



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
January 20, 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=TzgwME1hRWRRDd29PVjZwVjc5NHJNQ09>

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 December 16, 2020 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for December 2020
 - B. Action Item: Accounts Payable for December 2020
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – D. Strifling**
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Staff Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager
- X. Other Business**
 - A. Discussion and Possible Action: COVID-19 Protocols

- B. Status of ongoing Foundation projects
- XI. New Business**
 - A. Discussion: Strategic Plan Progress Report
 - B. Discussion and Possible Action: Date Change for February Meeting
- XII. Trustee Training & System/State Library Update**
- XIII. Future Meeting Dates**
 - A. Board of Trustees Meeting: TBD
 - B. Other Meetings:
- XIV. Adjourn**

David Strifling, President

Posted: January 15, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees December 16, 2020 Meeting Unapproved

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

A meeting of the Frank L. Weyenberg Library Board of Trustees was held on Wednesday, December 16, 2020 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 December 11, 2020 was verified.

Trustees present: David Strifling, President; JanaLee Hitchcock, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lauren Croix, Lisa Nowakowski, Alex Olson, Jefferey Hansher and Rob Holyoke.

Trustees Absent: None.

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

III. Announcements

None at this time.

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 November 18, 2020 Meeting

Rob Holyoke moved to approve the minutes of the November 18, 2020 Board of Trustees Meeting. Lisa Nowakowski seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for November 2020

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 November 2020

JanaLee Hitchcock moved to approve the Accounts Payable Statement for November 2020 in the amount of \$90,719.47. Alex Olson 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 the Board was still awaiting word on an appointment from the City of Mequon for the vacant position on the Board.

IX. Staff Reports

A. Library Operations Report

The statistical summary for November was included in the Board Packet. Library Director Rachel Muchin Young added the missing statistics from the interlibrary loan categories.

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.

C. Staff Reports:

i. Access Services Manager

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

ii. Patron Services Manager

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

iii. **Business Manager**

The written report was included in the Board Packet. Business Manager Craig Jacobson reported further on his activities for the month. Further discussion was dedicated to the status of the Library's financial reports, efforts to reconcile them with the Library's internal reports, and how they will be presented going forward.

X. Other Business

A. **Discussion and Possible Action: COVID-19 Protocols**

Mr. Jacobson reported on a Library staff member who had tested positive for COVID-19, and the steps that were taken to prevent further spread of the disease. The incident was used as a reminder of the importance of adhering to employee health screening and the protocols in place.

A draft COVID-19 policy, titled Library Services and Hours During the COVID-19 Pandemic, was distributed at the Board meeting. The policy focuses on criteria for library operations and responses to a COVID-19 outbreak among employees. The policy was amended to correct some typos and grammatical errors.

Alex Olson moved to approve the COVID-19 policy as amended. Jeffrey Hansher seconded. Motion carried.

XI. New Business

Nothing at this time.

XII. Trustee Training & System/State Library Update

Ms. Muchin Young updated the Board on future webinars and training opportunities and will send information on those to the Board.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on January 20, 2021 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Rob Holyoke and seconded by JanaLee Hitchcock. Motion carried and meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

Library - Revenue Guideline

Current Period: DECEMBER 2020

Account Descr	2020 YTD Budget	2020 YTD Amt	DECEMBER 2020 Amt	Balance	2020 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$7,810.00	\$7,810.00	-\$7,810.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,578.60	\$1,578.60	-\$1,578.60	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$9,388.60	\$9,388.60	-\$9,388.60	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$9,388.60	\$9,388.60	-\$9,388.60	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$9,388.60	\$9,388.60	-\$9,388.60	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,075,000.00	\$1,075,000.00	\$0.00	\$0.00	100.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$110,740.00	\$0.00	\$0.00	100.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$14,967.00	\$14,936.53	\$0.00	\$30.47	99.80%
DEPT 001 LOCAL PROPERTY TAXES	\$1,200,707.00	\$1,200,676.53	\$0.00	\$30.47	100.00%
MAJ CLS 40 TAXES	\$1,200,707.00	\$1,200,676.53	\$0.00	\$30.47	100.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$27,543.00	\$12,762.82	\$387.83	\$14,780.18	46.34%
DEPT 006 FINES & FORFEITURES	\$27,543.00	\$12,762.82	\$387.83	\$14,780.18	46.34%
MAJ CLS 42 REGULATION & COMPLIANCE	\$27,543.00	\$12,762.82	\$387.83	\$14,780.18	46.34%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$5,000.00	\$1,889.05	\$50.97	\$3,110.95	37.78%
DEPT 013 INTEREST INCOME	\$5,000.00	\$1,889.05	\$50.97	\$3,110.95	37.78%
MAJ CLS 44 COMMERCIAL REVENUES	\$5,000.00	\$1,889.05	\$50.97	\$3,110.95	37.78%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$6,131.10	\$467.50	\$1,368.90	81.75%
DEPT 014 SALE INCOME	\$7,500.00	\$6,131.10	\$467.50	\$1,368.90	81.75%

Account Descr	2020 YTD Budget	2020 YTD Amt	DECEMBER 2020 Amt	Balance	2020 % of Budget
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,750.00	\$1,941.56	\$239.56	\$808.44	70.60%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	-\$9,065.60	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$80,178.00	\$0.00	\$0.00	\$80,178.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$82,928.00	\$1,941.56	-\$8,826.04	\$80,986.44	2.34%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$90,428.00	\$8,072.66	-\$8,358.54	\$82,355.34	8.93%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,323,678.00	\$1,223,401.06	-\$7,919.74	\$100,276.94	92.42%
	\$1,323,678.00	\$1,232,789.66	\$1,468.86	\$90,888.34	93.13%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline

Current Period: DECEMBER 2020

Account Descr	2020 YTD Budget	2020 YTD Amt	DECEMBER 2020 Amt	Balance	2020 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$7,520.83	\$7,520.83	-\$7,520.83	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$976.79	\$976.79	-\$976.79	0.00%
DEPT 551 LIBRARY	\$0.00	\$8,497.62	\$8,497.62	-\$8,497.62	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$8,497.62	\$8,497.62	-\$8,497.62	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$8,497.62	\$8,497.62	-\$8,497.62	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$583,850.00	\$572,236.36	\$67,549.50	\$11,613.64	98.01%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$365.83	\$0.00	\$3,134.17	10.45%
E 99-91-551-1-199 FRINGE BENEFITS	\$208,500.00	\$203,574.89	\$18,999.05	\$4,925.11	97.64%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,250.00	\$2,836.54	\$0.00	\$413.46	87.28%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,313.00	\$1,334.00	\$0.00	-\$21.00	101.60%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,876.40	\$0.00	\$23.60	98.76%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$802,313.00	\$782,224.02	\$86,548.55	\$20,088.98	97.50%
MAJ CLS 91 LIBRARY STAFFING	\$802,313.00	\$782,224.02	\$86,548.55	\$20,088.98	97.50%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$566.25	\$0.00	\$33.75	94.38%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$6,550.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$19,378.00	\$19,378.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-285 WEPKO LEASE	\$19,500.00	\$16,834.60	\$80.33	\$2,665.40	86.33%
E 99-92-551-2-286 COMPUTERS	\$15,000.00	\$13,400.93	\$304.48	\$1,599.07	89.34%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$758.45	\$0.00	\$741.55	50.56%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$6,000.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$4,500.00	\$2,522.06	\$168.28	\$1,977.94	56.05%
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	\$8,000.00	\$9,722.49	\$546.98	-\$1,722.49	121.53%
E 99-92-551-3-303 TELEPHONE	\$2,200.00	\$2,442.60	\$201.40	-\$242.60	111.03%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,947.00	\$3,717.19	\$234.77	\$1,229.81	75.14%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$393.80	\$44.75	-\$68.80	121.17%
E 99-92-551-3-359 MONARCH FEES	\$15,050.00	\$15,899.79	\$0.00	-\$849.79	105.65%
DEPT 551 LIBRARY	\$103,550.00	\$98,186.16	\$1,580.99	\$5,363.84	94.82%

Account Descr	2020 YTD Budget	2020 YTD Amt	DECEMBER 2020 Amt	Balance	2020 % of Budget
MAJ CLS 92 LIBRARY ADMINISTRATION	\$103,550.00	\$98,186.16	\$1,580.99	\$5,363.84	94.82%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$5,189.36	\$146.29	\$810.64	86.49%
E 99-93-551-3-371 MEDIA	\$32,000.00	\$21,268.22	\$2,138.00	\$10,731.78	66.46%
E 99-93-551-3-372 E CONTENT	\$30,000.00	\$40,755.10	\$1,361.84	-\$10,755.10	135.85%
E 99-93-551-3-373 PRINT	\$93,000.00	\$80,175.92	\$5,758.04	\$12,824.08	86.21%
DEPT 551 LIBRARY	\$161,000.00	\$147,388.60	\$9,404.17	\$13,611.40	91.55%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$147,388.60	\$9,404.17	\$13,611.40	91.55%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$28,800.00	\$0.00	\$0.00	100.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$18,691.83	\$210.00	\$2,558.17	87.96%
E 99-94-551-3-306 JANITOR SUPPLIES	\$3,000.00	\$6,179.93	\$285.08	-\$3,179.93	206.00%
E 99-94-551-3-308 BUILDING SUPPLIES	\$50,000.00	\$30,205.86	\$740.78	\$19,794.14	60.41%
E 99-94-551-3-360 UTILITIES	\$42,637.00	\$37,016.43	\$2,683.53	\$5,620.57	86.82%
E 99-94-551-3-361 SEWER & WATER	\$2,000.00	\$1,816.95	\$0.00	\$183.05	90.85%
E 99-94-551-7-700 BUILDING PROJECTS	\$109,128.00	\$34,417.50	\$0.00	\$74,710.50	31.54%
DEPT 551 LIBRARY	\$256,815.00	\$157,128.50	\$3,919.39	\$99,686.50	61.18%
MAJ CLS 94 LIBRARY BUILDING	\$256,815.00	\$157,128.50	\$3,919.39	\$99,686.50	61.18%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	-\$7,875.12	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	-\$7,875.12	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	-\$7,875.12	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,323,678.00	\$1,184,927.28	\$93,577.98	\$138,750.72	89.52%
	\$1,323,678.00	\$1,193,424.90	\$102,075.60	\$130,253.10	90.16%

VILLAGE OF THIENSVILLE

Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - HARRIS GEN F	\$0.00	\$2,357.80	\$622.50	\$2,357.80	\$622.50	\$1,735.30	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	\$9,388.60	\$0.00	\$9,388.60	-\$9,388.60	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$8,497.62	\$0.00	\$8,497.62	\$0.00	\$8,497.62	98
G 98-31190 GIFTS & GRANTS RESTRICT	\$0.00	\$0.00	\$494.59	\$0.00	\$494.59	-\$494.59	98
G 98-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$349.73	\$0.00	\$349.73	-\$349.73	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$10,855.42	\$10,855.42	\$10,855.42	\$10,855.42	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - HARRIS GEN F	\$8,146.55	\$101,688.28	\$169,332.61	\$2,835,047.19	\$2,864,741.65	-\$21,547.91	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$760.21	\$760.21	\$7,193.34	\$7,193.34	\$2,500.00	99
G 99-11140 SAVINGS - HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$48,150.71	\$48,150.71	\$425,075.48	\$425,075.48	\$0.00	99
G 99-11210 INVESTMENTS	\$267,502.70	\$50.97	\$33,000.00	\$1,004,389.05	\$994,000.00	\$277,891.75	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$50,797.00	\$0.00	\$0.00	\$0.00	\$50,797.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	-\$20,319.00	\$0.00	\$0.00	\$20,319.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$30,266.80	\$0.00	\$0.00	\$35,646.66	\$5,379.86	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$2,781.77	\$2,781.77	\$23,729.04	\$23,729.04	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$4,822.39	\$4,822.39	\$41,203.81	\$41,203.81	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$4,995.53	\$4,995.53	\$43,456.82	\$43,456.82	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,220.38	\$760.21	\$1,087.76	\$13,868.04	\$14,341.02	-\$2,693.36	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$14.66	\$14.66	\$0.00	99
G 99-21265 WI RETIREMENT	-\$5,252.55	\$2,799.19	\$4,220.32	\$38,741.92	\$37,709.59	-\$4,220.22	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$50.46	\$50.46	\$50.46	\$50.46	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$66.30	\$66.30	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,338.40	\$1,338.40	\$16,161.56	\$16,161.56	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.46	\$15.46	\$181.52	\$181.52	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$31.92	\$31.92	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$26,108.72	\$0.00	\$0.00	\$26,108.72	\$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	-\$30,478.00	\$0.00	\$0.00	\$81,275.00	\$50,797.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$212,178.84	\$0.00	\$1,190.48	\$333.65	\$1,222.54	-\$213,067.73	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$9,065.60	\$1,145.86	\$9,065.60	\$1,232,466.66	-\$1,223,401.06	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$101,485.47	\$7,907.49	\$1,237,887.31	\$52,960.03	\$1,184,927.28	99
G 99-31190 GIFTS & GRANTS RESTRICT	\$415.92	\$8,004.59	\$6,898.33	\$15,534.59	\$15,950.51	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	-\$2,149.13	\$1,905.33	\$976.79	\$4,713.58	\$2,564.45	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED AS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$288,772.79	\$288,772.79	\$5,880,095.22	\$5,880,095.22	\$0.00	
	\$0.00	\$299,628.21	\$299,628.21	\$5,890,950.64	\$5,890,950.64	\$0.00	



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Batch: 1220 LIB AP,1220 LIB MN,1220 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
313 e	12/04/20	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,538.87		FED/Wages Pd 12-4-20
G 99-21210		WISCONSIN WITHHOLDI	\$883.92		WI/Wages Pd 12-4-20
G 99-21230		SOCIAL SECURITY TAX	\$1,613.47		SS & MED/Wages Pd 12-4-20
E 99-91-551-1-199		FRINGE BENEFITS	\$1,613.48		SS Employer/Wages Pd 12-4-20
G 99-11160		SPECIAL CLEARING AC	\$15,636.44		DirectDep/Wages Pd 12-4-20
		Total	\$21,286.18		
314 e 12/04/20 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$22,435.82		Salaries & Wages/Wages Pd 12-4-20
E 99-93-551-3-370		PROGRAMMING	\$9.53		LAMPP Reimbursement/Wages Pd 12-4-20
E 99-93-551-3-370		PROGRAMMING	\$1.99		GILMAN Reimbursement/Wages Pd 12-4-20
G 99-21265		WI RETIREMENT	(\$1,397.79)		WRS Employees/Wages Pd 12-4-20
G 99-21220		FEDERAL WITHHOLDIN	(\$1,538.87)		FED/Wages Pd 12-4-20
G 99-21210		WISCONSIN WITHHOLDI	(\$883.92)		WI/Wages Pd 12-4-20
G 99-21230		SOCIAL SECURITY TAX	(\$1,613.47)		SS & Medicare/Wages Pd 12-4-20
G 99-21245		FLEX BENEFIT	(\$543.51)		FLEX BEN/Wages Pd 12-4-20
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 12-4-20
G 99-21285		LIFE INSURANCE WITH	(\$15.46)		LIFE/Wages Pd 12-4-20
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 12-4-20
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 12-4-20
G 99-21286		ACCIDENTAL INS WITH	(\$31.92)		ACCIDENT/Wages Pd 12-4-20
G 99-11160		SPECIAL CLEARING AC	(\$15,636.44)		Net Pay/Wages Pd 12-4-20
		Total	\$0.00		
316	12/11/20	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$84.14	569247109	Processing 12-4-20 Payroll
		Total	\$84.14		
319 e 12/18/20 ADP					
G 99-21220		FEDERAL WITHHOLDIN	\$1,551.55		FED/Wages Pd 12-18-20
G 99-21210		WISCONSIN WITHHOLDI	\$893.06		WI/Wages Pd 12-18-20
G 99-21230		SOCIAL SECURITY TAX	\$1,649.11		SS & MED/Wages Pd 12-18-20
E 99-91-551-1-199		FRINGE BENEFITS	\$1,649.13		SS Employer/Wages Pd 12-18-20
G 99-11160		SPECIAL CLEARING AC	\$15,755.90		DirectDep/Wages Pd 12-18-20
		Total	\$21,498.75		
320 e 12/18/20 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$22,460.12		Salaries & Wages/Wages Pd 12-18-20
G 99-21265		WI RETIREMENT	(\$1,397.79)		WRS Employees/Wages Pd 12-18-20
G 99-21220		FEDERAL WITHHOLDIN	(\$1,551.55)		FED/Wages Pd 12-18-20
G 99-21210		WISCONSIN WITHHOLDI	(\$893.06)		WI/Wages Pd 12-18-20
G 99-21230		SOCIAL SECURITY TAX	(\$1,649.11)		SS & MED/Wages Pd 12-18-20
G 99-21245		FLEX BENEFIT	(\$543.51)		FLEX BEN/Wages Pd 12-18-20
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 12-18-20
G 99-11160		SPECIAL CLEARING AC	(\$15,755.90)		Net Pay/Wages Pd 12-18-20
		Total	\$0.00		
328 e	12/24/20	DEPT. OF EMPLOYEE TRUST FUNDS			



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Batch: 1220 LIB AP,1220 LIB MN,1220 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-91-551-1-199		FRINGE BENEFITS	\$11,124.48	36420002021	JAN Health/Employer
G 99-21280		HEALTH INSURANCE WI	\$1,338.40	36420002021	JAN Health/Employee
		Total	\$12,462.88		
329 e	12/17/20	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,799.19	240406	NOV WRS/Employer
G 99-21265		WI RETIREMENT	\$2,799.19	240406	NOV WRS/Employee
		Total	\$5,598.38		
338 e	12/25/20	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$84.14	570077448	Processing 12-18-20 Payroll
		Total	\$84.14		
341 e	12/31/20	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,731.97		FED/Wages Pd 1-1-21
G 99-21210		WISCONSIN WITHHOLDI	\$1,004.79		WI/Wages Pd 1-1-21
G 99-21230		SOCIAL SECURITY TAX	\$1,732.95		SS & MED/Wages Pd 1-1-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,732.95		SS Employer/Wages Pd 1-1-21
G 99-11160		SPECIAL CLEARING AC	\$16,758.37		DirectDep/Wages Pd 1-1-21
		Total	\$22,961.03		
342 e	12/31/20	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,653.56		Salaries & Wages/Wages Pd 1-1-21
G 99-21265		WI RETIREMENT	(\$1,424.74)		WRS Employees/Wages Pd 1-1-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,731.97)		FED/Wages Pd 1-1-21
G 99-21210		WISCONSIN WITHHOLDI	(\$1,004.79)		WI/Wages Pd 1-1-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,732.95)		SS & MED/Wages Pd 1-1-21
G 99-21245		FLEX BENEFIT	(\$0.74)		FLEX BEN/Wages Pd 1-1-21
G 99-11160		SPECIAL CLEARING AC	(\$16,758.37)		Net Pay/Wages Pd 1-1-21
		Total	\$0.00		
24413	12/22/20	ASCEND ELEVATOR LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$210.00	3813	Elevator Service (3 of 3)
E 99-94-551-3-308		BUILDING SUPPLIES	\$100.00	3819	Elevator Light Repair
		Total	\$310.00		
24414	12/22/20	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		DEC Phone Service
		Total	\$172.62		
24415	12/22/20	BAKER & TAYLOR			
E 99-93-551-3-371		MEDIA	\$161.50	2035452584	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$99.38	2035475089	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,629.13	2035576577	Print Collection Materials
E 99-93-551-3-373		PRINT	\$268.03	2035594892	Print Collection Materials
E 99-93-551-3-373		PRINT	\$914.58	2035607885	Print Collection Materials
E 99-93-551-3-373		PRINT	\$405.86	2035608001	Print Collection Materials
E 99-93-551-3-373		PRINT	\$247.46	2035617335	Print Collection Materials
E 99-93-551-3-373		PRINT	\$2,292.98	2035631306	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$64.77	H23997260	Media Collection
E 99-93-551-3-371		MEDIA	\$57.58	H23999490	Media Collection



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Batch: 1220 LIB AP,1220 LIB MN,1220 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$39.67	H51646480	Media Collection
E 99-93-551-3-371		MEDIA	\$563.40	H51658200	Media Collection
E 99-93-551-3-371		MEDIA	\$24.53	H51674350	Media Collection
E 99-93-551-3-371		MEDIA	\$45.46	H51689190	Media Collection
E 99-93-551-3-371		MEDIA	\$13.47	H51690550	Media Collection
E 99-93-551-3-371		MEDIA	\$16.61	H51710880	Media Collection
E 99-93-551-3-371		MEDIA	\$98.84	H51716390	Media Collection
E 99-93-551-3-371		MEDIA	\$54.82	H51728640	Media Collection
E 99-93-551-3-371		MEDIA	\$14.33	H51769810	Media Collection
E 99-93-551-3-371		MEDIA	\$146.51	H51771460	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H51781120	Media Collection
E 99-93-551-3-371		MEDIA	\$59.86	H51837310	Media Collection
E 99-93-551-3-371		MEDIA	\$23.43	H51843070	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H51857830	Media Collection
E 99-93-551-3-371		MEDIA	\$20.21	H51868620	Media Collection
E 99-93-551-3-371		MEDIA	\$20.90	H51868650	Media Collection
E 99-93-551-3-371		MEDIA	\$71.47	H51905830	Media Collection
E 99-93-551-3-371		MEDIA	\$178.90	H51905960	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H51934210	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H51985950	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H51987240	Media Collection
E 99-93-551-3-371		MEDIA	\$56.26	H51992990	Media Collection
E 99-93-551-3-371		MEDIA	\$20.21	H52006700	Media Collection
E 99-93-551-3-371		MEDIA	\$49.00	H52055940	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H52058330	Media Collection
E 99-93-551-3-371		MEDIA	\$51.27	H52058430	Media Collection
E 99-93-551-3-371		MEDIA	\$23.43	H52068890	Media Collection
E 99-93-551-3-371		MEDIA	\$27.44	H52126940	Media Collection
		Total	\$7,896.04		
24416	12/22/20	BOEHLKE HARDWARE			
E 99-94-551-3-308		BUILDING SUPPLIES	\$182.00	58885	Bathroom Repairs
		Total	\$182.00		
24417	12/22/20	CARDMEMBER SERVICE			
E 99-92-551-2-285		WEPCO LEASE	\$78.99	1647	Mailchimp
E 99-92-551-2-285		WEPCO LEASE	\$1.34	1726	Amazon Web Services
E 99-93-551-3-370		PROGRAMMING	\$15.99	3807	Target
E 99-92-551-3-303		TELEPHONE	\$25.49	3947	AT&T
E 99-93-551-3-370		PROGRAMMING	\$32.58	9158	Target
		Total	\$154.39		
24418	12/22/20	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$3.29	180339036	NOV Long Distance
		Total	\$3.29		
24419	12/22/20	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$50.46	1543813	JAN Dental/Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1546252	JAN Vision/Employee



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Batch: 1220 LIB AP,1220 LIB MN,1220 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$116.76		
24420	12/22/20	DEMCO			
E 99-92-551-3-300		OFFICE SUPPLIES	\$364.59	6876807	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$31.75	6883290	Work Supplies
Total			\$396.34		
24421	12/22/20	EMERGENCY TV SERVICE CO			
E 99-94-551-3-308		BUILDING SUPPLIES	\$214.00	112564	Projector Repairs
Total			\$214.00		
24422	12/22/20	GECRB/AMAZON			
E 99-93-551-3-370		PROGRAMMING	\$33.06	43493348948	Programming Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	43543393958	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$20.72	43649655987	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$11.68	44389376334	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$164.95	44974374645	Technology Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	45374985336	Kindle Titles
E 99-92-551-3-300		OFFICE SUPPLIES	\$6.99	46535567744	Office Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	46785368586	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$19.96	55885678733	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$7.47	68998765889	Programming Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$89.98	74495889759	Building Supplies
E 99-92-551-2-286		COMPUTERS	\$139.53	85459484956	Technology Supplies
E 99-93-551-3-370		PROGRAMMING	\$4.99	89698988588	Programming Supplies
Total			\$544.30		
24423	12/22/20	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	28320859	Monthly Color Copier Lease
Total			\$142.00		
24424	12/22/20	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,316.87	99707050	NOV Hoopia
Total			\$1,316.87		
24425	12/22/20	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$13.87	0415236	Telephony Charges
E 99-93-551-3-370		PROGRAMMING	\$18.50	0415256	Storywalk Prep
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$622.50	415278	Beanstalk Badge Books-Rest Gift
Total			\$654.87		
24426	12/22/20	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$285.08	S2698999.00	Hand Sanitizer
Total			\$285.08		
24427	12/22/20	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$92.77	AR128071	NOV Copy Charges
Total			\$92.77		
24428	12/22/20	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$131.97	12515119	Office Supplies



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Batch: 1220 LIB AP,1220 LIB MN,1220 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$131.97		
24429	12/22/20	SECURIAN FINANCIAL GROUP, INC			
E 99-91-551-1-199		FRINGE BENEFITS	\$79.82	012021-L	JAN Life Insurance/Employer
G 99-21285		LIFE INSURANCE WITH	\$15.46	012021-L	JAN Life Insurance/Employee
G 99-21286		ACCIDENTAL INS WITH	\$31.92	012121-A	JAN Accident Life/Employee
Total			\$127.20		
24430	12/22/20	STEVLIN'S HARDWARE INC			
E 99-94-551-3-308		BUILDING SUPPLIES	\$59.80	246295	Keys Cut
E 99-94-551-3-308		BUILDING SUPPLIES	\$95.00	95251	Lock Repair Service
Total			\$154.80		
24431	12/22/20	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$44.75	597725	NOV 2020 Placements
Total			\$44.75		
24432	12/22/20	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$2,683.53	12262020	DEC Electrical & Gas
Total			\$2,683.53		
11110 HARRIS GF -CHECKING			\$99,599.08		

Fund Summary

11110 HARRIS GF -CHECKING	
98 FLW LIB GIFTS & GRANTS FUND	\$622.50
99 F. L. WEYENBERG LIBRARY FUND	\$98,976.58
	\$99,599.08

2020 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	25,583	23,730	22,392	306,973
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	21,961	22,825	21,760	20,146	213,031
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
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	991	1,044	628	1,268	1,845	815	914	1,319	1,260	1,140	728	685	12,637
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
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	13,884	11,635	12,821	11,677	10,172	145,682
2020	11,690	11,636	6,245	0	0	4,229	7,596	8,544	8,083	8,217	7,212	7,071	80,523
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	16	20	22	18	18	14	11	13	20	21	18	13	204
attendance	154	115	315	255	169	143	131	106	195	274	270	110	2,237
2020	13	17	8	8	4	6	5	4	7	9	6	2	89
attendance	111	222	63	72	21	67	51	18	42	64	44	12	787
Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	2	1	4	4	1	1	1	1	2	1	3	1	22
participation	167	109	164	205	88	80	115	102	142	101	239	63	1,575
2020	2	1	4	0	0	0	0	0	1	3	3	1	15
participation	183	147	169	38	58	37	6	16	21	57	45	80	857
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
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
participation	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
participation	39	82	111	0	5	138	119	42	19	30	30	28	643

2020 Activity Report

Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	29	26	34	27	29	28	25	19	28	28	18	308
attendance	372	731	840	794	954	1438	1500	1014	572	894	787	489	10,385
2020	18	25	15	17	12	5	6	1	9	9	8	6	131
attendance	619	755	370	801	544	337	469	155	336	177	129	109	4,801
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	2	3	5	1	2	2	2	4	35
participation	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
participation	356	315	283	47	24	289	313	318	235	267	211	300	2,958
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
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	n/a	0	0	0	0	20	21	36		21	187
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	n/a	0	0	0	0	18	32	26	19	18	179
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	n/a	35	30	63	88	103	73	67	78	51	774
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
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

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

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

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 12/18, 1/8, 1/15
- RECURRING: Virtual Rotary Meetings, 1/5, 1/19
- All Staff Meetings (2), 1/6
- Monarch Directors' Council Virtual Meeting 1/14
- Management Team, 12/8
- WLA Inclusive Services Special Interest Group, 12/17
- WLA Virtual Conference Work Group, 12/21
- TechLogic Self-Checkout Unit Demonstration, 1/13
- Met w/ Christ Alone Lutheran School about library cards for students and faculty, 1/14

PERSONNEL & CONTINUING EDUCATION:

Staff appears to be comfortable with the Pandemic policies we have in place. At least the mood here seems to have improved a bit.

Over the Christmas and New Year holidays, I emptied the exterior bins. Kudos to the Access Services staff who have to push carts through the snow on a regular basis. It's hard work. So pleased that we've reached the point that even while quarantining items, we can keep the return bins open 24/7. The first several months of the pandemic were difficult. Patrons like to return items when they are ready to do so. I'm glad we can offer them this convenience.

OPERATIONS ACTIVITIES:

December 30, I did something I haven't done in a very long time. I wrote a letter to a patron banning him from the library. He has been in the library twice since we reopened, refusing to wear a mask, and harassing our staff. He has also been banned from the Cedarburg Public Library. He is a resident of Milwaukee.

We have had at least one other patron, a regular, who got vocal and, frankly, quite nasty, about wearing a mask. I spoke with him a couple of times. I think he may find another library to visit.

As you can see from the other managers' reports, they and their staffs are very concerned about these negative interactions, as well they should be. I don't see mask wearing as infringing on personal rights any more than asking them to wear a shirt, but as you know this issue has become political. I am hoping that this situation will settle down after the inauguration.

I have spoken to the Mequon Police Department about the two patrons referenced above, and will continue to keep the lines of communication open. I have instructed staff to call the police if a patron refuses to wear a mask and refuses to leave the building.

We have purchased walkie-talkies, primarily so the pages can contact the desks quickly. We do not want the pages engaging with patrons about masks.

Corporate Contractors, Inc. (CCI) completed their project December 29, and removed all of their equipment, prior to the snowstorm. They have also informed me that if we see damage to the lawn in spring, they will return to fill in any ruts created by their equipment. It was a pleasure working with them, in spite of a shaky start.

Hometown Glass & Improvement has begun the Pass-Through Window project. They have removed the window and boarded up the opening. They removed the window early because they wanted to get exact measurements for the new installation.

Amanda Kloppmann and I spoke with the principal of Christ Alone Lutheran School about getting digital cards for their fifth through eighth grade students and their faculty. Several students visit the library frequently after school, most without cards. We'd like them to be able to access more of our services. The principal was impressed with all we have to offer and will contact his families. We are suggesting digital access only because there is no liability for the families (no late fees, no lost material, etc.). This will also be a great test run for a roll out to Mequon-Thiensville Public Schools.

I spoke with Mayor John Wirth last week regarding appointing a trustee to our board. I spoke with an interested party Friday and will invite her to attend our January Board meeting if she is interested in serving.

Several months ago, Mead Public Library in Sheboygan converted a room in their library for heat treating returned materials to eradicate bedbugs. The heating process takes about four hours and material is heated to 122° to 130° F. They have been "baking" their own returns since fall and have not noticed any damage. They will now begin baking returns belonging to the rest of the system. Older, fragile items are not subjected to this heat treating.

PROGRAMMING:

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

Click here to go directly to our YouTube page:

<https://www.youtube.com/channel/UCF7ld2ZIIAe8wEVkLaQoc2A/>

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

OTHER:

The Foundation Fall Fund Drive was more lucrative than any since I started here. Our community has been particularly generous during this difficult time. To date, we have raised \$23,749, from 162 contributors. Our only costs are letterhead, mailing and reply envelopes, and postage. I am particularly heartened by the notes several donors included, thanking us for the steps we are taking to stem the pandemic while providing essential services.

Date: January 6, 2021
 To: Frank L. Weyenberg Library Board of Trustees
 From: Amanda Kloppmann
 Re: Access Services Manager Report, January 2021

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

- Curbside appointments – 12/17
- Circ desk – 12/17
- Covid quarantine – 12/18 – 1/3
- Management meeting – 1/5
- All staff meeting – 1/6
- Techlogic self checkout demo – 1/13
- Director’s council – 1/14
- Christ Alone Virtual Library Card meeting – 1/14

STATISTICS

I will start by referencing that despite being closed for 6 weeks, then opening to limited hours and limited checkouts per day for about 6 more weeks, our statistics for 2020 improved quite a bit.

Total Gate Count Percentage Compared to 2019

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
12%	15%	-50%	-100%	-100%	-65%	-53%	-38%	-31%	-36%	-38%	-30%	-45%

It is important to keep in mind the decreased door count when looking at the physical circulation numbers below.

Total Checkout Percentage Compared to 2019

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
3%	-3%	-48%	-97%	-79%	-50%	-28%	-19%	-8%	-11%	-8%	-10%	-31%

While we had fewer checkouts for most of the year compared to 2019, they increased significantly once our doors were open to the public. We are on our way back to normal numbers, even with the pandemic getting worse than it was in the spring.

Total Quick PickUp Appointments in 2020

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
0	0	0	226	961	1140	176	92	74	68	70	72	2879

Average Circulation Based on Day

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2020	1062	3155	3229	2753	2430	2821	2313
2019	1538	4687	4680	4280	3417	3850	3490

Our busiest day of the week in 2020 was Tuesday. Mondays were close as well. Last year, Mondays and Tuesdays were virtually tied. Our hourly circulation counts show that evenings are still pretty quiet in terms of checkouts. Circulations drop about 43% after 5 pm.

Our Self Checkouts were used for 54% of transactions in 2020. I did not include April and May in this calculation because our doors were closed to the public for those months. Staff assisted checkouts were used for 33% of checkouts. This did include May when 97% of checkouts were done by staff because we started our curbside service in May. The other 3% of checkouts in May were patron online renewals.

OTHER TASKS & TIDBITS

While statistics may be down due to the pandemic, patrons have been genuinely happy that we are open and providing services that are relatively normal. We are told 'thank you' on a regular basis.

On Thursday, January 7th, one of my pages asked a patron to put his mask over his nose while he was working on his computer. He proceeded to call her a Nazi, twice. She got Ashley and Rachel was notified. Rachel came down to speak to the patron about his behavior toward staff. She went back upstairs. He asked to see her again and told her that it was not her place to "scold" him because he didn't say it to my page's face. He stayed in the building until mid-afternoon while management watched him to make sure he was following rules and acting appropriately.

Our Quick Pickup window was started on Monday, Jan 11th! They took the window out to be measured.

On Thursday, January 13th, Ashley, Rachel, and I met with a representative from TechLogic to see a demo of their self-checkout kiosks. All three of us were underwhelmed by the product. The quote came back well over-budget anyway.

We have met with the principal at Christ Alone to set up virtual library cards in Polaris. It is a bit of process. Thankfully, Cedarburg already does this with their school district, so I was able to touch base with the librarian in charge of it. He has been extremely helpful, and we are planning to meet soon to go over the process together.

Date: January 14, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, January 2021

- My wife tested positive for COVID-19 on January 7, and I have been in self-isolation since then. Fortunately, I had no close contacts at the Library on the previous days that I had been in the office, so there was no need to request other employees to isolate. Due to the length of her quarantine period, plus a previously scheduled vacation, I most likely will not be able to return to the Library until Thursday, February 4.
- There was one other incident of an employee testing positive at the end of December, though due to adherence of the Library's COVID-19 policies, there was minimal close contacts to this employee. Those who were potential close contacts received COVID-19 tests and were negative, and no other staff members were asked to self-isolate.
- A pair of all-staff meetings were held on Wednesday, January 6. Among items that were discussed were the COVID-19 policy approved at the previous Board meeting, as well as the self-isolation scenarios based on close contacts that we had created. Staff was reminded of the importance of adhering to all the existing health and safety protocols that have been established, and reminded that mask wearing and social distancing were still required, even for staff and patrons who have or have claimed to receive the COVID-19 vaccine.
- All the exterior repairs were completed on-time before the end of the year.
- The Village, with the guidance of the Auditor, has modified the financial reports in an effort to satisfy the needs of the Library and to ensure the viability of the reports for the Board's needs. While we haven't been able to see the reports with values yet, the trial reports were encouraging and it seems likely that the revised format will be satisfactory for all parties involved.
- The final field work for the 2020 fiscal year audit is scheduled for Wednesday, February 10.

Date: January 20, 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:

- Management Meeting, 12/16, 1/5
- All Staff Meeting, Two Sessions, 1/6
- Material Orders, 1/6, 1/11
- “Tech Logic Self-Checkout Demonstration” 1/13
- Weekend Shift, 12/26, 12/27, 1/9
- M-T Community Book Club, 1/19

YEARLY STATISTICS

When discussing our yearly statistics, I want to preface my analysis with saying that we saw a drop in our door count for 2020, which is great because we did not actually want as much foot traffic as previous years considering public safety during the pandemic. In 2020, we saw about 55% of the foot traffic that we saw in 2019. 55% is the number I would like us to keep in mind when discussing the rest of our statistics.

For 2020, we had around 68% of the reference questions asked in 2019. But, if you consider the 55% foot traffic, Patron Services staff were kept pretty busy while on desk.

For our programs, most of which were virtual programs for the year, we had a good response for our averages. Our adult programs had an average attendance of 9 per program, our teen programs had an average attendance of 8 per program, and our children’s programs had an average attendance of 37 per program. Our drop-in programs also did well, with an average participation of 57 adults per activity, 18 teens per activity, and 42 children per activity. I do want to note that the high number for the adult drop-in is in large part due to our yearly Adult Reading Challenge.

2020	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Adult Reading Challenge	157	87	63	38	58	37	6	16	11	16	16	65	570

eCollections had a yearly average of 74% usage compared to 2019, but we saw an increase in usage for both Consumer Reports online and Rosetta Stone. Consumer Reports was accessed a little over 500 more times than in 2019, and Rosetta Stone usage more than doubled its usage from 2019.

2020	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total per Database
ConsumerReports	102	109	110	131	168	209	170	150	142	124	176	180	1771
Rosetta Stone	43	17	72	100	48	36	32	53	17	27	22	82	549

2019	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total per Database
ConsumerReports	101	75	111	112	102	91	100	102	123	92	139	107	1255
Rosetta Stone	56	27	17	6	10	17	9	21	21	14	15	31	244

eCircs for 2020 were considerably higher than the 2019 numbers, with a 35% increase for the year. 2020 saw an increase of usage for all three eCirc databases, but the most significant was our Hoopla usage, which increased by 108%. OverDrive saw a 26% increase and Hoopla had a 35% increase. The pandemic greatly affected our digital collections in a positive way, with increased awareness and checkouts for these databases.

2020	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total per Database
OverDrive	3337	3262	3725	4331	4126	3924	3835	3665	3571	3874	3780	3913	45343
Hoopla	385	398	747	1376	1016	693	808	768	760	668	752	598	8969
RBdigital	366	430	479	516	650	507	493	631	731	726	636	583	6748
Total E-Circs	4088	4090	4951	6223	5792	5124	5136	5064	5062	5268	5168	5094	61060

2019	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total per Database
OverDrive	3007	2747	2980	3042	2962	3024	3206	3186	2948	2865	2886	3153	36006
Hoopla	361	345	388	359	389	329	366	353	371	372	352	325	4310
RBdigital	175	321	385	307	547	451	498	603	428	389	493	398	4995
Total E-Circs	3543	3413	3753	3708	3898	3804	4070	4142	3747	3626	3731	3876	45311

The Digitization Lab was used 166 times in 2020. In a typical year, the 12-month average would be 14 checkouts per month. However, the library being closed from mid-March to mid-June, we actually had 9 months of Lab availability, so our monthly average was 18 checkouts per month for 2020. That is a significant jump from 2019, where our monthly average was 10 checkouts for the year.

OTHER TASKS & TIDBITS

Two weeks after our 8mm projector was serviced, the same problem occurred. We had the company take a look at it again, and after a week, the 8mm projector was returned once again. I do not believe we were billed for the second service appointment, since it was a faulty replacement piece the first time. We are hopeful that this new gear will work for a while, but since most of the pieces are salvaged from other 8mm projectors, we do not have a lot of options if it continues to be a problem.

The library now has a puzzle collection! Since we are unable to have our communal puzzle out for people to work on while at the library, we decided to put all the puzzles we had in storage to good use by circulating them. Puzzles will circulate for 4 weeks with no renewals. We had about 40 puzzles to start, but we have already added more to the collection from donations that have come in since posting about the new collection online and having it in a highly visible location in the library. This collection is circulating "as is." We are asking patrons to let us know if pieces are missing. If so, the puzzle will be withdrawn from the collection.

Next to the puzzles, we are now also displaying our book club kits. This is another growing collection that we have pieced together from donations, in-demand discards, and past library book discussions. Right now, we mostly have adult book club kits, but there is one teen title and two juvenile titles.

On January 6, the Monarch Library System gave us the 'all clear' to start ordering books for 2021. I did a small test cart first, and after there were no issues, I placed two orders. We are now back to our regular ordering schedule.

On December 29, while I was on the Adult Reference Desk, I had a patron who refused to wear a face mask. I first asked him to wear a mask when he walked past the Reference Desk towards the computers. When he claimed he didn't have a mask, I followed him to the computers and offered him a mask. He took one, but did not put it on. When I asked him to please put on the mask, he offered multiple excuses for why he did not need to wear a mask. When I continued to stand there and explain it was library policy that everyone needs to wear a face mask to use the library, the man became belligerent. He began to make disparaging remarks and threatened to get me fired. I again repeated that it was library policy that everyone in the library needed to wear a face mask and since he refused to do so, he would need to leave the building. The man took my picture, I again asked him to leave. As he was walking out, he continued to make disparaging remarks. I wished him a good day, to which he turned around and told me to "Go to h***". It was at this point that my staff member, who had left to get Rachel, and Rachel were walking back to the rotunda. I thanked the man and wished him a good day again. He saw Rachel and started walking towards the door. Rachel followed him to the doors to make sure he left. Rachel identified the man, who was the same person that was escorted from the library this summer, and which had recently been banned from the Cedarburg Public Library for similar behavior.

ONGOING VIRTUAL & PASSIVE PROGRAMS

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