



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
ANNUAL MEETING AGENDA
May 15, 2019, 6:00 p.m.
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
 - A. Welcome New Mequon Aldermanic Representative
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person)
- V. Election of Officers**
 - A. Report from the Nominating Committee
 - B. Action Item: Election of Officers for 2019-20
- VI. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the April 10, 2019 Meeting
- VII. Financial Reports**
 - A. Revenue and Expense Reports for April 2019
 - B. Action Item: Accounts Payable Statement for April 2019
- VIII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- IX. President's Report**
- X. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Staff Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager
- XI. New Business**
 - A. Action Item: 2019 Monarch Network Proposal

XII. Trustee Training & System/State Library Update

- A. Jennifer Chamberlain, Director
- B. Kim Niesing, Youth Services Liaison

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: Wednesday, June 19, 2019, 6:00 p.m.
- B. Other Meetings:

XIV. Adjourn

Lisa Nowakowski, President

Posted: May 9, 2019



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees April 10, 2019 Meeting Unapproved

The Frank L. Weyenberg Library Board of Trustees' regular meeting was held on Wednesday, April 10, 2019 at 6:00 p.m. in the Tolzman Community Room.

I. Pledge of Allegiance

Lisa Nowakowski led the Pledge of Allegiance.

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

Lisa Nowakowski called the meeting to order at 6:00 pm.

Posting of notice as of April 5, 2019 was verified. A revised agenda was posted on April 9, 2019.

Trustees present: Lisa Nowakowski, President; David Strifling, Vice President; Mimi Rosing, Secretary; Nancy Szatkowski, JanaLee Hitchcock, Lauren Croix, John Wirth and Rob Holyoke.

Trustee Absent: Jennifer Bogli and Alex Olson.

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

III. Announcements

Nancy Szatkowski announced that the Monarch Library System Board of Trustees was holding a special meeting at the Weyenberg Library on April 11 to discuss offering a contract to an interim director.

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

None.

V. Approval of Minutes

A. Action Item: Minutes of the March 13, 2019 meeting

Nancy Szatkowski moved to approve the minutes of the March 13, 2019 Board of Trustees meeting. Rob Holyoke seconded. Motion carried.

VI. Financial Reports

- A. Revenue and Expense Reports for March 2019
All reports were found to be in order.
- B. Action Item: Accounts Payable Statement for March 2019
JanaLee Hitchcock moved to approve the March 2019 accounts payables in the amount of \$108,565.93. David Strifling seconded. Motion carried.

VII. Committee Reports

- A. Finance
No meeting was held.
- B. Advocacy
No meeting was held.
- C. Personnel
No meeting was held.

VIII. President's Report

IX. Staff Reports

- A. Library Operations Report
The Activity Report was included in the board packet. Library Director Rachel Muchin Young commented on the statistics, noting that statistics are generally up from the previous year.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Rachel Muchin Young further reported on the recent activities at the Library. In addition, Ms. Muchin Young offered her congratulations to Mequon Mayor-Elect John Wirth. Ms. Muchin Young reported that she is scheduled to present the Library's annual report at the Mequon Common Council meeting and Thiensville Board of Trustees meeting in May.
- C. Staff Reports:
 - 1. Access Services Manager
The written report was included in the Board Packet. Amanda Kloppmann reported on her additional activities.
 - 2. Business Manager
The written report was included in the Board Packet. Craig Jacobson commented further on the activities of the past month.
 - 3. Patron Services Manager

The written report was included in the Board Packet. Ashley Pike commented further on her activities.

X. New Business

A. Appointment of a Nominating Committee

Lisa Nowakowski appointed Nancy Szatkowski, Lauren Croix and Alex Olsen to serve on the Nominating Committee.

B. Action Item: 2019 Meeting Dates Adjustment

The revised Board of Trustees meeting calendar was included in the Board Packet. The regular meeting date will be the third Wednesday of the month. Nancy Szatkowski moved to approved the revised 2019 Board of Trustees meeting calendar. Lauren Croix seconded. Motion carried.

C. Action Item: Adventure Pass Policy

Rachel Muchin Young presented the Library's proposed Adventure Pass policy, which was also distributed in the Board Packet. This policy covers Adventure Passes only, which are a new addition to the Library collection. The Board indicated that the agreement that a patron must sign before checking out an adventure pass should include the precise replacement cost of the item. The final sentence of the first paragraph should be corrected to read "Adventure Pass Quick Facts."

John Wirth moved to approve the amended Adventure Pass Policy. Nancy Szatkowski seconded. Motion carried.

D. Action Item: Junior Woman's Club of Mequon-Thiensville Grant Application

The application was distributed at the meeting. This grant, if approved, would be funded by proceeds from the 2019 Turkey Trot, presented by the Junior Women's Club of Mequon-Thiensville. The proposed project for this year is the installation of a hearing loop in the Tolzman Community Room, at a cost of \$6,800.

John Wirth moved to approve the Junior Woman's Club of Mequon-Thiensville Grant Application. Lisa Nowakowski seconded. Motion carried.

XI. Future Meeting Dates

Following the approval of the revised meeting calendar, the next Board of Trustees meeting will be on May 15, 2019 at 6:00 p.m.

XII. Adjournment

There being no further business before the Board, John Wirth moved to adjourn. David Strifling seconded. The motion carried and the meeting adjourned at 7:05 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

THIENSVILLE, WI
Library - Revenue Guideline
 Current Period: APRIL 2019

Account Descr	2019 YTD Budget	2019 YTD Amt	APRIL 2019 Amt	Balance	2019 % of Budget
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,050,000.00	\$524,732.50	\$0.00	\$525,267.50	49.97%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$55,370.00	\$27,685.00	\$55,370.00	50.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$11,500.00	\$11,532.65	\$0.00	-\$32.65	100.28%
DEPT 001 LOCAL PROPERTY TAXES	\$1,172,240.00	\$591,635.15	\$27,685.00	\$580,604.85	50.47%
MAJ CLS 40 TAXES	\$1,172,240.00	\$591,635.15	\$27,685.00	\$580,604.85	50.47%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$27,010.00	\$7,224.32	\$850.80	\$19,785.68	26.75%
DEPT 006 FINES & FORFEITURES	\$27,010.00	\$7,224.32	\$850.80	\$19,785.68	26.75%
MAJ CLS 42 REGULATION & COMPLIANCE	\$27,010.00	\$7,224.32	\$850.80	\$19,785.68	26.75%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$3,500.00	\$2,010.73	\$558.64	\$1,489.27	57.45%
DEPT 013 INTEREST INCOME	\$3,500.00	\$2,010.73	\$558.64	\$1,489.27	57.45%
MAJ CLS 44 COMMERCIAL REVENUES	\$3,500.00	\$2,010.73	\$558.64	\$1,489.27	57.45%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$4,000.00	\$2,446.65	\$363.50	\$1,553.35	61.17%
DEPT 014 SALE INCOME	\$4,000.00	\$2,446.65	\$363.50	\$1,553.35	61.17%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,750.00	\$0.00	\$0.00	\$2,750.00	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	\$2,750.00	\$0.00	\$0.00	\$2,750.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$6,750.00	\$2,446.65	\$363.50	\$4,303.35	36.25%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,209,500.00	\$603,316.85	\$29,457.94	\$606,183.15	49.88%
	\$1,209,500.00	\$603,316.85	\$29,457.94	\$606,183.15	49.88%

Library - Expenditure Guideline

Current Period: APRIL 2019

Account Descr	2019 YTD Budget	2019 YTD Amt	APRIL 2019 Amt	Balance	2019 % of Budget
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$564,705.00	\$190,857.81	\$64,552.43	\$373,847.19	33.80%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,000.00	\$650.95	\$20.00	\$2,349.05	21.70%
E 99-91-551-1-199 FRINGE BENEFITS	\$174,835.00	\$73,387.80	\$32,391.23	\$101,447.20	41.98%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,200.00	\$2,198.00	\$281.50	\$1,002.00	68.69%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,320.00	\$660.00	\$0.00	\$660.00	50.00%
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%
DEPT 551 LIBRARY	\$748,960.00	\$269,630.96	\$97,245.16	\$479,329.04	36.00%
MAJ CLS 91 LIBRARY STAFFING	\$748,960.00	\$269,630.96	\$97,245.16	\$479,329.04	36.00%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$618.00	\$33.75	\$33.75	\$584.25	5.46%
E 99-92-551-2-206 AUDIT	\$6,500.00	\$5,129.00	\$1,593.00	\$1,371.00	78.91%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$19,016.00	\$14,459.00	\$0.00	\$4,557.00	76.04%
E 99-92-551-2-285 WEPKO LEASE	\$19,500.00	\$6,777.05	\$1,145.00	\$12,722.95	34.75%
E 99-92-551-2-286 COMPUTERS	\$12,500.00	\$2,943.69	\$905.02	\$9,556.31	23.55%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$8.12	\$0.00	\$1,491.88	0.54%
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	\$4,000.00	\$1,813.04	\$531.62	\$2,186.96	45.33%
E 99-92-551-2-290 CONSULTANTS	\$3,200.00	\$718.75	\$0.00	\$2,481.25	22.46%
E 99-92-551-3-300 OFFICE SUPPLIES	\$8,000.00	\$3,223.61	\$583.47	\$4,776.39	40.30%
E 99-92-551-3-303 TELEPHONE	\$1,575.00	\$658.75	\$260.17	\$916.25	41.83%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,500.00	\$1,262.63	\$415.28	\$3,237.37	28.06%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$107.40	\$44.75	\$217.60	33.05%
E 99-92-551-3-359 MONARCH FEES	\$13,641.00	\$12,058.91	\$563.00	\$1,582.09	88.40%
DEPT 551 LIBRARY	\$100,875.00	\$52,193.70	\$6,075.06	\$48,681.30	51.74%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$100,875.00	\$52,193.70	\$6,075.06	\$48,681.30	51.74%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$818.63	\$76.51	\$5,181.37	13.64%
E 99-93-551-3-371 MEDIA	\$31,000.00	\$7,773.07	\$2,913.16	\$23,226.93	25.07%
E 99-93-551-3-372 E CONTENT	\$30,000.00	\$10,359.39	\$1,287.49	\$19,640.61	34.53%
E 99-93-551-3-373 PRINT	\$93,000.00	\$19,678.93	\$7,262.57	\$73,321.07	21.16%
DEPT 551 LIBRARY	\$160,000.00	\$38,630.02	\$11,539.73	\$121,369.98	24.14%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$160,000.00	\$38,630.02	\$11,539.73	\$121,369.98	24.14%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$14,400.00	\$7,200.00	\$14,400.00	50.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$20,000.00	\$4,654.60	\$0.00	\$15,345.40	23.27%
E 99-94-551-3-306 JANITOR SUPPLIES	\$4,000.00	\$650.40	\$203.92	\$3,349.60	16.26%
E 99-94-551-3-308 BUILDING SUPPLIES	\$50,000.00	\$6,570.62	\$4,645.12	\$43,429.38	13.14%
E 99-94-551-3-360 UTILITIES	\$44,865.00	\$14,271.50	\$3,529.59	\$30,593.50	31.81%
E 99-94-551-3-361 SEWER & WATER	\$2,000.00	\$410.38	\$410.38	\$1,589.62	20.52%
E 99-94-551-7-700 BUILDING PROJECTS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
DEPT 551 LIBRARY	\$199,665.00	\$40,957.50	\$15,989.01	\$158,707.50	20.51%
MAJ CLS 94 LIBRARY BUILDING	\$199,665.00	\$40,957.50	\$15,989.01	\$158,707.50	20.51%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,209,500.00	\$401,412.18	\$130,848.96	\$808,087.82	33.19%

Account Descr	2019 YTD Budget	2019 YTD Amt	APRIL 2019 Amt	Balance	2019 % of Budget
	\$1,209,500.00	\$401,412.18	\$130,848.96	\$808,087.82	33.19%

THIENSVILLE, WI
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	\$185,691.69	\$193,370.38	\$1,216,812.74	\$1,197,887.29	-\$4,465.49	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$550.91	\$550.91	\$2,693.69	\$2,693.69	\$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	\$45,120.00	\$45,120.00	\$150,974.53	\$150,974.53	\$0.00	99
G 99-11210 INVESTMENTS	\$274,373.68	\$558.64	\$92,000.00	\$504,510.73	\$394,000.00	\$384,884.41	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$463.25	\$0.00	\$0.00	\$0.00	\$463.25	\$0.00	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	\$2,491.24	\$2,491.24	\$8,395.32	\$8,395.32	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TAX	\$0.00	\$4,425.24	\$4,425.24	\$14,927.44	\$14,927.44	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$4,630.41	\$4,630.41	\$15,486.06	\$15,486.06	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$929.76	\$550.91	\$1,008.42	\$2,632.91	\$3,453.80	-\$1,750.65	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	-\$2,562.62	\$0.00	\$3,860.76	\$7,685.93	\$12,844.06	-\$7,720.75	99
G 99-21280 HEALTH INSURANCE DEDUCTIO	-\$867.46	\$4,002.60	\$3,001.95	\$10,485.24	\$9,005.85	\$611.93	99
G 99-21285 LIFE INSURANCE	\$0.00	\$14.41	\$14.41	\$57.64	\$57.64	\$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	\$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	-\$170,837.47	\$0.00	\$0.00	\$0.00	\$0.00	-\$170,837.47	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$29,457.94	\$350.25	\$603,667.10	-\$603,316.85	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$131,088.92	\$239.96	\$425,811.40	\$24,399.22	\$401,412.18	99
G 99-31190 GIFTS & GRANTS RESTRICTED	-\$1,047.65	\$1,046.65	\$0.00	\$5,314.61	\$5,400.00	-\$1,133.04	99
G 99-31191 GIFTS & GRANTS UNRESTRICTE	-\$1,512.59	\$0.00	\$0.00	\$1,440.35	\$112.00	-\$184.24	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	\$380,171.62	\$380,171.62	\$2,443,796.07	\$2,443,796.07	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$380,171.62	\$380,171.62	\$2,443,796.07	\$2,443,796.07	\$0.00	

***Check Detail Register©**

APRIL 2019

Check Amt Invoice Comment

11110 HARRIS GF -CHECKING

Paid Chk# 022386 4/18/2019 1000BULBS.COM

E 99-94-551-3-306	JANITOR SUPPLIES	(\$239.96)	R80068642	Lighting
E 99-94-551-3-306	JANITOR SUPPLIES	\$443.88	W01566781	Lighting
Total 1000BULBS.COM		\$203.92		

Paid Chk# 022387 4/18/2019 BAKER & TAYLOR

E 99-93-551-3-371	MEDIA	\$398.94	2034366311	Spoken Word Collection
E 99-93-551-3-373	PRINT	\$254.72	2034367741	Print Collection Materials
E 99-93-551-3-373	PRINT	\$1,052.27	2034375368	Print Collection Materials
E 99-93-551-3-373	PRINT	\$1,558.55	2034386238	Print Collection Materials
E 99-93-551-3-373	PRINT	\$383.05	2034388776	Print Collection Materials
E 99-93-551-3-371	MEDIA	\$100.07	2034392260	Spoken Word Collection
E 99-93-551-3-373	PRINT	\$1,473.95	2034401707	Print Collection Materials
E 99-93-551-3-373	PRINT	\$267.96	2034403998	Print Collection Materials
E 99-93-551-3-371	MEDIA	\$78.41	2034415531	Spoken Word Collection
E 99-93-551-3-373	PRINT	\$1,907.63	2034420162	Print Collection Materials
E 99-93-551-3-373	PRINT	\$287.61	2034430918	Print Collection Materials
E 99-93-551-3-371	MEDIA	\$532.35	H28268400	Media Collection
E 99-93-551-3-371	MEDIA	\$91.49	H28364600	Media Collection
E 99-93-551-3-371	MEDIA	\$12.73	H28500910	Media Collection
E 99-93-551-3-371	MEDIA	\$101.71	H28568340	Media Collection
E 99-93-551-3-371	MEDIA	\$15.17	H28571440	Media Collection
E 99-93-551-3-371	MEDIA	\$55.59	H28671900	Media Collection
E 99-93-551-3-371	MEDIA	\$13.69	H28972160	Media Collection
E 99-93-551-3-371	MEDIA	\$11.03	H29063950	Media Collection
E 99-93-551-3-371	MEDIA	\$324.68	H29068910	Media Collection
E 99-93-551-3-371	MEDIA	\$62.16	H29217780	Media Collection
E 99-93-551-3-371	MEDIA	\$31.01	H29316020	Media Collection
E 99-93-551-3-371	MEDIA	\$163.74	H29322400	Media Collection
E 99-93-551-3-371	MEDIA	\$15.17	H29354140	Media Collection
E 99-93-551-3-371	MEDIA	\$213.48	H29789210	Media Collection
E 99-93-551-3-371	MEDIA	\$41.84	H30034350	Media Collection
E 99-93-551-3-371	MEDIA	\$13.73	H30037520	Media Collection
E 99-93-551-3-371	MEDIA	\$20.93	H30266190	Media Collection
E 99-93-551-3-371	MEDIA	\$33.09	H30451810	Media Collection
E 99-93-551-3-371	MEDIA	\$261.15	H30454640	Media Collection
E 99-93-551-3-371	MEDIA	\$54.99	H30582220	Media Collection
E 99-93-551-3-371	MEDIA	\$25.97	H30673590	Media Collection
E 99-93-551-3-371	MEDIA	\$208.54	H31093240	Media Collection
Total BAKER & TAYLOR		\$10,067.40		

Paid Chk# 022388 4/18/2019 BAKER TILLY VIRCHOW KRAUSE LLP

E 99-92-551-2-206	AUDIT	\$1,593.00	BT1387040	2018 FY Audit Progress Billing #2
total BAKER TILLY VIRCHOW KRAUSE LLP		\$1,593.00		

Paid Chk# 022389 4/18/2019 BB COMMERCIAL SOLUTIONS

E 99-94-551-3-308	BUILDING SUPPLIES	\$2,497.00	3928	Window Blinds-Childrens Dept
Total BB COMMERCIAL SOLUTIONS		\$2,497.00		

Paid Chk# 022390 4/18/2019 B-E CONTROLS

E 99-94-551-3-308	BUILDING SUPPLIES	\$1,508.49	6443	Tolzman Room Wind Damage
Total B-E CONTROLS		\$1,508.49		

Paid Chk# 022391 4/18/2019 CARDMEMBER SERVICE (PWSB)

E 99-91-551-1-115	TRAVEL/TRAINING/SEMINARS	\$20.00	1120	WI Library Assoc
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APRIL 2019

		Check Amt	Invoice	Comment
E 99-92-551-2-286	COMPUTERS	\$320.00	2864	Techsoup
E 99-92-551-3-303	TELEPHONE	\$27.50	5341	AT&T
E 99-93-551-3-370	PROGRAMMING	\$12.67	6228	Michaels.com
E 99-93-551-3-371	MEDIA	\$31.50	9105	Jeffrey Pockat CDs
Total CARDMEMBER SERVICE (PWSB)		\$411.67		
<hr/>				
Paid Chk#	022392	4/18/2019	CENTURY LINK	
E 99-92-551-3-303	TELEPHONE	\$4.19	1465470327	March Long Distance
Total CENTURY LINK		\$4.19		
<hr/>				
Paid Chk#	022393	4/18/2019	CITY OF MEQUON	
E 99-94-551-3-361	SEWER & WATER	\$410.38	268810	Quarterly Water and Sewer (Jan-Mar 2019)
Total CITY OF MEQUON		\$410.38		
<hr/>				
Paid Chk#	022394	4/18/2019	CLEAN SOURCE LLC	
E 99-94-551-2-282	JANITORIAL SERVICE	\$7,200.00	033119-FLWL	Quarterly Janitorial Service (2 of 4)
Total CLEAN SOURCE LLC		\$7,200.00		
<hr/>				
Paid Chk#	022395	4/18/2019	DEMCO	
E 99-92-551-3-300	OFFICE SUPPLIES	\$252.73	6575329	Work Supplies
E 99-92-551-3-300	OFFICE SUPPLIES	\$205.45	6576091	Key Dock
Total DEMCO		\$458.18		
<hr/>				
Paid Chk#	022396	4/18/2019	GECRB/AMAZON	
E 99-92-551-2-286	COMPUTERS	\$316.70	433365458994	Technology
E 99-92-551-2-286	COMPUTERS	\$44.84	435747373845	Technology
E 99-92-551-3-300	OFFICE SUPPLIES	\$15.34	435845547763	Office Supplies
E 99-93-551-3-372	E CONTENT	\$10.55	439637555538	Kindle Title
G 99-31190	GIFTS & GRANTS RESTRICTED	\$731.12	439786967584	Tech Toys/JWC Gift
G 99-31190	GIFTS & GRANTS RESTRICTED	\$144.82	443695873868	Tech Toys/JWC Gift
E 99-92-551-2-286	COMPUTERS	\$47.48	444349345389	Technology
E 99-92-551-3-300	OFFICE SUPPLIES	\$43.97	444377445573	Office Supplies
G 99-31190	GIFTS & GRANTS RESTRICTED	\$63.90	448654548996	Tech Toys/JWC Gift
E 99-94-551-3-308	BUILDING SUPPLIES	\$47.45	449599363954	Building Supplies
E 99-92-551-3-300	OFFICE SUPPLIES	\$26.01	456979733474	Office Supplies
E 99-93-551-3-372	E CONTENT	\$14.77	463637357797	Kindle Title
E 99-93-551-3-372	E CONTENT	\$14.77	557536883943	Kindle Title
G 99-31190	GIFTS & GRANTS RESTRICTED	\$48.64	577489334776	Tech Toys/JWC Gift
E 99-93-551-3-370	PROGRAMMING	\$63.84	633796655847	Programming Supplies
E 99-93-551-3-373	PRINT	\$13.49	639357446484	Collection
E 99-93-551-3-373	PRINT	\$63.34	643677434744	Print
E 99-94-551-3-308	BUILDING SUPPLIES	\$97.09	683386863489	Building Supplies
G 99-31190	GIFTS & GRANTS RESTRICTED	\$26.99	699663873373	Tech Toys/JWC Gift
E 99-92-551-3-300	OFFICE SUPPLIES	\$16.00	833645437575	Office Supplies
E 99-94-551-3-308	BUILDING SUPPLIES	\$97.09	878499856489	Building Supplies
G 99-31190	GIFTS & GRANTS RESTRICTED	\$16.99	897335435555	Tech Toys/JWC Gift
E 99-92-551-3-300	OFFICE SUPPLIES	\$23.97	938935553486	Office Supplies
G 99-31190	GIFTS & GRANTS RESTRICTED	\$14.19	969677878346	Tech Toys/JWC Gift
E 99-93-551-3-372	E CONTENT	\$15.83	979693655487	Kindle Title
Total GECRB/AMAZON		\$2,019.18		
<hr/>				
Paid Chk#	022397	4/18/2019	GREATAMERICA	
E 99-92-551-3-307	SUPPLIES-COPY MACHINE	\$142.00	24578892	Monthly Color copier Lease
Total GREATAMERICA		\$142.00		
<hr/>				
Paid Chk#	022398	4/18/2019	JEWISH DATA	
E 99-93-551-3-372	E CONTENT	\$500.00	102	1 Yr Databse Subcrip (1/19-12/19)

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APRIL 2019

		Check Amt	Invoice	Comment
Total JEWISH DATA		\$500.00		
Paid Chk# 022399	4/18/2019	MEICHER TECHNICAL SERVICES		
E 99-92-551-2-286	COMPUTERS	\$176.00		Backup Support Software
Total MEICHER TECHNICAL SERVICES		\$176.00		
Paid Chk# 022400	4/18/2019	MIDWEST TAPE		
E 99-93-551-3-372	E CONTENT	\$731.57	97202568	Hoopia/March 2019
Total MIDWEST TAPE		\$731.57		
Paid Chk# 022401	4/18/2019	MOBILE BEACON		
E 99-92-551-2-285	WEPCO LEASE	\$120.00	04112019	Mobile Hotspot 12 Month Sub
Total MOBILE BEACON		\$120.00		
Paid Chk# 022402	4/18/2019	MONARCH LIBRARY SYSTEM		
E 99-92-551-3-359	MONARCH FEES	\$563.00	414572	Movie License Renewal
Total MONARCH LIBRARY SYSTEM		\$563.00		
Paid Chk# 022403	4/18/2019	OFFICE COPYING EQUIPMENT INC		
E 99-92-551-3-307	SUPPLIES-COPY MACHINE	\$261.92	AR81942	March 2019 Copy Charges
E 99-92-551-3-307	SUPPLIES-COPY MACHINE	\$11.36	AR82523	Toner Shipping
Total OFFICE COPYING EQUIPMENT INC		\$273.28		
Paid Chk# 022404	4/18/2019	PITNEY BOWES INC		
E 99-92-551-2-201	POSTAGE	\$33.75	1011760750	Smart Postage Subscription
Total PITNEY BOWES INC		\$33.75		
Paid Chk# 022405	4/18/2019	SCHMIDT CUSTOM FLOORS INC		
E 99-94-551-3-308	BUILDING SUPPLIES	\$398.00	131422	Media Lab Hallway Tile
Total SCHMIDT CUSTOM FLOORS INC		\$398.00		
Paid Chk# 022406	4/18/2019	SECURIAN FINANCIAL GROUP, INC		
E 99-91-551-1-199	FRINGE BENEFITS	\$62.69	052019	May Life Insurance/Employer Portion
G 99-21285	LIFE INSURANCE	\$14.41	052019	May Life Insurance/Employee Portion
Total SECURIAN FINANCIAL GROUP, INC		\$77.10		
Paid Chk# 022407	4/18/2019	THIENSVILLE-MEQUON ROTARY CLUB		
E 99-91-551-2-202	DUES & SUBSCRIPTIONS	\$281.50	04012019	Quarterly Rotary Club Dues (2 of 4)
Total THIENSVILLE-MEQUON ROTARY CLUB		\$281.50		
Paid Chk# 022408	4/18/2019	TIME WARNER CABLE		
E 99-92-551-2-285	WEPCO LEASE	\$1,025.00	073997501040	Internet Access
Total TIME WARNER CABLE		\$1,025.00		
Paid Chk# 022409	4/18/2019	UNIQUE MANAGEMENT SYSTEMS		
E 99-92-551-3-358	DEBT COLLECTION	\$44.75	550354	March 2019 Placements
Total UNIQUE MANAGEMENT SYSTEMS		\$44.75		
Paid Chk# 022410	4/18/2019	WE ENERGIES		
E 99-94-551-3-360	UTILITIES	\$3,529.59	04252019	Electrical & Gas Service - April
Total WE ENERGIES		\$3,529.59		
Paid Chk# 9190401	4/12/2019	LIBRARY PAYROLL		
E 99-91-551-1-100	SALARIES & WAGES	\$21,596.39		Salaries and Wages
G 99-21265	WI RETIREMENT	(\$1,286.92)		Benefits/WRS
G 99-21220	FEDERAL WITHHOLDING TAX	(\$1,479.50)		Federal Withholding
G 99-21210	WISCONSIN WITHHOLDING	(\$829.40)		State Withholding

***Check Detail Register©**

APRIL 2019

		Check Amt	Invoice	Comment
G 99-21230	SOCIAL SECURITY TAX	(\$1,548.73)		SS and Medicare
G 99-21245	FLEX BENEFIT	(\$336.14)		Flex Benefits
G 99-21280	HEALTH INSURANCE DEDUCTIONS	(\$1,000.65)		Health Insurance
G 99-21285	LIFE INSURANCE	(\$14.41)		Life Insurance
G 99-11160	SPECIAL CLEARING ACCOUNT	(\$15,100.64)		Direct Deposit
Total LIBRARY PAYROLL		\$0.00		
<hr/>				
Paid Chk#	9190402	4/12/2019	PAYCHEX MAJOR MARKET SERVICES	
E 99-92-551-2-289	PAYROLL PROCESSING	\$118.54	2019040901	Processing 4-12-19 Payroll
otal PAYCHEX MAJOR MARKET SERVICES		\$118.54		
<hr/>				
Paid Chk#	9190403	4/12/2019	PAYCHEX	
G 99-21220	FEDERAL WITHHOLDING TAX	\$1,479.50		Wages Paid 4-12-19/Fed With
G 99-21210	WISCONSIN WITHHOLDING	\$829.40		Wages Paid 4-12-19/State With
G 99-21230	SOCIAL SECURITY TAX	\$1,548.73		Wages Paid 4-12-19/SS & Medicare
E 99-91-551-1-199	FRINGE BENEFITS	\$1,548.77		Wages Paid 4-12-19/Fringe Benefits
G 99-11160	SPECIAL CLEARING ACCOUNT	\$15,100.64		Wages Paid 4-12-19/Dierct Deposit
Total PAYCHEX		\$20,507.04		
<hr/>				
Paid Chk#	9190404	4/11/2019	PAYCHEX HUMAN RESOURCES SERVIC	
E 99-92-551-2-289	PAYROLL PROCESSING	\$99.00		Time and Labor Online Monthly
al PAYCHEX HUMAN RESOURCES SERVIC		\$99.00		
<hr/>				
Paid Chk#	9190405	4/11/2019	DEPT. OF EMPLOYEE TRUST FUNDS	
E 99-91-551-1-199	FRINGE BENEFITS	\$8,059.08	364200020190	May Health Insurance
G 99-21280	HEALTH INSURANCE DEDUCTIONS	\$2,001.30	364200020190	May Health Insurance
Total DEPT. OF EMPLOYEE TRUST FUNDS		\$10,060.38		
<hr/>				
Paid Chk#	9190406	4/11/2019	WISCONSIN RETIREMENT SYSTEM	
E 99-91-551-1-199	FRINGE BENEFITS	\$7,719.98	210039	March 2019 WRS Conotribution-Employer
Total WISCONSIN RETIREMENT SYSTEM		\$7,719.98		
<hr/>				
Paid Chk#	9190407	4/11/2019	AT&T (REGULAR SERVICE)	
E 99-92-551-3-303	TELEPHONE	\$114.24		April Phone Service
Total AT&T (REGULAR SERVICE)		\$114.24		
<hr/>				
Paid Chk#	9190408	4/25/2019	PAYCHEX MAJOR MARKET SERVICES	
E 99-92-551-2-289	PAYROLL PROCESSING	\$107.54		Processing 4-26-19 Payroll
otal PAYCHEX MAJOR MARKET SERVICES		\$107.54		
<hr/>				
Paid Chk#	9190409	4/25/2019	PAYCHEX	
G 99-21220	FEDERAL WITHHOLDING TAX	\$1,472.87		Wages Paid 4-26-19
G 99-21210	WISCONSIN WITHHOLDING	\$830.92		Wages Paid 4-26-19
G 99-21230	SOCIAL SECURITY TAX	\$1,540.84		Wages Paid 4-26-19
E 99-91-551-1-199	FRINGE BENEFITS	\$1,540.82		Wages Paid 4-26-19
G 99-11160	SPECIAL CLEARING ACCOUNT	\$15,009.68		Wages Paid 4-26-19
Total PAYCHEX		\$20,395.13		
<hr/>				
Paid Chk#	9190410	4/25/2019	FRANK L. WEYENBURG LIBRARY	
E 99-91-551-1-100	SALARIES & WAGES	\$21,478.02		Wages Paid 4-26-2019
G 99-21265	WI RETIREMENT	(\$1,286.92)		Wages Paid 4-26-2019
G 99-21220	FEDERAL WITHHOLDING TAX	(\$1,472.87)		Wages Paid 4-26-2019
G 99-21210	WISCONSIN WITHHOLDING	(\$830.92)		Wages Paid 4-26-2019
G 99-21230	SOCIAL SECURITY TAX	(\$1,540.84)		Wages Paid 4-26-2019
G 99-21245	FLEX BENEFIT	(\$336.14)		Wages Paid 4-26-2019
G 99-21280	HEALTH INSURANCE DEDUCTIONS	(\$1,000.65)		Wages Paid 4-26-2019
G 99-11160	SPECIAL CLEARING ACCOUNT	(\$15,009.68)		Wages Paid 4-26-2019

***Check Detail Register©**

APRIL 2019

	Check Amt	Invoice	Comment
Total FRANK L. WEYENBURG LIBRARY	\$0.00		
11110 HARRIS GF -CHECKING	\$93,390.80		
Fund Summary			
11110 HARRIS GF -CHECKING			
99 F. L. WEYENBERG LIBRARY FUND	\$93,390.80		
	\$93,390.80		

2019 Activity Report

Checkouts	Jan	Feb	Mar	Apr	YTD
2018	23,634	21,998	25,996	24,575	96,203
2019	24,377	23,818	27,332	25,756	101,283
eCircs	Jan	Feb	Mar	Apr	YTD
2018	3,128	2,661	3,211	2,957	11,957
2019	3,543	3,413	3,753	3,708	14,417
eCollections	Jan	Feb	Mar	Apr	YTD
2018	1,531	1,169	1,624	1,682	6,006
2019	1,522	1,490	1,796	1,362	6,170
Reference Questions	Jan	Feb	Mar	Apr	YTD
2018	1,684	1,655	1,703	1,606	6,648
2019	1,701	1,504	1,957	1,873	7,035
Door Count	Jan	Feb	Mar	Apr	YTD
2018	9,927	9,296	10,998	11,388	41,609
2019	10,287	9,916	12,605	12,701	45,509
Adult Programs	Jan	Feb	Mar	Apr	YTD
2018	10	12	14	20	56
attendance	102	98	436	153	789
2019	16	20	22	18	76
attendance	154	115	315	255	839
Drop In Adult Programs	Jan	Feb	Mar	Apr	YTD
2018	1	1	0	2	4
participation	93	107	52	89	341
2019	2	1	4	4	11
participation	167	109	164	205	645
Childrens Programs	Jan	Feb	Mar	Apr	YTD
2018	13	29	29	31	102
attendance	310	577	649	834	2,370
2019	17	29	26	34	106
attendance	372	731	840	794	2,737
Drop In Childrens Programs	Jan	Feb	Mar	Apr	YTD
2018	2	2	1	1	6
participation	66	222	406	70	764
2019	3	2	4	5	14
participation	420	271	354	342	1,387
Teen Programs	Jan	Feb	Mar	Apr	YTD
2018	0	2	4	3	9
attendance	0	9	12	21	42
2019	2	2	5	3	12
attendance	7	7	33	7	54
Drop In Teen Programs	Jan	Feb	Mar	Apr	YTD
2018	5	3	5	5	18
participation	78	64	63	74	279
2019	3	2	4	5	14
participation	72	57	82	115	326

2019 Activity Report

Digitization Lab Usage	Jan	Feb	Mar	Apr	YTD
2018	23	24	22	24	93
2019	17	9	11	10	47
Interlibrary Loans Sent To Other Libraries			Mar	Apr	YTD
2018	16	30	45	37	128
2019	38	37	26	31	132
Interlibrary Loans Received From Other Libraries For Our Patrons					YTD
2018	17	18	19	17	71
2019	38	36	28	38	140
Library Cards	Jan	Feb	Mar	Apr	YTD
2018	93	101	97	110	401
2019	85	88	140	109	422
FLW Library Items sent to Other System Member Libraries				Apr	YTD
2018	5,240	4,487	3,618	2,366	15,711
2019	3,721	3,944	3,665	3,819	15,149
Items Received from Other System Member libraries for our patrons					YTD
2018	4,167	3,542	4,226	3,529	15,464
2019	4,072	4,518	4,195	4,057	16,842

Date: May 10, 2019
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, May 2019

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

- Monarch Directors' Council meeting, 4/11/19
- Monarch Library System Board of Trustees Special Meeting, 4/11/19
- City of Mequon Common Council Meeting, 4/16/19
- MT Historical Society Board of Directors Meeting, 4/17/19
- Monarch Library System ILS Committee Meeting, 4/23/19
- Meeting with Robert Nitsch and Carl Demmin (Monarch IT staff), 4/23/19
- Fine Arts Event, Violin & Cello Duet, 4/28/19 **MORE THAN 80 PEOPLE ATTENDED**
- TM Lions Club Parade of Checks, 4/30/19 **\$500 Donation Received**
- Village of Thiensville Board of Trustees Meeting (Annual Report Presentation), 5/6/19
- Weyenberg Public Library Foundation Meeting, 5/8/19
- Monarch Library System Directors' Council Meeting, 5/9/19
- Booktalk at Willowbrook Place, 4/14/19
- City of Mequon Common Council Meeting (Annual Report Presentation), 4/14/19
- Management Team Meetings, 4/17/19, 5/8/19
- Reference shifts throughout the month

PERSONNEL & CONTINUING EDUCATION:

Librarian Beth Lampp attended the Wisconsin Association of Public Libraries (WAPL) Conference and presented a seminar about Genealogy Programming, as follows: *Putting Down Roots: Supporting Genealogists at Your Library*

We're pleased that Beth took the initiative to put this program together and to submit it to the WAPL Committee for their consideration. Beth reported that the seminar was well received.

OPERATIONS ACTIVITIES:

Building Projects: Our Reference Desk and Book Sale Room are nearing completion. We will also be carpeting over a gap between the old carpet and the new carpet. This has been causing undue wear on our carts.

OTHER:

You've all heard the expression, "from the sublime to the ridiculous," or the reverse, "from the ridiculous to the sublime." Haven't quite figured out which version applies, but two days earlier this week demonstrated the breadth of a library director's duties. Monday, I scraped two dead birds off the pavement at the entrance to the library and disposed of them. Tuesday, I reviewed Wisconsin State Statute 43, and confirmed my understanding of Section 43.30 (Public Library Records) with

John DeBacher of the Wisconsin Department of Public Instruction, Public Library Development Team. I then explained, via email, citing the appropriate legal sources, why I could not share our patrons' email addresses with anyone. Most days my tasks are somewhere in the middle.

My presentation of the Annual Report to the Village of Thiensville Board of Trustees went well. President Van Mobley commented on how pleased he is that the library is open Sunday afternoons. I will report on my presentation to the City of Mequon Tuesday, May 14, at our meeting May 15.

Memory Cafés: Our first Monarch Memory Café is May 20. Monarch Memory Cafes are a partnership among the four libraries and the ADRC of Ozaukee County. They are free for those living with dementia and their care partners. Registration is through ADRC.

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:
 - 5/15/19: Wednesday 1-on-1
 - 5/16/19: Smart Speakers
- Weyenberg Movie Matinees, ongoing:
 - 5/12/19, Sunday *Batkid Begins*
 - 5/17/19, Friday *Chappaquiddick*
 - 5/19/19, Sunday *Pink Panther (1964)*
- Book Discussions:
 - 5/9/19, Thursday: *Tess of the Road* by Rachel Hartman
 - 5/13/19, Monday: *The Templars: The Rise and Spectacular Fall of God's Holy Warriors* by Dan Jones
 - 5/21/19, Tuesday: *Who is Vera Kelly?* by Rosalie Knecht
- Genealogy Programs:
 - 5/30/19, Thursday: Genealogy Interest Group

Mark your calendar for these FINE ARTS EVENTS for 2019:

- Craig Siemsen, *Somewhere Over the Rainbow*, Sunday, 9/22/19, 2pm
- Leslie Goddard as Jackie Kennedy, Sunday, 11/3/19, 2pm

Special Events:

- Seedling & Perennial Plant Swap, 5/28/19, 6pm
- FLW's first Memory Café, 5/20/19, 1pm
- Ovation Sarah Chudnow Collaborative Potluck Speaker Series
 - Lilly Goren – *Voices of Resistance: The United States, Social Movements, and the Role of Women*, 5/22/19, 2pm
 - Jessica Michna – *Portrayal of Golda Meir*, 6/26/19, 2pm
 - Rachel Buff – *Immigration*, 7/24/19, 2pm

Date: May 1, 2019
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, April 2019

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

- Sarah Chudnow visit – 4/5/19
- Board Meeting – 4/10/19
- Directors Council meeting – 4/11/19
- Willowbrook visit – 4/12/19
- Management Meeting – 4/17/19
- Circulation Committee Meeting – 4/25/19

STATISTICS

Our April stats seem to be right in line with last month. There is not anything additional to report.

OTHER TASKS & TIDBITS

We did a food for fines drive for National Library Week! We waived \$256.13 and collected 116 items to donate to family sharing. At \$5 per item, we should have waived \$580 so people donated more items than they had fines to waive, which is great! All items were donated to Family Sharing Food Pantry, which will help feed all of Ozaukee County.

Museum passes are starting to come in now, we are working on getting them cataloged and ready for circulation. Milwaukee Public Museum and Art Museum passes have come in. We are still waiting on the Zoo Passes.

We started to circulate Discovery Kits at the circulation desk! We currently have about 15 kits available for checkout. So far, we rarely have had more than 1 or 2 in at a time. They are extremely popular!

We have been getting many donations lately! Our patrons love that we take their old/new books and they love browsing our book sale! It will be really nice to have a book sale room to keep stocked at all times. We have gotten several compliments on our selection and quality of items.

We will have 2 pages graduating this year! Tim Hetrick and Grace Baden will be leaving us in August to go off to college. Tim, who has worked for us for 2 years, will be attending UW-La Crosse. Grace, who has worked for us for a year, will be attending Winona State University.

Date: May 8, 2019

To: Frank L. Weyenberg Library Board of Trustees

From: Craig Jacobson

Re: Business Manager, May 2019

- We've met with Robert Nitsch and Carl Demmin from the Monarch Library System about working with Monarch for information and technology support in the future. I was very encouraged that we will be able to utilize Monarch for IT support in the near future, as well as make a seamless transition to TEACH for internet access when our contract with Spectrum expires at the end of 2020. Monarch will order a new firewall for the Library, as well as configure and support it, and when it is fully installed they will begin making gradual changes to our network to prepare for the network transition.
- I have put together a PC replacement schedule so that we can plan for PC purchases for staff and patrons. For 2019, we ordered 5 PCs through Monarch. We are able to get much better pricing through Monarch as they can purchase through the statewide buying agreement.
- Our annual roof inspection and cleaning will take place within the next month. I have not noticed any new leaks or possible concerns. The leak in the Tolzman room has been fixed, with the cause being a cut from an object blown at a high velocity, not from any structural issues.
- Repairs to the boilers are finished. When weather conditions allow, they will begin preparations for the transition to the summer season.
- The Reference Desk is on schedule to open before the Summer Reading Program. As of this writing, the framing, drywall, electrical, data and cabinetry work is complete. The countertops will be measured and then installed shortly.
- The major construction on the book sale room is complete, with cosmetic trim and painting all that is remaining before the shelving is installed and the room can be opened.
- We have no update on the timeframe for the library's audit.

Date: May 15, 2019
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:

- New Material Carts ordered, 4/15, 4/22, 5/6, 5/14
- Mequon-Thiensville Community Book Club, 4/16
- Management Meeting, 4/17
- Beverly Lewis event with Boswell Books, 4/5
- Communicated & met with Gallery Artist, 4/27, 4/30, 5/1, 5/2
- Patron Services Staff Meeting, 5/1
- Management Meeting, 5/8
- Vacation, 5/9-5/13

APRIL STATISTICS

Reference statistics were up for April in comparison to last year. eCircs had a nice jump this past month in comparison to April 2018, but are just slightly under the number of checkouts from March 2019. eCollections were down in April, which is largely due to less usage of Ancestry.com for the month.

2019	Jan.	Feb.	Mar.	Apr.
Ancestry Library Edition	635	577	726	355

Programming numbers for April were good. Adult programming numbers were higher than the previous year's numbers. Children's and teen regular programming had a slight dip in comparison to April 2018, but we did not get the attendance we thought we would for our Spring Break events. The drop-in programming numbers were good for all age categories.

OTHER TASKS & TIDBITS

The Discovery Kits that were purchased with the Junior Woman's Club donation went live Wednesday, April 17 during Spring Break week. By Friday, there were only 2 kits available for checkout. We added some additional kits of musical instruments the following week, which were extras from the 2018 Hape donation. Overall, the Discovery Kits seem to be circulating well, especially since the only advertisement we have done for them was a Facebook post.

The last few weeks, Patron Services has been gearing up for the Summer Reading program. I spent two days at the end of April creating the website pages for the Summer Reading program, uploading the reading records and creating the registration forms. Everything is set to go live on June 1st. In addition to that, we have started purchasing some of the prizes, set up the Lobby display case with the June programs, and are going over the details for the special events.

Prior to creating the summer reading website pages, I also created two pages for teen programs. One is for the Battle of the Books competition that will be held on Wednesday, July 24 at 6:00 PM. Registration

for the Battle of the Books began on Monday, May 6. The other page is for a teen reading challenge that we started at the end of April and will go until Saturday, October 19 (the last day of Teen Read Week; October 13-19).

I created some promotional materials and a letter to send to local organizations and worship centers concerning the Digitization Lab. I mailed out 31 packets last week, so I hope that will generate some interest in the Lab. I also put a graphic on the website's homepage about the Digitization Lab, hoping that might drum up some business. However, I regret to say that as of May 7, we do not have any reservations currently for the month of May.

From May 1-3, Patron Services Librarian Beth Lampp attended the Wisconsin Association of Public Libraries annual conference in Rothschild, WI. Beth presented a session called "Putting Down Roots: Supporting Genealogists at Your Library" on Thursday, May 2. Her session was well attended and she was able to share her experiences running the Genealogy Interest Group here at the library with other libraries in the state. Beth also attended a number of sessions and related the information back to the department.

2019 NETWORK PROPOSAL

	Router	Switch	Access Point	Grant Value	3-Devices	Network Contingency	Yearly Maintenance
TOTALS	\$ 23,779.17	\$ 25,263.45	\$ 14,430.42	\$ (6,096.00)	\$ 57,377.04	\$ 10,501.25	
SL	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
PL	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
CB	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
RE	\$ 767.07	\$ 814.95	\$ 534.46	\$ (350.40)	\$ 1,766.08	\$ 370.38	Checking on
LM	\$ 767.07	\$ 814.95	\$ 534.46	\$ (467.20)	\$ 1,649.28	\$ 370.38	Checking on
FL	\$ 767.07	\$ 814.95	\$ 534.46	\$ (388.50)	\$ 1,727.98	\$ 370.38	Checking on
RA	\$ 767.07	\$ 814.95	\$ 534.46	\$ (1,027.60)	\$ 1,088.88	\$ 370.38	Checking on
CG	\$ 767.07	\$ 814.95		\$ (632.50)	\$ 949.52	\$ 276.85	Checking on
BR	\$ 767.07	\$ 814.95	\$ 534.46	\$ (620.80)	\$ 1,495.68	\$ 370.38	Checking on
TH	\$ 767.07	\$ 814.95		\$ (467.20)	\$ 1,114.82	\$ 276.85	Checking on
IR	\$ 767.07	\$ 814.95	\$ 534.46	\$ (388.50)	\$ 1,727.98	\$ 370.38	Checking on
HU	\$ 767.07	\$ 814.95	\$ 534.46	\$ (934.40)	\$ 1,182.08	\$ 370.38	Checking on
LW	\$ 767.07	\$ 814.95	\$ 534.46	\$ (262.50)	\$ 1,853.98	\$ 370.38	Checking on
EL	\$ 767.07	\$ 814.95		\$ (556.40)	\$ 1,025.62	\$ 276.85	Checking on
ME	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
OO	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
PT	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
SF	\$ 767.07	\$ 814.95			\$ 1,582.02	\$ 276.85	Checking on
SH	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
SK	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
KH	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
GR	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
GT	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
HF	\$ 767.07	\$ 814.95			\$ 1,582.02	\$ 276.85	Checking on
HC	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
KE	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
MA	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
WA	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
WB	\$ 767.07		\$ 534.46		\$ 1,301.53	\$ 227.77	Checking on
JU	\$ 767.07	\$ 814.95	\$ 534.46		\$ 2,116.48	\$ 370.38	Checking on
MO	\$ 767.07	\$ 1,629.90	\$ 1,068.92		\$ 3,465.89		Checking on
Management Software							