



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES  
MEETING AGENDA  
Wednesday, March 16, 2022, 6:00pm  
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at [director@flwlib.org](mailto:director@flwlib.org) at least two hours prior to the meeting.)
- V. Approval of Minutes**
  - A. Action Item: Approval of the Minutes of the February 16, 2022, Meeting
- VI. Financial Reports**
  - A. Revenue and Expense Reports for February 2022
  - B. Action Item: Accounts Payable for February 2022
- VII. Committee Reports**
  - A. Finance
  - B. Advocacy
  - C. Personnel
- VIII. President's Report – J. Hitchcock**
- IX. Staff Reports**
  - A. Library Operations Report
  - B. Director's Report
  - C. Managers' Reports
    - i. Access Services Manager
    - ii. Business Manager
    - iii. Patron Services Manager

- X. Other Business**
  - A. Discussion and Possible Action: Covid-19 Protocols
- XI. New Business**
- XII. Trustee Training & System/State Library Update**
  - A. SharePoint Overview
- XIII. Future Meeting Dates**
  - A. Board of Trustees Meeting: April 20, 2022, 6:00pm
  - B. Other Meetings:
- XIV. Adjourn**

---

JanaLee Hitchcock, President

Posted: March 11, 2022

**VILLAGE OF THIENSVILLE**  
**Library - Revenue Guideline**  
 Current Period: FEBRUARY 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	FEBRUARY 2022 Amt	Balance	2022 % 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	\$0.00	\$0.00	\$0.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$31,983.92	\$31,957.92	-\$31,983.92	0.00%
<b>DEPT 015 OTHER INCOME</b>	<b>\$0.00</b>	<b>\$31,983.92</b>	<b>\$31,957.92</b>	<b>-\$31,983.92</b>	<b>0.00%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>	<b>\$0.00</b>	<b>\$31,983.92</b>	<b>\$31,957.92</b>	<b>-\$31,983.92</b>	<b>0.00%</b>
<b>FUND 98 FLW LIB GIFTS &amp; GRANTS FUND</b>	<b>\$0.00</b>	<b>\$31,983.92</b>	<b>\$31,957.92</b>	<b>-\$31,983.92</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	\$1,061,000.00	\$265,250.00	\$0.00	\$795,750.00	25.00%
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	\$12,994.00	\$2,929.94	\$2,929.94	\$10,064.06	22.55%
<b>DEPT 001 LOCAL PROPERTY TAXES</b>	<b>\$1,184,734.00</b>	<b>\$295,864.94</b>	<b>\$2,929.94</b>	<b>\$888,869.06</b>	<b>24.97%</b>
<b>MAJ CLS 40 TAXES</b>	<b>\$1,184,734.00</b>	<b>\$295,864.94</b>	<b>\$2,929.94</b>	<b>\$888,869.06</b>	<b>24.97%</b>
<b>MAJ CLS 41 INTER-GOVERNMENTAL REVENUES</b>					
<b>DEPT 003 GRANTS &amp; AIDS</b>					
R 99-41-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 003 GRANTS &amp; AIDS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>MAJ CLS 41 INTER-GOVERNMENTAL REVEN</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>MAJ CLS 42 REGULATION &amp; COMPLIANCE</b>					
<b>DEPT 006 FINES &amp; FORFEITURES</b>					
R 99-42-006-903 FINES & FEES	\$18,000.00	\$1,133.35	\$646.00	\$16,866.65	6.30%
<b>DEPT 006 FINES &amp; FORFEITURES</b>	<b>\$18,000.00</b>	<b>\$1,133.35</b>	<b>\$646.00</b>	<b>\$16,866.65</b>	<b>6.30%</b>
<b>MAJ CLS 42 REGULATION &amp; COMPLIANCE</b>	<b>\$18,000.00</b>	<b>\$1,133.35</b>	<b>\$646.00</b>	<b>\$16,866.65</b>	<b>6.30%</b>
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>					
<b>DEPT 013 INTEREST INCOME</b>					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$115.54	\$59.43	\$384.46	23.11%
<b>DEPT 013 INTEREST INCOME</b>	<b>\$500.00</b>	<b>\$115.54</b>	<b>\$59.43</b>	<b>\$384.46</b>	<b>23.11%</b>

Account Descr	2022 YTD Budget	2022 YTD Amt	FEBRUARY 2022 Amt	Balance	2022 % of Budget
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>	\$500.00	\$115.54	\$59.43	\$384.46	23.11%
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>					
<b>DEPT 014 SALE INCOME</b>					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$1,195.60	\$630.95	\$6,304.40	15.94%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$410.55	\$245.55	-\$410.55	0.00%
<b>DEPT 014 SALE INCOME</b>	\$7,500.00	\$1,606.15	\$876.50	\$5,893.85	21.42%
<b>DEPT 015 OTHER INCOME</b>					
R 99-45-015-280 MISCELLANEOUS	\$2,266.00	\$150.86	\$150.86	\$2,115.14	6.66%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$37,000.00	\$0.00	\$0.00	\$37,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 015 OTHER INCOME</b>	\$39,266.00	\$150.86	\$150.86	\$39,115.14	0.38%
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>	\$46,766.00	\$1,757.01	\$1,027.36	\$45,008.99	3.76%
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	\$1,250,000.00	\$298,870.84	\$4,662.73	\$951,129.16	23.91%
	\$1,250,000.00	\$330,854.76	\$36,620.65	\$919,145.24	26.47%

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

Current Period: FEBRUARY 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	FEBRUARY 2022 Amt	Balance	2022 % 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	\$51.69	\$51.69	-\$51.69	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>\$51.69</b>	<b>\$51.69</b>	<b>-\$51.69</b>	<b>0.00%</b>
<b>MAJ CLS 95 LIBRARY GIFTS &amp; GRANTS</b>	<b>\$0.00</b>	<b>\$51.69</b>	<b>\$51.69</b>	<b>-\$51.69</b>	<b>0.00%</b>
<b>FUND 98 FLW LIB GIFTS &amp; GRANTS FUND</b>	<b>\$0.00</b>	<b>\$51.69</b>	<b>\$51.69</b>	<b>-\$51.69</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	\$631,900.00	\$82,304.54	\$44,098.15	\$549,595.46	13.02%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$45.76	\$45.76	\$3,454.24	1.31%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$30,233.93	\$16,017.87	\$172,266.07	14.93%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$1,160.10	\$10.00	\$2,339.90	33.15%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,500.00	\$708.00	\$0.00	\$792.00	47.20%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$2,004.60	\$2,004.60	-\$104.60	105.51%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 551 LIBRARY</b>	<b>\$844,800.00</b>	<b>\$116,456.93</b>	<b>\$62,176.38</b>	<b>\$728,343.07</b>	<b>13.79%</b>
<b>MAJ CLS 91 LIBRARY STAFFING</b>	<b>\$844,800.00</b>	<b>\$116,456.93</b>	<b>\$62,176.38</b>	<b>\$728,343.07</b>	<b>13.79%</b>
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-92-551-2-201 POSTAGE	\$850.00	\$465.00	\$465.00	\$385.00	54.71%
E 99-92-551-2-206 AUDIT	\$6,650.00	\$952.00	\$0.00	\$5,698.00	14.32%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$15,572.00	\$0.00	\$4,428.00	77.86%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$7,000.00	\$923.33	\$78.99	\$6,076.67	13.19%
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	\$1,221.16	\$1,221.16	\$8,778.84	12.21%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$1,750.00	\$0.00	\$5,250.00	25.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$607.36	\$249.99	\$3,142.64	16.20%
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	\$845.93	\$845.93	\$5,654.07	13.01%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$1,523.27	\$1,523.27	\$976.73	60.93%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$374.47	\$201.85	\$2,375.53	13.62%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$776.00	\$515.15	\$4,724.00	14.11%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$62.65	\$62.65	\$437.35	12.53%

Account Descr	2022 YTD Budget	2022 YTD Amt	FEBRUARY 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$14,527.07	\$14,167.07	\$972.93	93.72%
<b>DEPT 551 LIBRARY</b>	\$90,000.00	\$39,600.24	\$19,331.06	\$50,399.76	44.00%
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>	\$90,000.00	\$39,600.24	\$19,331.06	\$50,399.76	44.00%
<b>MAJ CLS 93 LIBRARY PROGRAM &amp; COLLECTION</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$5.82	\$5.82	\$5,994.18	0.10%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$1,462.36	\$1,462.36	\$28,537.64	4.87%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$13,546.72	\$11,546.72	\$26,453.28	33.87%
E 99-93-551-3-373 PRINT	\$85,000.00	\$4,775.13	\$4,775.13	\$80,224.87	5.62%
<b>DEPT 551 LIBRARY</b>	\$161,000.00	\$19,790.03	\$17,790.03	\$141,209.97	12.29%
<b>MAJ CLS 93 LIBRARY PROGRAM &amp; COLLECTION</b>	\$161,000.00	\$19,790.03	\$17,790.03	\$141,209.97	12.29%
<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	\$22,000.00	\$3,396.00	\$2,760.00	\$18,604.00	15.44%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$5.99	\$5.99	\$2,494.01	0.24%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$8,425.77	\$8,425.77	\$21,574.23	28.09%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$7,676.15	\$3,938.78	\$34,823.85	18.06%
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	\$0.00	\$513.14	\$513.14	-\$513.14	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$26,600.00	\$0.00	\$0.00	\$26,600.00	0.00%
<b>DEPT 551 LIBRARY</b>	\$154,200.00	\$20,017.05	\$15,643.68	\$134,182.95	12.98%
<b>MAJ CLS 94 LIBRARY BUILDING</b>	\$154,200.00	\$20,017.05	\$15,643.68	\$134,182.95	12.98%
<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>	\$1,250,000.00	\$195,864.25	\$114,941.15	\$1,054,135.75	15.67%
	\$1,250,000.00	\$195,915.94	\$114,992.84	\$1,054,084.06	15.67%

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 - PWSB/BMO GE	\$60,156.53	\$31,957.92	\$51.69	\$31,983.92	\$5,815.43	\$86,325.02	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	-\$5,763.74	\$0.00	\$0.00	\$5,763.74	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$31,957.92	\$0.00	\$31,983.92	-\$31,983.92	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$51.69	\$0.00	\$171.69	\$120.00	\$51.69	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$3,600.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,600.51	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$50,792.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$50,792.28	98
<b>FUND 98 FLW LIB GIFTS &amp; GRANTS FUN</b>	<b>\$0.00</b>	<b>\$32,009.61</b>	<b>\$32,009.61</b>	<b>\$37,919.35</b>	<b>\$37,919.35</b>	<b>\$0.00</b>	
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$143,826.77	\$159,665.19	\$628,223.16	\$628,825.25	\$1,062.57	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$844.22	\$844.22	\$952.47	\$952.47	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$31,550.94	\$31,550.94	\$65,762.21	\$65,762.21	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$59.43	\$95,000.00	\$295,115.54	\$235,000.00	\$318,620.57	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$28,817.05	\$0.00	\$0.00	\$28,817.05	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	\$0.00	\$1,417.94	\$1,417.94	\$2,995.79	\$2,995.79	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$2,997.13	\$2,997.13	\$6,291.16	\$6,291.16	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,194.58	\$3,194.58	\$6,669.39	\$6,669.39	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$1,129.29	\$862.46	\$5,074.18	\$1,724.92	-\$2,167.22	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,237.32	\$2,825.98	\$2,592.24	\$7,063.30	\$5,418.22	-\$2,592.24	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$41.96	\$41.96	\$104.90	\$104.90	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$138.32	\$138.32	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,352.16	\$1,352.16	\$2,805.42	\$2,805.42	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.54	\$15.54	\$31.08	\$31.08	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$33.60	\$33.60	\$71.58	\$71.58	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$9,681.75	\$0.00	\$0.00	\$9,681.75	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$214,417.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$214,417.09	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$4,662.73	\$0.00	\$298,870.84	-\$298,870.84	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$115,039.77	\$98.62	\$213,841.31	\$17,977.06	\$195,864.25	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>\$304,395.61</b>	<b>\$304,395.61</b>	<b>\$1,273,638.61</b>	<b>\$1,273,638.61</b>	<b>\$0.00</b>	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$336,405.22	\$336,405.22	\$1,311,557.96	\$1,311,557.96	\$0.00	





VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 0222 LIB AP,0222 LIB MN1,0222 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>11110 HARRIS GF -CHECKING</b>					
<b>729 e</b>	02/04/22	<b>ADP, LLC</b>			
E 99-92-551-2-289		PAYROLL PROCESSING	\$88.32	598275261	Processing 1-28-22 Payroll
		Total	\$88.32		
<b>732 e</b>	02/11/22	<b>ADP</b>			
G 99-21220		FEDERAL WITHHOLDIN	\$1,535.07		FED/Wages Pd 2-11-22
G 99-21210		WISCONSIN WITHHOLDI	\$731.61		WI/Wages Pd 2-11-22
G 99-21230		SOCIAL SECURITY TAX	\$1,661.82		SS & MED/Wages Pd 2-11-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,661.87		SS Employer/Wages Pd 2-11-22
G 99-11160		SPECIAL CLEARING AC	\$16,422.13		DirectDep/Wages Pd 2-11-22
		Total	\$22,012.50		
<b>733 e</b>	02/11/22	<b>LIBRARY PAYROLL</b>			
E 99-91-551-1-100		SALARIES & WAGES	\$22,954.73		Salaries & Wages/Wages Pd 2-11-22
G 99-21265		WI RETIREMENT	(\$1,339.39)		WRS Employees/Wages Pd 2-11-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,535.07)		FED/Wages Pd 2-11-22
G 99-21210		WISCONSIN WITHHOLDI	(\$731.61)		WI/Wages Pd 2-11-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,661.82)		SS & MED/Wages Pd 2-11-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 2-11-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 2-11-22
G 99-21285		LIFE INSURANCE WITH	(\$15.54)		LIFE/Wages Pd 2-11-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 2-11-22
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 2-11-22
G 99-21286		ACCIDENTAL INS WITH	(\$33.60)		ACCIDENT/Wages Pd 2-11-22
G 99-11160		SPECIAL CLEARING AC	(\$16,422.13)		Net Pay/Wages Pd 2-11-22
		Total	\$0.00		
<b>739 e</b>	02/14/22	<b>AT&amp;T</b>			
E 99-92-551-3-303		TELEPHONE	\$172.62		FEB Phone Service
		Total	\$172.62		
<b>740 e</b>	02/14/22	<b>CARDMEMBER SERVICE</b>			
E 99-92-551-2-286		COMPUTERS	\$17.00	0056	Techsoup
E 99-93-551-3-372		E CONTENT	\$15.81	05770	Apple
E 99-92-551-3-303		TELEPHONE	\$25.47	0888	AT&T
E 99-93-551-3-372		E CONTENT	\$41.10	1495	Apple
E 99-92-551-2-286		COMPUTERS	\$120.00	2536	Techsoup
E 99-93-551-3-371		MEDIA	\$42.07	2780	Gamestop
E 99-93-551-3-371		MEDIA	\$42.07	2863	Gamestop
E 99-93-551-3-373		PRINT	(\$14.29)	3293	Chicago Books & Journal
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99	3361	Mailchimp
E 99-94-551-3-306		JANITOR SUPPLIES	\$5.99	3554	Walgreens
E 99-93-551-3-372		E CONTENT	\$5.25	4849	Apple
E 99-92-551-2-286		COMPUTERS	\$17.00	6120	Techsoup
E 99-93-551-3-371		MEDIA	\$105.48	7673	Gamestop
E 99-93-551-3-372		E CONTENT	\$5.26	7825	Apple
E 99-93-551-3-372		E CONTENT	\$15.81	8032	Apple
E 99-94-551-3-374		COVID TEMPORARY SU	\$513.14	8045	Project N95



# VILLAGE OF THIENSVILLE

03/10/22 4:43 PM

Page 2

## \*Check Detail Register©

Batch: 0222 LIB AP,0222 LIB MN1,0222 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,036.15		
<b>741 e</b>	02/18/22	<b>ADP, LLC</b>			
E 99-92-551-2-289		PAYROLL PROCESSING	\$88.32		Processing 2-11-22 Payroll
Total			\$88.32		
<b>747 e</b>	02/28/22	<b>WISCONSIN RETIREMENT SYSTEM</b>			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,825.98		JAN 2022 WRS-Employer
G 99-21265		WI RETIREMENT	\$2,825.98		JAN 2022 WRS-Employee
Total			\$5,651.96		
<b>748 e</b>	02/24/22	<b>DEPT. OF EMPLOYEE TRUST FUNDS</b>			
E 99-91-551-1-199		FRINGE BENEFITS	\$9,915.66		MAR 2022 Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,352.16		MAR 2022 Health-Employee
Total			\$11,267.82		
<b>749 e</b>	02/25/22	<b>ADP</b>			
G 99-21220		FEDERAL WITHHOLDIN	\$1,462.06		FED/Wages Pd 2-25-22
G 99-21210		WISCONSIN WITHHOLDI	\$686.33		WI/Wages Pd 2-25-22
G 99-21230		SOCIAL SECURITY TAX	\$1,532.76		SS & MED/Wages Pd 2-25-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,532.77		SS Employer/Wages Pd 2-25-22
G 99-11160		SPECIAL CLEARING AC	\$15,128.81		DirectDep/Wages Pd 2-25-22
Total			\$20,342.73		
<b>750 e</b>	02/25/22	<b>LIBRARY PAYROLL</b>			
E 99-91-551-1-100		SALARIES & WAGES	\$21,143.42		Salaries & Wages/Wages Pd 2-25-22
G 99-21275		DENTAL INSURANCE WI	\$20.98		LAMPP Dental Reimb/Wages Pd 2-25-22
G 99-21276		VISION INSURANCE WIT	\$5.72		LAMPP Vision Reimb/Wages Pd 2-25-22
G 99-21265		WI RETIREMENT	(\$1,252.85)		WRS Employees/Wages Pd 2-25-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,462.06)		FED/Wages Pd 2-25-22
G 99-21210		WISCONSIN WITHHOLDI	(\$686.33)		WI/Wages Pd 2-25-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,532.76)		SS & MED/Wages Pd 2-25-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 2-25-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 2-25-22
G 99-11160		SPECIAL CLEARING AC	(\$15,128.81)		Net Pay/Wages Pd 2-25-22
Total			\$0.00		
<b>751 e</b>	02/25/22	<b>ADP, LLC</b>			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	600058311	Time and Attendance Monthly
Total			\$73.35		
<b>25840</b>	02/11/22	<b>GREATAMERICA</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	30983890	Monthly 2 Copiers Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$183.51	31011774	Admin Copier Lease + Property Tax
Total			\$302.36		
<b>25841</b>	02/11/22	<b>PURCHASE POWER</b>			
E 99-92-551-2-201		POSTAGE	\$465.00	2202022	Postage Meter Refill
Total			\$465.00		
<b>25843</b>	02/11/22	<b>WE ENERGIES</b>			



# VILLAGE OF THIENSVILLE

03/10/22 4:43 PM

Page 3

## \*Check Detail Register©

Batch: 0222 LIB AP,0222 LIB MN1,0222 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-94-551-3-360		UTILITIES	\$3,938.78	4016834789	FEB Electrical and Gas Svc
		Total	\$3,938.78		
<b>25927</b>	02/24/22	<b>1000BULBS.COM</b>			
E 99-94-551-3-308		BUILDING SUPPLIES	\$304.93	W03053339	Magazine LED Lights
		Total	\$304.93		
<b>25928</b>	02/24/22	<b>ADVANCED CHILLER SERVICES</b>			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$2,760.00	3996	Annual HVAC Svc Contract (1/2)
E 99-94-551-3-308		BUILDING SUPPLIES	\$113.50	3997	HVAC Repair
		Total	\$2,873.50		
<b>25929</b>	02/24/22	<b>BAKER &amp; TAYLOR</b>			
E 99-93-551-3-373		PRINT	\$135.70	2036451416	Print Collection Materials
E 99-93-551-3-373		PRINT	\$83.88	2036455654	Print Collection Materials
E 99-93-551-3-373		PRINT	\$734.30	2036460805	Print Collection Materials
E 99-93-551-3-373		PRINT	\$263.38	2036460810	Print Collection Materials
E 99-93-551-3-373		PRINT	\$125.41	2036463792	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,314.62	2036474744	Print Collection Materials
E 99-93-551-3-373		PRINT	\$227.85	2036485088	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,312.53	2036488304	Print Collection Materials
E 99-93-551-3-373		PRINT	\$408.35	2036488344	Print Collection Materials
E 99-93-551-3-373		PRINT	\$252.78	2036499383	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$14.39	H24091380	Media Collection
E 99-93-551-3-371		MEDIA	\$181.06	H59538610	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H59566170	Media Collection
E 99-93-551-3-371		MEDIA	\$166.66	H59577320	Media Collection
E 99-93-551-3-371		MEDIA	\$55.95	H59592780	Media Collection
E 99-93-551-3-371		MEDIA	\$77.27	H59617500	Media Collection
E 99-93-551-3-371		MEDIA	\$51.99	H59824090	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H59961120	Media Collection
E 99-93-551-3-371		MEDIA	\$200.60	H59961210	Media Collection
E 99-93-551-3-371		MEDIA	\$25.19	T24092830	Media Collection
E 99-93-551-3-371		MEDIA	\$304.41	T59949470	Media Collection
		Total	\$5,971.57		
<b>25930</b>	02/24/22	<b>CENTURY LINK</b>			
E 99-92-551-3-303		TELEPHONE	\$3.76	280652713	JAN 2022 Long Distance
		Total	\$3.76		
<b>25931</b>	02/24/22	<b>DELTA DENTAL OF WISCONSIN</b>			
G 99-21275		DENTAL INSURANCE WI	\$20.98	1736484	MAR 2022 Dental-Employee
G 99-21276		VISION INSURANCE WIT	\$60.58	1739220	MAR 2022 Vision-Employee
		Total	\$81.56		
<b>25932</b>	02/24/22	<b>DEMCO</b>			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$1,523.27	7072546	Processing Supplies
		Total	\$1,523.27		
<b>25933</b>	02/24/22	<b>DIVERSIFIED BENEFIT SERVICES</b>			
E 99-91-551-7-715		FLEX BENEFIT	\$1,904.60	345357	2022 FSA Administration



# VILLAGE OF THIENSVILLE

03/10/22 4:43 PM

Page 4

## \*Check Detail Register©

Batch: 0222 LIB AP,0222 LIB MN1,0222 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-91-551-7-715		FLEX BENEFIT	\$100.00	347329	Plan Amendment Fee
		Total	\$2,004.60		
<b>25934</b>	02/24/22	<b>FINDAWAY WORLD LLC</b>			
E 99-93-551-3-371		MEDIA	\$159.97	378162	Media Collection
		Total	\$159.97		
<b>25935</b>	02/24/22	<b>GECRB/AMAZON</b>			
E 99-92-551-3-300		OFFICE SUPPLIES	\$76.73	43574454764	Office Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$269.83	43834989486	Building Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$22.95	44937667663	Office Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$21.70	46799634749	Restricted Gift-Memory Caf�
E 99-93-551-3-370		PROGRAMMING	\$20.77	48745663947	Programming Supplies
E 99-93-551-3-373		PRINT	(\$69.38)	49363767785	Media Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$29.99	53769468364	Restricted Gift-Cmmunity Foundation
E 99-92-551-2-286		COMPUTERS	\$73.25	67333653635	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$19.98	83776464346	Office Supplies
E 99-93-551-3-370		PROGRAMMING	(\$14.95)	84669455973	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$127.71	89754759359	Technology
		Total	\$578.58		
<b>25936</b>	02/24/22	<b>MEICHER TECHNICAL SERVICES</b>			
E 99-92-551-2-286		COMPUTERS	\$866.20	16142	Backup Support Software
		Total	\$866.20		
<b>25937</b>	02/24/22	<b>MIDWEST TAPE</b>			
E 99-93-551-3-372		E CONTENT	\$1,602.49	501629394	JAN 2022-Hoopla
		Total	\$1,602.49		
<b>25938</b>	02/24/22	<b>MONARCH LIBRARY SYSTEM</b>			
E 99-92-551-3-359		MONARCH FEES	\$14,167.07	415688	2022 Monarch Charges
E 99-93-551-3-372		E CONTENT	\$9,861.00	415688	2022 Monarch E-Content
		Total	\$24,028.07		
<b>25939</b>	02/24/22	<b>OFFICE COPYING EQUIPMENT INC</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$212.79	160922	JAN 2022 Copy Charges
		Total	\$212.79		
<b>25940</b>	02/24/22	<b>PIGGLY WIGGLY</b>			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$45.76	2095951650	Friends Group Info Session
		Total	\$45.76		
<b>25941</b>	02/24/22	<b>QUILL.COM</b>			
E 99-92-551-3-300		OFFICE SUPPLIES	\$661.31	22669677	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$64.96	22713804	Office Supplies
		Total	\$726.27		
<b>25942</b>	02/24/22	<b>R.M. DETTMAN DECORATING CO.</b>			
E 99-94-551-3-308		BUILDING SUPPLIES	\$7,737.51	02102022	General Painting and Repairs
		Total	\$7,737.51		



# VILLAGE OF THIENSVILLE

03/10/22 4:43 PM

Page 5

## \*Check Detail Register©

Batch: 0222 LIB AP,0222 LIB MN1,0222 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment	
<b>25943</b>	02/24/22	<b>SECURIAN FINANCIAL GROUP, INC</b>				
		G 99-21286	ACCIDENTAL INS WITH	\$33.60	32022-A	MAR 2022 Accident-Employee
		E 99-91-551-1-199	FRINGE BENEFITS	\$81.59	32022-L	MAR 2022 Life-Employer
		G 99-21285	LIFE INSURANCE WITH	\$15.54	32022-L	MAR 2022 Life-Employee
			Total	\$130.73		
<b>25944</b>	02/24/22	<b>UNIQUE MANAGEMENT SERVICES</b>				
		E 99-92-551-3-358	DEBT COLLECTION	\$62.65	6097465	JAN 2022 Placements
			Total	\$62.65		
<b>25945</b>	02/24/22	<b>WI DEPARTMENT OF REVENUE</b>				
		E 99-91-551-2-202	DUES & SUBSCRIPTION	\$10.00		L0765757264 Business Tax Registration
			Total	\$10.00		
		<b>11110 HARRIS GF -CHECKING</b>		\$114,364.12		

### Fund Summary

<b>11110 HARRIS GF -CHECKING</b>	
98 FLW LIB GIFTS & GRANTS FUND	\$51.69
99 F. L. WEYENBERG LIBRARY FUND	\$114,312.43
	\$114,364.12





<b>Teen Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD</b>
2019	2	2	5	3	2	9	5	1	1	1	2	0	33
attendance	7	7	33	7	3	430	83	0	18	0	41	0	629
2020	0	1	3	0	0	2	1	2	0	1	2	1	13
attendance	0	1	30	0	0	14	11	35	0	0	16	0	107
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1											1
2022 attendance	0	1											1
<b>Drop In Teen Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD</b>
2019	3	2	4	5	1	1	2	2	2	2	2	3	29
attendance	72	57	82	115	58	141	52	53	87	81	56	70	924
2020	2	2	4	0	1	6	8	2	2	3	4	1	35
attendance	39	82	111	0	5	138	119	42	19	30	30	28	643
2021	7	3	3	3	4	2	0	2	2	2	1	3	32
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
2022 drop in programs	6	4											10
2022 participants	13	72											85
<b>Childrens Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD</b>
2019	17	29	26	34	27	29	28	25	19	28	28	18	308
attendance	372	731	840	794	954	1,438	1,500	1,014	572	894	787	489	10,385
2020	18	25	15	17	12	5	6	1	9	9	8	6	131
attendance	619	755	370	801	544	337	469	155	336	177	129	109	4,801
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11											18
2022 attendance	144	266											410
<b>Drop In Childrens Program:</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD</b>
2019	3	2	4	5	2	3	5	1	2	2	2	4	35
attendance	420	271	354	342	510	421	550	270	444	528	728	479	5,317
2020	4	3	4	4	0	10	11	8	7	6	6	8	71
attendance	356	315	283	47	24	289	313	318	235	267	211	300	2,958
2021	13	10	9	11	6	11	12	8	6	5	5	6	102
attendance	324	496	346	436	325	1,046	1,184	869	622	1,089	763	764	8,264





Date: March 11, 2022  
To: Frank L. Weyenberg Board of Trustees  
From: Rachel Muchin Young  
Re: Director's Report, March 2022

---

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 2/18, 2/25, 3/11
- RECURRING: Rotary Meetings, 3/1, 3/15
- Hook, Yarn & Stitch – Virtual, 2/17
- Hook, Yarn & Stitch – In Person, 3/3 (largest group ever!)
- WLA Intellectual Freedom SIG Meeting, 2/24/22
- Friends Organizational Meeting, 2/24
- Mequon-Thiensville Historical Society, 2/23/22
- Provided tour for State Rep. Deb Andraca and her Chief of Staff Sandy Saltzstein, 2/25
- MLS ILS Committee, 3/1
- Met w/ potential trustee, 3/2
- Chamber of Commerce State of the Communities Luncheon, 3/9/22
- Monarch Library System Directors Council, 3/10
- Interviewed candidates for Access Services Associate and Page.
- Regular and As-Needed Adult and Children's Reference Desk shifts
- As-Needed Circulation Desk shifts

#### PERSONNEL & CONTINUING EDUCATION

We have hired a new Access Services Page, Brooklynn Friedel, and two new Access Services Associates, Molly Sprigler and Chelsea Embree. I have been busy helping in Circulation and training, however, our heartiest thanks for training new staff goes to David Bruce, Access Services Technician. David has stepped up to not only catalog *everything*, but also to train his new colleagues, along with Mary Fletcher and Patty Naumann. I have been training our page. All of our new employees are doing well.

We terminated an Access Services employee February 25, 2022, for cause.

Meanwhile, I am enjoying working in Access Services more regularly, and getting to know our processes and patrons even better. I also must note that as I spend more time in our public spaces, I hear more compliments about our Library. It's very gratifying for me, but the credit must go to our phenomenal staff and to our Board of Trustees.

At our Staff Development Day, we introduced our new file storage system. We are now using OneDrive and Monarch Connect & Share. These documents will be regularly backed up. Files on our server were moved, so we all had no choice but to adjust. We discussed what we love about the library, what can be improved, and what we don't like. Overall, that was a very positive segment of the day. We further addressed diversity, reminding everyone that the color of our skin is only one of many attributes that makes each of us the individuals that we are. We took a couple of breaks during the day to help with a variety of Access Services activities. Being short staffed as we are, this was very helpful.

Robert Nitsch from the system introduced the Monarch Connect & Share to us, but credit goes to Craig for actually figuring out how it works.

#### OPERATIONS ACTIVITIES:

The City of Mequon Dept. of Public Works produced and installed two signs for our Quick Pickup Window.

We've had a handyman in to take care of some needed repairs. We've updated our alarm system, which had been problematic for far too long.

#### PROGRAMMING:

Our calendar, which can be found at <http://www.flwlib.org/Calendar.aspx>, is full of activities.

We will host a Community Art Show throughout the month, with an Artists' Reception Thursday, March 16, 5 to 7pm. Patron Services Library Steph Cherrywell organized the partnership with the school system. March 27 we will have our first Fine Arts Event of 2022. The Caravan Gypsy Swing Ensemble will be performing in the Rotunda.

#### OTHER:

I have been in contact with the artist who created an art feature for the entrance to a Maryland library. We are now working to develop a design so he can provide a quote.

Progress is being made on the Calming Room. Look for its official opening in April.

Plans are underway for National Library Week in April. We're hoping we can provide tours to several Mequon Aldermen/women and Thiensville Trustees that week. Ashley also reached out to Rep. Andraca's office to see if she's available for a storytime that week. She has expressed an interest in doing so.

I put together information for the Assistant City Manager regarding our staffing so that he can include the library in his RFP for a Classification and Compensation study.

Trustee Training will be a bit different this month as Craig Jacobson demonstrates Monarch Connect & Share, and shows us how we can all use this collaborative tool.

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

---

- SharePoint is now ready to use! All materials for the Board of Trustees, including Board Packets, past meeting materials, Board-approved policies (including previous version and drafts for editing) and Committee materials can now be accessed. Board members can log on to their SharePoint site at <https://mwfls.sharepoint.com/sites/ME Board>. You can use your Library email address and password to log in. Future meeting materials will be posted here as well. There is a meeting calendar where future meetings and committee meetings will be posted as well. More detailed instructions will be forthcoming. In the meantime, all meeting materials and notices will continue to be sent in the regular manner.
- Additional SharePoint sites were created for all staff, Finance and the Foundation. Among other things, this will allow staff and members of those groups to view and collaboratively work on files from any location. We will also finally be able to decommission our internal file server, saving the Library in long-term maintenance costs.
- Final fieldwork for the 2021 fiscal year audit is complete. Final reports should be forthcoming shortly. We do not anticipate anything out of the ordinary at this time.
- Wireless communicators are now in place for the fire and burglar alarm panels. This will allow the panels to communicate in the event of a utility outage, such as loss of power, phone or internet. The final monthly cost of the service agreement is less than originally anticipated and will have a minor impact on our budgeted expenses.
- We have updated the building alarm code.
- We brought in the painters in to paint the new Calming Room as well as patch, repair and touch up all surfaces in the building, which had not been done in a very long time. This included the doors, which had seen significant wear and damage as time had gone by.
- We have made our selections for the Tolzman Community Room renovations, to be paid for thanks to the generosity of the Weyenberg Public Library Foundation. The final project will involve new chairs, tables, carpeting (including the elimination of the tile edges, which has caused several problems and injuries over the years) and paint.
- I attended the MMAC virtual meeting on March 8. Among the topics discussed were the eventual transition from pandemic to endemic and what that transition will look like in the workplace and community.
- IT Workgroup Meetings took place on February 3 and March 3.

Date: March 16, 2022  
To: Frank L. Weyenberg Library Board of Trustees  
From: Ashley Pike  
Re: Patron Services Manager Report

---

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

- Vacation, 2/16-2/18
- Staff Development Day, 2/21
- In-person interviews for Access Services Associate position, 2/23, 2/24
- Program: Genealogy Interest Group, 2/24
- Book a Librarian appointments, 2/28, 3/7, 3/16
- Youth Services Meeting, 3/1
- Updated FLW catalog home page lists and rotating displays, 3/1
- Laminated a StoryWalk at Monarch System Office, 3/4
- Phone Interviews for Patron Services Librarian, 3/7, 3/8, 3/9, 3/10, 3/11, 3/13
- Program: M-T Community Book Club, 3/15
- Ordered Collection Materials, 2/21, 2/28, 3/7, 3/14

#### **MONTHLY STATISTICS**

-Our eCirculations and eCollections statistics look great for February 2022. Our February eCircs were higher than our 2021 number, with about 300+ more checkouts. Our eCollections numbers were higher than our 2021 number, with about 200+ more searches/logins.

-Reference statistics were slightly down for February 2022 in comparison to February 2021, but it has seemed to pick up in March.

-The Digitization Lab had 25 reservations in February! Most of March is already reserved and I have some going into April.

-Our drop-in programming numbers continue to be great across all ages and our in-person programs numbers did well in February too. We have definitely seen an increase in attendance at our regular programs and people are now lingering at and participating in our drop-in activities at a higher number.

#### **OTHER TASKS & TIDBITS**

-Our brightboard display TVs were not updating correctly for about 1.5-2 weeks. We did reach out to the company that set up the brightboards, but the next day after contacting them, the brightboards were working once again.

-I have been working with Baker & Taylor support staff to fix our ordering process. While ordering, items were being 'rejected,' during the process by Baker & Taylor. With Alison Hoffmann's help from the Monarch system office, we determined the cause was Baker & Taylor's shortened 10-digit ISBN. I asked Baker & Taylor to remove the 10-digit ISBNs from our imported MARC records, so that only the 13-digit ISBNs were in them. I did my first run of orders the week of March 7 with only the 13-digit ISBNs and it seems to be working.

## UPCOMING LIBRARY PROGRAMS

- Genealogy Interest Group (monthly, in-person)
  - M-T Book Club (monthly, in-person)
  - AM Hook, Yarn & Stitch Club (monthly, in-person)
  - PM Hook, Yarn & Stitch Club (monthly, virtual)
  - Spice of the Month Kits (monthly)
  - Philosophers in the Midst of History (quarterly, in-person)
  - Fine Arts Event: Caravan Gypsy Swing Ensemble (in-person, March)
  - Decorative Ironwork of Ozaukee County (in-person, April)
  - The Retirement Classroom (in-person, April)
  - Cultural Conversations (in-person, May)
  - Identity Theft: Protect and Prevent (in-person, May)
- 
- Teen Take & Make Kits
  - Teen Exam Cram (in-person, March & June)
  - What's the Hullabaloo (in-person, March)
  - Community Sights Scavenger Hunt (virtual, March & April)
- 
- Make It! Craft Kits (monthly)
  - Make It! STEAM Kits (monthly)
  - Family Storytimes on Tuesdays & Wednesdays (weekly, in-person)
  - Monday LEGO Club (monthly, in-person)
  - Saturday LEGO Club (monthly, in-person)
  - Parachute Play (monthly, in-person)
  - Crazy 8s Math Club (March, 8 sessions, in-person)
  - Community Youth Art Show (mid-March for 5 weeks, Artists' Reception on March 17)
  - Kids Movie Matinee (in-person, March & April)
  - Super Smash Bros Tournament (in-person, Spring Break)
  - Family Board Game Demonstration (in-person, Spring Break)
  - The Bad Guys Movie Launch Party (in-person, April)
  - May the 4<sup>th</sup> Be With You: A Star Wars Day Party (in-person, May)