



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
June 16, 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)
- V. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the May 19, 2021 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for May 2021
 - B. Action Item: Accounts Payable for May 2021
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – J. Hitchcock**
 - A. Committee Appointments
- 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. Discussion and Possible Action: Return to In-Person Board Meetings and/or Hybrid Meetings

XI. New Business

- A. Discussion and Possible Action: Circulation Policy

XII. Trustee Training & System/State Library Update

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: July 21, 2021
- B. Other Meetings:

XIV. Adjourn

Jana Lee Hitchcock, President

Posted: June 11, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees May 19, 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.

The annual organizational meeting of the Frank L. Weyenberg Library Board of Trustees was held on May 19, 2021 at 6:00 p.m. on the Zoom online platform.

I. Pledge of Allegiance

JanaLee Hitchcock led the Pledge of Allegiance.

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

JanaLee Hitchcock called the meeting to order at 6:01 pm.

Posting of notice as of May 14, 2021 was verified.

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

Trustees Absent: Lisa Nowakowski.

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

III. Announcements

Mr. Holyoke announced that this was likely to be his final meeting as the Thiensville elected representative to the Board of Trustees.

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

The public was directed to submit any comments in writing in advance of the meeting.

Mr. Jacobson read the comments of Ms. Judith Zangara to the Board. Ms. Zangara commented on the Library's mask policy.

V. Approval of Minutes

- A. Action Item: Minutes of the April 21, 2021 Meeting
Rob Holyoke moved to approve the minutes of the April 21, 2021 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

- A. Revenue and Expense Reports for April 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 April 2021
Jeffrey Hansher moved to approve the Accounts Payable Statement for April 2021 in the amount of \$94,695.94. Rob Holyoke seconded. Motion carried.

VII. Election of Officers

- A. Report of the Nominating Committee
JanaLee Hitchcock reported that the Nominating Committee had met on May 19, 2021. The Committee recommended the slate of officers as followed:
President – JanaLee Hitchcock
Vice-President – Catherine Perry
Secretary – Mimi Rosing
Treasurer – Jennifer Bogli
- B. Action Item: Election of Officers for 2021-22
Rob Holyoke moved to elect the slate of officers recommended by the Nominating Committee. Rachel Burner seconded. Motion carried.

VIII. 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.

IX. President's Report

JanaLee Hitchcock reported that she is honored to be elected as President of the Board of Trustees and is happy to be serving.

X. Staff Reports

- A. Library Operations Report
The statistical summary for April was included in the Board Packet.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on her activities for the month, including collection purchasing options, potential circulation policy changes and recent gifts and donations that have been received by the Library. Ms. Muchin Young also reported that the Library will begin hosting a vaccination clinic beginning on Friday, May 21. Ms. Muchin Young also reported on the Weyenberg Public Library Foundation meeting.

C. Staff Reports:

i. Access Services Manager

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

ii. Business Manager

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

iii. Patron Services Manager

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

XI. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

i. Mask Requirement

Ms. Muchin Young provided background regarding the end of the emergency order in the City of Mequon, as well as the Center for Disease Control's updated recommendations regarding who should wear a mask and where. The Board discussed the implications these items could have on the Library's Pandemic Code of Conduct.

Jeffrey Hansher moved to follow the Center for Disease Control's guideline with regards to wearing masks in the Library. Maria Gonzalez-Cerra seconded. Motion carried.

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

The Board discussed the timeline and logistics of returning to in-person meetings. The June Board of Trustees meeting will be held online, with a target of holding a hybrid meeting in July.

XII. New Business

A. Discussion: Recent Bequests and Other Gifts

Rachel Muchin Young reported that several large dollar donations had been received in recent weeks. Ms. Muchin Young solicited the Board of Trustees for potential ideas on how these funds could be utilized. Discussion ensued.

XIII. Trustee Training & System/State Library Update

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

XIV. Future Meeting Dates

The next Board of Trustees meeting will be on June 16, 2021 at 6:00 p.m.

XV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jeffrey Hansher and seconded by Rachel Burner. Motion carried and meeting was adjourned at 7:15 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE
Library - Revenue Guideline
 Current Period: MAY 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	MAY 2021 Amt	Balance	2021 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$5,405.00	\$0.00	-\$5,405.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,000.00	\$0.00	-\$1,000.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$6,405.00	\$0.00	-\$6,405.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$6,405.00	\$0.00	-\$6,405.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$6,405.00	\$0.00	-\$6,405.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,058,000.00	\$529,000.00	\$0.00	\$529,000.00	50.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$55,370.00	\$0.00	\$55,370.00	50.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$13,111.00	\$13,111.26	\$0.00	-\$0.26	100.00%
DEPT 001 LOCAL PROPERTY TAXES	\$1,181,851.00	\$597,481.26	\$0.00	\$584,369.74	50.55%
MAJ CLS 40 TAXES	\$1,181,851.00	\$597,481.26	\$0.00	\$584,369.74	50.55%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$4,673.45	\$0.00	\$4,326.55	51.93%
DEPT 006 FINES & FORFEITURES	\$9,000.00	\$4,673.45	\$0.00	\$4,326.55	51.93%
MAJ CLS 42 REGULATION & COMPLIANCE	\$9,000.00	\$4,673.45	\$0.00	\$4,326.55	51.93%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$249.23	\$41.68	\$1,250.77	16.62%
DEPT 013 INTEREST INCOME	\$1,500.00	\$249.23	\$41.68	\$1,250.77	16.62%
MAJ CLS 44 COMMERCIAL REVENUES	\$1,500.00	\$249.23	\$41.68	\$1,250.77	16.62%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$2,379.95	\$0.00	\$6,620.05	26.44%
DEPT 014 SALE INCOME	\$9,000.00	\$2,379.95	\$0.00	\$6,620.05	26.44%

Account Descr	2021 YTD Budget	2021 YTD Amt	MAY 2021 Amt	Balance	2021 % of Budget
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,649.00	\$0.00	\$0.00	\$1,649.00	0.00%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$1,649.00	\$0.00	\$0.00	\$1,649.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$10,649.00	\$2,379.95	\$0.00	\$8,269.05	22.35%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$604,783.89	\$41.68	\$598,216.11	50.27%
	\$1,203,000.00	\$611,188.89	\$41.68	\$591,811.11	50.81%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline

Current Period: MAY 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	MAY 2021 Amt	Balance	2021 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$2,304.78	\$576.00	-\$2,304.78	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$2,304.78	\$576.00	-\$2,304.78	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$2,304.78	\$576.00	-\$2,304.78	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$2,304.78	\$576.00	-\$2,304.78	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$597,250.00	\$219,454.59	\$46,124.59	\$377,795.41	36.74%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$515.94	\$0.00	\$1,484.06	25.80%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$86,343.79	\$16,622.69	\$131,656.21	39.61%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$1,777.18	\$169.50	\$1,522.82	53.85%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,400.00	\$678.00	\$0.00	\$722.00	48.43%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,878.40	\$0.00	\$21.60	98.86%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$823,850.00	\$310,647.90	\$62,916.78	\$513,202.10	37.71%
MAJ CLS 91 LIBRARY STAFFING	\$823,850.00	\$310,647.90	\$62,916.78	\$513,202.10	37.71%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$498.75	\$0.00	\$101.25	83.13%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$5,202.00	\$0.00	\$1,348.00	79.42%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$15,022.00	\$0.00	\$4,978.00	75.11%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$6,650.00	\$1,305.46	\$201.67	\$5,344.54	19.63%
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	\$5,253.84	\$917.07	\$4,746.16	52.54%
E 99-92-551-2-287 MILEAGE	\$600.00	\$38.76	\$38.76	\$561.24	6.46%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$3,000.00	\$0.00	\$3,000.00	50.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$1,474.41	\$245.49	\$2,025.59	42.13%
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	\$1,882.71	\$326.22	\$4,617.29	28.96%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$1,156.96	\$201.25	\$1,318.04	46.75%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$1,965.91	\$930.29	\$2,984.09	39.72%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$205.85	\$35.80	\$119.15	63.34%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$14,941.59	\$0.00	\$2,558.41	85.38%

Account Descr	2021 YTD Budget	2021 YTD Amt	MAY 2021 Amt	Balance	2021 % of Budget
DEPT 551 LIBRARY	\$85,650.00	\$51,948.24	\$2,896.55	\$33,701.76	60.65%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$85,650.00	\$51,948.24	\$2,896.55	\$33,701.76	60.65%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$1,509.79	\$433.23	\$2,490.21	37.74%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$8,133.70	\$1,831.01	\$23,191.30	25.97%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$14,777.31	\$1,788.29	\$24,722.69	37.41%
E 99-93-551-3-373 PRINT	\$86,600.00	\$25,981.16	\$7,144.42	\$60,618.84	30.00%
DEPT 551 LIBRARY	\$161,425.00	\$50,401.96	\$11,196.95	\$111,023.04	31.22%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$50,401.96	\$11,196.95	\$111,023.04	31.22%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$14,500.72	\$100.72	\$14,299.28	50.35%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$8,082.48	\$4,458.48	\$13,167.52	38.04%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$752.49	\$0.00	\$1,747.51	30.10%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$4,401.89	\$0.00	\$22,823.11	16.17%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$17,696.05	\$3,926.26	\$22,303.95	44.24%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$417.78	\$0.00	\$1,382.22	23.21%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$2,000.00	\$199.51	\$0.00	\$1,800.49	9.98%
E 99-94-551-7-700 BUILDING PROJECTS	\$8,500.00	\$0.00	\$0.00	\$8,500.00	0.00%
DEPT 551 LIBRARY	\$132,075.00	\$46,050.92	\$8,485.46	\$86,024.08	34.87%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$46,050.92	\$8,485.46	\$86,024.08	34.87%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$459,049.02	\$85,495.74	\$743,950.98	38.16%
	\$1,203,000.00	\$461,353.80	\$86,071.74	\$741,646.20	38.35%

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 - PWSB/BMO GEN	\$936.31	\$0.00	\$576.00	\$6,405.00	\$2,304.78	\$5,036.53	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$6,405.00	-\$6,405.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$576.00	\$0.00	\$2,304.78	\$0.00	\$2,304.78	98
G 98-31190 GIFTS & GRANTS RESTRICTE	-\$115.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$115.81	98
G 98-31191 GIFTS & GRANTS UNRESTRI	-\$820.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$820.50	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$576.00	\$576.00	\$8,709.78	\$8,709.78	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GEN	\$2,212.11	\$126,252.83	\$131,851.88	\$1,285,302.93	\$1,293,329.08	-\$5,814.04	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$766.43	\$766.43	\$3,773.78	\$3,773.78	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOUN	\$0.00	\$32,290.23	\$32,290.23	\$176,886.99	\$176,886.99	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$41.68	\$80,000.00	\$434,749.23	\$418,000.00	\$294,640.98	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 DOUBTFUL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEIV	\$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 THA	\$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	\$1,901.34	\$1,901.34	\$10,256.56	\$10,256.56	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$3,319.12	\$3,319.12	\$17,720.17	\$17,720.17	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,347.92	\$3,347.92	\$18,276.31	\$18,276.31	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$1,151.03	\$983.80	\$7,282.53	\$4,870.91	-\$281.00	99
G 99-21258 WISCONSIN DEFERRED COM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$2,795.48	\$2,847.70	\$2,911.62	\$15,618.83	\$15,734.87	-\$2,911.52	99
G 99-21275 DENTAL INSURANCE WITHH	\$0.00	\$50.46	\$50.46	\$252.30	\$252.30	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$331.50	\$331.50	\$0.00	99
G 99-21280 HEALTH INSURANCE WITHH	-\$388.72	\$1,245.18	\$1,245.18	\$6,598.78	\$6,598.78	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOLD	\$0.00	\$15.46	\$15.46	\$77.30	\$77.30	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$159.60	\$159.60	\$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	\$41.68	\$0.00	\$604,783.89	-\$604,783.89	99
G 99-31112 EXPENDITURE SUMMARY	\$3.00	\$85,585.22	\$89.48	\$501,497.20	\$42,448.18	\$459,052.02	99
G 99-31190 GIFTS & GRANTS RESTRICTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTRI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED ASS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FUN	\$0.00	\$258,912.82	\$258,912.82	\$2,614,237.22	\$2,614,237.22	\$0.00	
	\$0.00	\$259,488.82	\$259,488.82	\$2,622,947.00	\$2,622,947.00	\$0.00	



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Batch: 0521 LIB AP,0521 LIB MN1,0521 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
477 e	05/07/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,573.97		FED/Wages Pd 5-7-21
G 99-21210		WISCONSIN WITHHOLDI	\$915.25		WI/Wages Pd 5-7-21
G 99-21230		SOCIAL SECURITY TAX	\$1,635.98		SS & MED/Wages Pd 5-7-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,636.01		SS Employer/Wages Pd 5-7-21
G 99-11160		SPECIAL CLEARING ACC	\$15,843.44		DirectDep/Wages Pd 5-7-21
		Total	\$21,604.65		
478 e 05/07/21 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$22,632.36		Salaries & Wages/Wages Pd 5-7-21
E 99-92-551-2-287		MILEAGE	\$38.76		PIKE Reimbursement/Wages Pd 5-7-21
G 99-21265		WI RETIREMENT	(\$1,423.85)		WRS Employees/Wages Pd 5-7-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,573.97)		FED/Wages Pd 5-7-21
G 99-21210		WISCONSIN WITHHOLDI	(\$915.25)		WI/Wages Pd 5-7-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,635.98)		SS & MED/Wages Pd 5-7-21
G 99-21245		FLEX BENEFIT	(\$491.90)		FLEX BEN/Wages Pd 5-7-21
G 99-21280		HEALTH INSURANCE WI	(\$622.59)		HEALTH/Wages Pd 5-7-21
G 99-21285		LIFE INSURANCE WITHH	(\$15.46)		LIFE/Wages Pd 5-7-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 5-7-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 5-7-21
G 99-21286		ACCIDENTAL INS WITHH	(\$31.92)		ACCIDENT/Wages Pd 5-7-21
G 99-11160		SPECIAL CLEARING ACC	(\$15,843.44)		Net Pay/Wages Pd 5-7-21
		Total	\$0.00		
482 e 05/14/21 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27		Processing 5-7-21 Payroll
		Total	\$86.27		
484 e 05/24/21 DEPT. OF EMPLOYEE TRUST FUNDS					
E 99-91-551-1-199		FRINGE BENEFITS	\$10,350.54	36420002021	MAY Health - Employer
G 99-21280		HEALTH INSURANCE WI	\$1,245.18	36420002021	MAY Health - Employee
		Total	\$11,595.72		
485 e 05/28/21 WISCONSIN RETIREMENT SYSTEM					
E 99-91-551-1-199		FRINGE BENEFITS	\$2,847.70	248002	APR 2021 WRS Contribution - Employer
G 99-21265		WI RETIREMENT	\$2,847.70	248002	APR 2021 WRS Contribution - Employee
		Total	\$5,695.40		
486 e 05/21/21 ADP					
G 99-21220		FEDERAL WITHHOLDIN	\$1,745.15		FED/Wages Pd 5-21-21
G 99-21210		WISCONSIN WITHHOLDI	\$986.09		WI/Wages Pd 5-21-21
G 99-21230		SOCIAL SECURITY TAX	\$1,711.94		SS & MED/Wages Pd 5-21-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,711.86		SS Employer/Wages Pd 5-21-21
G 99-11160		SPECIAL CLEARING ACC	\$16,446.79		DirectDep/Wages Pd 5-21-21
		Total	\$22,601.83		
487 e 05/21/21 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$23,492.23		Salaries & Wages/Wages Pd 5-21-21
G 99-21265		WI RETIREMENT	(\$1,487.77)		WRS-Employees/Wages Pd 5-21-21



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21220		FEDERAL WITHHOLDIN	(\$1,745.15)		FED/Wages Pd 5-21-21
G 99-21210		WISCONSIN WITHHOLDI	(\$986.09)		WI/Wages Pd 5-21-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,711.94)		SS & Med/Wages Pd 5-21-21
G 99-21245		FLEX BENEFIT	(\$491.90)		FLEX BEN/Wages Pd 5-21-21
G 99-21280		HEALTH INSURANCE WI	(\$622.59)		HEALTH/Wages Pd 5-21-21
G 99-11160		SPECIAL CLEARING ACC	(\$16,446.79)		Net Pay/Wages Pd 5-21-21
		Total	\$0.00		
496 e	05/28/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27		Processing 5-21-21 Payroll
		Total	\$86.27		
497 e	05/28/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	580770949	Time and Attendance Monthly
		Total	\$73.35		
24883	05/25/21	ASCEND ELEVATOR LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$210.00	4068	Elevator Service (1 of 3)
		Total	\$210.00		
24884	05/25/21	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62	26224259304	JUNE Phone Svc-Paid in Advance
		Total	\$172.62		
24885	05/25/21	BAKER & TAYLOR			
E 99-93-551-3-371		MEDIA	\$145.78	2035767648	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$99.03	2035786375	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,214.65	2035787785	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$88.03	2035796571	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$98.94	2035815006	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$48.96	2035821108	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$277.74	2035840375	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,200.82	2035846307	Print Collection Materials
E 99-93-551-3-373		PRINT	\$289.86	2035855202	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$177.44	2035863373	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,759.39	2035867009	Print Collection Materials
E 99-93-551-3-373		PRINT	\$221.13	2035870407	Print Collection Materials
E 99-93-551-3-373		PRINT	\$353.18	2035885103	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,570.46	2035891657	Print Collection Materials
E 99-93-551-3-373		PRINT	\$158.25	2035900402	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$28.13	H54690350	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H54783530	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H54802390	Media Collection
E 99-93-551-3-371		MEDIA	\$206.05	H54811860	Media Collection
E 99-93-551-3-371		MEDIA	\$52.71	H54814290	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H54855240	Media Collection
E 99-93-551-3-371		MEDIA	\$40.41	H54855280	Media Collection
E 99-93-551-3-371		MEDIA	\$14.42	H54864620	Media Collection
E 99-93-551-3-371		MEDIA	\$14.33	H54865640	Media Collection
E 99-93-551-3-371		MEDIA	\$20.21	H54869030	Media Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$38.72	H54874870	Media Collection
E 99-93-551-3-371		MEDIA	\$14.42	H54920720	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H54922510	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H54929600	Media Collection
E 99-93-551-3-371		MEDIA	\$25.25	H54964110	Media Collection
E 99-93-551-3-371		MEDIA	\$16.61	H54970640	Media Collection
E 99-93-551-3-371		MEDIA	\$15.92	H54979570	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H55003310	Media Collection
E 99-93-551-3-371		MEDIA	\$13.73	H55004860	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H55015640	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H55054400	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H55057590	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H55074610	Media Collection
E 99-93-551-3-371		MEDIA	\$22.37	H55074650	Media Collection
Total			\$8,386.80		
24886	05/25/21	CARDMEMBER SERVICE			
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	0836	Amazon Web Services
E 99-92-551-3-303		TELEPHONE	\$25.47	0965	AT&T
E 99-93-551-3-370		PROGRAMMING	\$25.55	1230	Target
E 99-93-551-3-370		PROGRAMMING	\$69.79	1580	Target
E 99-92-551-2-284		CONTRACTED SERVICE	\$120.00	2521	Mobile Beacon
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$60.00	3135	Techsoup
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99	4237	Mailchimp
E 99-93-551-3-370		PROGRAMMING	\$12.89	4674	Target
E 99-93-551-3-370		PROGRAMMING	\$29.72	4998	Target
E 99-93-551-3-370		PROGRAMMING	\$6.27	6507	Wal-Mart
E 99-93-551-3-371		MEDIA	\$476.21	6789	Gamestop
E 99-93-551-3-370		PROGRAMMING	\$39.07	6991	Target
E 99-93-551-3-370		PROGRAMMING	\$108.03	7446	Target
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	8244	Amazon Web Services
E 99-93-551-3-370		PROGRAMMING	\$12.68	8823	Target
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$516.00	9275	Mobile Beacon
Total			\$1,583.35		
24887	05/25/21	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$3.16	222410967	APR Long Distance
Total			\$3.16		
24888	05/25/21	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$50.46	1611055	JUNE Dental - Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1613457	JUNE Vision - Employee
Total			\$116.76		
24889	05/25/21	DEMCO			
E 99-92-551-3-300		OFFICE SUPPLIES	\$40.22	6935554	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$259.30	6945092	Work Supplies
Total			\$299.52		
24890	05/25/21	EMERGENCY TV SERVICE CO			



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Batch: 0521 LIB AP,0521 LIB MN1,0521 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-2-286		COMPUTERS	\$214.00	113590	Projector Repairs
		Total	\$214.00		
24891	05/25/21	GECRB/AMAZON			
E 99-93-551-3-370		PROGRAMMING	\$17.52	43576379753	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$58.40	44689335685	Technology
E 99-93-551-3-371		MEDIA	\$95.44	45534568747	Media Collection
E 99-93-551-3-370		PROGRAMMING	\$27.87	45994366663	Programming Supplies
E 99-94-551-2-282		JANITORIAL SERVICE	\$76.98	46555646859	Janitor Supplies
E 99-92-551-2-286		COMPUTERS	\$29.69	47668837836	Technology
E 99-92-551-2-286		COMPUTERS	\$16.98	53494599755	Technology
E 99-94-551-2-282		JANITORIAL SERVICE	\$23.74	56554977437	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	\$52.48	66587674488	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$9.88	68475986549	Programming Supplies
E 99-93-551-3-372		E CONTENT	\$13.99	68777696487	Kindle Titles
E 99-92-551-2-286		COMPUTERS	(\$89.08)	73568335369	Technology
E 99-93-551-3-371		MEDIA	\$16.98	74384397384	Media Collection
E 99-92-551-2-286		COMPUTERS	\$89.08	74953377858	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$13.11	88368844849	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$21.48	89887355758	Programming Supplies
		Total	\$474.54		
24892	05/25/21	GFC LEASING WI			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$609.50	IN13290340	Copy Charges 4-2020 - 4-2021
		Total	\$609.50		
24893	05/25/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	29281379	Monthly Color Copier Lease
		Total	\$142.00		
24894	05/25/21	JEWISH DATA			
E 99-93-551-3-372		E CONTENT	\$500.00	151	1 Year Database Sub (1/1 - 12/31/21)
		Total	\$500.00		
24895	05/25/21	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$3,476.32	09-17731	Spring Cleanup
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$682.16	09-17789	MAY Regular Service
		Total	\$4,158.48		
24896	05/25/21	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,274.30	500379116	APR Hoopla
		Total	\$1,274.30		
24897	05/25/21	MONARCH LIBRARY SYSTEM			
E 99-92-551-2-286		COMPUTERS	\$598.00	415487	Technology Supplies
		Total	\$598.00		
24898	05/25/21	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$167.49	AR139619	APR Copy Charges
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$11.30	AR140495	Toner Shipping



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Batch: 0521 LIB AP,0521 LIB MN1,0521 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$178.79	
24899	05/25/21	ORKIN LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$90.00	212662689	MAY Pest Preventative Service
Total			\$90.00		
24900	05/25/21	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$13.59	16505351	Office Supplies
Total			\$13.59		
24901	05/25/21	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITHH	\$31.92	062021-A	MAY Accident - Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$76.58	062021-L	MAY Life - Employer
G 99-21285		LIFE INSURANCE WITHH	\$15.46	062021-L	MAY Life - Employee
Total			\$123.96		
24902	05/25/21	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$35.80	601370	APR 2021 Placements
Total			\$35.80		
24903	05/25/21	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,926.26	3692098861	MAY Electrical & Gas Service
Total			\$3,926.26		
24904	05/25/21	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$169.50	11975	Jacobson WLA Dues
Total			\$169.50		
11110 HARRIS GF -CHECKING					
				\$85,024.42	

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$576.00
99 F. L. WEYENBERG LIBRARY FUND	\$84,448.42
	\$85,024.42

2021 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	YTD
2019	24,377	23,818	27,332	25,756	24,306	125,589
2020	24,991	23,076	14,225	635	5,073	68,000
2021	22,141	21,060	24,065	22,076	20,878	110,220
eCircs	Jan	Feb	Mar	Apr	May	YTD
2019	3,543	3,413	3,753	3,708	3,898	18,315
2020	4,088	4,090	4,951	6,223	5,792	25,144
2021	5,352	4,590	4,900	4,610	4,782	24,234
eCollections	Jan	Feb	Mar	Apr	May	YTD
2019	1,608	1,572	1,892	1,454	1,084	7,610
2020	1,145	1,151	811	1,376	2,013	6,496
2021	1,085	1,055	2,293	1,342	1,447	7,222
Reference Questions	Jan	Feb	Mar	Apr	May	YTD
2019	1,701	1,504	1,957	1,873	1,780	8,815
2020	1,471	1,507	824	447	1,195	5,444
2021	1,282	1,288	1,494	1,256	1,176	6,496
WiFi Uses	Jan	Feb	Mar	Apr	May	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	0
2021	1,090	1,092	1,409	1,239	1,304	6,134
Exterior WiFi Uses	Jan	Feb	Mar	Apr	May	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	0
2021	320	322	427	452	454	1,975
Door Count	Jan	Feb	Mar	Apr	May	YTD
2019	10,287	9,916	12,605	12,701	11,536	57,045
2020	11,690	11,636	6,245	0	0	29,571
2021	7,705	7,618	9,213	8,409	8,277	41,222
Adult Programs	Jan	Feb	Mar	Apr	May	YTD
2019	16	20	22	18	18	94
attendance	154	115	315	255	169	1,008
2020	13	17	8	8	4	50
attendance	111	222	63	72	21	489
2021	6	9	6	9	7	37
attendance	86	56	45	58	37	282

2021 Activity Report

	Jan	Feb	Mar	Apr	May	YTD
Drop In Adult Programs						
2019	2	1	4	4	1	12
participation	167	109	164	205	88	733
2020	2	1	4	0	0	7
attendance	183	147	169	38	58	595
2021	1	0	1	0	0	2
attendance	86	22	136	27	35	306
Teen Programs						
2019	2	2	5	3	2	14
attendance	7	7	33	7	3	57
2020	0	1	3	0	0	4
attendance	0	1	30	0	0	31
2021	0	0	2	0	0	2
attendance	0	0	10	0	0	10
Drop In Teen Programs						
2019	3	2	4	5	1	15
attendance	72	57	82	115	58	384
2020	2	2	4	0	1	9
attendance	39	82	111	0	5	237
2021	4	3	3	3	4	17
attendance	72	58	51	45	65	291
Childrens Programs						
2019	17	29	26	34	27	133
attendance	372	731	840	794	954	3,691
2020	18	25	15	17	12	87
attendance	619	755	370	801	544	3,089
2021	6	11	10	6	0	33
attendance	123	117	213	106	0	559
Drop In Childrens Programs						
2019	3	2	4	5	2	16
attendance	420	271	354	342	510	1,897
2020	4	3	4	4	0	15
attendance	356	315	283	47	24	1,025
2021	9	10	9	11	6	45
attendance	324	496	346	436	325	1,927

2021 Activity Report

Digitization Lab Usage	Jan	Feb	Mar	Apr	May	YTD
2019	17	9	11	10	3	50
2020	10	19	9	0	0	38
2021	22	24	29	26	26	127
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	YTD
2019	38	37	26	31	22	154
2020	47	42	17	0	0	106
2021	27	18	17	21	23	106
Interlibrary Loans Received From Other Libraries For Our Patrons					May	YTD
2019	38	36	28	38	26	166
2020	36	30	6	0	0	72
2021	21	18	22	12	15	88
Library Cards	Jan	Feb	Mar	Apr	May	YTD
2019	85	88	140	109	97	519
2020	95	91	67	35	30	318
2021	80	89	90	84	96	439
FLW Library Items sent to Other System Member Libraries				Apr	May	YTD
2019	3,721	3,944	3,665	3,819	3,715	18,864
2020	4,185	3,614	2,269	32	916	11,016
2021	3,371	3,027	3,182	2,934	2,437	14,951
Items Received from Other System Member libraries for our patrons					May	YTD
2019	4,072	4,518	4,195	4,057	3,954	20,796
2020	4,844	3,806	1,773	787	1,466	12,676
2021	4,516	4,163	4,669	4,321	3,419	21,088
Quick Pickup Appointments	Jan	Feb	Mar	Apr	May	YTD
2020	0	0	0	226	961	1,187
2021	81	90	50	38	22	281

Date: June 11, 2021
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, June 2021

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

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 5/21, 6/4, 6/11
- RECURRING: Rotary Meetings,
- Thiensville Village Board Meeting, 5/25/21
- Mequon Common Council Meeting, 6/8/21
- Management Team, 6/9/21
- Monarch Directors' Council Virtual Meeting 6/11/21
- Hook, Yarn & Stitch via Zoom, 5/20
- Hook, Yarn & Stitch in person 6/3
- Monarch Library Director Search Committee, 6/8
- Orientation with Thiensville Trustee Jennifer Abraham, 6/4
- Met w/ Iron Ridge Library Director Elizabeth Daniels, 6/3
- Met w/ North Shore Library Director Annie Bahringer, 6/9

PERSONNEL & CONTINUING EDUCATION:

Now that all of our employees are eligible for Covid vaccines, we are going to allow fully vaccinated staff to be in public areas of the library without masks, as is the public. This takes effect Monday, June 14, 2021.

Ashley Pike and I are interviewing candidates for the Patron Services librarian position. Ashley conducted the initial telephone interviews and selected five candidates to interview. As I write this, we have completed three interviews, and are confident we will be able to hire someone who will bring both expertise and energy to our staff.

OPERATIONS ACTIVITIES:

Our Summer Reading Programs, Tails and Tales, are well underway. We've had our first large in-person Storytimes outside on the east lawn.

Our new children's shelving was installed Friday. Staff is looking forward to shifting collections. We also purchased some additional shelves for our existing wooden shelving for children's fiction. Those shelves will give us much needed space in that collection, especially since our young patrons are such voracious readers, and there is very little material that they are no longer checking out.

As we prepared for the installation, we discovered that the wall behind the bulletin board was not painted yellow like the rest of the wall. It was battleship gray. Shout out to Craig Jacobson who quickly painted the wall before the new shelves went up.

PROGRAMMING:

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

Click here to go directly to our YouTube page:

<https://www.youtube.com/channel/UCF7ld2ZilAe8wEVkLaQoc2A/>

Live, hybrid, and online programs continue.

OTHER:

After receiving an exceptionally high quote for new flooring in the Tolzman Community Room from a flooring company we'd used before, I visited another vendor. Meanwhile, after I called the first company to tell them their quote was way out of line, they found an error and came back with a much lower estimate. We are awaiting a second quote.

Being the closest library to northern Milwaukee County, we get a fair number of Milwaukee County patrons coming in to use our services. Most visit us to use our computers or attend our programs. A few (and I do mean just a handful) patrons choose to purchase an annual \$75 fee card so they can checkout material and access our digital resources. To date in 2021, we have issued one (1) fee card. The Department of Public Instruction recently clarified some issues regarding cross-system borrowing, specifically that we *may* charge residents of Milwaukee County to use our library, but we are not required to do so. Any other state resident is eligible for a Frank L. Weyenberg Library card at no charge. We are only reimbursed for circulation to "non-librariated" residents of adjacent counties, so we are not in any way paid if, for instance, a resident of the Winnefox Library System (Fond du Lac, Green Lake, Marquette, Waushara, and Winnebago counties) borrows our material, because those counties are not adjacent to ours. And even if those counties were adjacent, we are only paid for patrons from "unlibrariated" areas. All of Milwaukee County is "librariated."

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

I am once again serving on the Search Committee for a new Monarch Library System Director. We have learned from our errors and this time are using Keister & Associates to facilitate the search. We currently are considering four candidates and will begin interviewing them later this month.

The Quick Connect Awing should be installed the week of the Board meeting.

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

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

- Self checkout install – 5/18-5/19
- Board meeting – 5/19
- Quick Pickup Window/app function went live – 5/20
- Willowbrook Visit – 5/24
- Circulation Committee Meeting – 5/26
- SCS Virtual Conference – 5/27
- Memorial Day – 5/31
- UMS Sync Report – 6/1
- Desk Shift – 6/4
- Desk Shift – 6/9
- Management Meeting – 6/9
- Directors Council – 6/10
- Board Meeting – 6/16

STATISTICS

Requests for intra-system delivery were down in May.

For our July meeting, we will have a full month of statistics on our new self checkout kiosks!

The Monarch2Go app seems to be popular with patrons! We had 379 renewals through Monarch2Go in April and 505 in May! So people are using it!

We turned on our Quick Pickup feature in the app on 5/20. We have since had 19 completed appointments. So far, that is 1-2 patrons a day. We are trying to train patrons on how to use it as they call since it operates very differently than what we were using prior.

OTHER TASKS & TIDBITS

Patrons keep asking if we can get a sidecar for the kiosk at the circulation desk. We have one in children's already. We try to direct patrons with large stacks of items to use the desktop but people gravitate to the kiosks. We will look into this.

Staff has been adjusting to life after quarantine! We were able to fall back into our pre-covid routines and it feels good! And sometimes difficult to remember how we used to handle things! But we are adjusting.

Date: June 11, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, June 2021

- With the year almost 50% complete, overall revenues for the Library are in a good position. While interest income and book sale revenue is currently trending below budget, the income from Fines and Fees should greatly exceed what we initially forecast. Municipal revenues are on schedule and as anticipated, while all county reimbursements have been received.
- At almost 50% complete, all expenditure groups are either as expected or trending as underspent. The Staffing Group is significantly underspent due to staff vacancies. The Building Group is underspent due to the Library requiring less than budgeted repairs for the first half of the year. The Administration Group is trending as expected, with some large one-time expenses accounting for the perceived variance in the Expenditure Reports. The Collection Group is showing as underspent, though that is due to variances and irregularities in receiving of materials and is expected to be spent out by the end of the year.
- As of the end of May, the Library had \$51,920.50 in Unrestricted Donations (of which \$50,000 is the donation from the Mayer-Glick Estate). The Library has \$3,691.03 in Restricted Donations, which have been encumbered on the projects they were intended for. The Library also has \$142,013.80 available in our Reserve Fund.
- I attended a conference call on the Emergency Connectivity Fund available for Libraries. Due to the federal grant's requirement to have CIPA filtering installed on all connected devices, as well as the need to demonstrate that the circulated hot spots and electronic devices are intended for lower-income recipients, I do not feel the program would be a good fit for the Library at this time.
- I attended the continuing webinar series presented by MMAC on operating businesses and reopening strategies during COVID, which presented helpful information on how to safely resume some regular services, and also provided context for how infection and vaccination rates in our communities can affect reopening and resumption plans. The trends in southeastern Wisconsin are positive, especially in regard to infection rate and vaccination rates.
- I attended a webinar on Health Savings Accounts, and how they could potentially be useful for the Library and its employees.

Date: June 11, 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:

- Material Orders, 5/17, 5/24, 6/7, 6/14
- Vacation, 5/27-5/31
- Phone Interviews with nine candidates, 6/1, 6/2, 6/3
- Recorded Read Around Town with Rachel offsite, 6/7
- Program: Storytime on the Lawn, 6/8, 6/9, 6/15, 6/16
- Management Meeting, 6/9
- Edited and Posted Read Around Town video, 6/9
- Zoom Interviews with three candidates, 6/9 & 6/10
- Monarch Youth Services Virtual Meeting, 6/11
- Monarch Public Info Workgroup Meeting, 6/14
- In-person Interviews with two candidates, 6/14 & 6/15
- Program: M-T Community Book Club, 6/15

MONTHLY STATISTICS

Reference statistics for May were slightly down in comparison to April, but not enough to be a concern. eCircs and eCollections have had an increase in usage for May in comparison to April. And if we compare the numbers for eCircs and eCollections to our May 2019 numbers, there is a significant jump in usage.

In May, we took a little bit of a break from children's and teen programming to prepare for the Summer Reading program. This did end up working in my department's favor, since we were down a staff member for a large portion of the month. We still provided several passive program options for all ages, so those numbers are looking fine.

The Digitization Lab continues to be heavily used with 26 reservations in May and 16 reservations so far for June.

OTHER TASKS & TIDBITS

-I did my initial round of phone interviews with candidates for the Patron Services Librarian position the first week in June. Rachel and I discussed each candidate afterwards, and we selected five applicants to talk to either in-person or through Zoom. A few of the candidates live a significant distance away, so a Zoom interview was more ideal for them.

-We had our first week of in-person storytimes on the lawn on June 8 & 9. Both days were well attended, with 86 participants on Tuesday and 57 participants on Wednesday. We had a number of our regular patrons attend the Tuesday session who expressed how happy they were to come to storytime. And all the kids seemed to have a great time, even with the extremely warm weather.

-New shelving in Children's was installed on Friday, June 11. Patron Services staff is working on shifting collections to the new shelving and moving some collections around to fill empty spaces on our old shelving.

-The Summer Reading Program is going well. As of noon on Friday, June 11, our registration numbers are:

Pre-Readers

Paper: 49

Beanstack: 14

Children's

Paper: 76

Beanstack: 29

Teen

Paper: 20

Beanstack: 4

Adult

Paper: 19

Beanstack: 9

ONGOING VIRTUAL & PASSIVE PROGRAMS

- Bi-monthly History's Hidden Women Book Club (virtual)
- Wednesday 1-O-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)

- Monthly Teen Take & Make Kits
- Virtual Scavenger Hunts
- Monthly Teen Virtual Trivia

- Weekly Children's Craft Kits
- Bi-weekly Children's STEAM Kits
- Tuesday Storytime on the Lawn (in-person June)
- Wednesday Storytime on the Lawn (in-person June)

- Genealogy Interest Group (virtual)
- Bi-weekly iCan! Tutorial (virtual)

- Virtual Escape Rooms
- Teen Exam Cram (June)

- Monthly Pre-K Busy Bags
- Messy Mondays (in-person June)
- Read Around Town (June, virtual)



Circulation Services

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

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

Registration

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

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

Loan Periods

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

Charges

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

Lost or Damaged Materials

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

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