



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES  
MEETING AGENDA  
April 21, 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=TzgwME1hRWRDd29PVjZwVjc5NHJNQ09>

**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](mailto:cjacobson@flwlib.org))
- V. Approval of Minutes**
  - A. Action Item: Approval of the Minutes of the March 17, 2021 Meeting
- VI. Financial Reports**
  - A. Revenue and Expense Reports for March 2021
  - B. Action Item: Accounts Payable for March 2021
- VII. Committee Reports**
  - A. Finance
  - B. Advocacy
  - C. Personnel
- VIII. President's Report – D. Strifling**
  - A. Appointment of Nominating Committee
- 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

i. Employee Handbook Pandemic Policy

**XI. New Business**

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

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

**XII. Trustee Training & System/State Library Update**

**XIII. Future Meeting Dates**

A. Board of Trustees Meeting: May 19, 2021

B. Other Meetings:

**XIV. Adjourn**

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David Strifling, President

Posted: April 16, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees March 17, 2021 Meeting Unapproved**

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

A meeting of the Frank L. Weyenberg Library Board of Trustees was held on Wednesday, March 17, 2021 at 6:00 p.m. on the Zoom online platform.

### **I. Pledge of Allegiance**

David Strifling led the Pledge of Allegiance.

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

David Strifling called the meeting to order at 6:01 pm.

Posting of notice as of March 12, 2021 was verified.

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

Trustees Absent: Jennifer Bogli and Maria Gonzalez-Cerra.

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

### **III. Announcements**

President David Strifling announced that Alex Olson has resigned his position on the Board of Trustees. Mr. Strifling thanked Mr. Olson for his contributions to the Frank L. Weyenberg Library and wished him well in his future endeavors.

### **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 February 17, 2021 Meeting

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

**VI. Financial Reports**

A. Revenue and Expense Reports for February 2021

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

B. Action Item: Accounts Payable Statement for February 2021

Rob Holyoke moved to approve the Accounts Payable Statement for January 2021 in the amount of \$86,327.83. Jeffrey Hansher seconded. Motion carried.

**VII. Committee Reports**

A. Finance

Lauren Croix 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 solicited the members of the Board for potential nominees to fill the Mequon At-Large positions on the Board. Mr. Strifling also reminded the Board members that the Nominating Committee would be formed next month, to report at the Board's annual meeting in May, and asked the Board members to consider serving as officers for the upcoming Board year.

**IX. Staff Reports**

A. Library Operations Report

The statistical summary for January was included in the Board Packet. The report now includes the 2019 statistics as well, to offer a comparison to a typical year of operations.

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. She further reported on the Library's building and operational needs, as well as wish list items. She reported on the COVID-19 vaccine and its availability to Library staff members. Finally, Ms. Muchin Young reported that Kimberly Young, Director of the Monarch Library System, has resigned, effective April 9.

C. Staff Reports:

- i. Access Services Manager  
The written report was included in the Board Packet.
- ii. Patron Services Manager  
The written report was included in the Board Packet.
- iii. Business Manager  
The written report was included in the Board Packet. Business Manager Craig Jacobson reported further on his activities for the month.

X. **Other Business**

A. Discussion and Possible Action: COVID-19 Protocols  
Ms. Muchin Young reported on the progress in vaccinating Library employees.

B. Action Item: Mequon Community Foundation Grant  
Included in the Board packet was a grant request to the Mequon Community Foundation, totaling \$2,480.

JanaLee Hitchcock moved to approve the grant request. Lisa Nowakowski seconded. Motion carried.

XI. **New Business**

A. Action Item: Possible Closing April 2 and 3, 2021  
With the majority of Library staff scheduled to receive their second dose of the COVID-19 vaccine on Thursday, April 1, and knowing that side effects are common for individuals for 48 hours after they receive their second dose, and in order to avoid critical staffing shortages at the Library as a result, the Board was asked to consider closing for Friday, April 2 and Saturday, April 3. These dates also overlap with Good Friday and the Easter holiday weekend, which is typically a time of reduced activity at the Library. The Library was already scheduled to be closed on Sunday, April 4. Staff would either have their hours rescheduled or would use benefit time for those hours that were to be worked on those dates.

Jeffrey Hansher moved to approve closing the Library on April 2 and 3, 2021. Lauren Croix seconded. Motion carried.

XII. **Trustee Training & System/State Library Update**

The 2021 Annual Report "By the Numbers" graphic report was emailed to the Board prior to the meeting. Ms. Muchin Young discussed the report.

XIII. **Future Meeting Dates**

The next Board of Trustees meeting will be on April 21, 2021 at 6:00 p.m.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Jeffrey Hansher and seconded by Lisa Nowakowski. Motion carried and meeting was adjourned at 6:56 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager

DRAFT

**VILLAGE OF THIENSVILLE**  
**Library - Revenue Guideline**  
 Current Period: MARCH 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	MARCH 2021 Amt	Balance	2021 % of Budget
<b>FUND 98 FLW LIB GIFTS &amp; GRANTS FUND</b>					
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>					
<b>DEPT 015 OTHER INCOME</b>					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$2,725.00	\$0.00	-\$2,725.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 015 OTHER INCOME</b>	<b>\$0.00</b>	<b>\$2,725.00</b>	<b>\$0.00</b>	<b>-\$2,725.00</b>	<b>0.00%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>	<b>\$0.00</b>	<b>\$2,725.00</b>	<b>\$0.00</b>	<b>-\$2,725.00</b>	<b>0.00%</b>
<b>FUND 98 FLW LIB GIFTS &amp; GRANTS FUND</b>	<b>\$0.00</b>	<b>\$2,725.00</b>	<b>\$0.00</b>	<b>-\$2,725.00</b>	<b>0.00%</b>
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>MAJ CLS 40 TAXES</b>					
<b>DEPT 001 LOCAL PROPERTY TAXES</b>					
R 99-40-001-900 MEQUON TAXES	\$1,058,000.00	\$529,000.00	\$264,500.00	\$529,000.00	50.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$27,685.00	\$0.00	\$83,055.00	25.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$13,111.00	\$13,111.26	\$0.00	-\$0.26	100.00%
<b>DEPT 001 LOCAL PROPERTY TAXES</b>	<b>\$1,181,851.00</b>	<b>\$569,796.26</b>	<b>\$264,500.00</b>	<b>\$612,054.74</b>	<b>48.21%</b>
<b>MAJ CLS 40 TAXES</b>	<b>\$1,181,851.00</b>	<b>\$569,796.26</b>	<b>\$264,500.00</b>	<b>\$612,054.74</b>	<b>48.21%</b>
<b>MAJ CLS 42 REGULATION &amp; COMPLIANCE</b>					
<b>DEPT 006 FINES &amp; FORFEITURES</b>					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$2,821.06	\$0.00	\$6,178.94	31.35%
<b>DEPT 006 FINES &amp; FORFEITURES</b>	<b>\$9,000.00</b>	<b>\$2,821.06</b>	<b>\$0.00</b>	<b>\$6,178.94</b>	<b>31.35%</b>
<b>MAJ CLS 42 REGULATION &amp; COMPLIANCE</b>	<b>\$9,000.00</b>	<b>\$2,821.06</b>	<b>\$0.00</b>	<b>\$6,178.94</b>	<b>31.35%</b>
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>					
<b>DEPT 013 INTEREST INCOME</b>					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$141.77	\$30.84	\$1,358.23	9.45%
<b>DEPT 013 INTEREST INCOME</b>	<b>\$1,500.00</b>	<b>\$141.77</b>	<b>\$30.84</b>	<b>\$1,358.23</b>	<b>9.45%</b>
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>	<b>\$1,500.00</b>	<b>\$141.77</b>	<b>\$30.84</b>	<b>\$1,358.23</b>	<b>9.45%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>					
<b>DEPT 014 SALE INCOME</b>					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$966.75	\$0.00	\$8,033.25	10.74%
<b>DEPT 014 SALE INCOME</b>	<b>\$9,000.00</b>	<b>\$966.75</b>	<b>\$0.00</b>	<b>\$8,033.25</b>	<b>10.74%</b>

Account Descr	2021 YTD Budget	2021 YTD Amt	MARCH 2021 Amt	Balance	2021 % of Budget
<b>DEPT 015 OTHER INCOME</b>					
R 99-45-015-280 MISCELLANEOUS	\$1,649.00	\$0.00	\$0.00	\$1,649.00	0.00%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 015 OTHER INCOME</b>	<b>\$1,649.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,649.00</b>	<b>0.00%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>	<b>\$10,649.00</b>	<b>\$966.75</b>	<b>\$0.00</b>	<b>\$9,682.25</b>	<b>9.08%</b>
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	<b>\$1,203,000.00</b>	<b>\$573,725.84</b>	<b>\$264,530.84</b>	<b>\$629,274.16</b>	<b>47.69%</b>
	<b>\$1,203,000.00</b>	<b>\$576,450.84</b>	<b>\$264,530.84</b>	<b>\$626,549.16</b>	<b>47.92%</b>



**VILLAGE OF THIENSVILLE**  
**Library - Expenditure Guideline**

Current Period: MARCH 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	MARCH 2021 Amt	Balance	2021 % of Budget
<b>FUND 98 FLW LIB GIFTS &amp; GRANTS FUND</b>					
<b>MAJ CLS 95 LIBRARY GIFTS &amp; GRANTS</b>					
<b>DEPT 551 LIBRARY</b>					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$314.40	\$22.09	-\$314.40	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 551 LIBRARY</b>	<b>\$0.00</b>	<b>\$314.40</b>	<b>\$22.09</b>	<b>-\$314.40</b>	<b>0.00%</b>
<b>MAJ CLS 95 LIBRARY GIFTS &amp; GRANTS</b>	<b>\$0.00</b>	<b>\$314.40</b>	<b>\$22.09</b>	<b>-\$314.40</b>	<b>0.00%</b>
<b>FUND 98 FLW LIB GIFTS &amp; GRANTS FUND</b>	<b>\$0.00</b>	<b>\$314.40</b>	<b>\$22.09</b>	<b>-\$314.40</b>	<b>0.00%</b>
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>MAJ CLS 91 LIBRARY STAFFING</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-91-551-1-100 SALARIES & WAGES	\$597,250.00	\$127,842.16	\$45,309.93	\$469,407.84	21.41%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$180.00	\$0.00	\$1,820.00	9.00%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$52,377.07	\$17,330.43	\$165,622.93	24.03%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$1,540.20	\$658.20	\$1,759.80	46.67%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,400.00	\$678.00	\$0.00	\$722.00	48.43%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,878.40	\$0.00	\$21.60	98.86%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 551 LIBRARY</b>	<b>\$823,850.00</b>	<b>\$184,495.83</b>	<b>\$63,298.56</b>	<b>\$639,354.17</b>	<b>22.39%</b>
<b>MAJ CLS 91 LIBRARY STAFFING</b>	<b>\$823,850.00</b>	<b>\$184,495.83</b>	<b>\$63,298.56</b>	<b>\$639,354.17</b>	<b>22.39%</b>
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-92-551-2-201 POSTAGE	\$600.00	\$465.00	\$0.00	\$135.00	77.50%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$5,202.00	\$3,551.00	\$1,348.00	79.42%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$15,022.00	\$0.00	\$4,978.00	75.11%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$6,650.00	\$1,003.66	\$80.33	\$5,646.34	15.09%
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	\$3,955.14	\$2,484.99	\$6,044.86	39.55%
E 99-92-551-2-287 MILEAGE	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$1,500.00	\$0.00	\$4,500.00	25.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$825.59	\$164.38	\$2,674.41	23.59%
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	\$1,278.25	\$548.78	\$5,221.75	19.67%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$753.21	\$204.64	\$1,721.79	30.43%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$732.08	\$262.27	\$4,217.92	14.79%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$125.30	\$44.75	\$199.70	38.55%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$14,927.05	\$14,603.05	\$2,572.95	85.30%

Account Descr	2021 YTD Budget	2021 YTD Amt	MARCH 2021 Amt	Balance	2021 % of Budget
<b>DEPT 551 LIBRARY</b>	\$85,650.00	\$45,789.28	\$21,944.19	\$39,860.72	53.46%
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>	\$85,650.00	\$45,789.28	\$21,944.19	\$39,860.72	53.46%
<b>MAJ CLS 93 LIBRARY PROGRAM &amp; COLLECTION</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$534.97	\$165.55	\$3,465.03	13.37%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$4,112.83	\$2,033.41	\$27,212.17	13.13%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$11,552.31	\$10,197.26	\$27,947.69	29.25%
E 99-93-551-3-373 PRINT	\$86,600.00	\$13,404.13	\$6,157.42	\$73,195.87	15.48%
<b>DEPT 551 LIBRARY</b>	\$161,425.00	\$29,604.24	\$18,553.64	\$131,820.76	18.34%
<b>MAJ CLS 93 LIBRARY PROGRAM &amp; COLLECTION</b>	\$161,425.00	\$29,604.24	\$18,553.64	\$131,820.76	18.34%
<b>MAJ CLS 94 LIBRARY BUILDING</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$0.00	\$0.00	\$28,800.00	0.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$3,396.00	\$0.00	\$17,854.00	15.98%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$36.99	\$25.70	\$2,463.01	1.48%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$3,924.07	\$3,335.82	\$23,300.93	14.41%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$10,388.51	\$3,561.17	\$29,611.49	25.97%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$2,000.00	\$153.00	\$0.00	\$1,847.00	7.65%
E 99-94-551-7-700 BUILDING PROJECTS	\$8,500.00	\$0.00	\$0.00	\$8,500.00	0.00%
<b>DEPT 551 LIBRARY</b>	\$132,075.00	\$17,898.57	\$6,922.69	\$114,176.43	13.55%
<b>MAJ CLS 94 LIBRARY BUILDING</b>	\$132,075.00	\$17,898.57	\$6,922.69	\$114,176.43	13.55%
<b>MAJ CLS 95 LIBRARY GIFTS &amp; GRANTS</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 551 LIBRARY</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>MAJ CLS 95 LIBRARY GIFTS &amp; GRANTS</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	\$1,203,000.00	\$277,787.92	\$110,719.08	\$925,212.08	23.09%
	\$1,203,000.00	\$278,102.32	\$110,741.17	\$924,897.68	23.12%

VILLAGE OF THIENSVILLE

Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
<b>FUND 98 FLW LIB GIFTS &amp; GRANTS FUND</b>							
G 98-11110 CHECKING - HARRIS GEN F	\$936.31	\$0.00	\$22.09	\$2,725.00	\$314.40	\$3,346.91	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	\$0.00	\$0.00	\$2,725.00	-\$2,725.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$22.09	\$0.00	\$314.40	\$0.00	\$314.40	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$115.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$115.81	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$820.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$820.50	98
<b>FUND 98 FLW LIB GIFTS &amp; GRANTS FUN</b>	<b>\$0.00</b>	<b>\$22.09</b>	<b>\$22.09</b>	<b>\$3,039.40</b>	<b>\$3,039.40</b>	<b>\$0.00</b>	
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>							
G 99-11110 CHECKING - HARRIS GEN F	\$2,212.11	\$337,735.85	\$334,906.40	\$1,036,622.62	\$1,018,897.34	\$19,937.39	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$943.24	\$943.24	\$2,559.98	\$2,559.98	\$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	\$31,709.75	\$31,709.75	\$112,633.78	\$112,633.78	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$170,030.84	\$20,000.00	\$434,641.77	\$294,000.00	\$418,533.52	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$737.00	\$0.00	\$0.00	\$0.00	\$737.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$103,920.01	\$0.00	\$0.00	\$103,920.01	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$1,833.46	\$912.23	\$6,521.50	\$5,600.27	\$921.13	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$3,154.19	\$3,154.19	\$11,246.21	\$11,246.21	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,278.49	\$3,278.49	\$11,636.39	\$11,636.39	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$1,014.04	\$983.80	\$4,888.86	\$2,903.31	-\$707.07	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$2,795.48	\$2,847.70	\$2,847.70	\$9,923.43	\$9,975.55	-\$2,847.60	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$50.46	\$50.46	\$151.38	\$151.38	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$198.90	\$198.90	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,338.40	\$1,338.40	\$4,015.20	\$4,015.20	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.46	\$15.46	\$46.38	\$46.38	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$95.76	\$95.76	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$31,533.20	\$0.00	\$0.00	\$31,533.20	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$142,013.80	\$0.00	\$0.00	\$0.00	\$0.00	-\$142,013.80	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$264,530.84	\$0.00	\$573,725.84	-\$573,725.84	99
G 99-31112 EXPENDITURE SUMMARY	\$3.00	\$119,566.23	\$8,847.15	\$319,168.54	\$41,380.62	\$277,790.92	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
<b>FUND 99 F. L. WEYENBERG LIBRARY FU</b>	<b>\$0.00</b>	<b>\$673,616.33</b>	<b>\$673,616.33</b>	<b>\$2,089,803.91</b>	<b>\$2,089,803.91</b>	<b>\$0.00</b>	
	\$0.00	\$673,638.42	\$673,638.42	\$2,092,843.31	\$2,092,843.31	\$0.00	



# VILLAGE OF THIENSVILLE

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## \*Check Detail Register©

Batch: 0321 LIB AP,0321 LIB MN1,0321 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>11110 HARRIS GF -CHECKING</b>					
<b>412 e</b>	03/05/21	<b>ADP, LLC</b>			
E 99-92-551-2-289		PAYROLL PROCESSING	\$82.19		Processing 2-26-21 Payroll
		Total	\$82.19		
<b>417 e 03/12/21 ADP</b>					
G 99-21220		FEDERAL WITHHOLDIN	\$1,569.02		FED/Wages Pd 3-12-21
G 99-21210		WISCONSIN WITHHOLDI	\$912.23		WI/Wages Pd 3-12-21
G 99-21230		SOCIAL SECURITY TAX	\$1,634.90		SS & MED/Wages Pd 3-12-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,634.88		SS Employer/Wages Pd 3-12-21
G 99-11160		SPECIAL CLEARING AC	\$15,798.93		DirectDep/Wages Pd 3-12-12
		Total	\$21,549.96		
<b>418 e 03/12/21 LIBRARY PAYROLL</b>					
E 99-91-551-1-100		SALARIES & WAGES	\$22,664.17		Salaries & Wages/Wages Pd 3-12-21
G 99-21265		WI RETIREMENT	(\$1,423.85)		WRS Employees/Wages Pd 3-12-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,569.02)		FED/Wages Pd 3-12-21
G 99-21210		WISCONSIN WITHHOLDI	(\$912.23)		WI/Wages Pd 3-12-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,634.90)		SS & MED/Wages Pd 3-12-21
G 99-21245		FLEX BENEFIT	(\$491.90)		FLEX BEN/Wages Pd 3-12-21
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 3-12-21
G 99-21285		LIFE INSURANCE WITH	(\$15.46)		LIFE/Wages Pd 3-12-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 3-12-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 3-12-21
G 99-21286		ACCIDENTAL INS WITH	(\$31.92)		ACCIDENT/Wages Pd 3-12-21
G 99-11160		SPECIAL CLEARING AC	(\$15,798.93)		Net Pay/Wages Pd 3-12-21
		Total	\$0.00		
<b>426 e 03/19/21 ADP, LLC</b>					
E 99-92-551-2-289		PAYROLL PROCESSING	\$82.19	576163413	Processing 3-12-21 Payroll
		Total	\$82.19		
<b>428 e 03/24/21 DEPT. OF EMPLOYEE TRUST FUNDS</b>					
E 99-91-551-1-199		FRINGE BENEFITS	\$11,124.48	36420002021	MAR Health - Employer
G 99-21280		HEALTH INSURANCE WI	\$1,338.40	36420002021	MAR Health - Employee
		Total	\$12,462.88		
<b>429 e 03/31/21 WISCONSIN RETIREMENT SYSTEM</b>					
E 99-91-551-1-199		FRINGE BENEFITS	\$2,847.70	244996	FEB WRS - Employer
G 99-21265		WI RETIREMENT	\$2,847.70	244996	FEB WRS - Employee
		Total	\$5,695.40		
<b>432 e 03/26/21 ADP</b>					
G 99-21220		FEDERAL WITHHOLDIN	\$1,585.17		FED/Wages Pd 3-26-21
G 99-21210		WISCONSIN WITHHOLDI	\$921.23		WI/Wages Pd 3-26-21
G 99-21230		SOCIAL SECURITY TAX	\$1,643.59		SS & MED/Wages Pd 3-26-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,643.55		SS Employer/Wages Pd 3-26-21
G 99-11160		SPECIAL CLEARING AC	\$15,910.82		DirectDep/Wages Pd 3-26-21
		Total	\$21,704.36		



VILLAGE OF THIENSVILLE

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Batch: 0321 LIB AP,0321 LIB MN1,0321 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>433 e</b>	03/26/21	<b>LIBRARY PAYROLL</b>			
E 99-91-551-1-100		SALARIES & WAGES	\$22,645.76		Salaries & Wages/Wages Pd 3-26-21
G 99-21265		WI RETIREMENT	(\$1,423.85)		WRS Employees/Wages Pd 3-26-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,585.17)		FED/Wages Pd 3-26-21
G 01-21210		WISCONSIN WITHHOLDI	(\$921.23)		WI/Wages Pd 3-26-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,643.59)		SS & MED/Wages Pd 3-26-21
G 99-21245		FLEX BENEFIT	(\$491.90)		FLEX BEN/Wages Pd 3-26-21
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 3-26-21
G 99-11160		SPECIAL CLEARING AC	(\$15,910.82)		Net Pay/Wages Pd 3-26-21
		Total	\$0.00		
<b>24742</b>	03/17/21	<b>ADVANCED CHILLER SERVICES</b>			
E 99-94-551-3-308		BUILDING SUPPLIES	\$3,013.89	3564	Boiler Repairs
		Total	\$3,013.89		
<b>24743</b>	03/17/21	<b>AMERICAN LIBRARY ASSOCIATION</b>			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$295.00	4302021	MUCHIN YOUNG ALA Annual Membership
		Total	\$295.00		
<b>24744</b>	03/17/21	<b>AT&amp;T</b>			
E 99-92-551-3-303		TELEPHONE	\$172.62		APR Phone Services
		Total	\$172.62		
<b>24745</b>	03/17/21	<b>BAKER &amp; TAYLOR</b>			
E 99-93-551-3-371		MEDIA	\$125.16	2035681934	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$22.09	2035696738	OMG-Lion-Caucutt Gifts
E 99-93-551-3-373		PRINT	\$135.59	2035696738	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$49.52	2035697814	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$43.57	2035712248	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$118.83	2035718711	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$2,151.57	2035735835	Print Collection Materials
E 99-93-551-3-373		PRINT	\$284.35	2035743290	Print Collection Materials
E 99-93-551-3-373		PRINT	\$701.88	2035753412	Print Collection Materials
E 99-93-551-3-373		PRINT	\$136.49	2035756708	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,293.28	2035765353	Print Collection Materials
E 99-93-551-3-373		PRINT	\$54.73	2035769582	Print Collection Materials
E 99-93-551-3-373		PRINT	\$931.78	2035775098	Print Collection Materials
E 99-93-551-3-373		PRINT	\$385.24	2035785187	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$11.69	H24009650	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H53581200	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H53629990	Media Collection
E 99-93-551-3-371		MEDIA	\$429.73	H53772200	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H53789440	Media Collection
E 99-93-551-3-371		MEDIA	\$142.91	H53790770	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H53822620	Media Collection
E 99-93-551-3-371		MEDIA	\$25.25	H53837730	Media Collection
E 99-93-551-3-371		MEDIA	\$56.26	H53873650	Media Collection
E 99-93-551-3-371		MEDIA	\$12.29	H53907390	Media Collection
E 99-93-551-3-371		MEDIA	\$62.73	H53921470	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H53934600	Media Collection



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Batch: 0321 LIB AP,0321 LIB MN1,0321 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$46.87	H53957170	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H53994150	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H53995740	Media Collection
E 99-93-551-3-371		MEDIA	\$132.75	H53995820	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H54015090	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H54150090	Media Collection
E 99-93-551-3-371		MEDIA	\$71.40	H54152200	Media Collection
E 99-93-551-3-371		MEDIA	\$139.27	H54152290	Media Collection
E 99-93-551-3-371		MEDIA	\$10.13	H54175770	Media Collection
E 99-93-551-3-371		MEDIA	\$48.34	H54195550	Media Collection
E 99-93-551-3-371		MEDIA	\$88.04	H54267360	Media Collection
E 99-93-551-3-371		MEDIA	\$19.49	H54297620	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H54306940	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H54362750	Media Collection
E 99-93-551-3-371		MEDIA	\$111.85	H54363850	Media Collection
		Total	\$8,056.14		
<b>24746</b>	03/17/21	<b>BAKER TILLY VIRCHOW KRAUSE LLP</b>			
E 99-92-551-2-206		AUDIT	\$3,551.00		2020 Audit Preparations To Date
		Total	\$3,551.00		
<b>24747</b>	03/17/21	<b>BOEHLKE HARDWARE</b>			
E 99-94-551-3-308		BUILDING SUPPLIES	\$321.93	59476	Bathroom Repairs
		Total	\$321.93		
<b>24748</b>	03/17/21	<b>CARDMEMBER SERVICE</b>			
E 99-93-551-3-370		PROGRAMMING	\$16.78	0010	Target
E 99-92-551-3-303		TELEPHONE	\$2.63	2351	AT&T Business
E 99-92-551-3-303		TELEPHONE	\$25.44	2829	AT&T
E 99-93-551-3-370		PROGRAMMING	\$19.99	6504	Target
E 99-92-551-2-286		COMPUTERS	\$10.00	6841	Techsoup
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	7315	Amazon Web Services
E 99-94-551-3-306		JANITOR SUPPLIES	\$20.26	9237	Home Depot
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99	9723	Mailchimp
		Total	\$175.43		
<b>24749</b>	03/17/21	<b>CENTURY LINK</b>			
E 99-92-551-3-303		TELEPHONE	\$3.95	210217432	FEB Long Distance
		Total	\$3.95		
<b>24750</b>	03/17/21	<b>DELTA DENTAL OF WISCONSIN</b>			
G 99-21275		DENTAL INSURANCE WI	\$50.46	1584227	APR Dental-Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1586628	APR Vision-Employee
		Total	\$116.76		
<b>24751</b>	03/17/21	<b>DEMCO</b>			
E 99-92-551-3-300		OFFICE SUPPLIES	\$428.94	6913175	Work Supplies
		Total	\$428.94		
<b>24752</b>	03/17/21	<b>GECRB/AMAZON</b>			
E 99-94-551-3-306		JANITOR SUPPLIES	\$5.44	43755365769	Janitor Supplies



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Batch: 0321 LIB AP,0321 LIB MN1,0321 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-372		E CONTENT	\$11.49	43884788649	Kindle Titles
E 99-93-551-3-372		E CONTENT	\$11.99	43966643775	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$51.07	44479798349	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$20.50	44776858944	Programming Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	44855993965	Kindle Titles
E 99-93-551-3-372		E CONTENT	\$9.99	44878736944	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	(\$7.83)	45538836356	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$7.91	49576488965	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$52.05	49854876644	Programming Supplies
E 99-93-551-3-372		E CONTENT	\$11.99	56674634365	Kindle Titles
E 99-93-551-3-373		PRINT	\$16.99	57738933765	Print Collection
E 99-92-551-2-286		COMPUTERS	\$2,474.99	57863858494	Computer
E 99-93-551-3-373		PRINT	\$21.95	64575983565	Print Collection
E 99-93-551-3-372		E CONTENT	\$7.99	65377647665	Kindle Titles
E 99-93-551-3-371		MEDIA	\$12.98	65854365997	Media Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$21.99	67559898793	Office Supplies
E 99-93-551-3-372		E CONTENT	\$8.49	67774839993	Kindle Titles
E 99-93-551-3-372		E CONTENT	\$14.99	75988484676	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$12.99	78897897534	Programming Supplies
E 99-93-551-3-371		MEDIA	\$9.99	88986796743	Media Collection
E 99-93-551-3-372		E CONTENT	\$10.99	96884745469	Kindle Titles
E 99-93-551-3-371		MEDIA	\$94.87	97644758473	Video Game Collection
E 99-93-551-3-372		E CONTENT	\$14.99	97676565966	Kindle Titles
		Total	\$2,913.79		
<b>24753</b>	03/17/21	<b>GREATAMERICA</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	28898814	Monthly Color Copier Lease
		Total	\$142.00		
<b>24754</b>	03/17/21	<b>MIDWEST TAPE</b>			
E 99-93-551-3-372		E CONTENT	\$1,240.04	500093577	FEB Hoopla
		Total	\$1,240.04		
<b>24755</b>	03/17/21	<b>MONARCH LIBRARY SYSTEM</b>			
E 99-92-551-3-359		MONARCH FEES	\$14,603.05	415402	2021 Monarch Charges
E 99-93-551-3-373		PRINT	\$8,839.32	415402	2021 Monarch E-Content
E 99-93-551-3-373		PRINT	(\$8,839.32)	415402	2021 Monarch E-Content
E 99-93-551-3-372		E CONTENT	\$8,839.32	415402	2021 Monarch E-Content
		Total	\$23,442.37		
<b>24756</b>	03/17/21	<b>OFFICE COPYING EQUIPMENT INC</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$120.27	AR135036	FEB Copy Charges
		Total	\$120.27		
<b>24757</b>	03/17/21	<b>QUILL.COM</b>			
E 99-92-551-3-300		OFFICE SUPPLIES	\$89.94	15183382	Office Supplies
		Total	\$89.94		
<b>24758</b>	03/17/21	<b>SECURIAN FINANCIAL GROUP, INC</b>			
E 99-91-551-1-199		FRINGE BENEFITS	\$79.82	042021-L	MAR Life - Employer



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Batch: 0321 LIB AP,0321 LIB MN1,0321 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21285		LIFE INSURANCE WITH	\$15.46	042021-L	MAR Life - Employee
G 99-21286		ACCIDENTAL INS WITH	\$31.92	042121-A	MAR Accident - Employee
		Total	\$127.20		
<b>24759</b>	03/17/21	<b>UNIQUE MANAGEMENT SERVICES</b>			
E 99-92-551-3-358		DEBT COLLECTION	\$44.75	599770	FEB 2021 Placements
		Total	\$44.75		
<b>24760</b>	03/17/21	<b>WE ENERGIES</b>			
E 99-94-551-3-360		UTILITIES	\$3,561.17	03112021	MAR Electric & Gas
		Total	\$3,561.17		
<b>24761</b>	03/17/21	<b>WISCONSIN LIBRARY ASSOCIATION</b>			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$147.00	11249	KLOPPMANN WLA Dues
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$115.20	11268	BRUCE WLA Dues
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$101.00	11279	GILHAMS WLA Dues
		Total	\$363.20		
		<b>11110 HARRIS GF -CHECKING</b>	\$109,757.37		

Fund Summary

**11110 HARRIS GF -CHECKING**

01 GENERAL FUND	(\$921.23)
98 FLW LIB GIFTS & GRANTS FUND	\$22.09
99 F. L. WEYENBERG LIBRARY FUND	\$110,656.51
	\$109,757.37



## 2021 Activity Report

Checkouts	Jan	Feb	Mar	YTD
2019	24,377	23,818	27,332	75,527
2020	24,991	23,076	14,225	62,292
2021	22,141	21,060	24,065	67,266
eCircs	Jan	Feb	Mar	YTD
2019	3,543	3,413	3,753	10,709
2020	4,088	4,090	4,951	13,129
2021	5,352	4,590	4,900	14,842
eCollections	Jan	Feb	Mar	YTD
2019	1,608	1,572	1,892	5,072
2020	1,145	1,151	811	3,107
2021	1,085	1,055	2,293	4,433
Reference Questions	Jan	Feb	Mar	YTD
2019	1,701	1,504	1,957	5,162
2020	1,471	1,507	824	3,802
2021	1,282	1,288	1,494	4,064
WiFi Uses	Jan	Feb	Mar	YTD
2019	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	0
2021	1,090	1,092	1,409	3,591
Exterior WiFi Uses	Jan	Feb	Mar	YTD
2019	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	0
2021	320	322	427	1,069
Door Count	Jan	Feb	Mar	YTD
2019	10,287	9,916	12,605	32,808
2020	11,690	11,636	6,245	29,571
2021	7,705	7,618	9,213	24,536
Adult Programs	Jan	Feb	Mar	YTD
2019	16	20	22	58
attendance	154	115	315	584
2020	13	17	8	38
attendance	111	222	63	396
2021	6	9	6	21
attendance	86	56	45	187

## 2021 Activity Report

<b>Drop In Adult Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>YTD</b>
2019	2	1	4	7
participation	167	109	164	440
2020	2	1	4	7
attendance	183	147	169	499
2021	1	0	1	2
attendance	86	22	136	244
<b>Teen Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>YTD</b>
2019	2	2	5	9
attendance	7	7	33	47
2020	0	1	3	4
attendance	0	1	30	31
2021	0	0	2	2
attendance	0	0	10	10
<b>Drop In Teen Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>YTD</b>
2019	3	2	4	9
attendance	72	57	82	211
2020	2	2	4	8
attendance	39	82	111	232
2021	4	3	3	10
attendance	72	58	51	181
<b>Childrens Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>YTD</b>
2019	17	29	26	72
attendance	372	731	840	1,943
2020	18	25	15	58
attendance	619	755	370	1,744
2021	6	11	10	27
attendance	123	117	213	453
<b>Drop In Childrens Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>YTD</b>
2019	3	2	4	9
attendance	420	271	354	1,045
2020	4	3	4	11
attendance	356	315	283	954
2021	9	10	9	28
attendance	324	496	346	1,166

## 2021 Activity Report

<b>Digitization Lab Usage</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>YTD</b>
2019	17	9	11	37
2020	10	19	9	38
2021	22	24	29	75
<b>Interlibrary Loans Sent To Other Libraries</b>			<b>Mar</b>	<b>YTD</b>
2019	38	37	26	101
2020	47	42	17	106
2021	27	18	17	62
<b>Interlibrary Loans Received From Other Libraries For Our Patrons</b>				<b>YTD</b>
2019	38	36	28	102
2020	36	30	6	72
2021	21	18	22	61
<b>Library Cards</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>YTD</b>
2019	85	88	140	313
2020	95	91	67	253
2021	80	89	90	259
<b>FLW Library Items sent to Other System Member Libraries</b>				<b>YTD</b>
2019	3,721	3,944	3,665	11,330
2020	4,185	3,614	2,269	10,068
2021	3,371	3,027	3,182	9,580
<b>Items Received from Other System Member libraries for our patrons</b>				<b>YTD</b>
2019	4,072	4,518	4,195	12,785
2020	4,844	3,806	1,773	10,423
2021	4,516	4,163	4,669	13,348
<b>Quick Pickup Appointments</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>YTD</b>
2020	0	0	0	0
2021	81	90	50	221

Date: April 16, 2021  
To: Frank L. Weyenberg Board of Trustees  
From: Rachel Muchin Young  
Re: Director's Report, April 2021

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

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 3/19, 4/9, 4/16
- RECURRING: Virtual Rotary Meetings, 3/23, 3/30, 4/6, 4/13/
- PROFESSIONAL DEVELOPMENT: A Conversation with Jhumpa Lahiri, 3/16
- PROFESSIONAL DEVELOPMENT: Rethinking how we Measure the Impact of Libraries, 3/23
- M-T Chamber of Commerce State of the Community Meeting, 3/24
- Meeting with WiLS representatives Jennifer Chamberlain and Sara Gold re: services available, 4/13/21
- Mequon Common Council Meeting, 4/13/21
- Monarch Directors' Council Virtual Meeting 4/8
- Meeting w/ Library IQ re: monitor and manage library collections, etc., 4/14/21
- Management Team, 3/30, 4/14
- Hook, Yarn & Stitch (Facilitate Zoom Programs), 3/18 and 4/1/21
- Monarch Library System Director Search Committee, 3/18, 3/24,

#### PERSONNEL & CONTINUING EDUCATION:

I attended a webinar featuring author Jhumpa Lahiri, a writer of Indian heritage, born in London, and reared in Rhode Island. She wrote her latest book in Italian, then translated it into English. *Her books including The Namesake, Interpreter of Maladies*, and her latest, *Whereabouts*, are generally described as Literary Fiction. It was an interesting webinar and I, for one, am awed that she is able to write a book in a non-native language, but she said she fell in love with Italian, and was compelled to write the book. I will read it in translation, of course.

Managers have almost completed the evaluation process for their employees.

#### OPERATIONS ACTIVITIES:

As we have so often done this year, we once again re-evaluated our quarantine arrangements and workflow. We identified a number of places where we doing more work, generally heavy-lifting, than necessary. We looked at workflow in the Access Services workroom and were able to accommodate any quarantine bins, as well as position equipment more conveniently. For instance, the printer is now located closer to where print jobs are initiated.

We plan to make some changes to our pandemic procedures beginning Monday, May 3. At that point we will stop quarantining returns and will adjust our fine-free period from seven days to three days (we back date our checkins to accommodate quarantine). We further propose eliminating domestic travel restrictions for fully vaccinated employees.

We also plan on welcoming volunteers back into the library. They will still be asked to social distance, and masks will be required, of course.

We have ordered three self-checkout units paid for by the Weyenberg Public Library Foundation. They will be installed in May.

We ordered additional shelving for new materials and audiobooks for the children's department. We also purchased more wooden shelves for our existing bookcases to accommodate our JV fiction collection. This purchase came to approximately \$5,000. The shelving will be installed in May.

Our Quick Pickup window will be installed in May. The awning has been ordered, as well, and will be installed sometime after the window is in.

#### 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/UCF7ld2ZilAe8wEVkLaQoc2A/>

During March and April, the Mezzanine art exhibit features the Mequon-Thiensville Senior Art League Spring Show. The show includes work by 19 artists.

#### OTHER:

One never knows what one will encounter at work. Monday, March 22, a call came through the Circulation Desk. Emily alerted me that she didn't know what the patron wanted, but that she sounded upset. I appreciate the heads up. The patron called to tell me that she objects to one of the ten books cited in an ad in *BookPage*, the free monthly book review journal that we make available for our patrons. When she directed me to the inside front cover with the full-page ad, I knew immediately to which book she objected. The book in question is *Lick Like a Lesbian* by Wise Cracks.

She demanded that I immediately remove the issue. I told her I needed to consider the situation, and reminded her that if I am doing my job correctly, there is something on the shelves to offend everyone. She accused me of being singlehandedly responsible for the demise of civilization in Mequon-Thiensville. She told me that she is a taxpayer in Mequon. She is not, however, a library cardholder. She told me she went to Cedarburg Public Library and complained there, as well. She also said they removed the offending magazine.

I confirmed with CPL and they did remove what few remaining copies they had since the April issue would be there by March 24. With that same logic, *BookPage* being ephemeral and not a lasting part of our collection, I did not pull the last six copies (yes, we only had six copies when I checked that afternoon) of the 100 received. Incidentally, we put a stack of the 32-page magazines on the checkout desk and another in our public information area. The publications are generally picked up by middle-aged and senior avid readers. While this is only anecdotal, I have never seen a child or teen, or even a parent with children in tow, pick up a copy.

It is important to note that the woman was complaining only about the magazine ad. We do not have the book. In fact, there is one copy of the book in Wisconsin, according to Wiscat.

We received a \$1,000 donation from one of our regular patrons, and notice that we will be receiving a \$50,000 bequest from the Evelyn L. Mayer and Lyman D. Glick Revocable Trust. Both of these generous contributions are to be used where the funds are most needed.

Mequon's Emergency Order expires September 15, 2021. At that point, we may need to return to in-person Board of Trustee meetings.

Thursday, April 15, 2021, we received word that our Mequon Community Foundation grant has been funded. We will now expand our Realia Collection to include Wireless Hotspots, Home Improvement DIY Kits, and Games Kits.

Date: April 15, 2021  
To: Frank L. Weyenberg Library Board of Trustees  
From: Amanda Kloppmann  
Re: Access Services Manager Report, April 2021

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

- Mobile App Review meeting – 3/8
- Sick – 3/23-3/26
- Management meeting – 3/30
- Evaluations submitted – 3/31
- Director’s Council meeting – 4/8
- Desk shift – 4/9
- Management meeting – 4/14
- Envisionware AAM meeting – 4/14
- Weekend to work – 4/17-4/18
- Desk shift – 4/21

## **STATISTICS**

March saw the highest gate count since the beginning of the pandemic. So our patrons are returning to the library!

## **OTHER TASKS & TIDBITS**

The Monarch2Go app will officially be rolled out on 5/3. For Apple users, it will be an update to the Monarch2Go app, changing the name to MonarchToGo. Android users will need to download the MonarchToGo app in their app store. This app will allow patrons to search the catalog, place holds, digitally store library cards, gives access to databases and digital resources, schedule curbside pickup appointments and find the nearest library. It is significantly better than the app we currently offer through Chili Fresh.

The Quick Pickup window will be installed in the next few weeks! Perfect timing with the app! Patrons will be able to schedule their appointments and use the window together!

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

As of May 3<sup>rd</sup>, we will no longer be quarantining our returned materials. Monarch stopped quarantine as of April 12<sup>th</sup>.

Date: April 15, 2021  
To: Frank L. Weyenberg Library Board of Trustees  
From: Craig Jacobson  
Re: Business Manager, April 2021

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- There were two IT workgroup meetings recently – the regular meeting on April 1 and a meeting on March 23 to discuss security issues. The March 23 meeting was called to address security concerns with user accounts, including email accounts. The Monarch IT department has begun investigating increased security measures, including two-factor authentication, for user accounts, including email accounts. As the Board of Trustees members' email accounts are hosted on Monarch's platform, this would potentially effect how Board members log into their email accounts as well. The two-factor options being discussed are text message code verification, key fob code generators and smart device logins. The cost and ease of implementation will be the determining factor in which method is used. The process will be tested on a small group of users at a number of system libraries before it is implemented, so no change is imminent.
- The regular IT group meeting discussed a number of issues, including website issues that a number of system libraries were experiencing. For a period of several days in late March, system library websites hosted on the iPage platform were inaccessible. Fortunately, because the Weyenberg Library uses CivicPlus for our hosting, we were not affected by this issue.
- The Monarch IT department is seeking feedback from the IT workgroup concerning what role the group will play in determining IT policies and procedures. This process is complicated by the current lack of a system director at Monarch.
- Installation of the electrical upgrades, made possible by the generosity of the Weyenberg Public Library Foundation, is underway. Inefficient and malfunctioning compact fluorescent fixtures in the main entrance and the north reading area have been replaced with energy efficient LED fixtures, which have an expected lifespan of up to 20 years – this is especially important considering the difficulty in accessing these fixtures. Further work includes replacing the compact fluorescent up lighting on the rotunda with similarly efficient LED lighting, as well as upgrading the electrical outlets in public areas with built-in USB charging ports, including USB-C compatibility for modern phones and laptops.
- An issue with one of the boilers becoming unresponsive was resolved before heat was interrupted. An issue with the control system occurred later, where the TOPS monitoring system, which reports sensor temperature readings throughout the building back to the control system, became unresponsive. This was resolved once discovered, however due to the setup of the control system, this caused the HVAC system to continuously call for heat



when it was no longer needed, thus heating sections of the Library to an unusually high level. While issues like this are easily resolved, they will likely continue to occur and will need to be acted on when discovered.

- Finally, the majority of Library staff members who are eligible for the COVID-19 vaccine have now received it! We are hopeful that eligibility will increase to include all library staff members in the next few months.

Date: April 21, 2021  
To: Frank L. Weyenberg Library Board of Trustees  
From: Ashley Pike  
Re: Patron Services Manager Report

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

- Weekend Shift, 3/27
- Material Orders, 3/24, 4/5, 4/12, 4/19
- Monarch Youth Services Meeting, 3/25
- Worked on FLW website, 3/27, 3/29, 4/12, 4/13
- Management Meeting, 3/30
- Met with Rachel and Brodart Sales Representative, 3/31
- Vaccination Appointment at Ozaukee County Fairgrounds, 4/1
- Library Closed, 4/2-4/4
- Sorted half of the back log of donations, 4/6
- Visit with Monarch's Youth Services staff member, 4/9
- Webinar: "Beanstack in 2021: New Features for Libraries," 4/13
- Program: Identity Theft: Protect & Prevent, 4/13
- Management Meeting, 4/14
- Webinar: "From Plexiglass to Physical Distancing: Library Spaces in 2021," 4/16
- Program: Recorded German songs for "Let's Sing Together in...German!" on 4/23
- Program: M-T Community Book Club, 4/20

### **MONTHLY STATISTICS**

Reference statistics, eCircs, and eCollections usage have all increased from last month, and for the most part, are larger than March 2020 when we closed mid-month to the public for the Safer-at-Home order.

Program participation for March is still lower than last year, since we are nowhere near to offering the amount of programming we were at pre-pandemic. Our passive programming offerings continue to be a hit with patrons, and we have increased the amount of Make It! Craft Kits for children to 50 kits a week for the spring and summer.

The Digitization Lab continues to be heavily used with 29 reservations in March, 26 reservations in April, although 2 were canceled for our closed dates, and 16 reservations so far for May.

### **OTHER TASKS & TIDBITS**

-I have been working on staff evaluations for the past month and a half. All of the evaluations have been written, but I have not met yet with all my staff to finish the process. I hope to do so in the next week or so.

-Patron Services staff have been continuing with their collection maintenance projects from the end of last year. Currently, the JV Nonfiction collection has been weeded up to the early 900s and JV Fiction is almost done being weeded. For our relabeling projects, the JV Fiction series have all been identified and

given to the Children's cataloger to update the spine labels and the Adult Fiction series have been identified up to the R's.

-We have chosen a new book for a spring StoryWalk. We are going to do "Red is a Dragon: A Book of Colors" by Roseanne Thong. We chose this book as a small way to celebrate May as Asian American and Pacific Islander Heritage Month. We are also working on creating reading lists for our patrons to celebrate AAPI next month.

-We have started working on planning our summer programs. We are still in the early stages of it, but we are starting to add more things back into our calendar now that we are vaccinated. We will be offering two outdoor storytimes on Tuesday and an outdoor rhythm and movement program on Wednesdays starting the second week of June. The M-T Community Book Club will begin to meet in-person in June and we are resuming our Wednesday 1-0-1 classes in-person that month, as well.

### **ONGOING VIRTUAL & PASSIVE PROGRAMS**

- Bi-monthly History's Hidden Women Book Club (virtual)
- Wednesday 1-0-1 Tech Helps Sessions (in-person June)
- Monthly M-T Book Club (in-person June)
- Monthly AM Hook, Yarn & Stitch Club (in-person June)
- Monthly PM Hook, Yarn & Stitch Club (virtual)
- Genealogy Interest Group (virtual)
- Bi-weekly iCan! Tutorial (virtual)
- Monthly Teen Take & Make Kits
- Virtual Scavenger Hunts
- Monthly Teen Virtual Trivia
- Virtual Escape Rooms
- Teen Exam Cram (June)
- Weekly Children's Craft Kits
- Bi-weekly Children's STEAM Kits
- Weekly AM Storytime on the Lawn (in-person June)
- Weekly PM Storytime on the Lawn (in-person June)
- Monthly Pre-K Busy Bags
- Messy Mondays (in-person June)
- Read Around Town (June, virtual)
- Bibliobop! (in-person June)



Date: April 21, 2021  
To: All Employees of Frank L. Weyenberg Library of Mequon-Thiensville  
From: FLWL Board of Trustees  
RE: Pandemic-Related Employee Policies: COVID-19, effective May 1, 2021

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The following policies are in effect for all employees of Frank L. Weyenberg Library throughout the duration of the COVID-19 pandemic, as determined nationally by the Centers for Disease Control and Prevention (CDC), and locally by the Washington-Ozaukee Public Health Department (WOPHD), or other appropriate organizations.

1. No employee should report to work if they are experiencing symptoms of COVID-19. Employee may return to work based on guidelines from WOPHD.
2. All employees shall wear masks when in the Library building, with the exception of when they are alone in their offices, or otherwise secluded.
3. If an employee is fully vaccinated against the Covid-19 virus, we will not place restrictions on domestic travel. Employees must know and abide by the testing and quarantine requirements of their destination before traveling, if such requirements are in place.
4. If an employee is not vaccinated, and chooses to travel by plane, long-distance train or bus, or cruise ship, they must quarantine themselves for ten (10) days upon return, or follow the CDC guidelines applicable at the time. The time away from the Library must be pre-approved. The employee may use personal holiday or vacation benefits, if eligible. If the employee is not eligible for paid time off, they may take approved time without pay.
5. Masks, face shields and disposable gloves will be provided for all employees.
6. Disinfecting wipes and/or disinfecting spray and paper towels will be provided to clean work surfaces, as frequently as is practicable.
7. Hand sanitizer will be provided as supplies last, or employees may use soap and water to clean hands, as frequently as is practicable.
8. If engaging in activities that would qualify as high-risk, such as attending a gathering of 50 or more people, where you will be in contact with or sharing space with others for a sustained period of 15 minutes or more, please follow CDC guidelines to wear a mask and maintain appropriate social distancing.
9. If you are contacted by health department contact tracers and told that you have been exposed to COVID-19, you must follow the health department guidelines. You may use available sick leave for any required quarantine.

These work rules may be modified by the Library Director upon recommendations from the CDC and/or WOPHD, as the situation warrants.