



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES  
ANNUAL MEETING AGENDA  
June 17, 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/81102640939?pwd=TzgwME1hRWRDd29PVjZwVjc5NHJNQ09>

**Meeting ID: 811 0264 0939**

**Password: 186420**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (Public comments will be accepted in writing only. Public comments should be directed at least 2 hours prior to the meeting to the Business Manager's Office in advance by email at [cjacobson@flwlib.org](mailto:cjacobson@flwlib.org))
- V. Approval of Minutes**
  - A. Action Item: Approval of the Minutes of the May 20, 2020 Meeting
- VI. Financial Reports**
  - A. Revenue and Expense Reports for May 2020
  - B. Action Item: Accounts Payable for May 2020
- VII. Committee Reports**
  - A. Finance
  - B. Advocacy
  - C. Personnel
- VIII. President's Report – D. Strifling**
  - A. Committee Appointments
- IX. Staff Reports**
  - A. Library Operations Report
  - B. Director's Report
  - C. Staff Reports
    - i. Access Services Manager
    - ii. Business Manager
    - iii. Patron Services Manager

**X. Other Business**

A. Discussion and Possible Action: COVID-19 Protocols

i. Action Item: Mask Requirement for Patrons

ii. Action Item: COVID-19 Employee Policies

**XI. New Business**

A. Discussion and Possible Action: Building Projects/Contracts

**XII. Trustee Training & System/State Library Update**

**XIII. Future Meeting Dates**

A. Board of Trustees Meeting: Wednesday, July 15, 2020, 6:00 p.m.

B. Other Meetings:

**XIV. Adjourn**

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David Strifling, President

Posted: June 12, 2020



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees May 20, 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, May 20, 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 6:00 pm.

Posting of notice as of May 15, 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. Election of Officers**

A. Report of the Nominating Committee

Alex Olson reported that the Nominating Committee met on May 20, 2020. The Committee recommended the following slate of officers for 2020-21:

David Strifling, President

JanaLee Hitchcock, Vice President

Mimi Rosing, Secretary

Jennifer Bogli, Treasurer

B. Action Item: Election of Officers for 2020-21

David Strifling opened the floor for any other nominations of officers. Hearing none, Alex Olson moved to approve the proposed slate of officers for 2020-21. Heather Baden seconded. Motion carried.

**VI. Approval of Minutes**

A. Action Item: Minutes of the April 22, 2020 Meeting

JanaLee Hitchcock moved to approve the minutes of the April 22, 2020 Board of Trustees Meeting. Jennifer Bogli seconded. Motion carried.

**VII. Financial Reports**

A. Revenue and Expense Reports for April 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.

B. Action Item: Accounts Payable Statement for April 2020

Lisa Nowakowski moved to approve the Accounts Payable Statement for April 2020 in the amount of \$93,876.32. Lauren Croix seconded. Motion carried.

**VIII. Committee Reports**

A. Finance

Jennifer Bogli reported that no meeting was held.

B. Advocacy

JanaLee Hitchcock reported that no meeting was held.

C. Personnel

Mimi Rosing reported that no meeting was held.

**IX. President's Report**

David Strifling had nothing additional to report.

**X. Staff Reports**

**A. Library Operations Report**

The statistical summary for April was included in the Board Packet. Activities reflected on the new trends in response to current events.

**B. Director's Report**

The written Library Director's report was included in the Board Packet. Ms. Muchin Young further commented on the meetings she has been attending. She reported on the success of the curbside pickup operations. She further discussed reopening scenarios.

**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. Mr. Jacobson proved an additional report regarding the damage as a result of the May 17, 2020 heavy rainfall event.

**iii. Patron Services Manager**

The written report was included in the Board Packet. Ashley Pike commented further on her activities. Ms. Pike added additional details on the curbside pickup operations.

Jeffrey Hansher departed the meeting at 6:50 p.m.

**XI. Old Business**

None at this time.

**XII. New Business**

**A. Discussion and Possible Action: COVID-19 Protocols**

Rachel Muchin Young reported on possible actions for how to continue operations under the pandemic conditions.

Mimi Rosing departed the meeting at 7:30 p.m.

Following discussion the Board agreed to target June 15 as a possible date to resume in-building activities, depending on conditions allowing so.

Following discussion by the Board, JanaLee Hitchcock moved to re-allow in person access to the Library as of June 15. Lisa Nowakowski seconded. Motion carried.

- B. Action Item: Closing the Library for Fun Before the Fourth, Saturday, June 27, 2020  
Rob Holyoke moved to close the Library to the public on June 27, 2020, contingent on the Fun Before the 4<sup>th</sup> activities moving forward as planned. David Strifling seconded. Motion carried.

**XIII. Trustee Training & System/State Library Update**

Nothing to add at this time.

**XIV. Future Meeting Dates**

The next Board of Trustees meeting will be on June 17, 2020 at 6:00 p.m. The Board discussed the continuation of virtual meetings.

**XV. Adjournment**

There being no further business before the Board, Rob Holyoke moved to adjourn. JanaLee Hitchcock seconded. The motion carried and the meeting adjourned at 7:51 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager

**VILLAGE OF THIENSVILLE**  
**Library - Revenue Guideline**  
 Current Period: MAY 2020

Account Descr	2020 YTD Budget	2020 YTD Amt	MAY 2020 Amt	Balance	2020 % of Budget
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>MAJ CLS 40 TAXES</b>					
<b>DEPT 001 LOCAL PROPERTY TAXES</b>					
R 99-40-001-900 MEQUON TAXES	\$1,075,000.00	\$537,500.00	\$0.00	\$537,500.00	50.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$55,370.00	\$0.00	\$55,370.00	50.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$14,967.00	\$14,936.53	\$0.00	\$30.47	99.80%
<b>DEPT 001 LOCAL PROPERTY TAXES</b>	<b>\$1,200,707.00</b>	<b>\$607,806.53</b>	<b>\$0.00</b>	<b>\$592,900.47</b>	<b>50.62%</b>
<b>MAJ CLS 40 TAXES</b>	<b>\$1,200,707.00</b>	<b>\$607,806.53</b>	<b>\$0.00</b>	<b>\$592,900.47</b>	<b>50.62%</b>
<b>MAJ CLS 42 REGULATION &amp; COMPLIANCE</b>					
<b>DEPT 006 FINES &amp; FORFEITURES</b>					
R 99-42-006-903 FINES & FEES	\$27,543.00	\$5,986.03	\$0.00	\$21,556.97	21.73%
<b>DEPT 006 FINES &amp; FORFEITURES</b>	<b>\$27,543.00</b>	<b>\$5,986.03</b>	<b>\$0.00</b>	<b>\$21,556.97</b>	<b>21.73%</b>
<b>MAJ CLS 42 REGULATION &amp; COMPLIANCE</b>	<b>\$27,543.00</b>	<b>\$5,986.03</b>	<b>\$0.00</b>	<b>\$21,556.97</b>	<b>21.73%</b>
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>					
<b>DEPT 013 INTEREST INCOME</b>					
R 99-44-013-300 INVESTMENT INTEREST	\$5,000.00	\$1,293.53	\$105.27	\$3,706.47	25.87%
<b>DEPT 013 INTEREST INCOME</b>	<b>\$5,000.00</b>	<b>\$1,293.53</b>	<b>\$105.27</b>	<b>\$3,706.47</b>	<b>25.87%</b>
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>	<b>\$5,000.00</b>	<b>\$1,293.53</b>	<b>\$105.27</b>	<b>\$3,706.47</b>	<b>25.87%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>					
<b>DEPT 014 SALE INCOME</b>					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$1,871.55	\$0.00	\$5,628.45	24.95%
<b>DEPT 014 SALE INCOME</b>	<b>\$7,500.00</b>	<b>\$1,871.55</b>	<b>\$0.00</b>	<b>\$5,628.45</b>	<b>24.95%</b>
<b>DEPT 015 OTHER INCOME</b>					
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%
<b>DEPT 015 OTHER INCOME</b>	<b>\$42,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,750.00</b>	<b>0.00%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>	<b>\$50,250.00</b>	<b>\$1,871.55</b>	<b>\$0.00</b>	<b>\$48,378.45</b>	<b>3.72%</b>
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	<b>\$1,283,500.00</b>	<b>\$616,957.64</b>	<b>\$105.27</b>	<b>\$666,542.36</b>	<b>48.07%</b>
	\$1,283,500.00	\$616,957.64	\$105.27	\$666,542.36	48.07%

**VILLAGE OF THIENSVILLE**  
**Library - Expenditure Guideline**  
 Current Period: MAY 2020

Account Descr	2020 YTD Budget	2020 YTD Amt	MAY 2020 Amt	Balance	2020 % of Budget
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>MAJ CLS 91 LIBRARY STAFFING</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-91-551-1-100 SALARIES & WAGES	\$583,850.00	\$216,029.26	\$44,526.68	\$367,820.74	37.00%
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	\$81,082.72	\$16,752.38	\$127,417.28	38.89%
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	\$0.00	\$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%
<b>DEPT 551 LIBRARY</b>	<b>\$802,313.00</b>	<b>\$301,906.81</b>	<b>\$61,279.06</b>	<b>\$500,406.19</b>	<b>37.63%</b>
<b>MAJ CLS 91 LIBRARY STAFFING</b>	<b>\$802,313.00</b>	<b>\$301,906.81</b>	<b>\$61,279.06</b>	<b>\$500,406.19</b>	<b>37.63%</b>
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-92-551-2-201 POSTAGE	\$600.00	\$498.75	\$0.00	\$101.25	83.13%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$6,281.00	\$0.00	\$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	\$7,114.56	\$1,329.35	\$12,385.44	36.48%
E 99-92-551-2-286 COMPUTERS	\$15,000.00	\$4,774.78	-\$6,129.51	\$10,225.22	31.83%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$666.04	\$0.00	\$833.96	44.40%
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	\$4,500.00	\$1,482.58	\$151.90	\$3,017.42	32.95%
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	\$1,353.28	\$65.38	\$6,646.72	16.92%
E 99-92-551-3-303 TELEPHONE	\$2,200.00	\$995.92	\$207.36	\$1,204.08	45.27%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,947.00	\$1,958.46	\$707.14	\$2,988.54	39.59%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$98.45	\$0.00	\$226.55	30.29%
E 99-92-551-3-359 MONARCH FEES	\$15,050.00	\$15,856.56	\$0.00	-\$806.56	105.36%
<b>DEPT 551 LIBRARY</b>	<b>\$103,550.00</b>	<b>\$58,901.38</b>	<b>-\$3,668.38</b>	<b>\$44,648.62</b>	<b>56.88%</b>
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>	<b>\$103,550.00</b>	<b>\$58,901.38</b>	<b>-\$3,668.38</b>	<b>\$44,648.62</b>	<b>56.88%</b>
<b>MAJ CLS 93 LIBRARY PROGRAM &amp; COLLECTION</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$1,173.54	-\$94.93	\$4,826.46	19.56%
E 99-93-551-3-371 MEDIA	\$32,000.00	\$8,305.27	\$561.10	\$23,694.73	25.95%
E 99-93-551-3-372 E CONTENT	\$30,000.00	\$13,376.14	\$1,862.09	\$16,623.86	44.59%
E 99-93-551-3-373 PRINT	\$93,000.00	\$19,493.34	\$0.00	\$73,506.66	20.96%
<b>DEPT 551 LIBRARY</b>	<b>\$161,000.00</b>	<b>\$42,348.29</b>	<b>\$2,328.26</b>	<b>\$118,651.71</b>	<b>26.30%</b>
<b>MAJ CLS 93 LIBRARY PROGRAM &amp; COLLECTION</b>	<b>\$161,000.00</b>	<b>\$42,348.29</b>	<b>\$2,328.26</b>	<b>\$118,651.71</b>	<b>26.30%</b>
<b>MAJ CLS 94 LIBRARY BUILDING</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$14,435.48	\$0.00	\$14,364.52	50.12%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$8,677.68	\$682.16	\$12,572.32	40.84%
E 99-94-551-3-306 JANITOR SUPPLIES	\$3,000.00	\$1,657.82	\$1,208.77	\$1,342.18	55.26%
E 99-94-551-3-308 BUILDING SUPPLIES	\$50,000.00	\$16,130.42	\$9,583.00	\$33,869.58	32.26%
E 99-94-551-3-360 UTILITIES	\$42,637.00	\$16,691.78	\$2,838.72	\$25,945.22	39.15%
E 99-94-551-3-361 SEWER & WATER	\$2,000.00	\$437.87	\$0.00	\$1,562.13	21.89%
E 99-94-551-7-700 BUILDING PROJECTS	\$68,950.00	\$34,417.50	\$34,417.50	\$34,532.50	49.92%
<b>DEPT 551 LIBRARY</b>	<b>\$216,637.00</b>	<b>\$92,448.55</b>	<b>\$48,730.15</b>	<b>\$124,188.45</b>	<b>42.67%</b>
<b>MAJ CLS 94 LIBRARY BUILDING</b>	<b>\$216,637.00</b>	<b>\$92,448.55</b>	<b>\$48,730.15</b>	<b>\$124,188.45</b>	<b>42.67%</b>
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	<b>\$1,283,500.00</b>	<b>\$495,605.03</b>	<b>\$108,669.09</b>	<b>\$787,894.97</b>	<b>38.61%</b>



Account Descr	2020 YTD Budget	2020 YTD Amt	MAY 2020 Amt	Balance	2020 % of Budget
	\$1,283,500.00	\$495,605.03	\$108,669.09	\$787,894.97	38.61%

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	\$141,705.56	\$159,366.17	\$1,353,124.42	\$1,345,578.99	\$15,691.98	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$467.02	\$467.02	\$3,198.72	\$3,198.72	\$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	\$31,281.77	\$31,281.77	\$171,236.29	\$171,236.29	\$0.00	99
G 99-11210 INVESTMENTS	\$267,502.70	\$105.27	\$97,000.00	\$538,793.53	\$483,000.00	\$323,296.23	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	\$0.00	\$0.00	\$35,646.66	\$5,379.86	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$1,741.50	\$1,741.50	\$9,476.34	\$9,476.34	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TAX	\$0.00	\$3,043.74	\$3,043.74	\$16,484.70	\$16,484.70	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,218.92	\$3,218.92	\$17,545.13	\$17,545.13	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,220.38	\$478.54	\$1,087.02	\$5,603.44	\$6,187.63	-\$2,804.57	99
G 99-21258 WISCONSIN DEFERRED COMP	\$0.00	\$0.00	\$14.66	\$0.00	\$14.66	-\$14.66	99
G 99-21265 WI RETIREMENT	-\$5,252.55	\$2,809.48	\$2,809.48	\$17,732.89	\$15,289.82	-\$2,809.48	99
G 99-21280 HEALTH INSURANCE DEDUCTIO	-\$388.72	\$1,347.56	\$1,347.56	\$6,737.80	\$6,737.80	-\$388.72	99
G 99-21285 LIFE INSURANCE	\$0.00	\$14.66	\$0.00	\$73.30	\$58.64	\$14.66	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	\$105.27	\$0.00	\$616,957.64	-\$616,957.64	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$115,430.00	\$6,760.91	\$535,559.83	\$39,954.80	\$495,605.03	99
G 99-31190 GIFTS & GRANTS RESTRICTED	\$415.92	\$6,600.00	\$0.00	\$6,694.59	\$6,670.00	\$440.51	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	\$308,244.02	\$308,244.02	\$2,845,940.02	\$2,845,940.02	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$308,244.02	\$308,244.02	\$2,845,940.02	\$2,845,940.02	\$0.00	

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 0520 LIB AP,0520 LIB MN,0520 LIB MN1,0520 LIBMN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>11110 HARRIS GF -CHECKING</b>					
<b>119 e</b>	05/08/20	<b>ADP</b>			
G 99-21220		FEDERAL WITHHOLDIN	\$1,520.99		FED/Wages Pd 5-8-20
G 99-21210		WISCONSIN WITHHOLDI	\$870.20		WI/Wages Pd 5-8-20
G 99-21230		SOCIAL SECURITY TAX	\$1,608.90		SS & MED/Wages Pd 5-8-20
E 99-91-551-1-199		FRINGE BENEFITS	\$1,608.92		SS/Employer/Wages Pd 5-8-20
G 99-11160		SPECIAL CLEARING AC	\$15,626.56		DirectDep/Wages Pd 5-8-20
		Total	\$21,235.57		
<b>120 e 05/08/20 LIBRARY PAYROLL</b>					
E 99-91-551-1-100		SALARIES & WAGES	\$22,263.34		Salaries & Wages/Wages Pd 5-8-20
G 99-21265		WI RETIREMENT	(\$1,404.74)		WRS/Employees/Wages Pd 5-8-20
G 99-21220		FEDERAL WITHHOLDIN	(\$1,520.99)		FED/Wages Pd 5-8-20
G 99-21210		WISCONSIN WITHHOLDI	(\$870.20)		WI/Wages Pd 5-8-20
G 99-21230		SOCIAL SECURITY TAX	(\$1,608.90)		SS & MED/Wages Pd 5-8-20
G 99-21245		FLEX BENEFIT	(\$543.51)		FLEX BEN/Wages Pd 5-8-20
G 99-21280		HEALTH INSURANCE DE	(\$673.78)		HEALTH/Wages Pd 5-8-20
G 99-21258		WISCONSIN DEFERRED	(\$14.66)		WI Def Comp/Wages Pd 5-8-20
G 99-11160		SPECIAL CLEARING AC	(\$15,626.56)		Net Pay/Wages Pd 5-8-20
		Total	\$0.00		
<b>122 e 05/01/20 ADP</b>					
E 99-92-551-2-289		PAYROLL PROCESSING	\$75.95	556144607	Time and Attendance Monthly
		Total	\$75.95		
<b>128 e 05/26/20 DEPT. OF EMPLOYEE TRUST FUNDS</b>					
E 99-91-551-1-199		FRINGE BENEFITS	\$10,648.00	202006	JUNE Health - Employer
G 99-21280		HEALTH INSURANCE DE	\$1,347.56	202006	JUNE Health - Employee
		Total	\$11,995.56		
<b>129 e 05/29/20 WISCONSIN RETIREMENT SYSTEM</b>					
E 99-91-551-1-199		FRINGE BENEFITS	\$2,809.48	229663	APR 2020 WRS - Employer
G 99-21265		WI RETIREMENT	\$2,809.48	229663	APR 2020 WRS - Employee
		Total	\$5,618.96		
<b>135 e 05/22/20 ADP</b>					
G 99-21220		FEDERAL WITHHOLDIN	\$1,522.75		FED/Wages Pd 5-22-20
G 99-21210		WISCONSIN WITHHOLDI	\$871.30		WI/Wages Pd 5-22-20
G 99-21230		SOCIAL SECURITY TAX	\$1,610.02		SS & MED/Wages Pd 5-22-20
E 99-91-551-1-199		FRINGE BENEFITS	\$1,610.04		SS-Employer/Wages Pd 5-22-20
G 99-11160		SPECIAL CLEARING AC	\$15,655.21		DirectDep/Wages Pd 5-22-20
		Total	\$21,269.32		
<b>136 e 05/22/20 LIBRARY PAYROLL</b>					
E 99-91-551-1-100		SALARIES & WAGES	\$22,263.34		Salaries & Wages/Wages Pd 5-22-20
E 99-93-551-3-370		PROGRAMMING	\$17.97		Lampp Reimb/Wages Pd 5-22-20
G 99-21265		WI RETIREMENT	(\$1,404.74)		WRS-Employees/Wages Pd 5-22-20
G 99-21220		FEDERAL WITHHOLDIN	(\$1,522.75)		FED/Wages Pd 5-22-20
G 99-21210		WISCONSIN WITHHOLDI	(\$871.30)		WI/Wages Pd 5-22-20
G 99-21230		SOCIAL SECURITY TAX	(\$1,610.02)		SS & MED/Wages Pd 5-22-20

VILLAGE OF THIENSVILLE

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Batch: 0520 LIB AP,0520 LIB MN,0520 LIB MN1,0520 LIBMN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21245		FLEX BENEFIT	(\$543.51)		FLEX BEN/Wages Pd 5-22-20
G 99-21280		HEALTH INSURANCE DE	(\$673.78)		HEALTH/Wages Pd 5-22-20
G 99-11160		SPECIAL CLEARING AC	(\$15,655.21)		Net Pay/Wages Pd 5-22-20
		Total	\$0.00		
<b>140 e</b>	05/29/20	<b>ADP</b>			
E 99-92-551-2-289		PAYROLL PROCESSING	\$75.95	57630707	Time and Attendance Monthly
		Total	\$75.95		
<b>23709</b>	05/19/20	<b>AT&amp;T</b>			
E 99-92-551-3-303		TELEPHONE	\$175.21		MAY Phone Service
		Total	\$175.21		
<b>23710</b>	05/19/20	<b>BAKER &amp; TAYLOR</b>			
E 99-93-551-3-371		MEDIA	\$16.14	2035214511	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$28.79	2035214512	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$25.89	2035214513	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$12.62	H44831250	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H44860790	Media Collection
E 99-93-551-3-371		MEDIA	\$117.58	H44983540	Media Collection
E 99-93-551-3-371		MEDIA	\$179.68	H45056420	Media Collection
E 99-93-551-3-371		MEDIA	\$152.27	H45246080	Media Collection
		Total	\$561.10		
<b>23711</b>	05/19/20	<b>B-E CONTROLS</b>			
E 99-94-551-7-700		BUILDING PROJECTS	\$34,417.50	6745	Entrance & Column Repairs-Progress Billing
		Total	\$34,417.50		
<b>23712</b>	05/19/20	<b>CARDMEMBER SERVICE</b>			
E 99-94-551-3-306		JANITOR SUPPLIES	\$113.90	1176	Wyze Labs
E 99-94-551-3-306		JANITOR SUPPLIES	\$94.93	2157	Home Depot
E 99-94-551-3-306		JANITOR SUPPLIES	\$97.64	3324	Home Depot
E 99-94-551-3-306		JANITOR SUPPLIES	\$17.89	3997	Home Depot
E 99-92-551-2-285		WEPCO LEASE	\$64.14	4350	Amazon Web Services
E 99-92-551-3-300		OFFICE SUPPLIES	\$65.38	5886	Amazon
E 99-92-551-3-303		TELEPHONE	\$26.28	7243	AT&T
E 99-94-551-3-306		JANITOR SUPPLIES	\$108.25	73	The Scan Group
E 99-92-551-2-285		WEPCO LEASE	\$29.41	7485	Amazon Web Services
E 99-93-551-3-372		E CONTENT	\$5.26	7571	Apple
E 99-92-551-2-285		WEPCO LEASE	\$74.99	8653	Mailchimp Premium Sub
E 99-92-551-2-285		WEPCO LEASE	\$15.81	9122	Zoom Sub
		Total	\$713.88		
<b>23713</b>	05/19/20	<b>CARPET MILL STORE</b>			
E 99-94-551-3-308		BUILDING SUPPLIES	\$9,583.00	31539	Carpet Install - Library Portion
		Total	\$9,583.00		
<b>23714</b>	05/19/20	<b>CENTURY LINK</b>			
E 99-92-551-3-303		TELEPHONE	\$5.87	1491347622	APR Long Distance
		Total	\$5.87		

VILLAGE OF THIENSVILLE

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Batch: 0520 LIB AP,0520 LIB MN,0520 LIB MN1,0520 LIBMN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>23715</b>	05/19/20	<b>GECRB/AMAZON</b>			
E 99-93-551-3-370		PROGRAMMING	(\$112.90)	0023471	Programming
E 99-92-551-2-286		COMPUTERS	(\$29.56)	43855645475	Technology
E 99-92-551-2-286		COMPUTERS	(\$18.45)	44363365933	Technology
E 99-92-551-2-286		COMPUTERS	\$29.56	45959734574	Technology
E 99-92-551-2-286		COMPUTERS	\$32.30	55793845765	Technology
E 99-92-551-2-286		COMPUTERS	\$30.09	64546864539	Technology
E 99-92-551-2-286		COMPUTERS	\$426.55	84845953879	Technology
		Total	\$357.59		
<b>23716</b>	05/19/20	<b>GFC LEASING WI</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$554.50	12919285	Copy Charges 4/2019 - 4/2020
		Total	\$554.50		
<b>23717</b>	05/19/20	<b>GREATAMERICA</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	27005006	Monthly Color Copier Lease
		Total	\$142.00		
<b>23718</b>	05/19/20	<b>JOHN LAMM OF JACKSON, INC</b>			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$682.16	09-16660	Monthly Landscape Maintenance
		Total	\$682.16		
<b>23719</b>	05/19/20	<b>MIDWEST TAPE</b>			
E 99-93-551-3-372		E CONTENT	\$1,856.83	98861503	APR Hoopla
		Total	\$1,856.83		
<b>23720</b>	05/19/20	<b>MOBILE BEACON</b>			
E 99-92-551-2-285		WEPCO LEASE	\$120.00	05142020	Mobile Hotspot 12 Month Sub
		Total	\$120.00		
<b>23721</b>	05/19/20	<b>MONARCH LIBRARY SYSTEM</b>			
E 99-94-551-3-306		JANITOR SUPPLIES	\$14.16	415061	Disinfecting wipes
E 99-94-551-3-306		JANITOR SUPPLIES	\$762.00	415080	Cough/sneeze guards
		Total	\$776.16		
<b>23722</b>	05/19/20	<b>OFFICE COPYING EQUIPMENT INC</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$10.64	112694	APR 2020 Copy Charges
		Total	\$10.64		
<b>23723</b>	05/19/20	<b>SECURIAN FINANCIAL GROUP, INC</b>			
E 99-91-551-1-199		FRINGE BENEFITS	\$75.94	062020	JUNE Life Ins - Employer
G 99-21285		LIFE INSURANCE	\$14.66	062020	JUNE Life Ins - Employee
		Total	\$90.60		
<b>23724</b>	05/19/20	<b>TIME WARNER CABLE</b>			
E 99-92-551-2-285		WEPCO LEASE	\$1,025.00	07399750105	JUNE Internet Access
		Total	\$1,025.00		
<b>23725</b>	05/19/20	<b>WE ENERGIES</b>			
E 99-94-551-3-360		UTILITIES	\$2,838.72	05272020	MAY Electric & Gas
		Total	\$2,838.72		

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Batch: 0520 LIB AP,0520 LIB MN,0520 LIB MN1,0520 LIBMN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		<b>11110 HARRIS GF -CHECKING</b>	<u>\$114,182.07</u>		

Fund Summary

<b>11110 HARRIS GF -CHECKING</b>	
99 F. L. WEYENBERG LIBRARY FUND	<u>\$114,182.07</u>
	\$114,182.07

## 2020 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	YTD
2019	24,377	23,818	27,332	25,756	24,306	125,589
2020	24,991	23,076	14,225	635	5,073	68,000
eCircs	Jan	Feb	Mar	Apr	May	YTD
2019	3,543	3,413	3,753	3,708	3,898	18,315
2020	4,088	4,090	4,951	6,223	5,792	25,144
eCollections	Jan	Feb	Mar	Apr	May	YTD
2019	1,608	1,572	1,892	1,454	1,084	7,610
2020	991	1,025	628	1,268	1,651	5,563
Reference Questions	Jan	Feb	Mar	Apr	May	YTD
2019	1,701	1,504	1,957	1,873	1,780	8,815
2020	1,471	1,507	824	447	1,195	5,444
Door Count	Jan	Feb	Mar	Apr	May	YTD
2019	10,287	9,916	12,605	12,701	11,536	57,045
2020	11,690	11,636	6,245	0	0	29,571
Adult Programs	Jan	Feb	Mar	Apr	May	YTD
2019	16	20	22	18	18	94
attendance	154	115	315	255	169	1,008
2020	13	17	8	8	4	50
attendance	111	222	63	72	21	489
Drop In Adult Programs	Jan	Feb	Mar	Apr	May	YTD
2019	2	1	4	4	1	12
participation	167	109	164	205	88	733
2020	2	1	4	0	0	7
participation	244	193	169	38	58	702
Teen Programs	Jan	Feb	Mar	Apr	May	YTD
2019	2	2	5	3	2	14
attendance	7	7	33	7	3	57
2020	0	1	3	0	0	4
attendance	0	1	30	0	0	31
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	YTD
2019	3	2	4	5	1	15
participation	72	57	82	115	58	384
2020	2	2	4	0	1	9
participation	39	82	111	0	5	237



## 2020 Activity Report

<b>Childrens Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>YTD</b>
<b>2019</b>	17	29	26	34	27	133
<b>attendance</b>	372	731	840	794	954	3,691
<b>2020</b>	18	25	15	17	12	87
<b>attendance</b>	619	755	370	801	544	3,089
<b>Drop In Childrens Programs</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>YTD</b>
<b>2019</b>	3	2	4	5	2	16
<b>participation</b>	420	271	354	342	510	1,897
<b>2020</b>	4	3	4	0	0	11
<b>participation</b>	356	315	283	47	24	1,025
<b>Digitization Lab Usage</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>YTD</b>
<b>2019</b>	17	9	11	10	3	50
<b>2020</b>	10	19	9	0	0	38
<b>Interlibrary Loans Sent To Other Libraries</b>			<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>YTD</b>
<b>2019</b>	38	37	26	31	22	154
<b>2020</b>	47	42	-	0	0	89
<b>Interlibrary Loans Received From Other Libraries For Our Patrons</b>					<b>May</b>	<b>YTD</b>
<b>2019</b>	38	36	28	38	26	166
<b>2020</b>	36	30	-	0	0	66
<b>Library Cards</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>YTD</b>
<b>2019</b>	85	88	140	109	97	519
<b>2020</b>	95	91	-	35	30	251
<b>FLW Library Items sent to Other System Member Libraries</b>				<b>Apr</b>	<b>May</b>	<b>YTD</b>
<b>2019</b>	3,721	3,944	3,665	3,819	3,715	18,864
<b>2020</b>	4,185	3,614	2,269	32	916	11,016
<b>Items Received from Other System Member libraries for our patrons</b>					<b>May</b>	<b>YTD</b>
<b>2019</b>	4,072	4,518	4,195	4,057	3,954	20,796
<b>2020</b>	4,844	3,806	1,773	787	1,466	12,676

Date: June 12, 2020  
To: Frank L. Weyenberg Board of Trustees  
From: Rachel Muchin Young  
Re: Director's Report, June 2020

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When we closed our doors to the public March 16, I did not imagine that we would be closed for three months. Maybe that's my naivete showing, but I thought we'd find a way of dealing with all of this. And I certainly never thought we'd add violence to our pandemic worries.

By the time we gather, still virtually, for our June 17 meeting, we will once again be open to the public. I hope we will be able to remain so, without adding to our community's health crisis.

This is an overview of our operating plan for the upcoming days, weeks, months? In COVID-time, it's difficult to look into the future and plan accordingly:

- We will return to regular summer hours, beginning Monday, June 15, as follows:
  - Monday through Thursday, 9am to 8pm
  - Friday, 9am to 6pm
  - Saturday, 9am to 4pm
- We will be closed Saturday, June 27, during Family Fun Before the Fourth. This decision was made at the last Board of Trustees meeting.
- All staff will be working their regularly scheduled hours. Staff will be scheduled to facilitate appropriate social distancing. Some staff may, at times, continue to work remotely, as their tasks and schedules allow.
- I will be available, as much as possible, during the first weeks we are open to address any issues that may arise with patrons.
  - In response to my email May 30, we received many responses praising us for our thoughtful roll-out of library services, as well as three comments about our mask requirement. Two of the responses included citations from physicians who think masks are dangerous for healthy people. One response was from a man who said he would not enter the library if required to wear a mask.

My practice is to respond personally to anyone who reaches out, regardless of their message. I responded to the three writers who object to our requirement, as follows:

- *Thank you so much for the information. I have read it. I am neither an infectious disease expert, nor a physician or scientist of any kind, but I have not read anything about masks posing a hazard for the brief time and limited exertion required when one visits a library.*

*Our mask requirement seems to be a compromise that makes most people more comfortable with our reopening. We will be continuing curbside services for your convenience.*

*If you prefer to visit a library without a mask, I do know that Cedarburg Public Library is requesting, but not requiring that people where masks. I can check other libraries' policies for you, if you'd like.*

*Be well. Stay safe. Rachel*

I do not know what Cedarburg Public Library will think of my referral.

I sent an email to you, the Board of Trustees, and the Weyenberg Public Library Foundation Tuesday, June 9, 2020. I am reprinting it here for your convenience:

*Hello:*

*I hope you're all doing well. We are preparing to reopen Monday, June 15. It's been three months since we've welcomed patrons through our doors, though we have been able to provide patrons with library materials throughout the quarantine.*

*Initially, of course, all we could offer were digital resources. Locally, we expanded our Hoopla check-outs to eight per patron per month. System-wide, we purchased more downloadable audiobooks via RBDigital, and worked with them to expand our digital magazine offerings. Statewide, OverDrive/Libby introduced a digital Lucky Day Collection, making it possible for multiple patrons to check out a single book. Additionally, Weyenberg staff developed a number of online offerings, including story-times, technology and genealogy presentations, and even cooking classes. We've also instituted online book discussions. We posted a variety of resources and activities on our website to help patrons navigate through this difficult time.*

*Tuesday, April 28, we began offering contact-less curbside pickup. Initially, we offered about 45 pickup appointments per day, but realized within a few days that this was not sufficient to serve our patrons. By the second week of the service, we upped our appointments to about 90 per day. It is now possible to get either a same day or next day slot, whereas during the first week, patrons often had to wait several days to pick up their holds. We have even added Saturday appointments for the convenience of our patrons.*

*To facilitate curbside service, we divided our staff into two shifts, half working in the building in the morning and early afternoon, and the other half working later afternoon and into the evening. We all take our temperatures upon entering the building, and fill out a health and contact form provided by the Washington-Ozaukee County Health Department. We wear masks whenever we are in the building, and many of us wear gloves and/or face shields, depending upon our tasks.*

*Our biggest challenge throughout this period has been accepting returns. We are quarantining all returns for 72 hours, as recommended by the Division of Libraries of the Wisconsin Department of Public Instruction. We must lock our outside book drop as soon as the bin is full, often just an hour or so after we open it. We have ordered additional bins, but have not yet received them. Patrons are frustrated with this situation, but we have pushed out all due dates until August 1, so there will be no penalties if people hang on to their material for another month. Once we open, our inside book return will be available whenever we are open, so returning items will not be an issue for anyone who feels comfortable coming inside the library.*

*To that end, when we open we will require all patrons to wear masks. We have obtained masks for this purpose. We have also ordered sufficient hand sanitizer so we can keep some at the entrance to the library and at various stations throughout the building. Additionally, we have sanitizing wipes for computers and other surfaces. After I announced the mask requirement in our last eNewsletter, three patrons emailed me to tell me they object to the requirement. I emailed them with our rationale, and offered them the alternatives of continuing to use curbside service, or to visit a nearby library that is requesting, but not requiring masks. I have not heard back from any of them.*

*We have removed much of our seating, and spaced what remains to facilitate social distancing. Computers have also been moved for that purpose. Toys and puzzles have been put away for the duration, and stuffed animals will not circulate at this time.*

*Other than that, we are opening regular hours without restriction. Patrons may still use computers up to three hours a day, and we are not limiting the number of people who can be in the building. Because of the size of our facility, limiting the number of people to 25% or 50% of capacity would give people a false sense of security. Even 25% is still well over 100 people in our public areas. Unless we have a program (and all in-person programs have been cancelled until September), we do not generally have that many people in the library at one time anyway.*

*We are saddened that we cannot offer Adventure Passes this summer. Though the Foundation has generously made it possible for the library to offer free-admission family passes to the Milwaukee County Zoo, the Milwaukee Public Museum, and the Milwaukee Art Museum, the attractions' requirements make our first come-first served Adventure Passes impractical. We look forward to offering these in 2021.*

*If you have any questions, concerns, or suggestions, please let me know. I'd love to hear from you.*

*Be well. Stay safe. Rachel*

Other than my curbside pickup shifts, generally twice a week, my activities have been largely virtual. They have included:

- RECURRING: Virtual Management Team Meetings, 5/20, 5/27, 6/3, 6/10
- Virtual All Staff Meeting, 6/10
- RECURRING: Monarch Library System Virtual Directors Chats, Fridays throughout closure, 5/22, 5/29, 6/5, 6/12
- Monarch Library System ILS Committee, 6/2
- RECURRING: City of Mequon Ad Hoc Emergency Management Committee Meetings (now bi-weekly), 5/19, 6/2
- RECURRING: Attended Virtual Rotary Meeting, 5/26, 6/2, 6/9, 6/16
- RECURRING: Monarch Library System Director Search Committee Meetings, 5/26, 5/27, 5/28, 6/3, 6/4, 6/8
- Monarch Directors' Council Meeting, 6/11. I facilitated this meeting in the absence of a system director.
- Monarch Library System Board of Trustee Meeting, 6/11

#### PERSONNEL & CONTINUING EDUCATION:

As stated earlier all staff will return to working their typical number of hours as of the week beginning June 15. If they cannot work their usual hours, they will need to use benefit time or take the time without pay.

Included in this packet is an addendum to our employee handbook advising staff of pandemic-related policies and procedures. We need to be fluid with this, because the information we have changes regularly, however, we feel it is important to have something in writing.

The number of meetings and webinars our managers attend are impressive. I'm sure we are all suffering from Zoom-fatigue, but at least we are staying connected with our colleagues throughout Monarch Library System and beyond.

#### OPERATIONS ACTIVITIES:

Each of the manager's reports give you an idea of what is happening in their purviews.

I am particularly impressed with how each manager has adjusted workflow and schedules to adapt to our ever-changing normal.

Curbside services will be modified yet again when we open to the public. This service will continue, but will now be limited to four hours per day, Monday through Friday. Admittedly, this service will only be available one-third of our open hours, but we feel this will be sufficient as we welcome people back into our building.

Our Summer Reading Program is fabulous, though largely virtual. Beanstack is the software we are using for registration and our reading logs. Those who have already registered (including me) have reported that it's easy to do!

Do visit the library when you are comfortable doing so. Our patron services staff have unleashed all of their creative energies on our Reference and Children's Desks. Watch our Facebook Page. I'm sure there will be photos.

Craig addressed many of our building projects in his report. As I write this, the front entrance is not yet done, but we are assured it will be by Monday (sans-columns, which are stuck in lock-down limbo in Pennsylvania). We will be looking into other capital projects that came to light during the intense rains in May.

#### PROGRAMMING:

It is nice to once again see activities on our calendar: <http://www.flwlib.org/Calendar.aspx>  
Check out our Summer Reading Program page:

<http://www.flwlib.org/98/Summer-Reading-Program>

Click here to go directly to our YouTube page:

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

Date: June 10, 2020  
To: Frank L. Weyenberg Library Board of Trustees  
From: Amanda Kloppmann  
Re: Access Services Manager Report, May 2020

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

- Weekly management meetings
  - Made changes to curbside as needed
  - Planned reopening procedures
  - Talked about policy changes to include mask use, social distancing, etc.
  - 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 increased to 3 days a week
    - Mixing bins by route to free up more bins for quarantining at the HUB
    - We are now able to fill holds for other libraries
- Curbside
  - Book drops are still filling up very quickly each day
    - We have to close them once they are full so that we can quarantine the items
    - We have 3 additional bins coming to help keep the drops open longer
      - Bins came and were the wrong size – we returned them and bought different ones on Amazon
        - We have received one, the other 2 have not shipped yet. We now have 5 large outside book drop bins

#### **STATISTICS**

- We had 5,073 checkouts this month
  - It looks like some patrons are continuing to renew items online even though we have extended due dates through August 1<sup>st</sup>. This wouldn't have changed their due date, just used up a renewal
- We've had 30 new cards this month
  - That brings the total to 96 since closing on 3/16

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

- Nothing to report at this time

Date: June 11, 2020

To: Frank L. Weyenberg Library Board of Trustees

From: Craig Jacobson

Re: Business Manager, June 2020

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- We are preparing to reopen on June 15 and re-imaging the Library public spaces to better accommodate safe social distancing. The public access computers have been re-arranged, so that every other kiosk is unoccupied and there is a minimum of six feet between patrons, in addition to the kiosk divider. The print release station also was relocated so it can be accessed with six feet of space between it and any patrons using a nearby computer. Additional public computers were relocated to the e-bar area, near the Fiction stacks. There are four computers here, all with eight feet of distance between them. One of the computers in the Young Adult section was also relocated, while the other was removed. In total, we were able to re-space our computers with adequate distancing while only needing to remove one public computer and the 30-minute station.
- Waiting lines have been marked at 6-foot intervals with social distancing markers.
- We have removed one self-check computer that was located too close to the checkout desk, but the other two will remain available to patrons. The self-check in Children's was moved to allow for safe distancing with the Children's Desk.
- The primary entrance will reopen prior to our re-opening to the public on June 15, so patrons returning to the building will be able to make full use of the entrance, including all who require an accessible entrance.
- We have set up an additional work station, with its own phone extension, to better facilitate curbside pickups after we re-open, so that patrons who are more comfortable picking up materials that way will continue to be able to do so. We've re-recorded our phone attendant to get quick access to that service as well.
- We have set up temporary plexiglass dividers at the public service desks, to better protect our staff and patrons.

- While we have considered additional crowd management procedures, such as limiting the number of patrons allowed in the building at one time or single-direction aisles, we do not believe that will be necessary at this time.
- The Department of Public Instructions released guidelines for reopening. While these are guidelines, not mandates, we have integrated the appropriate relevant guidelines into our procedures. The at-a-glance guide is included for your reference, the full document is 26 pages.
- We have had no additional roof issues, as the building has had some time to dry out since the storms in May, and the rain we've received since then wasn't heavy enough to cause any other problems. We are expecting proposals for the repairs.
- Now that we are in cooling season, some areas of the building are not cooling to the same level as others. Our HVAC technician investigated and found that the air output in some areas was far below what was expected. More investigation as to a cause and solution are required.
- The audit, including the management discussion and analysis, is complete and we expect the final report shortly.



# Wisconsin Public Libraries Reopening Guide At-A-Glance

Wisconsin Department of Instruction, Division for Libraries and Technology

June 2, 2020

The [Wisconsin Public Libraries Reopening Guide](#), a collaborative effort between the Department of Public Instruction (DPI) and the Wisconsin public library community, provides a process to help libraries develop their own reopening plans. The information in the guide focuses on the safety of staff and the community and is specific to the needs and issues of libraries and library services during this COVID-19 public health event. **How and when to reopen a library is a local decision.**

## Step 1 - Perform a general safety readiness assessment

The information in the guide provides links to public health resources and shares current health and safety information from CDC and DHS. This step will help libraries:

### [Assess Community Conditions](#)

- Are there any local governmental orders related to COVID-19 that your library needs to follow?
- Are you aware of local community health conditions related to COVID-19?

### [Assess Library Safety Capacities and Abilities](#)

- Are you able to ensure the safety of your staff?
- Are you able to set up and maintain your facility to be safe for staff and patrons?
- Have you developed amended temporary policies, as needed?

## Step 2 - Determine level of access to the library and services based on safety readiness

Input from the Wisconsin library community and reopening plans from other states provided the basis for the information in this section. This step will help libraries make decisions about the following:

### [Occupancy](#)

- How can the library determine how many people it can safely allow in the building or different spaces in the library at one time?

### [Service Levels](#)

- What health and safety information should be considered to safely handle materials?
- If our library decides it can circulate materials to patrons, what are options we may consider to do so safely?
- What do systems and member libraries need to consider to safely coordinate and provide delivery between libraries?
- What information is there about the resumption of statewide resource sharing via ILL/WISCAT and statewide delivery?
- What service options should libraries consider to safely provide access to technology training, programming, etc.?

## Step 3 - Board and Communication Considerations

Leadership and communication are vital to the success of libraries as they reopen to the public. The information in this step is intended to help with:

### [Library Board Meetings](#)

- How can the library board meet safely and legally to provide leadership and make decisions necessary for the library to be flexible and responsive to changing circumstances?

### [Messaging](#)

- What are practices we should be considering to communicate with various stakeholders in our library and community?

Date: June 17, 2020  
To: Frank L. Weyenberg Library Board of Trustees  
From: Ashley Pike  
Re: Patron Services Manager Report

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

- Management Meetings, 5/20, 5/27, 6/3, 6/10
- Website work
  - Calendar information for virtual programs
  - Summer Reading pages
  - 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, 6/10
- Facebook posts and content
- Curbside Pickups shifts 3x each week, other days going in for variety of projects and ordering
- Programming
  - Continued to work on Beanstack
  - Virtual M-T Community Book Club, 6/16
- 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
- Monarch Library System meetings/communication
  - Bi-weekly Monarch Youth Services meeting, 5/20, 6/3
  - Weekly Friday FAQs by Tessa Schmidt, 5/22, 5/29, 6/5, 6/12

### **MONTHLY STATISTICS**

Our patrons have definitely discovered our databases and online resources for the last two months! E-circs are amazingly high, with over 2000 more circs for April and May compared to those months in 2019. E-collections have also seen more usage for the last two months, mostly due to the remote access to Ancestry.com.

### **OTHER TASKS & TIDBITS**

Curbside has still been very busy, with most days being completely full. We still are experiencing a high volume of phone calls every day, and we typically start the day with a backlog of voicemails from the night before or in the morning before we open. For the most part, people have been very appreciative of curbside pickup over the phone.

For the last two weeks, I have been very busy moving furniture into storage, so that we are maintaining social distancing practices. The Children's area looks especially empty, considering that none of the toys

or play furniture is available at this time. I have also created a bunch of signage around the library for re-opening.

For the week of June 8-13, myself and my staff have been busy decorating the Adult Info Desk, the Children's entrance and desk, and the Teen Area for the Summer Reading program, in between our curbside shifts. Both departments have also been getting our new sneeze guards into place at the services desks.



## **CODE OF CONDUCT: PANDEMIC ADDENDUM**

The Mequon-Thiensville community is currently the midst of the COVID-19 pandemic, as determined nationally by the Centers for Disease Control and Prevention (CDC), and locally by the Washington-Ozaukee Public Health Department (WOPHD), and other appropriate organizations.

Frank L. Weyenberg Library is working diligently to find the appropriate balance between providing free and open access to all library services, and the health and safety of our community.

In light of this, each Library visitor, six years and older, is required to wear a face mask covering their nose and mouth, for the duration of their visit. They are further asked to practice appropriate social distancing, remaining, whenever possible, at least six feet from other Library patrons.

To facilitate social distancing, the Library has moved or removed seating, public access computers, iPads, and toys. These physical changes in the Library are designed to discourage patrons gathering in close proximity to one another.

The Library will have, as is available, hand sanitizer and sanitizing wipes for use by patrons.

The Library has instituted heightened cleaning procedures both throughout the workday, and after hours. Nevertheless, it is understood that patrons using the Library are doing so at their own risk.

The situation will be closely monitored by Library administration and the policy will be adjusted upon recommendations from the CDC and/or WOPHD, as the situation warrants.



Date: June 17, 2020  
To: All Employees of Frank L. Weyenberg Library of Mequon-Thiensville  
From: FLWL Board of Trustees  
RE: Pandemic-Related Employee Policies: COVID-19

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The following policies are in effect for all employees of Frank L. Weyenberg Library throughout the duration of the COVID-19 pandemic, as determined nationally by the Centers for Disease Control and Prevention (CDC), and locally by the Washington-Ozaukee Public Health Department (WOPHD), or other appropriate organizations.

1. No employee should report to work if they are experiencing symptoms of COVID-19.
2. All employees shall wear masks when in the Library building, with the exception of when they are alone in their offices, or otherwise secluded.
3. All employees shall take their temperatures upon arrival at the Library, and fill out the Employee Screening Tool, provided for them at the Health Screening Desk.
4. If an employee travels by plane, long-distance train or bus, or cruise ship, they must quarantine themselves for 14 days upon return. The time away from the Library must be pre-approved. The employee may use personal holiday or vacation benefits, if eligible. If the employee is not eligible for paid time off, they may take approved time without pay.
5. Masks, face shields, and disposable gloves will be provided for all employees.
6. Disinfecting wipes and/or disinfecting spray and paper towels will be provided to clean work surfaces, as frequently as is practicable.
7. Hand sanitizer will be provided as supplies last, or employees may use soap and water to clean hands, as frequently as is practicable.

These work rules may be modified by the Library Director upon recommendations from the CDC and/or WOPHD, as the situation warrants.