



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
ANNUAL MEETING AGENDA
May 20, 2020, 6:00 p.m.**

ELECTRONIC MEETING NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the Zoom platform with each member accessing the meeting remotely. Citizens may join the meeting online via the link below.

Join Zoom Meeting

<https://us02web.zoom.us/j/87156512300?pwd=RmJyMk80eDR1NWZpcXRtVFdwkpoZz09>

Meeting ID: 871 5651 2300

Password: 588622

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (Public comments will be accepted in writing only. Public comments should be directed at least 2 hours prior to the meeting to the Business Manager's Office in advance by email at cjacobson@flwlib.org)
- V. Election of Officers**
 - A. Report of the Nominating Committee
 - B. Action Item: Election of Officers for 2020-2021
- VI. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the April 22, 2020 Meeting
- VII. Financial Reports**
 - A. Revenue and Expense Reports for April 2020
 - B. Action Item: Accounts Payable for April 2020
- VIII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- IX. President's Report – D. Strifling**
- 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. Old Business

XII. New Business

- A. Discussion and Possible Action: COVID-19 Protocols
- B. Action Item: Closing the Library for Fun Before the Fourth, Saturday, June 27, 2020

XIII. Trustee Training & System/State Library Update

XIV. Future Meeting Dates

- A. Board of Trustees Meeting: Wednesday, June 17, 2020, 6:00 p.m.
- B. Other Meetings:

XV. Adjourn

David Strifling, President

Posted: May 15, 2020



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees April 22, 2020 Meeting Unapproved

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

A meeting of the Frank L. Weyenberg Library Board of Trustees was held on Wednesday, April 22, 2020 at 6:00 p.m. on the Zoom online platform.

I. Pledge of Allegiance

David Strifling led the Pledge of Allegiance.

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

David Strifling called the meeting to order at 6:02 pm.

Posting of notice as of April 17, 2020 was verified.

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

Trustees Absent: None.

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

III. Announcements

None at this time.

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

The public was directed to submit any comments in writing in advance of the meeting. No comments were received and no members of the public were present on the virtual meeting.

V. Approval of Minutes

A. Action Item: Minutes of the February 19, 2020 Meeting

Lisa Nowakowski moved to approve the minutes of the February 19, 2020 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Unaudited End of Year Revenue and Expense Reports for 2019

The audited financial reports for the end of 2019 were included in the packet. There are some corrections that need to be made that the auditors indicated they would perform in conversation following the issuing of the reports.

B. Action Item: Accounts Payable Statement for December 2019 Closing Entries

Rob Holyoke moved to approve the Accounts Payable Statement for December 2019 Closing Entries in the amount of \$27,576.87. Lisa Nowakowski seconded. Motion carried.

C. Revenue and Expense Reports for January 2020

The reports included in the Board Packet.

D. Action Item: Accounts Payable Statement for January 2020

JanaLee Hitchcock moved to approve the Accounts Payable Statement for January 2020 in the amount of \$111,648.98. Jeffrey Hansher seconded. Motion carried.

E. Revenue and Expense Reports for February 2020

The reports included in the Board Packet.

F. Action Item: Accounts Payable Statement for February 2020

Rob Holyoke moved to approve the Accounts Payable Statement for February 2020 in the amount of \$111,317.03. Heather Baden seconded. Motion carried.

G. Revenue and Expense Reports for March 2020

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

H. Action Item: Accounts Payable Statement for March 2020

JanaLee Hitchcock moved to approve the Accounts Payable Statement for March 2020 in the amount of \$93,867.99. Lisa Nowakowski 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. Appointment of a Nominating Committee
David Strifling announced that Alex Olson and Heather Baden will serve on the Nominating Committee.

IX. Staff Reports

- A. Library Operations Report
The statistical summary for March was included in the Board Packet. The effect of the COVID-19 pandemic was reflected in the Library's operations.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young further commented on her interactions with other community leader and area library directors regarding the Library's response to the COVID-19 pandemic. Ms. Muchin Young added that she has remained active in the participation of virtual meetings. She further added that the public has been largely appreciative of the Library's communication efforts in response to the ongoing situation.
- C. Staff Reports:
 - i. Access Services Manager
The written report was included in the Board Packet. Amanda Kloppmann commented further on her activities.
 - 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. Ashley Pike commented further on her activities.

X. Old Business

None at this time.

XI. New Business

- A. Action Item: Revision to the Library Board of Trustees Bylaws
Lisa Nowakowski presented the proposed revision to the Board of Trustee bylaws. Revisions were recommended after the Bylaws Committee met and reviewed current BOT bylaws.

Following discussion by the Board, Jeffrey Hansher moved to approve the Revision to the Library Board of Trustees Bylaws. Rob Holyoke seconded. Motion carried.

B. Discussion and Possible Action: School District Referendum

Rachel Muchin Young presented information on the issue that arose regarding a display put up in regards to a referendum concerning the Mequon-Thiensville School District, feedback she had received from patrons and local public officials concerning it and the actions she took in response. Without taking formal action, the Board presented some guidelines for how they would like to see similar situations handled, if they occurred in the future.

C. Discussion and Possible Action: COVID-19 Protocol

Rachel Muchin Young commented on the Library's response to the COVID-19 pandemic, what protocols have been enacted and what steps will take place in the near future. She was pleased to announce that the Library would be able to introduce curbside pickup in the near future.

i. Action Item: Use of Patron Email Addresses

Following discussion from the Board, Jeffrey Hansher moved to approve the use of library user email addresses for communications regarding the COVID-19 pandemic. JanaLee Hitchcock seconded. Motion carried.

XII. Trustee Training & System/State Library Update

Rachel Muchin Young announced that Monarch Library System Director Jennifer Chamberlain has resigned, effective June 2.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on May 20, 2020 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, Jeffrey Hansher moved to adjourn. Elizabeth Nowakowski seconded. The motion carried and the meeting adjourned at 7:44 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE
Library - Revenue Guideline
 Current Period: APRIL 2020

| Account Descr | 2020 YTD Budget | 2020 YTD Amt | APRIL 2020 Amt | Balance | 2020 % 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 | \$1,075,000.00 | \$537,500.00 | \$0.00 | \$537,500.00 | 50.00% |
| 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 | \$14,967.00 | \$14,936.53 | \$0.00 | \$30.47 | 99.80% |
| DEPT 001 LOCAL PROPERTY TAXES | \$1,200,707.00 | \$607,806.53 | \$27,685.00 | \$592,900.47 | 50.62% |
| MAJ CLS 40 TAXES | \$1,200,707.00 | \$607,806.53 | \$27,685.00 | \$592,900.47 | 50.62% |
| MAJ CLS 42 REGULATION & COMPLIANCE | | | | | |
| DEPT 006 FINES & FORFEITURES | | | | | |
| R 99-42-006-903 FINES & FEES | \$27,543.00 | \$5,986.03 | \$0.00 | \$21,556.97 | 21.73% |
| DEPT 006 FINES & FORFEITURES | \$27,543.00 | \$5,986.03 | \$0.00 | \$21,556.97 | 21.73% |
| MAJ CLS 42 REGULATION & COMPLIANCE | \$27,543.00 | \$5,986.03 | \$0.00 | \$21,556.97 | 21.73% |
| MAJ CLS 44 COMMERCIAL REVENUES | | | | | |
| DEPT 013 INTEREST INCOME | | | | | |
| R 99-44-013-300 INVESTMENT INTEREST | \$5,000.00 | \$1,188.26 | \$179.65 | \$3,811.74 | 23.77% |
| DEPT 013 INTEREST INCOME | \$5,000.00 | \$1,188.26 | \$179.65 | \$3,811.74 | 23.77% |
| MAJ CLS 44 COMMERCIAL REVENUES | \$5,000.00 | \$1,188.26 | \$179.65 | \$3,811.74 | 23.77% |
| MAJ CLS 45 MISCELLANEOUS REVENUES | | | | | |
| DEPT 014 SALE INCOME | | | | | |
| R 99-45-014-904 BOOK SALES | \$7,500.00 | \$1,871.55 | \$0.00 | \$5,628.45 | 24.95% |
| DEPT 014 SALE INCOME | \$7,500.00 | \$1,871.55 | \$0.00 | \$5,628.45 | 24.95% |
| 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 | \$40,000.00 | \$0.00 | \$0.00 | \$40,000.00 | 0.00% |
| R 99-45-015-905 GIFTS & GRANTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| DEPT 015 OTHER INCOME | \$42,750.00 | \$0.00 | \$0.00 | \$42,750.00 | 0.00% |
| MAJ CLS 45 MISCELLANEOUS REVENUES | \$50,250.00 | \$1,871.55 | \$0.00 | \$48,378.45 | 3.72% |
| FUND 99 F. L. WEYENBERG LIBRARY FUND | \$1,283,500.00 | \$616,852.37 | \$27,864.65 | \$666,647.63 | 48.06% |
| | \$1,283,500.00 | \$616,852.37 | \$27,864.65 | \$666,647.63 | 48.06% |

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
 Current Period: APRIL 2020

| Account Descr | 2020 YTD Budget | 2020 YTD Amt | APRIL 2020 Amt | Balance | 2020 % 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 | \$583,850.00 | \$171,502.58 | \$44,526.68 | \$412,347.42 | 29.37% |
| E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS | \$3,500.00 | \$270.84 | \$0.00 | \$3,229.16 | 7.74% |
| E 99-91-551-1-199 FRINGE BENEFITS | \$208,500.00 | \$64,330.34 | \$14,078.69 | \$144,169.66 | 30.85% |
| E 99-91-551-2-202 DUES & SUBSCRIPTIONS | \$3,250.00 | \$1,970.59 | \$0.00 | \$1,279.41 | 60.63% |
| E 99-91-551-2-237 WORKER S COMPENSATION | \$1,313.00 | \$677.00 | \$20.00 | \$636.00 | 51.56% |
| 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 | \$802,313.00 | \$240,627.75 | \$58,625.37 | \$561,685.25 | 29.99% |
| MAJ CLS 91 LIBRARY STAFFING | \$802,313.00 | \$240,627.75 | \$58,625.37 | \$561,685.25 | 29.99% |
| MAJ CLS 92 LIBRARY ADMINISTRATION | | | | | |
| DEPT 551 LIBRARY | | | | | |
| E 99-92-551-2-201 POSTAGE | \$600.00 | \$498.75 | \$33.75 | \$101.25 | 83.13% |
| E 99-92-551-2-206 AUDIT | \$6,550.00 | \$6,281.00 | \$1,427.00 | \$269.00 | 95.89% |
| E 99-92-551-2-243 ALL OTHER INSURANCE | \$19,378.00 | \$14,821.00 | \$0.00 | \$4,557.00 | 76.48% |
| E 99-92-551-2-285 WEPKO LEASE | \$19,500.00 | \$5,785.21 | \$1,115.80 | \$13,714.79 | 29.67% |
| E 99-92-551-2-286 COMPUTERS | \$15,000.00 | \$10,904.29 | \$229.79 | \$4,095.71 | 72.70% |
| E 99-92-551-2-287 MILEAGE | \$1,500.00 | \$666.04 | \$152.84 | \$833.96 | 44.40% |
| E 99-92-551-2-288 FISCAL AGENT FEE | \$6,000.00 | \$3,000.00 | \$1,500.00 | \$3,000.00 | 50.00% |
| E 99-92-551-2-289 PAYROLL PROCESSING | \$4,500.00 | \$1,330.68 | \$248.13 | \$3,169.32 | 29.57% |
| E 99-92-551-2-290 CONSULTANTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| E 99-92-551-3-300 OFFICE SUPPLIES | \$8,000.00 | \$1,287.90 | \$71.39 | \$6,712.10 | 16.10% |
| E 99-92-551-3-303 TELEPHONE | \$2,200.00 | \$788.56 | \$202.77 | \$1,411.44 | 35.84% |
| E 99-92-551-3-307 SUPPLIES-COPY MACHINE | \$4,947.00 | \$1,251.32 | \$210.32 | \$3,695.68 | 25.29% |
| E 99-92-551-3-358 DEBT COLLECTION | \$325.00 | \$98.45 | \$26.85 | \$226.55 | 30.29% |
| E 99-92-551-3-359 MONARCH FEES | \$15,050.00 | \$15,856.56 | \$592.00 | -\$806.56 | 105.36% |
| DEPT 551 LIBRARY | \$103,550.00 | \$62,569.76 | \$5,810.64 | \$40,980.24 | 60.42% |
| MAJ CLS 92 LIBRARY ADMINISTRATION | \$103,550.00 | \$62,569.76 | \$5,810.64 | \$40,980.24 | 60.42% |
| MAJ CLS 93 LIBRARY PROGRAM & COLLECTION | | | | | |
| DEPT 551 LIBRARY | | | | | |
| E 99-93-551-3-370 PROGRAMMING | \$6,000.00 | \$1,268.47 | \$541.19 | \$4,731.53 | 21.14% |
| E 99-93-551-3-371 MEDIA | \$32,000.00 | \$7,744.17 | \$2,746.98 | \$24,255.83 | 24.20% |
| E 99-93-551-3-372 E CONTENT | \$30,000.00 | \$11,514.05 | \$1,316.52 | \$18,485.95 | 38.38% |
| E 99-93-551-3-373 PRINT | \$93,000.00 | \$19,493.34 | \$8,023.95 | \$73,506.66 | 20.96% |
| DEPT 551 LIBRARY | \$161,000.00 | \$40,020.03 | \$12,628.64 | \$120,979.97 | 24.86% |
| MAJ CLS 93 LIBRARY PROGRAM & COLLECTION | \$161,000.00 | \$40,020.03 | \$12,628.64 | \$120,979.97 | 24.86% |
| MAJ CLS 94 LIBRARY BUILDING | | | | | |
| DEPT 551 LIBRARY | | | | | |
| E 99-94-551-2-282 JANITORIAL SERVICE | \$28,800.00 | \$14,435.48 | \$7,235.48 | \$14,364.52 | 50.12% |
| E 99-94-551-2-283 CONTRACTED-BUILDING | \$21,250.00 | \$7,995.52 | \$3,476.32 | \$13,254.48 | 37.63% |
| E 99-94-551-3-306 JANITOR SUPPLIES | \$3,000.00 | \$449.05 | \$449.05 | \$2,550.95 | 14.97% |
| E 99-94-551-3-308 BUILDING SUPPLIES | \$50,000.00 | \$6,547.42 | \$2,393.28 | \$43,452.58 | 13.09% |
| E 99-94-551-3-360 UTILITIES | \$42,637.00 | \$13,853.06 | \$2,700.52 | \$28,783.94 | 32.49% |
| E 99-94-551-3-361 SEWER & WATER | \$2,000.00 | \$437.87 | \$437.87 | \$1,562.13 | 21.89% |
| E 99-94-551-7-700 BUILDING PROJECTS | \$68,950.00 | \$0.00 | \$0.00 | \$68,950.00 | 0.00% |
| DEPT 551 LIBRARY | \$216,637.00 | \$43,718.40 | \$16,692.52 | \$172,918.60 | 20.18% |
| MAJ CLS 94 LIBRARY BUILDING | \$216,637.00 | \$43,718.40 | \$16,692.52 | \$172,918.60 | 20.18% |
| FUND 99 F. L. WEYENBERG LIBRARY FUND | \$1,283,500.00 | \$386,935.94 | \$93,757.17 | \$896,564.06 | 30.15% |

| Account Descr | 2020 YTD Budget | 2020 YTD Amt | APRIL 2020 Amt | Balance | 2020 % of Budget |
|---------------|--------------------|-----------------|-------------------|--------------|------------------------|
| | \$1,283,500.00 | \$386,935.94 | \$93,757.17 | \$896,564.06 | 30.15% |

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 | \$8,146.55 | \$93,371.63 | \$141,431.20 | \$1,211,418.86 | \$1,186,212.82 | \$33,352.59 | 99 |
| G 99-11113 FLEX-BANCORP | \$2,500.00 | \$838.81 | \$654.68 | \$2,731.70 | \$2,731.70 | \$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 | \$31,416.66 | \$31,416.66 | \$139,954.52 | \$139,954.52 | \$0.00 | 99 |
| G 99-11210 INVESTMENTS | \$267,502.70 | \$179.65 | \$21,000.00 | \$538,688.26 | \$386,000.00 | \$420,190.96 | 99 |
| G 99-11310 PETTY CASH | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 99 |
| G 99-12310 ACCOUNTS RECEIVABLE | \$50,797.00 | \$0.00 | \$0.00 | \$0.00 | \$50,797.00 | \$0.00 | 99 |
| G 99-12315 ALLOWANCE FOR DOUBTFUL AC | -\$20,319.00 | \$0.00 | \$0.00 | \$20,319.00 | \$0.00 | \$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 | -\$30,266.80 | \$2,689.93 | \$0.00 | \$35,646.66 | \$5,379.86 | \$0.00 | 99 |
| G 99-21210 WISCONSIN WITHHOLDING | -\$0.10 | \$1,741.50 | \$1,741.50 | \$7,734.84 | \$7,734.84 | -\$0.10 | 99 |
| G 99-21220 FEDERAL WITHHOLDING TAX | \$0.00 | \$3,043.74 | \$3,043.74 | \$13,440.96 | \$13,440.96 | \$0.00 | 99 |
| G 99-21230 SOCIAL SECURITY TAX | \$0.07 | \$3,218.90 | \$3,218.90 | \$14,326.21 | \$14,326.21 | \$0.07 | 99 |
| G 99-21245 FLEX BENEFIT | -\$2,220.38 | \$1,368.25 | \$1,271.15 | \$5,124.90 | \$5,100.61 | -\$2,196.09 | 99 |
| G 99-21258 WISCONSIN DEFERRED COMP | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 99 |
| G 99-21265 WI RETIREMENT | -\$5,252.55 | \$2,825.72 | \$2,809.48 | \$14,923.41 | \$12,480.34 | -\$2,809.48 | 99 |
| G 99-21280 HEALTH INSURANCE DEDUCTIO | -\$388.72 | \$1,347.56 | \$1,347.56 | \$5,390.24 | \$5,390.24 | -\$388.72 | 99 |
| G 99-21285 LIFE INSURANCE | \$0.00 | \$14.66 | \$14.66 | \$58.64 | \$58.64 | \$0.00 | 99 |
| G 99-21291 ACCRUED PAYROLL | -\$26,108.72 | \$0.00 | \$0.00 | \$26,108.72 | \$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 | -\$30,478.00 | \$0.00 | \$0.00 | \$81,275.00 | \$50,797.00 | \$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 | -\$212,178.84 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$212,178.84 | 99 |
| G 99-31111 REVENUE SUMMARY | \$0.00 | \$0.00 | \$27,864.65 | \$0.00 | \$616,852.37 | -\$616,852.37 | 99 |
| G 99-31112 EXPENDITURE SUMMARY | \$0.00 | \$96,454.21 | \$2,697.04 | \$420,129.83 | \$33,193.89 | \$386,935.94 | 99 |
| G 99-31190 GIFTS & GRANTS RESTRICTED | \$415.92 | \$0.00 | \$0.00 | \$94.59 | \$6,670.00 | -\$6,159.49 | 99 |
| G 99-31191 GIFTS & GRANTS UNRESTRICTE | -\$2,149.13 | \$0.00 | \$0.00 | \$329.66 | \$575.00 | -\$2,394.47 | 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 | \$238,511.22 | \$238,511.22 | \$2,537,696.00 | \$2,537,696.00 | \$0.00 | |

| Account Descr | Begin Yr | MTD Debit | MTD Credit | YTD Debit | YTD Credit | Current Balance | FUND |
|---------------|----------|--------------|--------------|----------------|----------------|-----------------|------|
| | \$0.00 | \$238,511.22 | \$238,511.22 | \$2,537,696.00 | \$2,537,696.00 | \$0.00 | |

VILLAGE OF THIENSVILLE

***Check Detail Register©**

Batch: 0420 LIB AP,0420 LIB MN,0420 LIB MN1

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|----------------------------------|------------|-------------------------------------|---------------|-----------|-----------------------------------|
| 11110 HARRIS GF -CHECKING | | | | | |
| 95 e | 04/03/20 | ADP | | | |
| E 99-92-551-2-289 | | PAYROLL PROCESSING | \$86.09 | | Processing 3-27-20 Payroll |
| | | Total | \$86.09 | | |
| 96 e | 04/10/20 | ADP | | | |
| G 99-21220 | | FEDERAL WITHHOLDIN | \$1,520.99 | | FED/Wages Pd 4-10-20 |
| G 99-21210 | | WISCONSIN WITHHOLDI | \$870.20 | | WI/Wages Pd 4-10-20 |
| G 99-21230 | | SOCIAL SECURITY TAX | \$1,608.87 | | SS & MED/Wages Pd 4-10-20 |
| E 99-91-551-1-199 | | FRINGE BENEFITS | \$1,608.92 | | SS/Employer/Wages Pd 4-10-20 |
| G 99-11160 | | SPECIAL CLEARING AC | \$15,779.43 | | DirectDep/Wages Pd 4-10-20 |
| | | Total | \$21,388.41 | | |
| 97 e | 04/10/20 | LIBRARY PAYROLL | | | |
| E 99-91-551-1-100 | | SALARIES & WAGES | \$22,263.34 | | Salaries & Wages/Wages Pd 4-10-20 |
| E 99-92-551-2-287 | | MILEAGE | \$99.71 | | Muchin Young/Mileage |
| E 99-92-551-2-287 | | MILEAGE | \$53.13 | | Pike/Mileage |
| G 99-21265 | | WI RETIREMENT | (\$1,404.74) | | WRS/Employees/Wages Pd 4-10-20 |
| G 99-21220 | | FEDERAL WITHHOLDIN | (\$1,520.99) | | FED/Wages Pd 4-10-20 |
| G 99-21210 | | WISCONSIN WITHHOLDI | (\$870.20) | | WI/Wages Pd 4-10-20 |
| G 99-21230 | | SOCIAL SECURITY TAX | (\$1,608.87) | | SS & MED/Wages Pd 4-10-20 |
| G 99-21245 | | FLEX BENEFIT | (\$543.51) | | FLEX BEN/Wages Pd 4-10-20 |
| G 99-21280 | | HEALTH INSURANCE DE | (\$673.78) | | HEALTH/Wages Pd 4-10-20 |
| G 99-21285 | | LIFE INSURANCE | (\$14.66) | | LIFE/Wages Pd 4-10-20 |
| G 99-11160 | | SPECIAL CLEARING AC | (\$15,779.43) | | Net Pay/Wages Pd 4-10-20 |
| | | Total | \$0.00 | | |
| 98 e | 04/03/20 | ADP | | | |
| E 99-92-551-2-289 | | PAYROLL PROCESSING | \$75.95 | 554646179 | Time and Attendance Monthly |
| | | Total | \$75.95 | | |
| 99 e | 04/17/20 | ADP | | | |
| E 99-92-551-2-289 | | PAYROLL PROCESSING | \$86.09 | 555302224 | Processing 4-10-20 Payroll |
| | | Total | \$86.09 | | |
| 103 e | 04/24/20 | DEPARTMENT OF EMPLOYEE TRUST | | | |
| E 99-91-551-1-199 | | FRINGE BENEFITS | \$10,648.00 | | MAY Health Ins/Employer |
| G 99-21280 | | HEALTH INSURANCE DE | \$1,347.56 | | MAY Health Ins/Employee |
| | | Total | \$11,995.56 | | |
| 104 e | 04/30/20 | WISCONSIN RETIREMENT SYSTEM | | | |
| E 99-91-551-1-199 | | FRINGE BENEFITS | \$2,825.72 | | MAR WRS/Employer |
| G 99-21265 | | WI RETIREMENT | \$2,825.72 | | MAR WRS/Employee |
| | | Total | \$5,651.44 | | |
| 110 e | 04/24/20 | ADP | | | |
| G 99-21220 | | FEDERAL WITHHOLDIN | \$1,522.75 | | FED/Wages Pd 4-24-20 |
| G 99-21210 | | WISCONSIN WITHHOLDI | \$871.30 | | WI/Wages Pd 4-24-20 |
| G 99-21230 | | SOCIAL SECURITY TAX | \$1,610.03 | | SS & MED/Wages Pd 4-24-20 |
| E 99-91-551-1-199 | | FRINGE BENEFITS | \$1,610.04 | | Employer SS/Wages Pd 4-24-20 |

VILLAGE OF THIENSVILLE

***Check Detail Register©**

Batch: 0420 LIB AP,0420 LIB MN,0420 LIB MN1

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-------------------|------------|----------------------------------|---------------|------------|-----------------------------------|
| G 99-11160 | | SPECIAL CLEARING AC | \$15,637.23 | | DirectDep/Wages Pd 4-24-20 |
| | | Total | \$21,251.35 | | |
| 111 e | 04/24/20 | LIBRARY PAYROLL | | | |
| E 99-91-551-1-100 | | SALARIES & WAGES | \$22,263.34 | | Salaries & Wages/Wages Pd 4-24-20 |
| G 99-21265 | | WI RETIREMENT | (\$1,404.74) | | WRS/Employees/Wages Pd 4-24-20 |
| G 99-21220 | | FEDERAL WITHHOLDIN | (\$1,522.75) | | FED/Wages Pd 4-24-20 |
| G 99-21210 | | WISCONSIN WITHHOLDI | (\$871.30) | | WI/Wages Pd 4-24-20 |
| G 99-21230 | | SOCIAL SECURITY TAX | (\$1,610.03) | | SS & MED/Wages Pd 4-24-20 |
| G 99-21245 | | FLEX BENEFIT | (\$543.51) | | FLEX BEN/Wages Pd 4-24-20 |
| G 99-21280 | | HEALTH INSURANCE DE | (\$673.78) | | HEALTH/Wages Pd 4-24-20 |
| G 99-11160 | | SPECIAL CLEARING AC | (\$15,637.23) | | Net Pay/Wages Pd 4-24-20 |
| | | Total | \$0.00 | | |
| 23621 | 04/21/20 | ADVANCED CHILLER SERVICES | | | |
| E 99-94-551-3-308 | | BUILDING SUPPLIES | \$1,627.68 | 3042 | Boiler & Controller Repairs |
| | | Total | \$1,627.68 | | |
| 23622 | 04/21/20 | AT&T | | | |
| E 99-92-551-3-303 | | TELEPHONE | \$172.62 | | APR Phone Service |
| | | Total | \$172.62 | | |
| 23623 | 04/21/20 | BAKER & TAYLOR | | | |
| E 99-93-551-3-371 | | MEDIA | \$61.98 | 2035122543 | Spoken Word Collection |
| E 99-93-551-3-373 | | PRINT | \$2,432.63 | 2035124822 | Print Collection Materials |
| E 99-93-551-3-373 | | PRINT | \$181.03 | 2035133138 | Print Collection Materials |
| E 99-93-551-3-371 | | MEDIA | \$297.68 | 2035138482 | Spoken Word Collection |
| E 99-93-551-3-373 | | PRINT | \$822.52 | 2035144864 | Print Collection Materials |
| E 99-93-551-3-373 | | PRINT | \$297.01 | 2035148285 | Print Collection Materials |
| E 99-93-551-3-373 | | PRINT | \$1,490.76 | 2035157365 | Print Collection Materials |
| E 99-93-551-3-373 | | PRINT | \$268.75 | 2035163749 | Print Collection Materials |
| E 99-93-551-3-371 | | MEDIA | \$99.22 | 2035165063 | Spoken Word Collection |
| E 99-93-551-3-373 | | PRINT | \$1,184.61 | 2035170136 | Print Collection Materials |
| E 99-93-551-3-373 | | PRINT | \$167.48 | 2035177483 | Print Collection Materials |
| E 99-93-551-3-373 | | PRINT | \$919.97 | 2035184818 | Print Collection Materials |
| E 99-93-551-3-371 | | MEDIA | \$214.00 | 2035185469 | Spoken Word Collection |
| E 99-93-551-3-373 | | PRINT | \$259.19 | 2035186750 | Print Collection Materials |
| E 99-93-551-3-371 | | MEDIA | \$403.52 | H44338390 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$16.67 | H44354520 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$28.13 | H44372550 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$38.23 | H44399220 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$44.35 | H44420090 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$15.17 | H44476150 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$317.88 | H44478030 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$17.42 | H44523160 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$31.01 | H44527990 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$12.62 | H44530410 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$13.73 | H44530450 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$16.61 | H44562460 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$22.34 | H44576320 | Media Collection |

VILLAGE OF THIENSVILLE

***Check Detail Register©**

Batch: 0420 LIB AP,0420 LIB MN,0420 LIB MN1

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-------------------|------------|---------------------------------------|-------------|-------------|-----------------------------------|
| E 99-93-551-3-371 | | MEDIA | \$162.35 | H44614590 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$45.43 | H44646400 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$12.62 | H44670880 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$13.47 | H44708380 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$20.93 | H44713800 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$250.87 | H44742710 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$41.83 | H44765680 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$13.47 | H44808110 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$15.17 | H44832490 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$105.18 | H44832600 | Media Collection |
| | | Total | \$10,355.83 | | |
| 23624 | 04/21/20 | BAKER TILLY VIRCHOW KRAUSE LLP | | | |
| E 99-92-551-2-206 | | AUDIT | \$1,427.00 | BT1577436 | 2019 FY Audit Progress Billing #3 |
| | | Total | \$1,427.00 | | |
| 23625 | 04/21/20 | B-E CONTROLS | | | |
| E 99-94-551-3-308 | | BUILDING SUPPLIES | \$578.66 | 6712 | Childrens Leak Investigation |
| | | Total | \$578.66 | | |
| 23626 | 04/21/20 | CARDMEMBER SERVICE | | | |
| E 99-93-551-3-370 | | PROGRAMMING | \$18.45 | 0338 | Paypal - Seller Online |
| E 99-93-551-3-370 | | PROGRAMMING | \$52.50 | 2147 | Breakout.edu |
| E 99-93-551-3-370 | | PROGRAMMING | \$19.80 | 2453 | Screencast |
| E 99-92-551-2-285 | | WEPCO LEASE | \$74.99 | 2865 | Mailchimp Premium Sub |
| E 99-93-551-3-372 | | E CONTENT | \$5.27 | 3436 | Apple |
| E 99-93-551-3-371 | | MEDIA | \$91.84 | 3776 | Target |
| E 99-94-551-2-282 | | JANITORIAL SERVICE | \$35.48 | 3813 | Easykeys |
| E 99-92-551-2-285 | | WEPCO LEASE | \$15.81 | 3915 | Zoom Sub |
| E 99-93-551-3-370 | | PROGRAMMING | \$37.68 | 8735 | Etsy |
| E 99-93-551-3-370 | | PROGRAMMING | \$32.74 | 9070 | Dollartree |
| E 99-92-551-3-303 | | TELEPHONE | \$26.63 | 9146 | AT&T |
| | | Total | \$411.19 | | |
| 23627 | 04/21/20 | CENTURY LINK | | | |
| E 99-92-551-3-303 | | TELEPHONE | \$3.52 | 1489221122 | MAR Long Distance |
| | | Total | \$3.52 | | |
| 23628 | 04/21/20 | CLEAN SOURCE LLC | | | |
| E 99-94-551-2-282 | | JANITORIAL SERVICE | \$7,200.00 | 033120 | QTRLY Janitorial Svc (2 of 4) |
| | | Total | \$7,200.00 | | |
| 23629 | 04/21/20 | GECRB/AMAZON | | | |
| E 99-93-551-3-370 | | PROGRAMMING | \$13.30 | 43444393458 | Programming |
| E 99-92-551-2-286 | | COMPUTERS | (\$7.11) | 43468567774 | Technology |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$12.66 | 43593997637 | Janitorial Supplies |
| E 99-93-551-3-372 | | E CONTENT | \$15.83 | 44393578359 | Kindle Title |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$63.78 | 44434984668 | Janitorial Supplies |
| E 99-93-551-3-372 | | E CONTENT | \$15.83 | 44787897595 | Kindle Title |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$200.77 | 44834836855 | Janitorial Supplies |

VILLAGE OF THIENSVILLE

***Check Detail Register©**

Batch: 0420 LIB AP,0420 LIB MN,0420 LIB MN1

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-------------------|------------|----------------------------------|------------|-------------|----------------------------|
| E 99-93-551-3-372 | | E CONTENT | \$9.35 | 44857348653 | Kingle Title |
| E 99-92-551-2-286 | | COMPUTERS | \$6.93 | 44948445549 | Technology |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$49.59 | 45554959974 | Janitorial Supplies |
| E 99-93-551-3-370 | | PROGRAMMING | \$269.21 | 45587577783 | Programming |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$13.68 | 45747596944 | Janitorial Supplies |
| E 99-92-551-2-286 | | COMPUTERS | \$20.00 | 46639535593 | Technology |
| E 99-92-551-2-286 | | COMPUTERS | \$20.00 | 48459348764 | Technology |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$18.45 | 48837993695 | Janitorial Supplies |
| E 99-93-551-3-370 | | PROGRAMMING | \$25.33 | 59738643946 | Programming |
| E 99-93-551-3-370 | | PROGRAMMING | \$12.99 | 59989556443 | Programming |
| E 99-92-551-3-300 | | OFFICE SUPPLIES | \$56.70 | 63888864554 | Office Supplies |
| E 99-92-551-2-286 | | COMPUTERS | \$139.98 | 65535445544 | Technology |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$13.59 | 67376765455 | Janitorial Supplies |
| E 99-93-551-3-372 | | E CONTENT | \$9.99 | 69848359699 | Kindle Title |
| E 99-92-551-3-300 | | OFFICE SUPPLIES | \$14.69 | 74386569586 | Office Supplies |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$36.03 | 84863873994 | Janitorial Supplies |
| E 99-93-551-3-370 | | PROGRAMMING | \$13.72 | 85997888996 | Programming |
| E 99-93-551-3-372 | | E CONTENT | \$7.59 | 86998835333 | Kindle Title |
| E 99-92-551-2-286 | | COMPUTERS | \$9.99 | 95445378969 | Technology |
| E 99-92-551-2-286 | | COMPUTERS | \$20.00 | 95874387386 | Technology |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$15.79 | 96434336647 | Janitorial Supplies |
| E 99-93-551-3-370 | | PROGRAMMING | \$6.85 | 97478345383 | Programming |
| E 99-93-551-3-372 | | E CONTENT | \$15.83 | 97585633963 | Kindle Title |
| E 99-94-551-3-306 | | JANITOR SUPPLIES | \$24.71 | 99533349739 | Janitorial Supplies |
| E 99-92-551-2-286 | | COMPUTERS | \$20.00 | 99547654589 | Technology |
| | | Total | \$1,166.05 | | |
| 23630 | 04/21/20 | GREATAMERICA | | | |
| E 99-92-551-3-307 | | SUPPLIES-COPY MACHI | \$142.00 | 26802425 | Monthly color copier lease |
| | | Total | \$142.00 | | |
| 23631 | 04/21/20 | INGRAM LIBRARY SERVICE | | | |
| E 99-93-551-3-371 | | MEDIA | \$281.49 | 44189363 | Media Collection |
| E 99-93-551-3-371 | | MEDIA | \$41.77 | 44248733 | Media Collection |
| | | Total | \$323.26 | | |
| 23632 | 04/21/20 | JOHN LAMM OF JACKSON, INC | | | |
| E 99-94-551-2-283 | | CONTRACTED-BUILDIN | \$3,476.32 | 09-16603 | Spring Cleanup |
| | | Total | \$3,476.32 | | |
| 23633 | 04/21/20 | CITY OF MEQUON | | | |
| E 99-94-551-3-361 | | SEWER & WATER | \$437.87 | 305581 | 1ST QTR Water and Sewer |
| | | Total | \$437.87 | | |
| 23634 | 04/21/20 | MIDWEST TAPE | | | |
| E 99-93-551-3-372 | | E CONTENT | \$1,236.83 | 98791944 | MAR Hoopia |
| | | Total | \$1,236.83 | | |
| 23635 | 04/21/20 | MONARCH LIBRARY SYSTEM | | | |
| E 99-92-551-3-359 | | MONARCH FEES | \$592.00 | 415008 | Movie License Renewal |

VILLAGE OF THIENSVILLE

***Check Detail Register©**

Batch: 0420 LIB AP,0420 LIB MN,0420 LIB MN1

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|----------------------------------|------------|---|--------------------|-------------|--------------------------------------|
| Total | | | \$592.00 | | |
| 23636 | 04/21/20 | OFFICE COPYING EQUIPMENT INC | | | |
| E 99-92-551-3-307 | | SUPPLIES-COPY MACHI | \$68.32 | AR110843 | MAR Copy Charges |
| Total | | | \$68.32 | | |
| 23637 | 04/21/20 | PIGGLY WIGGLY | | | |
| E 99-93-551-3-370 | | PROGRAMMING | \$38.62 | 23005061028 | Programming Supplies |
| Total | | | \$38.62 | | |
| 23638 | 04/21/20 | PITNEY BOWES INC | | | |
| E 99-92-551-2-201 | | POSTAGE | \$33.75 | 1015309697 | Smart Postage Subscription (Q1 2020) |
| Total | | | \$33.75 | | |
| 23639 | 04/21/20 | R & R INSURANCE SERVICES, INC. | | | |
| E 99-91-551-2-237 | | WORKER S COMPENSA | \$20.00 | 2239545 | Workers Comp Audit Adj |
| Total | | | \$20.00 | | |
| 23640 | 04/21/20 | RINDERLE DOOR COMPANY | | | |
| E 99-94-551-3-308 | | BUILDING SUPPLIES | \$186.94 | 32233 | Fire Door Battery Repair |
| Total | | | \$186.94 | | |
| 23641 | 04/21/20 | SECURIAN FINANCIAL GROUP, INC | | | |
| E 99-91-551-1-199 | | FRINGE BENEFITS | \$75.94 | 052020 | MAY Life Ins/Employer |
| G 99-21285 | | LIFE INSURANCE | \$14.66 | 052020 | MAY Life Ins/Employee |
| Total | | | \$90.60 | | |
| 23642 | 04/21/20 | TIME WARNER CABLE | | | |
| E 99-92-551-2-285 | | WEPCO LEASE | \$1,025.00 | 07399750104 | MAY Internet Access |
| Total | | | \$1,025.00 | | |
| 23643 | 04/21/20 | UNIQUE MANAGEMENT SERVICES | | | |
| E 99-92-551-3-358 | | DEBT COLLECTION | \$26.85 | 593678 | MAR 2020 Placements |
| Total | | | \$26.85 | | |
| 23644 | 04/21/20 | WE ENERGIES | | | |
| E 99-94-551-3-360 | | UTILITIES | \$2,700.52 | 04282020 | APR Electrical and Gas Service |
| Total | | | \$2,700.52 | | |
| 11110 HARRIS GF -CHECKING | | | \$93,876.32 | | |

Fund Summary

| | |
|----------------------------------|--------------------|
| 11110 HARRIS GF -CHECKING | |
| 99 F. L. WEYENBERG LIBRARY FUND | \$93,876.32 |
| | <u>\$93,876.32</u> |

2020 Activity Report

| Checkouts | Jan | Feb | Mar | Apr | YTD |
|------------------------|--------|--------|--------|--------|---------|
| 2019 | 24,377 | 23,818 | 27,332 | 25,756 | 101,283 |
| 2020 | 24,991 | 23,076 | 14,225 | 635 | 62,927 |
| | | | | | |
| eCircs | Jan | Feb | Mar | Apr | YTD |
| 2019 | 3,543 | 3,413 | 3,753 | 3,708 | 14,417 |
| 2020 | 4,088 | 4,090 | 4,951 | 6,223 | 19,352 |
| | | | | | |
| eCollections | Jan | Feb | Mar | Apr | YTD |
| 2019 | 1,608 | 1,572 | 1,892 | 1,454 | 6,526 |
| 2020 | 991 | 1,025 | 628 | 1,268 | 3,912 |
| | | | | | |
| Reference Questions | Jan | Feb | Mar | Apr | YTD |
| 2019 | 1,701 | 1,504 | 1,957 | 1,873 | 7,035 |
| 2020 | 1,471 | 1,507 | 824 | 447 | 4,249 |
| | | | | | |
| Door Count | Jan | Feb | Mar | Apr | YTD |
| 2019 | 10,287 | 9,916 | 12,605 | 12,701 | 45,509 |
| 2020 | 11,690 | 11,636 | 6,245 | 0 | 29,571 |
| | | | | | |
| Adult Programs | Jan | Feb | Mar | Apr | YTD |
| 2019 | 16 | 20 | 22 | 18 | 76 |
| attendance | 154 | 115 | 315 | 255 | 839 |
| 2020 | 13 | 17 | 8 | 8 | 46 |
| attendance | 111 | 222 | 63 | 72 | 468 |
| | | | | | |
| Drop In Adult Programs | Jan | Feb | Mar | Apr | YTD |
| 2019 | 2 | 1 | 4 | 4 | 11 |
| participation | 167 | 109 | 164 | 205 | 645 |
| 2020 | 2 | 1 | 4 | 0 | 7 |
| participation | 183 | 147 | 113 | 0 | 443 |
| | | | | | |
| Teen Programs | Jan | Feb | Mar | Apr | YTD |
| 2019 | 2 | 2 | 5 | 3 | 12 |
| attendance | 7 | 7 | 33 | 7 | 54 |
| 2020 | 0 | 1 | 3 | 0 | 4 |
| attendance | 0 | 1 | 30 | 0 | 31 |
| | | | | | |
| Drop In Teen Programs | Jan | Feb | Mar | Apr | YTD |
| 2019 | 3 | 2 | 4 | 5 | 14 |
| participation | 72 | 57 | 82 | 115 | 326 |
| 2020 | 2 | 2 | 4 | 0 | 8 |
| participation | 39 | 82 | 111 | 0 | 232 |
| | | | | | |
| Childrens Programs | Jan | Feb | Mar | Apr | YTD |
| 2019 | 17 | 29 | 26 | 34 | 106 |
| attendance | 372 | 731 | 840 | 794 | 2,737 |
| 2020 | 18 | 25 | 15 | 17 | 75 |
| attendance | 619 | 755 | 370 | 801 | 2,545 |
| | | | | | |

2020 Activity Report

| Drop In Childrens Programs | Jan | Feb | Mar | Apr | YTD |
|--|------------|------------|------------|------------|------------|
| 2019 | 3 | 2 | 4 | 5 | 14 |
| participation | 420 | 271 | 354 | 342 | 1,387 |
| 2020 | 4 | 3 | 4 | 0 | 11 |
| participation | 356 | 315 | 283 | 7 | 961 |
| | | | | | |
| Digitization Lab Usage | Jan | Feb | Mar | Apr | YTD |
| 2019 | 17 | 9 | 11 | 10 | 47 |
| 2020 | 10 | 19 | 9 | 0 | 38 |
| | | | | | |
| Interlibrary Loans Sent To Other Libraries | | | Mar | Apr | YTD |
| 2019 | 38 | 37 | 26 | 31 | 132 |
| 2020 | 47 | 42 | - | 0 | 89 |
| | | | | | |
| Interlibrary Loans Received From Other Libraries For Our Patrons | | | | | YTD |
| 2019 | 38 | 36 | 28 | 38 | 140 |
| 2020 | 36 | 30 | - | 0 | 66 |
| | | | | | |
| Library Cards | Jan | Feb | Mar | Apr | YTD |
| 2019 | 85 | 88 | 140 | 109 | 422 |
| 2020 | 95 | 91 | - | 35 | 221 |
| | | | | | |
| FLW Library Items sent to Other System Member Libraries | | | | Apr | YTD |
| 2019 | 3,721 | 3,944 | 3,665 | 3,819 | 15,149 |
| 2020 | 4,185 | 3,614 | 2,269 | 32 | 10,100 |
| | | | | | |
| Items Received from Other System Member libraries for our patrons | | | | | YTD |
| 2019 | 4,072 | 4,518 | 4,195 | 4,057 | 16,842 |
| 2020 | 4,844 | 3,806 | 1,773 | 787 | 11,210 |

Date: May 14, 2020
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, April 2020

Changes are happening quickly as we try to act in accordance with City of Mequon, Washington-Ozaukee Public Health Department, and State of Wisconsin recommendations, as well as common sense. Ultimately, any decisions about Library operations are the responsibility of our Board of Trustees. Words to describe our frustration and anxiety with the current situation escape me, at least the words I'd want to put into a public record. As I was growing up, I often heard that if you can't say something nice, say it in Yiddish. While my Yiddish does lean toward the colorful, I can't even find a word in that language that encompasses our circumstances.

Know that we are trying our best to balance access to library resources with the safety of our staff and patrons. We do not want to rush to reopen, because we fear doing so will have dire consequences. We also fear that if we do open soon, we will have to compromise the principles of public librarianship.

That said, the following is my monthly director's report:

My activities since my last Director's Report have largely been virtual, however, like most of our staff, I am now working in the library twice each week to facilitate contact-less curbside pickup. I work in both Access Services and Patron Services.

My other activities have included:

- RECURRING: Virtual Management Team Meetings, 4/23, 4/24, 4/29, 5/11, 5/13
- Virtual All Staff Meeting, 4/24
- RECURRING: Monarch Library System Virtual Directors Chats, Fridays throughout closure, 4/24, 5/1, 5/8, 5/15
- Monarch Library System ILS Committee, 4/28
- RECURRING: City of Mequon Ad Hoc Emergency Management Committee Meetings, 4/28, 5/5, 5/19
- RECURRING: Attended Virtual Rotary Meeting, 4/28, 5/5, 5/12
- RECURRING: Monarch Library System Director Search Committee Meetings, 4/28, 5/1, 5/5, 5/20
- Met w/ stack movers to correct placement of book shelves in Children's Department, 5/5
- Met w/ carpenter to discuss projects throughout library, 5/7

PERSONNEL & CONTINUING EDUCATION:

I attended the following webinars since our last meeting:

- Best Practices for Curbside Service (4/28): This webinar featured three libraries significantly smaller than we are. They described their procedures relative to this service. While the webinar was informative, many of the best practices described are not applicable in our situation.

- Guidelines for Reopening (5/7): Presented by the Department of Public Instruction' Public Library Development Team, this webinar discussed the phases for reopening, available here: <https://docs.google.com/spreadsheets/d/1hOrIJID7uVJkGgUFAspESzN5yblXBo6XXI2GQ5MLdAU/edit#gid=0>. We are currently operating at Level Two (Safer at Home), with our curbside services and limited returns.
- Top Ten Tips to Educate Your Board (5/14): Presented by DPI's Public Library Development Team, this webinar offered exactly what it promised. We seem to be doing quite well, though I do need to put together a document for you with links to the latest and greatest documents since your 3" binders are less than convenient. Let's say this will be coming at a later date.

Since this category includes all matters relating to personnel, this is a good place to let you know how cooperative and efficient our staff has been as we change schedules, procedures, tasks, dress codes (they like that every day is casual day, and no one is balking at wearing masks), entrances, etc. It's been a wild ride, and will continue to be so for the foreseeable future. As a library and as a community, we are fortunate to have such a dedicated staff. I plan of bringing food just as soon as we feel comfortable eating out of the same pizza box or donut box.

OPERATIONS ACTIVITIES:

Curbside pickup services. Wow. This service has quickly evolved. We had less than a week's notice that we could offer curbside services, and we put a plan into action that has largely served us for the past three weeks. That said, we have tweaked it, and made one very significant change. The first few days we offered one appointment every ten minutes to best facilitate social distancing. Soon we were making appointments a week out. On our fifth day of service, we doubled the number of available pickup slots to about 90 a day. We caution patrons to wait until no one is at our pick up table before approaching to pick up their items. With this frequency, we're generally able to schedule appointments for the next day. We plan on adding Saturday hours (just 10am to 2pm) beginning June 6. We are also further tweaking our procedures to fit in a few more pickups.

For each pickup we talk to our patron, pull their items from the holds shelves, check out the items and band or bag them, and take them outside. Meanwhile, we are checking in items that have been quarantined for at least 72 hours, answering reference questions, shelving items, and pulling holds. No one is ever idle during their four hour shifts.

We have also instituted a number of safety measures including, but not limited to, washing hands at the beginning and end of every shift, sanitizing work spaces at the beginning and end of every shift, wearing masks at all times, taking our temperature and filling out a health questionnaire at the beginning of every shift, not sharing work spaces, not sharing pens, and practicing appropriate social distancing. Craig Jacobson described many of these procedures in detail in his report.

One problem we are having trouble overcoming is the issue of materials return. We open a single outside book drop at 10am Monday through Friday. We lock the drop as soon as the bin is full, generally in less than three hours. While no material currently circulating is due before July 1, and no fines will be assessed, patrons want to return their material. All too often, however, the book drops are locked when they arrive. We've ordered four additional bins which should be here in a couple of weeks. This will enable us to exchange the full bin with an empty one each afternoon, and still quarantine the returns for 72 hours. This will not entirely solve the problem, but it should alleviate it somewhat. We have also enacted a fine moratorium through September 30, 2020, because it may take that long to get all items returned, quarantined, and checked in. We hope to be operating at 100% by then. (I know, from my mouth to G-d's ears. I shouldn't say anything.)

OTHER:

We have had three patrons donate masks for each member of our staff. I have thanked them all profusely. It's nice to know how much they care about us. One of the donors is my daughter, Katie Young. Really, she offered.

The carpeting installation project is completed! The installers were able to work more quickly than anticipated because they did not have to work around us. Many thanks to the Weyenberg Public Library Foundation for making this happen!

Our entrance project is well underway. I wouldn't let Craig include the link in the board packet (it makes my skin crawl), but if you have a strong desire to see lots and lots and lots of scurrying carpenter ants, he has a video. Anyway, it appears we're able to solve problems we didn't know we had. Completing this project before we open is a huge benefit to library operations.

Meanwhile, inside the library we've had a carpenter working to put up hooks for our books/CD kits in children's, interchangeable stack signs on all of our adult stacks, brochure display racks in our public posting area, and even fix a paper towel holder behind the circulation desk that's been hanging by stripped screws as long as I've worked here. We've used this time well.

Patrons have largely been pleased with our services. The biggest frustration at this point is that they do not have 24 hour access to our return bins. When we explain that we are quarantining all items, they seem appeased.

PROGRAMMING:

Check out our virtual programming page: <http://www.flwlib.org/315/Virtual-Library-Programs>

Click here to go directly to our YouTube page:

<https://www.youtube.com/channel/UCF7ld2ZIIAe8wEVkLaQoc2A/>

Date: May 14, 2020
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, April 2020

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

- Management meetings
 - 4/24, 5/11, 5/13, 5/14 (there may be more than that...)
 - Planned curbside pick-up procedure
 - Made changes to curbside as needed
 - Created schedule to keep staff from interacting as much as possible
- Director's Council
 - Discussed reopening libraries
 - Discussed DPI's recommendations for opening libraries
 - Delivery is quarantining all bins for 3 days each week – continuing with 2 delivery days per week
 - Mixing bins by route to free up more bins for quarantining at the HUB
 - We are not filling holds for other libraries at this time – directors will discuss delivery on 5/15 to determine if/when this might change
- Monarch Library System
 - Alison
 - Decided to go “open” in Polaris on 5/13
 - Puts due dates back to normal so we will have to change those manually for each checkout while doing curbside
 - Allows holds to sit on shelf for 14 days vs 2 months
 - Holds will move on to next library after not being filled for 1 day
 - Also activates fines when items are overdue – since we aren't charging patrons during this time, we set our “free days” in Polaris to 140. This will waive new fines through Sept 30th
 - Circulation Committee
 - Only met shortly, we discussed how we are all doing curbside and what was working and what wasn't
- Curbside
 - Book drops are filling up very quickly each day
 - We have to close them once they are full so that we can quarantine the items
 - We have 4 additional bins coming at the end of May to help keep the drops open longer
 - Patrons have been pretty understanding as we work out the kinks of curbside
 - We have 2-3 people per shift in access services
 - Book drops, shelving, delivery, checking out holds and pull lists are done each day

STATISTICS

- Checkouts are very low, however, we were closed most of the month of April and we still had 635 checkouts!
 - It looks like some patrons renewed items online even though we extended due dates. This wouldn't have changed their due date, just used up a renewal
- We've had 35 new cards this month
 - That brings the total to 66 since closing on 3/16

OTHER TASKS & TIDBITS

- Nothing to report at this time

Date: May 14, 2020

To: Frank L. Weyenberg Library Board of Trustees

From: Craig Jacobson

Re: Business Manager, May 2020

- In accordance with best practices recommended by the Washington Ozaukee Public Health Department and our insurance carrier, we have started screening employees for possible COVID-19 symptoms at the start of their shifts. Employees are expected to check their temperature with a provided contactless thermometer provided and complete a brief questionnaire daily. The form, created by the City of Mequon for businesses reopening with employees on site, is attached for reference.

Protocols for what happens if employees have symptoms are in place as well. If an employee has one of the primary COVID-19 symptoms, they are expected to obtain a COVID-19 test (the primary method of obtaining a test is to arrange one through their primary care physician or go to one of the free non-appointment testing sites in the City of Milwaukee). If the test is negative, the employee can return to work after they are symptom-free for three days. If the test is positive, the employee can return to work after 14 days or once they are free of symptoms for three days, whichever period is longer.

If one or more employee tests positive for COVID-19, we will consult with the Washington Ozaukee Public Health Department on recommended actions concerning operations.

- We are following the guidelines from the Washington Ozaukee Public Health Department regarding best practices for safely increasing services. The service gating levels, as well as the criteria for meeting them and the progress made towards that criteria, is regularly updated on their website, <http://www.washozwi.gov/>

Update 5-15-20: As of today, the Washington Ozaukee Public Health Department is no longer reporting gating criteria or tracking their criteria towards meeting them. The Department is therefore no longer offering a dependable guideline towards reopening. We will continue to utilize other reliable sources of data to make an informed decision on the recommendation of experts and public health experts.

- The repairs to the South Entrance are underway. The damage was more thorough than anticipated as there was a large colony of carpenter ants living out of view that was only

uncovered once pieces of lumber were removed. While the lumber was already going to be replaced, the extent of the damage the ants had caused provided a further explanation for the rapidly deteriorating condition of the columns. We worked with our pest control vendor, who himself worked with the construction team, to remove the colony so that work could proceed and treat it to prevent them from returning. That treatment, combined with the sealing and maintenance efforts of the construction team, should mean we will not have any future risks of infestation in that area.

- The carpeting installation is complete. Some shelving was placed in the incorrect spot in the Children's Department, but thanks in large part to the intervention by Jim Friedman on behalf of the Weyenberg Public Library Foundation, the mover returned to correct the error in short time and the project was completed to our satisfaction. There are some areas of carpeting and baseboard that need to be touched up, but that is typical in a project this size and will be handled by the installers with no additional cost.
- We have ordered six new WiFi access points for the Library, in addition to a seventh we have on hand. These will replace our six existing access points, which are over five years old and have outlived their useful lifespan. The additional access point will help fill in some of our dead zones. In addition, we will add an outdoor access point to the exterior of the building. This will allow patrons at the pool, park and library exterior to access wireless internet from wherever they are located. This is viewed by us as a low-cost method of extending service to residents in the surrounding area. The access points will be delivered and installed by the Monarch Library System's IT department.
- I attended a virtual IT Workgroup meeting on May 1. We discussed a number of issues regarding the System's plans for managing the ongoing pandemic, as well as plans for system-wide IT improvements.
- I attended a webinar on Guidelines for Reopening Wisconsin Public Libraries with the Department of Public Instruction on May 7. The recommended phases for restoring library services is attached here for your reference. This guideline is updated regularly to account for rapidly changing events.
- I participated in a Library Outreach call with Lt. Governor Mandela Barnes on April 21. The Lt. Governor offered advice and encouragement for library officials dealing with the pandemic.
- I will attend a webinar with our insurance carrier, R&R Insurance, on their REBOUND program for recovering from the effects of the pandemic. The program is mainly directed at small businesses, but I will be attending to see if there are any programs that

would be applicable to our operations.

Coronavirus (COVID-19) Employee Screening Tool

Employer Version

Instructions: Use this form to screen all entering employees. The Washington Ozaukee Public Health Department recommends that employees in congregate spaces be screened daily.

Statement to Employee

Coronavirus disease 2019 (COVID-19) is a respiratory disease that can result in hospitalization or death, even for young people with no underlying medical conditions. You can help prevent the spread of COVID-19 by staying at least 6 feet away from others, avoiding touching your face, coughing and sneezing into a tissue or an elbow rather than your hands, and washing your hands with soap and warm water for at least 20 seconds. Hand sanitizer can be used if soap and water are not available.

EMPLOYEE NAME: (First, Last)

DATE: (dd/mm/yy)

| | |
|---|---|
| | |
| SYMPTOMS: | |
| <p>In the past 24 hours, have you experienced:</p> <p>If employee has experienced any of the symptoms listed, they should not go to work.</p> <p><u>Guidance for Employer:</u></p> <ul style="list-style-type: none">• Send employee home to quarantine for no less than 7 days. They may return to work if symptom free for 72 hours.• Employee should call their health care provider for guidance | <p><input type="checkbox"/> Fever (100.4°F or higher)</p> <p><input type="checkbox"/> Shortness of breath</p> <p><input type="checkbox"/> Cough</p> <p><input type="checkbox"/> Chills</p> <p><input type="checkbox"/> Repeated shaking with chills</p> <p><input type="checkbox"/> Muscle pain</p> <p><input type="checkbox"/> Headache</p> <p><input type="checkbox"/> Sore throat</p> <p><input type="checkbox"/> New loss of taste or smell</p> |
| POTENTIAL CONTACT: | |
| If employee answers "yes" to either of these questions, they should go home and self-quarantine for 14 days. | |
| Have you had close contact with a confirmed COVID-19 patient while that person was ill? | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> |
| In the last 14 days, have you traveled via airplane internationally or domestically? | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> |

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Statement to Employee

Coronavirus disease 2019 (COVID-19) is a respiratory disease that can result in hospitalization or death, even for young people with no underlying medical conditions. You can help prevent the spread of COVID-19 by staying at least 6 feet away from others, avoiding touching your face, coughing and sneezing into a tissue or an elbow rather than your hands, and washing your hands with soap and warm water for at least 20 seconds. Hand sanitizer can be used if soap and water are not available.

EMPLOYEE NAME: (First, Last)

DATE: (dd/mm/yy)

| | |
|---|--|
| | |
| SYMPTOMS: | |
| In the past 24 hours, have you experienced: | <input type="checkbox"/> Fever (100.4°F or higher) <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Cough <input type="checkbox"/> Chills <input type="checkbox"/> Repeated shaking with chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell |
| POTENTIAL CONTACT: | |
| Have you had close contact with a confirmed COVID-19 patient while that person was ill? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| In the last 14 days, have you traveled via airplane internationally or domestically? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Current Allowable Library Service Levels: 1 & 2

DPI and all 16 library systems agree that principles of personal safety, risk mitigation, transparency, and capacity guide the ongoing collaborative development and application of these guidelines.

| <u>Badger Bounce Back Phase</u> | <u>Service Level</u> | <u>Summary of Services and Activities</u> | <u>Dependencies*</u> |
|---------------------------------|--|---|--|
| Safer at Home | Library Service Level 1 - Library buildings closed; no materials lending | Library building is closed Working staff reduced to essential personnel only Libraries may only provide no-contact services, i.e. access to online resources and services | -No gathering of people allowed -Only essential personnel allowed in building to perform minimum basic operations |
| | Library Service Level 2 - Library buildings closed; curbside pickup of materials allowed | Loan of physical items. Allowable service options: -None -Curbside pickup -Books by Mail Return of library materials. Allowable service options: -No returns allowed -Returns allowed; all returns are deposited in a controlled receptacle to ensure proper materials handling Local delivery, as determined by each library system. Allowable service options could include but are not limited to: -none -minimal service to return items to owning libraries -enhanced delivery including patron hold requests filled by other libraries on a shared ILS Preparation for the next level of service | Each library and system will determine its level of physical item service, handling, and delivery based upon its ability to abide by public health protocols for staff and patrons. Considerations for determining level of service include: -Availability of Personal Protective Equipment for staff -Ability to maintain proper physical distancing -Ability for all staff to be trained to adhere to public health protocols -Ability for library to properly quarantine materials prior to handling and distribution |
| Phase One | Library Service Level 3 | Doors may open under limited circumstances; specifics to be determined as guidance information is provided by DHS and the Office of the Governor. | Allowances/Restrictions: --Partial reopening --Maximum gathering of 10 people --Maintaining all personal health protocols including physical distancing of 6 feet |
| Phase Two | Library Service Level 4 | Services may expand as statewide restrictions loosen; specifics to be determined as guidance information is provided by DHS and the Office of the Governor. | Allowances/Restrictions: --Open with best practices --Maximum gathering of 50 people --Maintaining all personal health protocols including physical distancing of 6 feet |
| Phase Three | Library Service Level 5 | Services may be fully restored with some exceptions; specifics to be determined as guidance information is provided by DHS and the Office of the Governor. | Allowances/Restrictions: --Fully open --No maximum of people for a gathering --Maintaining all personal health protocols EXCEPT physical distancing of 6 feet is no longer required |

*Providing any level of service to the public or member libraries without abiding by current DHS public health protocols would be out of compliance with the Safer at Home Order.

Date: May 20, 2020
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:

- Management Meetings, 4/24, 5/11, 5/13, 5/14
- Website work
 - Calendar information for virtual programs
 - Virtual Programs page
 - Curbside Pickups page
 - Banners for information and events on website homepage & Monarch catalog
 - Summer Reading challenges
 - Year-long Adult Reading challenge
- All Staff Virtual Meeting, 4/24
- Facebook posts and content
- Curbside Pickups shifts 3x each week, as well as 1 additional day for ordering items
- Programming
 - Learning Beanstack, an online reading challenge software purchased by the state
 - Creating content for all 4 ages levels for the summer reading challenges, 1000 Books, and the year-long Adult Reading Challenge
 - Hosting Virtual Book Discussion, 5/19
- Collection Development
 - Compile weekly Automatically Yours titles and send to cataloging staff
 - Ordering materials for the past few months and new items coming out
 - Creating regular DVD & Blu-ray carts for releases still coming out
- Answering emails daily, and checking Reference email account regularly
- Webinars/Articles
 - NoveList's Form-Based Readers' Advisory When our Readers (and staff) are at Home, 4/29
 - New Storytime Books, 4/29
 - Using Your Library's Virtual Presence to Reach Users with Disabilities, 4/29
 - Beanstack challenges set-up, 5/11
- Monarch Library System meetings/communication
 - Shared past summer reading content on Monarch Connect & Share
 - Contacted Alison and Robert about getting LEAP access for myself and two staff members
 - Bi-weekly Monarch Youth Services meeting, 4/22, 5/6
 - Monarch Adult Services meeting, 4/23
 - Weekly Friday FAQs by Tessa Schmidt, 4/24, 5/1, 5/8, 5/15

MONTHLY STATISTICS

Our databases are definitely being used right now! Our e-circs for the month were almost double what they were from April 2019. Our eCollections are also seeing a fair amount of usage. Consumer Reports and Rosetta

Stone saw healthy action, but the winner was Ancestry.com by far. Having the remote access work for Ancestry.com definitely helped our numbers for April.

OTHER TASKS & TIDBITS

Friday, April 24, which was the Friday day before we started curbside pickups, Amanda and I did a run through of the set-up to see how it would work. We prepped for about 2 hours, before we left to prepare for the afternoon staff meeting.

On Saturday, April 25, I went to the library after the carpet installers were finished. I updated the LED signs for curbside pickup, printed signage for delivery drivers, and rearranged some furniture that hadn't been put back by the carpet installers/movers.

The first Monday (4/30) and Tuesday (5/1) of curbside pickup, we experienced an extremely high volume of phone calls. By the end of the first day, we still had 47 voicemails to return. I stayed for an extra 2.5 hours to return all the calls. Tuesday, there were 77 voicemails to return. My staff member stayed an extra 2 hours to return 2/3 of the calls. I went in early Wednesday morning before the first curbside shift to return the remaining 24 voicemails. We still experience a higher call volume on Mondays and Tuesdays, but nowhere near to what we had the first week.

We are back on track for ordering materials for the library! I go in every Tuesday to order carts. At this point, we have ordered all our backlog titles from March and April and are now ordering May and early June titles.

On Tuesday, May 5, I marked placements for our new book pack section and the new display racks for our online resources near the Community Resources area. A local handyman was going to be in later that week to do a variety of projects. On Friday, May 8, two staff members hung all the book packs in the new area. The backpack collection now has a new look and is very eye-catching!

Last month, I reported that the Department of Public Instruction was looking into purchasing a new software system for the libraries to track reading challenges. They did end up signing the contract and libraries began receiving emails from our new Zoobean/Beanstack representatives. Wednesday, May 6, I spent most of the day going through the initial set-up for FLW's Beanstack site, uploading images, creating banners, and trying to recreate our paper summer reading challenges on the site. I worked on the Beanstack site a lot this past week, and through much trial and error, submitted it to be reviewed by the company on Wednesday, May 13. We will be starting the summer reading challenges on June 1, so we have two weeks for the company to review the site, make any suggested changes, train staff on Beanstack, and then create promotional links and instructions for the public.

I have also updated most of the Summer Reading content on the library's website, so it will go live on June 1.

We have cancelled all in-house programs for the summer. We are discussing with a few presenters whether they would like to participate in a virtual program.