional questions? Call the Info desk at 262-242-2593. Adult/Teen ext. 320, Children's ext. 330.	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CHILDRENS TEEN ADULT (R) registration required					1 Spice of the Month 3p Weyenberg Movie Matinee	2 2p Genealogy Interest Group
3	4  LIBRARY CLOSED	5 10:30a Storytime on the Lawn	6 10:30a Storytime on the Lawn	7 10:30a Hook, Yarn & Stitch  2-4p Craft Free-for-All	8 6-9p Mini-Golf @ the Library After Hours (TEENS ONLY) 	9 10a-2p Mini-Golf @ the Library: All Ages
10	11 10a Parachute Play (R) 1p History Book Club 6p Evening Readers Book Club 	12 10:30a Storytime on the Lawn 1:30p Hodge Podge Tuesday 6p All About Bees 	13 10:30a Storytime on the Lawn 2p Back to Camp Movie Matinee 	14 10-11a Untidy Thursday	15  3p Weyenberg Movie Matinee	16 1:30-2:30p Saturday LEGO Club 
17	18 10a Little Scientists (R)  3p Unlock the Box (R) 	19 10:30a Storytime on the Lawn 1:30p M-T Community Book Club 	20 10:30a Storytime on the Lawn 1p Miss Jamie's Farm 6p Board of Trustees Meeting 	21 10a Friends of the Weyenberg Library	22	23
24	25 4-5:30p Monday LEGO Club 	26 10:30a Storytime on the Lawn	27 10:30a Storytime on the Lawn 4:30-5:30p Switch Day! 	28 2-4p Craft Free-for-All 2p Genealogy Interest Group	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 	1 Spice of the Month	2 10:30a Storytime on the Lawn	3 10:30a Storytime on the Lawn 6p Battle of the Books: Summer Edition (R) 	4 10:30a Hook, Yarn & Stitch 	5 3p Weyenberg Movie Matinee 	6
7 	8 10a Parachute Play (R) 1p History Book Club 6p Evening Readers Book Club 	9 10:30a Storytime on the Lawn 1:30p Hodge Podge Tuesday	10 10:30a Storytime on the Lawn 1p Miss Kim's Amazing Animals (R) 6p Philosophers in the Midst of History	11	12	13 1:30-2:30p Saturday LEGO Club 
14	15 10a Little Scientists (R)  3p Unbox the Box (R) 	16 10:30a Storytime on the Lawn 1:30p M-T Community Book Club 	17 10:30a Storytime on the Lawn 2p Back to Camp Movie Matinee  6p Board of Trustees Meeting	18 10a Friends of the Weyenberg Library 10-11a Unbudy Thursday 2-4p Craft, Free-for-All	19 3p Weyenberg Movie Matinee 	20 Saturday, August 20 is the last day of the 2022 Summer Reading Program! Don't forget to turn in your prize tickets! 
21	22	23 	24 4:30-5:30p Switch Day!	25 2p Genealogy Interest Group	26	27
28	29 4-5:30p Monday LEGO Club	30	31			CHILDRENS TEEN ADULT (R) registration required

Date: June 10, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, June 2022

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

- Interview for Associate – 5/19
- Director's council meeting – 5/19
- Call with Envisionware – 5/25
- Support Staff and Circulation Services Conference – 5/26
- Interview for Associate – 5/27
- Circulation Committee meeting – 6/1
- UMS Sync Report Completed – 6/1
- Management Meeting – 6/8
- Director's Council meeting – 6/9

STATISTICS

While our physical checkouts may be down this last month, our returns have significantly increased! You can tell Summer is on its way and Summer Reading Program is around the corner.

Our busiest day of the week in May was Tuesdays with slightly less than double the other days of the week, in terms of physical checkouts! Our slowest day of the week was Saturday. Probably due to weather being nicer.

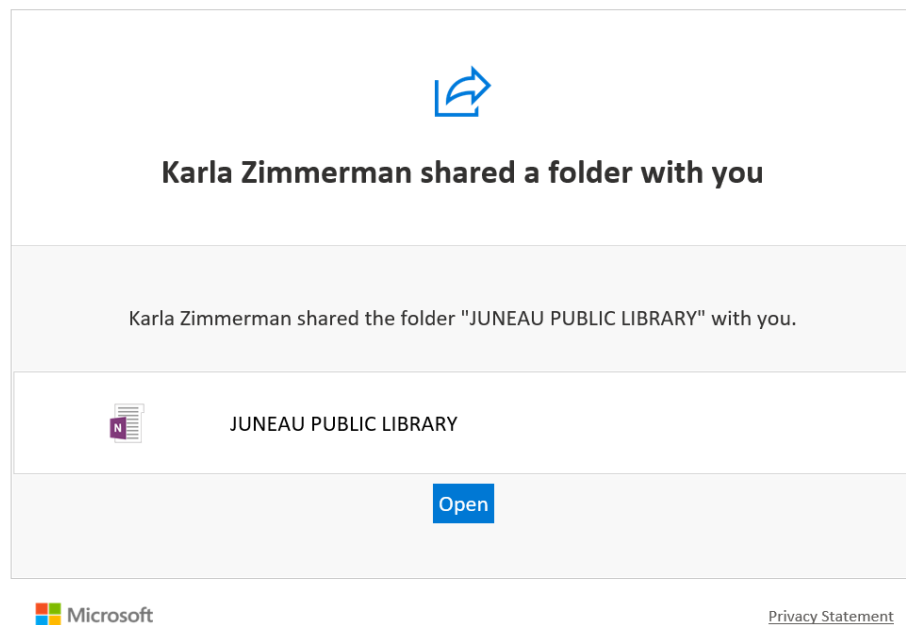
OTHER TASKS & TIDBITS

I am pleased to report that after interviewing for 2 months we have found our newest Access Services Associate! Her name is Molly Olk! She will be a wonderful addition to our staff! She will start on Wednesday, July 6th.

Our new Adventure Passes are starting to arrive. So far, we have added the Art Museum and the Schlitz Audubon Nature Center to our offerings. We are still waiting on the Mitchell Park Domes, Betty Brinn and I have recently contacted the Farm Wisconsin Discovery Center.

Date: June 10, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, June 2022

- The Information & Technology workgroup met on June 2, 2022. The workgroup primarily discussed the need to implement two-factor authentication on all Monarch associated accounts. This need was made more urgent by the sudden and alarming increase in phishing attacks, which are occurring primarily from unprotected accounts. As all individual library staff accounts and Board of Trustee accounts are already protected by two-factor authentication, we are ahead of the curve in this matter. We will complete the implementation by enabling two-factor authentication on our shared email accounts, utilizing a security dongle that will be stored in a secure location but still accessible by all users who need it.
- Speaking of phishing attacks, if you receive a message that looks similar to the one below, **do not click on any links or open any attachments that are included in it.** Remember to only open attachments from known senders and even then, not to open any attachments or follow any links if the message seems suspicious.



- The IT workgroup discussed what the next priorities should be for the Monarch IT department and determined that proper SharePoint training and installation of new hardware, including the new firewall that controls all of the system's internet traffic, should take priority. Following that, an improvement of the system's ticketing system was also identified as necessary, as now it is not possible to see updates provided by technicians on submitted tickets.

- Via the workgroup, I have asked the IT department to investigate alternatives to Faronics antivirus, the antivirus platform provided by the system, as it is not possible to install it on several of our newer computers and we are forced to purchase our own alternatives. I anticipate this problem becoming more prevalent as the product becomes further obsolete. Furthermore, it was discovered that several computers did not have any antivirus program installed on them, an obvious and potentially severe security flaw. We are undertaking an inventory of all Library owned computers to ensure that necessary security solutions are installed, up-to-date and functioning properly. It is likely that if the system office does not choose to utilize a different antivirus program, that we will need to purchase our own solution for all of our computers. Fortunately, we can do so very inexpensively thanks to our enrollment in TechSoup, a technology distributor for not-for-profit industries.
- I am a member of the system's two-factor authentication workgroup, and we are working with Riti Grover to determine the best method of rolling out two-factor authentication to all users as quickly as possible. I will personally be writing the instructions for utilizing the free phone authenticator app, which all of our users, currently take advantage of, as the provided instructions from the former IT director at Monarch were unclear at best and simply wrong in other areas.
- I met with Sarah Buruin, who is the specialist from Hartland Business Systems assisting Monarch with their SharePoint implementation, with issues I have been experiencing as a heavy user of the SharePoint platform. Some we were able to resolve, and she has encouraged me to report other issues directly to her as they occur so we may work together to identify and resolve the root causes of the problems.
- ETF held an update meeting for local employers on June 9, 2022. This was the first time they had held a meeting of this kind and they said they planned to hold them regularly in the future, which will be very helpful. Relevant issues to the Library's financial planning included the announcement that Income Continuation Insurance will again have a premium holiday in 2023, meaning neither the employer or employee will need to pay anything to participate. Also, ETF anticipated rate tables for 2023 health insurance would be available on September 12, 2022 at the earliest.
- The carpeting for the Community Room was installed on June 1, 2022. The painting took place on the week of June 5 through 10. The painters also fixed up the Access Services Manager's office and patched holes behind the self-check unit. We took this opportunity to replace all the electrical outlets and wall plates so that they all match and fit in better with the new color scheme. The furniture will hopefully be arriving soon but is dependent on manufacturer shipping times.

Date: June 10, 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:

- Passive Program: Spice of the Month Kit, 6/1
- Program: Movie Matinee, 5/20
- Program: Storytimes, 6/14, 6/15
- Program: Untidy Thursday, 6/16
- Meeting with Lakeview Public Library Director & Intern about Digitization Lab, 5/20
- Ordered Collection Materials, 5/23, 6/6, 6/13
- Monarch Public Information Workgroup, 5/24
- Monarch Public Information Small Workgroup, 5/25
- Management Meeting, 6/8
- Evening Shifts, 5/24, 5/31, 6/7, 6/14
- Weekend Shifts, 5/28

MONTHLY STATISTICS

-Our eCirculations and eCollections statistics continue to look good. Our eCircs were over 5000 again in May, which puts our year-to-date total surpassing our 2020 numbers when our numbers skyrocketed with the Stay-At-Home order.

-The Digitization Lab had 21 reservations in May. June has not been filling up as quickly as the past few months did, but we do currently have 10 reservations for the month.

-Our programming numbers continue to be great across all ages. We have a bunch of children's events planned this summer, as well as a few extra teen and adult programs, so hopefully they will be well attended.

OTHER TASKS & TIDBITS

-Summer Reading starts on Monday, June 13. Patrons can register in-person for the paper logs or online through the Beanstack app. Each child and teen that signs up in-person for the summer reading program gets a reading log, some coupons and a book of their choice.

As part of our kickoff for the summer program, we have a bunch of activities and children's crafts planned that we will be doing outside.

-Boswell Books reached out to us and graciously provided us with summer reading coupons for our patrons! There are two different coupons, one for children & teens and one for adults.

We also received summer reading coupons from Schlitz Audubon Nature Center, the Milwaukee Public Museum, the Milwaukee Art Museum, the WI State Fair, Taco Bell, and Cousins.

-I have been training our new Patron Services Librarian, Kerry Billings, for the last couple of weeks. Kerry will be helping with some of our Children's programs this summer.

UPCOMING LIBRARY PROGRAMS

- Genealogy Interest Group (monthly, in-person & Zoom)
 - M-T Book Club (monthly, in-person)
 - Evening Readers Book Club (monthly, in-person)
 - History Book Club (monthly, in-person)
 - AM Hook, Yarn & Stitch Club (monthly, in-person)
 - Movie Matinees (1st & 3rd Fridays monthly, in-person)
 - Spice of the Month Kits (monthly)
 - Philosophers in the Midst of History (quarterly, in-person)
 - Mindfulness & Meditation with Dragonfly Wellness (June, in-person)
 - Monarch Memory Café (June, in-person)
 - All About Bees (July, in-person)
-
- Teen Take & Make Kits
 - Teen Exam Cram (in-person, June)
 - Craft-Free-For-All (4x this summer, in-person)
 - Stranger Things* Escape Room “Trapped in the Upside Down” (June, in-person)
 - After Hours Mini Golf (July, in-person)
 - Battle of the Books (August, in-person)
-
- 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)
 - Hodge Podge Tuesdays (monthly, in-person)
 - Back to Camp Movies (monthly, in-person)
 - Untidy Thursdays (monthly, in-person)
 - Little Scientists (monthly, in-person)
 - Unlock the Box (monthly, in-person)
 - Nintendo Switch Days (monthly, in-person)
 - Insect Ambassadors (June, in-person)
 - Family Library Mini Golf (July, in-person)
 - Miss Jamie’s Farm (July, in-person)
 - Miss Kim’s Amazing Animals (August, in-person)



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Brian Zelinski

Territory Manager

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Cell: 414.659.8239

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Developing the Library Budget

8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also [Trustee Essential #24: Library Friends and Library Foundations](#).)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money](#).)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)

Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
Operating Income Total	\$ 67,000	\$ 68,000	\$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
Operating Expenditures Total	\$ 67,000	\$ 68,000	\$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
Capital Expenditures Total	\$ 2,000	\$ 3,000	\$ 3,000

Total of All Expenditures	\$ 69,000	\$ 71,000	\$ 72,000
----------------------------------	------------------	------------------	------------------

*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)

Managing the Library's Money

9

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see [Trustee Essential #8: Developing the Library Budget](#)).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See [Trustee Essential #8: Developing the Library Budget](#).)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A [Sample Trust/Gift Fund Report](#) is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- [Sample Trust/Gift Fund Report](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
Yearly total for all accounts		\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350