



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES AGENDA  
January 15, 2020, 6:00 p.m.  
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)
- V. Approval of Minutes**
  - A. Action Item: Approval of the Minutes of the December 18, 2019 Meeting
- VI. Financial Reports**
  - A. Preliminary Revenue and Expense Reports for December 2019
  - B. Action Item: Accounts Payable Statement for December 2019
- VII. Committee Reports**
  - A. Finance
  - B. Advocacy
  - C. Personnel
- VIII. President's Report – D. Strifling**
- IX. Staff Reports**
  - A. Library Operations Report
  - B. Director's Report
  - C. Staff Reports
    - i. Business Manager
    - ii. Patron Services Manager
- X. Old Business**
- XI. New Business**
- XII. Trustee Training & System/State Library Update**
- XIII. Future Meeting Dates**
  - A. Board of Trustees Meeting: Wednesday, February 19, 2020, 6:00 p.m.
  - B. Other Meetings:
- XIV. Adjourn**



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees December 18, 2019 Meeting Unapproved**

The Frank L. Weyenberg Library Board of Trustees' annual meeting was held on Wednesday, December 18, 2019 at 6:00 p.m. in the Tolzman Community Room.

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

David Strifling led the Pledge of Allegiance.

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

David Strifling called the meeting to order at 6:00 pm.

Posting of notice as of December 13, 2019 was verified.

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

Trustee Absent: Lisa Nowakowski.

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

### **III. Announcements**

Ms. Muchin Young announced that Access Services Manager Amanda Kloppmann gave birth to her son, Lincoln, on December 13, 2019, and all are doing well. Ms. Kloppmann will be on maternity leave for the near future.

Additionally, Mr. Holyoke announced that the first joint county library commission meeting was held on December 3. Three more are planned.

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

No members of the public were present.

### **V. Approval of Minutes**

A. Action Item: Minutes of the November 20, 2019 Annual Meeting

JanaLee Hitchcock moved to approve the minutes of the November 20, 2019 Board of Trustees Meeting. Rob Holyoke seconded. Motion carried.

**VI. Financial Reports**

- A. Revenue and Expense Reports for November 2019  
All reports were reviewed and were as anticipated.
  
- B. Action Item: Accounts Payable Statement for November 2019  
Alex Olson moved to approve the November 2019 accounts payables in the amount of \$79,601.05. JanaLee Hitchcock seconded. Motion carried.

**VII. Committee Reports**

- A. Finance  
Jennifer Bogli reported that no meeting was held.
  
- B. Advocacy  
JanaLee Hitchcock reported that no meeting was held.
  
- C. Personnel  
Mimi Rosing reported that no meeting was held.

**VIII. President's Report**

- A. Standing Committee Appointments  
David Strifling appointed Heather Baden to the Personnel Committee.

**IX. Staff Reports**

- A. Library Operations Report  
The Activity Report was included in the Board Packet. A correction to the e-collection figures was noted.
  
- B. Director's Report  
The written Library Director's report was included in the Board Packet. Ms. Muchin Young commented on her activities from the past month.
  
- C. Staff Reports:
  - i. Access Services Manager  
The written report was included in the Board Packet.
  
  - ii. Business Manager  
The written report was included in the Board Packet. Craig Jacobson commented further on his activities.
  
  - iii. Patron Services Manager  
The written report was included in the Board Packet.

**X. Old Business**

A. Action Item: MLS System Agreement

The proposed MLS System Agreement was included in the board packet. There are no substantial changes from the agreement it is superseding.

Jennifer Bogli moved to approve the MLS System Agreement. Alex Olson seconded. Motion carried.

**XI. New Business**

A. Action Item: Creation and Appointment of a special Bylaws Committee

Rob Holyoke moved to create a special Bylaws Committee, tasked with reviewing the current bylaws and proposing revisions, if deemed necessary, to be approved by the full Board of Trustees. Lauren Croix seconded. Motion carried.

With the special committee now created, David Strifling appointed Lisa Nowakowski, Mimi Rosing, and himself to serve on the committee, with Ms. Nowakowski appointed as chair.

B. Action Item: Employee Handbook Revisions

The draft revised Employee Handbook was included in the Board Packet. The majority of the proposed changes were to grammar, pronouns, and abbreviations to make them consistent throughout the document. The policy changes in the proposed revision included: the updated mission statement, non-harassment policy updated to include social media conduct, flex spending accounts available for all employees, paid jury time allowed for employees working 20 or more hours per week, sick time accrual for all employees working 20 hours per week, vacation requests required five weeks in advance, employees must lock workstations when not in use, the revised hours or work section, catalog use now includes book sale items, and the smoking ban updated to include vaping and electronic cigarettes.

Jeffrey Hansher moved to approve the revised Employee Handbook, effective January 1. Mimi Rosing seconded. Motion carried.

C. Action Item: Circulation Policy Revisions

The draft Circulation Policy was included in the Board Packet. Among the proposed revisions included changing of the standard loan period on non-new print materials to four weeks, and changing the checkout period on TV series to 14 days. Several grammatical corrections to the draft were noted.

Jeffrey Hansher moved to approve the Circulation policy as revised. Lauren Croix seconded. Motion carried.

**XII. Future Meeting Dates**

The next Board of Trustees meeting will be on January 15, 2020 at 6:00 p.m.

**XIII. Adjournment**

There being no further business before the Board, Jennifer Bogli moved to adjourn. JanaLee Hitchcock seconded. The motion carried and the meeting adjourned at 7:32 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager

DRAFT

**VILLAGE OF THIENSVILLE**  
**Library - Revenue Guideline**  
 Current Period: DECEMBER 2019

Account Descr	2019 YTD Budget	2019 YTD Amt	DECEMBER 2019 Amt	Balance	2019 % of Budget
<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	\$1,050,000.00	\$1,050,000.00	\$0.00	\$0.00	100.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$110,740.00	\$0.00	\$0.00	100.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$11,500.00	\$11,532.65	\$0.00	-\$32.65	100.28%
<b>DEPT 001 LOCAL PROPERTY TAXES</b>	<b>\$1,172,240.00</b>	<b>\$1,172,272.65</b>	<b>\$0.00</b>	<b>-\$32.65</b>	<b>100.00%</b>
<b>MAJ CLS 40 TAXES</b>	<b>\$1,172,240.00</b>	<b>\$1,172,272.65</b>	<b>\$0.00</b>	<b>-\$32.65</b>	<b>100.00%</b>
<b>MAJ CLS 42 REGULATION &amp; COMPLIANCE</b>					
<b>DEPT 006 FINES &amp; FORFEITURES</b>					
R 99-42-006-903 FINES & FEES	\$27,010.00	\$28,786.09	\$1,837.15	-\$1,776.09	106.58%
<b>DEPT 006 FINES &amp; FORFEITURES</b>	<b>\$27,010.00</b>	<b>\$28,786.09</b>	<b>\$1,837.15</b>	<b>-\$1,776.09</b>	<b>106.58%</b>
<b>MAJ CLS 42 REGULATION &amp; COMPLIANCE</b>	<b>\$27,010.00</b>	<b>\$28,786.09</b>	<b>\$1,837.15</b>	<b>-\$1,776.09</b>	<b>106.58%</b>
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>					
<b>DEPT 013 INTEREST INCOME</b>					
R 99-44-013-300 INVESTMENT INTEREST	\$3,500.00	\$5,396.52	\$345.45	-\$1,896.52	154.19%
<b>DEPT 013 INTEREST INCOME</b>	<b>\$3,500.00</b>	<b>\$5,396.52</b>	<b>\$345.45</b>	<b>-\$1,896.52</b>	<b>154.19%</b>
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>	<b>\$3,500.00</b>	<b>\$5,396.52</b>	<b>\$345.45</b>	<b>-\$1,896.52</b>	<b>154.19%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>					
<b>DEPT 014 SALE INCOME</b>					
R 99-45-014-904 BOOK SALES	\$4,000.00	\$7,980.22	\$788.50	-\$3,980.22	199.51%
<b>DEPT 014 SALE INCOME</b>	<b>\$4,000.00</b>	<b>\$7,980.22</b>	<b>\$788.50</b>	<b>-\$3,980.22</b>	<b>199.51%</b>
<b>DEPT 015 OTHER INCOME</b>					
R 99-45-015-280 MISCELLANEOUS	\$2,750.00	\$3,228.20	\$0.00	-\$478.20	117.39%
R 99-45-015-520 FUND BALANCE APPLIED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 015 OTHER INCOME</b>	<b>\$2,750.00</b>	<b>\$3,228.20</b>	<b>\$0.00</b>	<b>-\$478.20</b>	<b>117.39%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>	<b>\$6,750.00</b>	<b>\$11,208.42</b>	<b>\$788.50</b>	<b>-\$4,458.42</b>	<b>166.05%</b>
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	<b>\$1,209,500.00</b>	<b>\$1,217,663.68</b>	<b>\$2,971.10</b>	<b>-\$8,163.68</b>	<b>100.67%</b>
	\$1,209,500.00	\$1,217,663.68	\$2,971.10	-\$8,163.68	100.67%

**VILLAGE OF THIENSVILLE**  
**Library - Expenditure Guideline**  
 Current Period: DECEMBER 2019

Account Descr	2019 YTD Budget	2019 YTD Amt	DECEMBER 2019 Amt	Balance	2019 % of Budget
<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	\$564,705.00	\$536,673.95	\$43,780.27	\$28,031.05	95.04%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,000.00	\$3,432.80	\$0.00	-\$432.80	114.43%
E 99-91-551-1-199 FRINGE BENEFITS	\$174,835.00	\$172,160.79	\$16,529.29	\$2,674.21	98.47%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,200.00	\$3,125.02	\$0.00	\$74.98	97.66%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,320.00	\$1,320.00	\$0.00	\$0.00	100.00%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,876.40	\$0.00	\$23.60	98.76%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEPT 551 LIBRARY</b>	<b>\$748,960.00</b>	<b>\$718,588.96</b>	<b>\$60,309.56</b>	<b>\$30,371.04</b>	<b>95.94%</b>
<b>MAJ CLS 91 LIBRARY STAFFING</b>	<b>\$748,960.00</b>	<b>\$718,588.96</b>	<b>\$60,309.56</b>	<b>\$30,371.04</b>	<b>95.94%</b>
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-92-551-2-201 POSTAGE	\$618.00	\$584.25	\$0.00	\$33.75	94.54%
E 99-92-551-2-206 AUDIT	\$6,500.00	\$6,500.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$19,016.00	\$19,016.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-285 WEPKO LEASE	\$19,500.00	\$19,391.34	\$2,120.00	\$108.66	99.44%
E 99-92-551-2-286 COMPUTERS	\$12,500.00	\$12,126.65	\$0.00	\$373.35	97.01%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$1,269.73	\$59.16	\$230.27	84.65%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$6,000.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$4,000.00	\$4,631.40	\$371.70	-\$631.40	115.79%
E 99-92-551-2-290 CONSULTANTS	\$3,200.00	\$1,068.75	\$0.00	\$2,131.25	33.40%
E 99-92-551-3-300 OFFICE SUPPLIES	\$8,000.00	\$8,010.47	\$839.00	-\$10.47	100.13%
E 99-92-551-3-303 TELEPHONE	\$1,575.00	\$1,743.00	\$172.62	-\$168.00	110.67%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,500.00	\$4,698.62	\$295.22	-\$198.62	104.41%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$322.20	\$44.75	\$2.80	99.14%
E 99-92-551-3-359 MONARCH FEES	\$13,641.00	\$13,144.39	\$0.00	\$496.61	96.36%
<b>DEPT 551 LIBRARY</b>	<b>\$100,875.00</b>	<b>\$98,506.80</b>	<b>\$3,902.45</b>	<b>\$2,368.20</b>	<b>97.65%</b>
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>	<b>\$100,875.00</b>	<b>\$98,506.80</b>	<b>\$3,902.45</b>	<b>\$2,368.20</b>	<b>97.65%</b>
<b>MAJ CLS 93 LIBRARY PROGRAM &amp; COLLECTION</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$6,046.10	\$110.26	-\$46.10	100.77%
E 99-93-551-3-371 MEDIA	\$31,000.00	\$27,413.13	\$799.89	\$3,586.87	88.43%
E 99-93-551-3-372 E CONTENT	\$30,000.00	\$28,488.53	\$755.54	\$1,511.47	94.96%
E 99-93-551-3-373 PRINT	\$93,000.00	\$78,464.38	\$3,336.40	\$14,535.62	84.37%
<b>DEPT 551 LIBRARY</b>	<b>\$160,000.00</b>	<b>\$140,412.14</b>	<b>\$5,002.09</b>	<b>\$19,587.86</b>	<b>87.76%</b>
<b>MAJ CLS 93 LIBRARY PROGRAM &amp; COLLECTION</b>	<b>\$160,000.00</b>	<b>\$140,412.14</b>	<b>\$5,002.09</b>	<b>\$19,587.86</b>	<b>87.76%</b>
<b>MAJ CLS 94 LIBRARY BUILDING</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$28,805.74	\$0.00	-\$5.74	100.02%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$20,000.00	\$17,383.94	\$1,190.00	\$2,616.06	86.92%
E 99-94-551-3-306 JANITOR SUPPLIES	\$4,000.00	\$3,124.54	\$1,289.87	\$875.46	78.11%
E 99-94-551-3-308 BUILDING SUPPLIES	\$50,000.00	\$43,917.45	\$15,484.21	\$6,082.55	87.83%
E 99-94-551-3-360 UTILITIES	\$44,865.00	\$39,421.52	\$3,197.92	\$5,443.48	87.87%
E 99-94-551-3-361 SEWER & WATER	\$2,000.00	\$1,109.24	\$0.00	\$890.76	55.46%
E 99-94-551-7-700 BUILDING PROJECTS	\$50,000.00	\$25,645.00	\$25,645.00	\$24,355.00	51.29%
<b>DEPT 551 LIBRARY</b>	<b>\$199,665.00</b>	<b>\$159,407.43</b>	<b>\$46,807.00</b>	<b>\$40,257.57</b>	<b>79.84%</b>
<b>MAJ CLS 94 LIBRARY BUILDING</b>	<b>\$199,665.00</b>	<b>\$159,407.43</b>	<b>\$46,807.00</b>	<b>\$40,257.57</b>	<b>79.84%</b>
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	<b>\$1,209,500.00</b>	<b>\$1,116,915.33</b>	<b>\$116,021.10</b>	<b>\$92,584.67</b>	<b>92.35%</b>

Account Descr	2019 YTD Budget	2019 YTD Amt	DECEMBER 2019 Amt	Balance	2019 % of Budget
	\$1,209,500.00	\$1,116,915.33	\$116,021.10	\$92,584.67	92.35%



VILLAGE OF THIENSVILLE

Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - HARRIS GEN FUND	-\$23,390.94	\$124,985.08	\$144,706.10	\$2,776,887.93	\$2,729,633.26	\$23,863.73	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$497.08	\$497.08	\$7,602.56	\$7,602.56	\$2,500.00	99
G 99-11140 SAVINGS - HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOUNT	\$0.00	\$15,458.29	\$31,175.47	\$410,204.23	\$425,921.41	-\$15,717.18	99
G 99-11210 INVESTMENTS	\$274,373.68	\$345.45	\$78,000.00	\$880,129.02	\$887,000.00	\$267,502.70	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$8,358.28	\$0.00	\$0.00	\$0.00	\$463.25	\$7,895.03	99
G 99-12315 ALLOWANCE FOR DOUBTFUL AC	-\$6,295.03	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,295.03	99
G 99-12320 ACCRUED INTEREST RECEIVABL	\$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 THAN B	\$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	-\$52,189.87	\$0.00	\$0.00	\$52,189.87	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$2,565.01	\$1,727.03	\$23,547.83	\$23,547.83	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TAX	\$0.00	\$2,997.08	\$2,997.08	\$41,766.45	\$41,766.45	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,215.06	\$3,215.06	\$43,525.52	\$43,525.52	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$929.76	\$497.08	\$672.64	\$7,877.92	\$9,168.54	-\$2,220.38	99
G 99-21258 WISCONSIN DEFERRED COMP	\$0.00	\$0.00	\$0.00	\$28.82	\$28.82	\$0.00	99
G 99-21265 WI RETIREMENT	-\$5,125.24	\$2,590.26	\$2,689.93	\$37,345.11	\$37,472.42	-\$5,252.55	99
G 99-21280 HEALTH INSURANCE DEDUCTIO	-\$867.46	\$1,347.56	\$1,347.56	\$28,843.85	\$28,365.11	-\$388.72	99
G 99-21285 LIFE INSURANCE	\$0.00	\$14.66	\$14.66	\$174.67	\$174.67	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$23,998.54	\$0.00	\$0.00	\$23,998.54	\$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	-\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,600.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$175,765.71	\$0.00	\$0.00	\$0.00	\$0.00	-\$175,765.71	99
G 99-31111 REVENUE SUMMARY	-\$5,871.00	\$0.00	\$2,971.10	\$6,988.23	\$1,224,651.91	-\$1,223,534.68	99
G 99-31112 EXPENDITURE SUMMARY	\$10,800.86	\$116,021.10	\$0.00	\$1,197,212.47	\$80,297.14	\$1,127,716.19	99
G 99-31190 GIFTS & GRANTS RESTRICTED	\$0.35	\$0.00	\$500.00	\$6,572.25	\$8,401.29	-\$1,828.69	99
G 99-31191 GIFTS & GRANTS UNRESTRICTE	\$0.41	\$0.00	\$20.00	\$3,862.91	\$738.00	\$3,125.32	99
G 99-39100 INVESTMENTS IN FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$0.00	\$270,533.71	\$270,533.71	\$5,548,758.18	\$5,548,758.18	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$270,533.71	\$270,533.71	\$5,548,758.18	\$5,548,758.18	\$0.00	

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 1219 LIB AP,1219 LIB MN,1219 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>11110 HARRIS GF -CHECKING</b>					
<b>23169</b>	12/17/19	<b>1000BULBS.COM</b>			
E 99-94-551-3-306		JANITOR SUPPLIES	\$506.88	W01904723	Downlights 8"
		Total	\$506.88		
<b>23170 12/17/19 ADVANCED CHILLER SERVICES</b>					
E 99-94-551-3-308		BUILDING SUPPLIES	\$806.54	2492	Humidifier Repairs
		Total	\$806.54		
<b>23171 12/17/19 AT&amp;T</b>					
E 99-92-551-3-303		TELEPHONE	\$172.62		Phone Service/DEC
		Total	\$172.62		
<b>23172 12/17/19 BAKER &amp; TAYLOR</b>					
E 99-93-551-3-373		PRINT	\$2,133.60	2034894673	Print Collection Materialas
E 99-93-551-3-373		PRINT	\$1,202.80	2034916540	Print Collection Materialas
E 99-93-551-3-371		MEDIA	\$304.58	2034956214	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$154.28	H154.28	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H40545060	Media Collection
E 99-93-551-3-371		MEDIA	\$88.01	H40595500	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H40652650	Media Collection
E 99-93-551-3-371		MEDIA	\$75.05	H40712290	Media Collection
E 99-93-551-3-371		MEDIA	\$56.53	H40758740	Media Collection
E 99-93-551-3-371		MEDIA	\$41.32	H40758860	Media Collection
E 99-93-551-3-371		MEDIA	\$33.22	H40860610	Media Collection
		Total	\$4,136.29		
<b>23173 12/17/19 CARDMEMBER SERVICE</b>					
E 99-94-551-3-308		BUILDING SUPPLIES	\$374.13	7633	Maclocks
		Total	\$374.13		
<b>23174 12/17/19 CLEAN SOURCE LLC</b>					
E 99-94-551-3-308		BUILDING SUPPLIES	\$1,259.44	113019-FLW	Extra Carpet Cleaning
		Total	\$1,259.44		
<b>23175 12/17/19 DEMCO</b>					
E 99-92-551-3-300		OFFICE SUPPLIES	\$86.03	673286	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$362.07	6734324	Work Supplies
		Total	\$448.10		
<b>23176 12/17/19 DEPARTMENT OF ADMINISTRATION</b>					
E 99-92-551-2-285		WEPCO LEASE	\$600.00	505-42748	TEACH Data Service 7/1-12/31/19
		Total	\$600.00		
<b>23177 12/17/19 GEGRB/AMAZON</b>					
E 99-93-551-3-372		E CONTENT	\$9.49	44593646894	Kindle Title
E 99-93-551-3-372		E CONTENT	\$15.83	45443338377	Kindle Title
E 99-93-551-3-372		E CONTENT	\$15.83	45746998834	Kindle Title
E 99-93-551-3-372		E CONTENT	\$15.83	54584445738	Kindle Title
E 99-93-551-3-372		E CONTENT	\$15.83	66456444355	Kindle Title
E 99-93-551-3-372		E CONTENT	\$18.00	74486747683	Kindle Title

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 1219 LIB AP,1219 LIB MN,1219 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-372		E CONTENT	\$15.83	75659669639	Kindle Title
E 99-94-551-3-306		JANITOR SUPPLIES	\$37.92	79978688395	Janitor Supplies
E 99-93-551-3-372		E CONTENT	\$15.83	83654636566	Kindle Title
E 99-93-551-3-370		PROGRAMMING	\$62.45	83666555569	Programming
E 99-93-551-3-372		E CONTENT	\$12.99	87436454995	Kindle Title
E 99-94-551-3-306		JANITOR SUPPLIES	\$19.07	94635889746	Janitor Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$23.00	99483679998	Janitor Supplies
		Total	\$277.90		
<b>23178</b>	12/17/19	<b>GREATAMERICA</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	26059267	Color Copier Lease
		Total	\$142.00		
<b>23179</b>	12/17/19	<b>INFOCOR</b>			
E 99-92-551-2-285		WEPCO LEASE	\$495.00	013389-IN	Brightsign Annual Subscription
		Total	\$495.00		
<b>23180</b>	12/17/19	<b>JOHN LAMM OF JACKSON, INC</b>			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$1,190.00	09-16219	Fall Cleanup
		Total	\$1,190.00		
<b>23181</b>	12/17/19	<b>MADDEN &amp; ASSOCIATES</b>			
E 99-94-551-7-700		BUILDING PROJECTS	\$25,645.00	2231-5R	Childrens & Catalog Shelving
		Total	\$25,645.00		
<b>23182</b>	12/17/19	<b>MIDWEST TAPE</b>			
E 99-93-551-3-372		E CONTENT	\$620.08	98284772	Hoopia/NOV 2019
		Total	\$620.08		
<b>23183</b>	12/17/19	<b>MONARCH LIBRARY SYSTEM</b>			
E 99-94-551-3-308		BUILDING SUPPLIES	\$11,669.85	414836	Technology Infrastructure
		Total	\$11,669.85		
<b>23184</b>	12/17/19	<b>NASSCO</b>			
E 99-94-551-3-306		JANITOR SUPPLIES	\$703.00	S2552899.00	Janitorial Supplies
		Total	\$703.00		
<b>23185</b>	12/17/19	<b>OFFICE COPYING EQUIPMENT INC</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$11.63	AR100484	Copy and Shipping Charges/NOV
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$141.59	AR101409	Copy and Shipping Charges/NOV
		Total	\$153.22		
<b>23186</b>	12/17/19	<b>PIEPER POWER</b>			
E 99-94-551-3-308		BUILDING SUPPLIES	\$1,374.25	741433	Electrical Service
		Total	\$1,374.25		
<b>23187</b>	12/17/19	<b>PIGGLY WIGGLY</b>			
E 99-93-551-3-370		PROGRAMMING	\$47.81	2028331216	Event Supplies
		Total	\$47.81		
<b>23188</b>	12/17/19	<b>QUILL.COM</b>			
E 99-92-551-3-300		OFFICE SUPPLIES	\$238.42	2695898	Misc Office Supplies

VILLAGE OF THIENSVILLE

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Batch: 1219 LIB AP,1219 LIB MN,1219 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-300		OFFICE SUPPLIES	\$152.48	3010745	Misc Office Supplies
		Total	\$390.90		
<b>23189</b>	12/17/19	<b>SECURIAN FINANCIAL GROUP, INC</b>			
E 99-91-551-1-199		FRINGE BENEFITS	\$75.94	012020	Life Ins/JAN-Employer Portion
G 99-21285		LIFE INSURANCE	\$14.66	012020	Life Ins/JAN-Employee Portion
		Total	\$90.60		
<b>23190</b>	12/17/19	<b>TIME WARNER CABLE</b>			
E 99-92-551-2-285		WEPCO LEASE	\$1,025.00	07399750112	Internet Access-PREPAY
		Total	\$1,025.00		
<b>23191</b>	12/17/19	<b>UNIQUE MANAGEMENT SYSTEMS</b>			
E 99-92-551-3-358		DEBT COLLECTION	\$44.75	569389	November 2019 Placements
		Total	\$44.75		
<b>23192</b>	12/17/19	<b>WE ENERGIES</b>			
E 99-94-551-3-360		UTILITIES	\$3,197.92	12262019	Electrical & Gas/DEC
		Total	\$3,197.92		
<b>9191201</b>	12/06/19	<b>PAYCHEX LOC #54</b>			
E 99-92-551-2-289		PAYROLL PROCESSING	\$136.35	2019120201	Processing 12-6-19 Payroll
		Total	\$136.35		
<b>9191202</b>	12/06/19	<b>PAYCHEX</b>			
G 99-21220		FEDERAL WITHHOLDIN	\$1,500.61		FED/Wages Pd 12/6/19
G 99-21210		WISCONSIN WITHHOLDI	\$867.98		WI/Wages Pd 12/6/19
G 99-21230		SOCIAL SECURITY TAX	\$1,605.40		SS & Med/Wages Pd 12/6/19
E 99-91-551-1-199		FRINGE BENEFITS	\$1,605.42		Employer SS/Wages Pd 12/6/19
G 01-11160		SPECIAL CLEARING AC	\$15,717.18		DirectDep/Wages Pd 12/6/19
		Total	\$21,296.59		
<b>9191203</b>	12/06/19	<b>LIBRARY PAYROLL</b>			
E 99-91-551-1-100		SALARIES & WAGES	\$22,010.32		Salaries & Wages/Wages Pd 12/6/19
E 99-92-551-2-287		MILEAGE	\$59.16		Mileage/Kloppmann
G 99-21265		WI RETIREMENT	(\$1,353.73)		WRS/Employees/Wages Pd 12/6/19
G 99-21220		FEDERAL WITHHOLDIN	(\$1,500.61)		FED/Wages Pd Wages Pd 12/6/19
G 99-21210		WISCONSIN WITHHOLDI	(\$867.98)		WI/Wages Pd 12/6/19
G 99-21230		SOCIAL SECURITY TAX	(\$1,605.40)		SS & Med/Wages Pd 12/6/19
G 99-21245		FLEX BENEFIT	(\$336.14)		FIEX BEN/Wages Pd 12/6/19
G 99-21280		HEALTH INSURANCE DE	(\$673.78)		HEALTH/Wages Pd 12/6/19
G 99-21285		LIFE INSURANCE	(\$14.66)		LIFE/Wages Pd 12/6/19
G 99-11160		SPECIAL CLEARING AC	(\$15,717.18)		DirectDep/Wages Pd 12/6/19
		Total	\$0.00		
<b>9191204</b>	12/20/19	<b>PAYCHEX LOC #54</b>			
E 99-92-551-2-289		PAYROLL PROCESSING	\$136.35	2019121701	Processing 12-20-19 Payroll
		Total	\$136.35		
<b>9191205</b>	12/20/19	<b>PAYCHEX</b>			
G 99-21220		FEDERAL WITHHOLDIN	\$1,496.47		Fed/Wages Pd 12-20-19

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 1219 LIB AP,1219 LIB MN,1219 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21210		WISCONSIN WITHHOLDI	\$859.05		Wi/Wages Pd 12-20-19
G 99-21230		SOCIAL SECURITY TAX	\$1,609.66		SS & Med/Wages Pd 12-20-19
E 99-91-551-1-199		FRINGE BENEFITS	\$1,609.67		Employer SS/Wages Pd 12-20-19
G 99-11160		SPECIAL CLEARING AC	\$15,458.29		DirectDep/Wages Pd 12-20-19
		Total	\$21,033.14		

<b>9191206 12/20/19 LIBRARY PAYROLL</b>					
E 99-91-551-1-100		SALARIES & WAGES	\$21,769.95		Sal & Wages/Wages Pd 12-20-19
G 99-21265		WI RETIREMENT	(\$1,336.20)		WRS/Employees/Wages Pd 12-20-19
G 99-21220		FEDERAL WITHHOLDIN	(\$1,496.47)		FED/Wages Pd 12-20-19
G 99-21210		WISCONSIN WITHHOLDI	(\$859.05)		WI/Wages Pd 12-20-19
G 99-21230		SOCIAL SECURITY TAX	(\$1,609.66)		SS & Med/Wages Pd 12-20-19
G 99-21245		FLEX BENEFIT	(\$336.50)		FIEX BEN/Wages Pd 12-20-19
G 99-21280		HEALTH INSURANCE DE	(\$673.78)		Health/Wages Pd 12-20-19
G 99-11160		SPECIAL CLEARING AC	(\$15,458.29)		DirectDep/Wages Pd 12-20-19
		Total	\$0.00		

<b>9191207 12/13/19 PAYCHEX HUMAN RESOURCES SERVIC</b>					
E 99-92-551-2-289		PAYROLL PROCESSING	\$99.00	20969459	Time and Labor Online Monthly
		Total	\$99.00		

<b>9191208 12/24/19 DEPT. OF EMPLOYEE TRUST FUNDS</b>					
E 99-91-551-1-199		FRINGE BENEFITS	\$10,648.00	36420002020	Health Insurance/DEC-Employer Portion
G 99-21280		HEALTH INSURANCE DE	\$1,347.56	36420002020	Health Insurance/DEC-Employee Portion
		Total	\$11,995.56		

<b>9191209 12/31/19 WISCONSIN RETIREMENT SYSTEM</b>					
E 99-91-551-1-199		FRINGE BENEFITS	\$2,590.26	222086	WRS Contribution/NOV-Employer
G 99-21265		WI RETIREMENT	\$2,590.26	222086	WRS Contribution/NOV-Employee
		Total	\$5,180.52		

**11110 HARRIS GF -CHECKING \$115,248.79**

Fund Summary

<b>11110 HARRIS GF -CHECKING</b>	
01 GENERAL FUND	\$15,717.18
99 F. L. WEYENBERG LIBRARY FUND	\$99,531.61
	\$115,248.79

## 2019 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	23,634	21,998	25,996	24,575	24,016	29,038	29,754	29,526	25,219	26,207	25,528	22,305	307,796
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	25,583	23,730	22,392	306,973
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	3,128	2,661	3,211	2,957	2,882	2,932	3,372	3,408	3,154	3,515	3,479	3,508	38,207
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	3,747	3,626	3,731	3,876	45,311
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	1,531	1,169	1,624	1,682	1,346	1,143	2,163	1,302	1,733	2,106	2,063	1,805	19,667
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	1,682	1,263	1,452	395	16,423
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	1,684	1,655	1,703	1,606	1,464	2,730	2,329	1,902	1,560	1,767	1,627	1,533	21,560
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	1,591	1,605	1,493	1,526	21,911
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	9,927	9,296	10,998	11,388	10,878	13,823	13,996	13,013	11,235	11,766	11,026	9,552	136,898
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	13,884	11,635	12,821	11,677	10,172	145,682
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	10	12	14	20	19	15	12	11	20	19	16	14	182
attendance	102	98	436	153	154	142	95	90	187	144	216	55	1,872
2019	16	20	22	18	18	14	11	13	20	21	18	13	204
attendance	154	115	315	255	169	143	131	106	195	274	270	110	2,237
Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	1	1	0	2	0	0	0	0	1	0	4	1	10
participation	93	107	52	89	15	12	10	24	277	6	198	116	999
2019	2	1	4	4	1	1	1	1	2	1	3	1	22
participation	167	109	164	205	88	80	115	102	142	101	239	63	1,575
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	13	29	29	31	37	28	28	29	30	30	27	18	329
attendance	310	577	649	834	1047	1203	1375	885	686	696	668	411	9,341
2019	17	29	26	34	27	29	28	25	19	28	28	18	308
attendance	372	731	840	794	954	1438	1500	1014	572	894	787	489	10,385
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	2	2	1	1	0	1	1	0	2	1	1	1	13
participation	66	222	406	70	10	363	316	8	486	267	102	377	2,693
2019	3	2	4	5	2	3	5	1	2	2	2	4	35
participation	420	271	354	342	510	421	550	270	444	528	728	479	5,317

## 2019 Activity Report

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
<b>Teen Programs</b>													
<b>2018</b>	0	2	4	3	5	5	5	1	4	5	6	3	43
<b>attendance</b>	0	9	12	21	420	60	99	0	9	14	49	8	701
<b>2019</b>	2	2	5	3	2	9	5	1	1	1	2	0	33
<b>attendance</b>	7	7	33	7	3	430	83	0	18	0	41	0	629
<b>Drop In Teen Programs</b>													
<b>2018</b>	5	3	5	5	2	1	3	2	4	3	1	2	36
<b>participation</b>	78	64	63	74	49	50	149	74	300	200	38	44	1,183
<b>2019</b>	3	2	4	5	1	1	2	2	2	2	2	3	29
<b>participation</b>	72	57	82	115	58	141	52	53	87	81	56	70	924
<b>Digitization Lab Usage</b>													
<b>2018</b>	23	24	22	24	21	12	11	9	3	10	12	9	180
<b>2019</b>	17	9	11	10	3	5	13	8	4	8	17	19	124
<b>Interlibrary Loans Sent To Other Libraries</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>
<b>2018</b>	16	30	45	37	34	29	26	30	36	36	29	30	378
<b>2019</b>	38	37	26	31	22	27	38	34	31	40	28	31	383
<b>Interlibrary Loans Received From Other Libraries For Our Patrons</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>
<b>2018</b>	17	18	19	17	12	25	24	20	30	33	17	29	261
<b>2019</b>	38	36	28	38	26	15	24	37	34	38	38	37	389
<b>Library Cards</b>													
<b>2018</b>	93	101	97	110	83	174	97	121	110	104	91	79	1,260
<b>2019</b>	85	88	140	109	97	160	145	122	124	98	98	73	1,339
<b>FLW Library Items sent to Other System Member Libraries</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>
<b>2018</b>	5,240	4,487	3,618	2,366	2,087	2,364	2,336	2,372	2,789	3,845	3,496	2,763	37,763
<b>2019</b>	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	3,634	3,861	3,329	2,989	43,465
<b>Items Received from Other System Member libraries for our patrons</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>
<b>2018</b>	4,167	3,542	4,226	3,529	3,601	3,816	3,904	4,113	3,930	4,053	3,920	3,134	45,935
<b>2019</b>	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	3,881	4,263	3,640	3,732	47,768



Date: January 9, 2020  
To: Frank L. Weyenberg Board of Trustees  
From: Rachel Muchin Young  
Re: Director's Report, November 2019

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

- Toured Newcastle Place, met w/ Deb Hansher, 12/19/19
- Met w/ Stephanie Astrin, Ovation Sarah Chudnow, re: Pot Luck programs, 12/19/19
- Hook, Yarn & Stitch, 1/2/20
- All Staff Meeting, 1/6/20
- Management Team Meeting, 1/6/20
- Joint County Library Planning Committee, 1/8/20
- Reference and Circulation Desk Shifts throughout the month

#### PERSONNEL & CONTINUING EDUCATION:

We had a rare All Staff meeting to introduce the updates to the Employee Manual, and address other issues that have arisen or will arise in 2020. It was nice to have 15 of the 19 of us in a room at the same time. We announced to staff the upcoming 2020 projects (entrance and recarpeting) and discussed some the accommodations we will need to make (use of east entrance, public in access services workspace, and limited access to stacks during phases of recarpeting).

#### OPERATIONS ACTIVITIES:

Worked with Access Services and Monarch staff to change our loan periods as approved at the December meeting. These changes were well-received by staff. David Bruce and Val Gilhams did a great job making the necessary catalog changes. Alison Hoffman at Monarch worked with us to have the changes effective January 2 (even though she was officially on vacation).

We had considerable issues with our primary book jobber, Baker and Taylor, during Q4, so have decided to use Ingram, as well. They will match B&T discounts and processing prices. They also carry Disney titles not available via B&T. It's beneficial to have more than one vendor. Ashley is working with Alison Hoffman to set up online purchasing and uploading records to Polaris.

We experienced some HVAC issues in the last days of 2019 and the first days of 2020. Everything is now operational, and all repairs were well within our budget.

#### OTHER:

Our Weyenberg Public Library Foundation Fall 2019 fund drive has generated more than \$20,250. Many thanks to Craig for developing the larger list we used this year. I was pleased to receive the comments, as well as the contributions. People truly feel this library offers essential services to this community. And we are thrilled with what the community does for us via the Foundation. The carpeting project could not happen without the generosity of the Foundation.

Monarch Library System is in the process of importing information into the Annual Report. By the end of January, we will be able to input our information (and confirm theirs), and will bring it to you at the February meeting for your approval.

#### UPCOMING EVENTS:

Our calendar is filled with regular events for children, teens, and adults, and we encourage you to refer to it often. I would like to call your attention to several special events, as follows:

- iCan Tutorials, ongoing:
  - 1/15/20 *Wednesday 1-on-1, 2-3pm*
  - 1/16/20 *Smartphone Basics, 2pm*
  
- Weyenberg Movie Matinees, ongoing:
  - 1/12/20, Sunday *Documentary: Toni Morrison: The Pieces I Am*
  - 1/17/20, Friday *Yesterday*
  - 1/19/20, Sunday *Classic: The Man Who Shot Liberty Valance*
  
- Book Discussions:
  - 1/13/20 *Fly Girls by Kevin O'Brien*
  - 1/21/20 *Searching for Sylvie Lee by Jan Kwok*
  
- Genealogy Interest Groups, Thursday, January 30, at 2pm
  
- LEGO Clubs, Monday, January 27, 4pm

#### Special Events:

- Monarch Memory Cafés, Third Monday of each month. 1/20/20 at FLWL
- *How Putting on Your Own Rain Boots Leads to Academic Success*, 1/25/20, 2pm

Please visit the library often and attend programs. Even if you can't stay, I think you will be pleased to see how much the community enjoys our offerings.

Date: January 9, 2020  
To: Frank L. Weyenberg Library Board of Trustees  
From: Craig Jacobson  
Re: Business Manager, January 2020

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- A summary of the Library's book sale revenue is attached. We had a total profit of \$7,557.03 in 2019, an increase of 36% from 2018.
- A summary of utility costs from 2019 is included as well. We ended 2019 \$6,454.48 under budget in utility spending, with savings realized in both gas (\$695.25 under budget) and electric (\$5,759.23). The budget figures are provided from We Energies, and are based on past usage and anticipated trends in utility pricing. The savings are largely from the energy efficiency improvements we have made over the past several years.
- The Library received a grand total of \$52,889.53 in donated renovations, program funding and services from the Weyenberg Public Library Foundation in 2019, off an initial approved request of \$54,950. The significant expenditures included the new Reference Desk and Book Sale Room, totaling \$45,800. The final chart of expenses is attached.
- As of January 9, 2020, the Foundation has raised \$20,241 for its annual fund drive, from 147 unique donors! This is \$3,876 more than we raised all of last year, and more than we have raised in any annual appeal since at least 2007. The average donation was approximately \$138, an 8.5% increase from 2018, while the total number of donors has increased by 14%.
- I have entered all the final 2019 invoices and made estimates for those that are outstanding, and at this point I am estimating that we will finish the year approximately \$35,500 underspent from our budget, of which approximately \$3,200 will be collection funds. In addition, we are anticipating a revenue surplus in excess of \$8,000. We will thus finish the year almost exactly at our goal of \$40,000 in funds that we were planning on moving to 2020 to fund the entrance repairs. A preliminary expense worksheet is included.
- The preliminary fieldwork for the 2019 fiscal year audit was completed at the Library on January 3, with no issues identified. The final fieldwork is scheduled for February 12. The final audit report is typically available in April.
- I will be attending WLA's Library Legislative Day and meeting with our elected representatives on February 11.

- A list of HVAC issues we have experienced since the last report:
  - A seal on one of the boiler pumps failed and was leaking water into the basement on December 18. Fortunately, there was no resultant water damage. As there is a redundant pump, heating was not affected either. We determined that it would be wise to do preventative maintenance on the other three pumps at the same time as the replacement was being done on the defective one. The total cost of parts and labor was approximately \$3,000, which fortunately we were able to absorb in our 2019 budget.
  - Overnight on January 6, a valve on a radiator above the Children's department failed and was leaking water on the ceiling above Children's. Repairmen were able to isolate the valve and replace it, with no additional water damage beyond replacement of ceiling tiles. Cost of the repairs is unknown at this time.
  - On January 7, the communications between the TREND control system and the boilers was lost for an unknown reason, resulting in the boilers not firing correctly and the building being insufficiently heated. Inspection of the boilers revealed that the igniters were excessively worn, they were replaced as preventative maintenance but ultimately determined not to be related to the issue at hand. The boilers were placed into manual control, and are working and heating correctly, though without the modulation the controls provide. Work will need to be done with TREND to determine the failure in the control system, though since TREND as closed their US support offices, communication is difficult. As controls are an essential aspect of the HVAC system, a more permanent solution to the control issues will need to be investigated.
  - The humidifiers continue to be inoperative, despite the extensive service and repairs that have been performed on them since they were first installed in 2015. As they have spent the majority of their lifetime inoperative, we will need to investigate what options we have with them, and press the manufacturer on their obligations to get them operating. As it stands now, I am unwilling to spend more on regular maintenance of them until they are proven to be operational – replacement steam cannisters, for instance, retail for \$900 and need to be replaced every year.
- The fire panel, while currently operational, will need to be replaced in the near future. We were prepared to do so earlier in 2019, when our alarm service company pulled their prepared quote before we had accepted it, even though it was still within the time frame provided. Now that we have begun a new budget year, I have told the company to reconsider pulling their quote, or we will be looking for service from another provider.
- As our current payroll provider can no longer reliably provide a functioning product, we will likely be switching to a new payroll service provider in the near future. This should not result in any changes for the Village's payroll processing procedures, and will likely save the Library a considerable sum for processing fees.

**Frank L. Weyenberg Library**

**Book Sale**

**2019 Summary**

Total Sales - \$7,980.22

Minus Sales Tax of 5.6% - \$423.19

Total Profit - \$7,557.03

We had average sales of \$24.86 per day we were open.

Average Sales per Day of the Week:

Monday - \$31.73

Tuesday - \$30.27

Wednesday - \$27.06

Thursday - \$23.57

Friday - \$25.13

Saturday - \$19.70

Sunday - \$11.56

Our three busiest days have all been on Mondays: March 18, with \$74 in sales, February 25 at \$75 and our busiest day was March 11, at \$75.75.

During the Black Friday 50% off sale, we averaged \$53.70 per day, an increase of 216% of the regular average day's sales.

ACTUAL COSTS	Gas Costs			Electrical Costs		
	2018	2019	Change	2018	2019	Change
January	\$ 1,041.45	\$ 1,292.07	\$ (250.62)	\$ 2,864.36	\$ 2,034.59	\$ 829.77
February	\$ 1,885.44	\$ 1,602.60	\$ 282.84	\$ 3,011.36	\$ 2,178.28	\$ 833.08
March	\$ 1,406.33	\$ 1,705.48	\$ (299.15)	\$ 2,866.27	\$ 1,928.89	\$ 937.38
April	\$ 1,028.30	\$ 1,445.19	\$ (416.89)	\$ 3,016.84	\$ 2,084.40	\$ 932.44
May	\$ 984.03	\$ 886.95	\$ 97.08	\$ 2,953.35	\$ 2,238.06	\$ 715.29
June	\$ 435.59	\$ 561.97	\$ (126.38)	\$ 2,313.79	\$ 2,247.29	\$ 66.50
July	\$ 206.94	\$ 338.07	\$ (131.13)	\$ 2,658.01	\$ 2,678.15	\$ (20.14)
August	\$ 227.74	\$ 265.49	\$ (37.75)	\$ 3,289.93	\$ 3,486.45	\$ (196.52)
September	\$ 349.51	\$ 231.24	\$ 118.27	\$ 3,199.25	\$ 3,027.79	\$ 171.46
October	\$ 541.61	\$ 314.88	\$ 226.73	\$ 3,221.63	\$ 2,866.39	\$ 355.24
November	\$ 987.14	\$ 462.72	\$ 524.42	\$ 3,064.80	\$ 2,346.65	\$ 718.15
December	\$ 1,585.46	\$ 1,091.09	\$ 494.37	\$ 3,148.50	\$ 2,106.83	\$ 1,041.67
YTD Totals:	\$ 10,679.54	\$ 10,197.75	\$ 481.79	\$ 35,608.09	\$ 29,223.77	\$ 6,384.32

BUDGETED	Gas Costs			Electrical Costs		
	2019 Budgeted	2019 Actual	Difference	2019 Budgeted	2019 Actual	Difference
January	\$ 1,039.00	\$ 1,292.07	\$ (253.07)	\$ 2,854.00	\$ 2,034.59	\$ 819.41
February	\$ 1,937.00	\$ 1,602.60	\$ 334.40	\$ 3,009.00	\$ 2,178.28	\$ 830.72
March	\$ 1,405.00	\$ 1,705.48	\$ (300.48)	\$ 2,870.00	\$ 1,928.89	\$ 941.11
April	\$ 1,057.00	\$ 1,445.19	\$ (388.19)	\$ 3,019.00	\$ 2,084.40	\$ 934.60
May	\$ 1,043.00	\$ 886.95	\$ 156.05	\$ 2,956.00	\$ 2,238.06	\$ 717.94
June	\$ 426.00	\$ 561.97	\$ (135.97)	\$ 2,317.00	\$ 2,247.29	\$ 69.71
July	\$ 215.00	\$ 338.07	\$ (123.07)	\$ 2,660.00	\$ 2,678.15	\$ (18.15)
August	\$ 308.00	\$ 265.49	\$ 42.51	\$ 3,372.00	\$ 3,486.45	\$ (114.45)
September	\$ 350.00	\$ 231.24	\$ 118.76	\$ 3,226.00	\$ 3,027.79	\$ 198.21
October	\$ 526.00	\$ 314.88	\$ 211.12	\$ 3,250.00	\$ 2,866.39	\$ 383.61
November	\$ 988.00	\$ 462.72	\$ 525.28	\$ 2,750.00	\$ 2,346.65	\$ 403.35
December	\$ 1,599.00	\$ 1,091.09	\$ 507.91	\$ 2,700.00	\$ 2,106.83	\$ 593.17
YTD Totals:	\$ 10,893.00	\$ 10,197.75	\$ 695.25	\$ 34,983.00	\$ 29,223.77	\$ 5,759.23

<b>Foundation Account</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Encumbered</b>	<b>Estimate</b>	<b>Remaining</b>
<b>Project</b>					
Fine Arts Series	\$2,000.00	\$1,425.00	\$0.00	\$0.00	\$575.00
Portico Planters (Landscaping)	\$1,800.00	\$1,752.53	\$0.00	\$0.00	\$47.47
Cultural Conversations	\$2,000.00	\$750.00	\$0.00	\$0.00	\$1,250.00
Documentary Films	\$1,250.00	\$1,062.00	\$0.00	\$0.00	\$188.00
Adventure Passes	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$0.00
Reference Desk	\$36,300.00	\$36,300.00	\$0.00	\$0.00	\$0.00
Book Sale Room	\$9,500.00	\$9,500.00	\$0.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$54,950.00</b>	<b>\$52,889.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,060.47</b>

As of December 31, 2019

Account #	Name of Account	Current Budget	Projected Expenditures	Free Balance
99-91-551-1-100	Salaries & Wages	\$ 564,705.00	\$ 563,868.63	\$ 836.37
99-91-551-1-115	Travel/Training/Seminars	\$ 3,000.00	\$ 3,432.80	\$ (432.80)
99-91-551-1-199	Benefits	\$ 174,835.00	\$ 174,850.72	\$ (15.72)
99-91-551-2-202	Dues & Subscriptions	\$ 3,200.00	\$ 3,205.02	\$ (5.02)
99-91-551-2-237	Worker's Compensation	\$ 1,320.00	\$ 1,320.00	\$ -
99-91-551-7-715	Flex Benefit	\$ 1,900.00	\$ 1,876.40	\$ 23.60
99-91-551-7-730	Unemployment	\$ -	\$ -	\$ -
		<b>\$ 748,960.00</b>	<b>\$ 748,553.57</b>	<b>\$ 406.43</b>
99-92-551-2-201	Postage	\$ 618.00	\$ 618.00	\$ -
99-92-551-2-206	Audit	\$ 6,500.00	\$ 6,500.00	\$ -
99-92-551-2-243	Other Insurance	\$ 19,016.00	\$ 19,016.00	\$ -
99-92-551-2-285	Contracted-Technology	\$ 19,500.00	\$ 19,391.34	\$ 108.66
99-92-551-2-286	Computers	\$ 12,500.00	\$ 13,146.03	\$ (646.03)
99-92-551-2-287	Mileage	\$ 1,500.00	\$ 1,383.87	\$ 116.13
99-92-551-2-288	Fiscal Agent Fee	\$ 6,000.00	\$ 6,000.00	\$ -
99-92-551-2-289	Payroll Processing	\$ 4,000.00	\$ 4,515.45	\$ (515.45)
99-92-551-2-290	Consultants	\$ 3,200.00	\$ 1,068.75	\$ 2,131.25
99-92-551-3-300	Office Supplies	\$ 8,000.00	\$ 8,074.38	\$ (74.38)
99-92-551-3-303	Phone	\$ 1,575.00	\$ 1,912.78	\$ (337.78)
99-92-551-3-307	Supplies-Copy Machine	\$ 4,500.00	\$ 4,874.84	\$ (374.84)
99-92-551-3-358	Debt Collection	\$ 325.00	\$ 349.05	\$ (24.05)
99-92-551-3-359	Monarch Fees	\$ 13,641.00	\$ 13,457.03	\$ 183.97
		<b>\$ 100,875.00</b>	<b>\$ 100,307.52</b>	<b>\$ 567.48</b>
99-93-551-3-370	Programming	\$ 6,000.00	\$ 6,237.82	\$ (237.82)
99-93-551-3-371	Media	\$ 31,000.00	\$ 32,467.97	\$ (1,467.97)
99-93-551-3-372	E-Content	\$ 30,000.00	\$ 29,077.14	\$ 922.86
99-93-551-3-373	Print	\$ 93,000.00	\$ 89,004.11	\$ 3,995.89
		<b>\$ 160,000.00</b>	<b>\$ 156,787.04</b>	<b>\$ 3,212.96</b>
99-94-551-2-282	Janitorial Service	\$ 28,800.00	\$ 28,800.00	\$ -
99-94-551-2-283	Contracted-Building	\$ 20,000.00	\$ 18,868.94	\$ 1,131.06
99-94-551-3-306	Janitor Supplies	\$ 4,000.00	\$ 3,249.56	\$ 750.44
99-94-551-3-308	Building Supplies (M&R)	\$ 50,000.00	\$ 50,879.90	\$ (879.90)
99-94-551-3-360	Utilities	\$ 44,865.00	\$ 39,421.52	\$ 5,443.48
99-94-551-3-361	Sewer & Water	\$ 2,000.00	\$ 1,497.53	\$ 502.47
99-94-551-7-700	Building Projects	\$ 50,000.00	\$ 25,645.00	\$ 24,355.00
		<b>\$ 199,665.00</b>	<b>\$ 168,362.45</b>	<b>\$ 31,302.55</b>
	<b>GRAND TOTAL</b>	<b>\$ 1,209,500.00</b>	<b>\$ 1,174,010.58</b>	<b>\$ 35,489.42</b>
			<b>Less Needed for 2020</b>	<b>\$ (40,000.00)</b>
			<b>Less Collection Balance</b>	<b>\$ (3,212.96)</b>
			<b>Plus Revenue Surplus</b>	<b>\$ 8,000.00</b>
			<b>Remainder</b>	<b>\$ 276.46</b>

As of December 31, 2019



Date: January 15, 2020  
To: Frank L. Weyenberg Library Board of Trustees  
From: Ashley Pike  
Re: Patron Services Manager Report

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

- Receiving collection orders while Amanda is on maternity leave, 12/13-present
- Ran collection statistics for 2020 weeding projects, 12/19
- Made four program inquiries for 2020 programs (three of which have been booked), 12/26
- Sunday shift, 12/29
- Winter Wonderland Party, 12/30
- Half-day Vacation, 12/30
- Set up 2020 Acquisitions Fund Structure, 1/3
- Management meeting, 1/3
- Met with Monarch Library System's Graphic Designer to work on WLA's 2020 Annual Conference projects, 1/6
- Ordered new materials, 1/6 & 1/13
- Worked on setting up new Ingram vendor accounts for collection materials, 1/7
- Worked on new Discovery Kits and ordered containers for circulation, 1/7
- Helped shift portion of the Adult Nonfiction collection onto the new shelves, 1/7
- Worked on WLA Membership Committee materials for Leadership Orientation meeting, 1/8
- Created promotional materials for children's and adult programs for January through April, 1/8
- Ran the first ratio report for 2020 to send to librarians for ordering materials, 1/8
- WLA Leadership Orientation at Deforest Public Library, 1/10

### **END OF YEAR STATISTICS**

Reference statistics for the year were up, which is great! There were about 350 more reference transactions in 2019 than in 2018.

Program statistics for the year were up for adult and childrens!

There was an increase of 400 for regular adult programs and about 600 for adult passive programs. There was an increase of 1000 for regular children's programs and we practically doubled our 2018 children's passive attendance (over 2500 more)!

Regular teen programming was slightly down by about 70, but there were far less teens participating in our passive programs with about 250 fewer.

eCirc statistics for the year were up, which is also great! There were over 7000 additional eCircs in 2019 than in 2018!

eCollection statistics for the year were down by about 3000. The biggest hits for lower usage came from BookBrowse (-1600), Badgerlink (-400) and ConsumerReports (-400). One of Patron Services goals for 2020 will be to promote these databases more through social media and promotional campaigns.

The Digitization Lab did have fewer reservations in 2019, but we finished the end of the year strong in November and December. There were about 55 fewer reservations in 2019 than in 2018.

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

In 2019, the Virtual Reality Zone had been checked out 98 times in a two-month period. As of 1/8/20, it already have 11 checkouts for the new year.

We are doing a Winter Reading Challenge for children and teens currently (K4-8), which will end mid-February. For the kids and teens who participate, we will be having a pizza party Friday, February 14.