



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES  
ANNUAL MEETING AGENDA  
August 19, 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=TzgwME1hRWRDd29PVjZwVjc5NHJNQT09>

**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 July 15, 2020 Meeting
- VI. Financial Reports**
  - A. Revenue and Expense Reports for July 2020
  - B. Action Item: Accounts Payable for July 2020
- VII. Committee Reports**
  - A. Finance
  - B. Advocacy
  - C. Personnel
- VIII. President's Report – D. Strifling**
- IX. Staff Reports**
  - A. Library Operations Report
  - B. Director's Report
  - C. Staff Reports
    - i. Access Services Manager
    - ii. Business Manager
    - iii. Patron Services Manager

**X. Other Business**

- A. Discussion and Possible Action: COVID-19 Protocols
- B. Discussion and Possible Action: Building Projects Contracts
- C. Action Item: Categories of Employees, Hours

**XI. New Business**

- A. Action Item: Credit Card Policy/Agreement

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

**XIII. Future Meeting Dates**

- A. Board of Trustees Meeting: Wednesday, September 16, 2020, 6:00 p.m.
- B. Other Meetings:

**XIV. Adjourn**

---

David Strifling, President

Posted: August 14, 2020



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees July 15, 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, July 15, 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 July 14, 2020 was verified.

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

Trustee Absent: Lauren Croix, Alex Olson and Rob Holyoke.

Staff Present: Rachel Muchin Young, Library Director; 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 June 17, 2020 Meeting

Jeffrey Hansher moved to approve the minutes of the May 17, 2020 Board of Trustees Meeting. Lisa Nowakowski seconded. Motion carried.

**VI. Financial Reports**

A. Revenue and Expense Reports for June 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 June 2020

Janalee Hitchcock moved to approve the Accounts Payable Statement for June 2020 in the amount of \$92,084.79. Jeffrey Hansher seconded. Motion carried.

**VII. Committee Reports**

A. Finance

Jennifer Bogli reported that a meeting was held on July 10, 2020. The meeting included a presentation by Wendi Unger, of Baker Tilly Virchow Krause, on the Library's 2019 Fiscal Year Audit. The auditor presented an unmodified opinion, indicating there were no substantive concerns with the Library's financial operations. The auditor indicated they would be willing to assist resolve any discrepancies with the Library's financial statements prepared by the Village of Thiensville.

B. Advocacy

Janalee Hitchcock reported that no meeting was held.

C. Personnel

Mimi Rosing reported that a meeting was held on July 13, 2020. Items resulting from that meeting appear as agenda items later in this meeting.

**VIII. President's Report**

David Strifling had nothing additional to report.

**IX. Staff Reports**

A. Library Operations Report

The statistical summary for June was included in the Board Packet. A visual representation of the Library's 2019 Annual Report was also included.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young further reported on the Library's reopening, as well as the Library's mask policy and the public's response towards it.

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.

**X. Other Business**

- A. **Discussion and Possible Action: COVID-19 Protocols**  
Three possible policies regarding vacation protocols were distributed at the meeting. Following discussion, the Board opted to take the least restrictive measures.

Jennifer Bogli moved to approve the employee vacation protocols, Jeffrey Hansher seconded. Motion carried.

- B. **Discussion and Possible Action: Building Projects Contracts**  
The projects will be put out for bid with the aim of leaving at least 12% in the Library's operating reserves.

**XI. New Business**

- A. **Action Item: Categories of Employees, Hours**  
The item was tabled for a future meeting.

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

A new Director of the Monarch Library System has been hired. Kimberly Young will be starting in the near future.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on August 19, 2020 at 6:00 p.m.

**XIV. Adjournment**

There being no further business before the Board, Jeffrey Hansher moved to adjourn. JanaLee Hitchcock seconded. The motion carried and the meeting adjourned at 7:54 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager

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

Account Descr	2020 YTD Budget	2020 YTD Amt	JULY 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	\$806,250.00	\$0.00	\$268,750.00	75.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$83,055.00	\$27,685.00	\$27,685.00	75.00%
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>\$904,241.53</b>	<b>\$27,685.00</b>	<b>\$296,465.47</b>	<b>75.31%</b>
<b>MAJ CLS 40 TAXES</b>	<b>\$1,200,707.00</b>	<b>\$904,241.53</b>	<b>\$27,685.00</b>	<b>\$296,465.47</b>	<b>75.31%</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	\$9,335.63	\$854.83	\$18,207.37	33.89%
<b>DEPT 006 FINES &amp; FORFEITURES</b>	<b>\$27,543.00</b>	<b>\$9,335.63</b>	<b>\$854.83</b>	<b>\$18,207.37</b>	<b>33.89%</b>
<b>MAJ CLS 42 REGULATION &amp; COMPLIANCE</b>	<b>\$27,543.00</b>	<b>\$9,335.63</b>	<b>\$854.83</b>	<b>\$18,207.37</b>	<b>33.89%</b>
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>					
<b>DEPT 013 INTEREST INCOME</b>					
R 99-44-013-300 INVESTMENT INTEREST	\$5,000.00	\$1,495.55	\$110.96	\$3,504.45	29.91%
<b>DEPT 013 INTEREST INCOME</b>	<b>\$5,000.00</b>	<b>\$1,495.55</b>	<b>\$110.96</b>	<b>\$3,504.45</b>	<b>29.91%</b>
<b>MAJ CLS 44 COMMERCIAL REVENUES</b>	<b>\$5,000.00</b>	<b>\$1,495.55</b>	<b>\$110.96</b>	<b>\$3,504.45</b>	<b>29.91%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>					
<b>DEPT 014 SALE INCOME</b>					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$2,900.55	\$674.00	\$4,599.45	38.67%
<b>DEPT 014 SALE INCOME</b>	<b>\$7,500.00</b>	<b>\$2,900.55</b>	<b>\$674.00</b>	<b>\$4,599.45</b>	<b>38.67%</b>
<b>DEPT 015 OTHER INCOME</b>					
R 99-45-015-280 MISCELLANEOUS	\$2,750.00	\$1,702.00	\$0.00	\$1,048.00	61.89%
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>\$1,702.00</b>	<b>\$0.00</b>	<b>\$41,048.00</b>	<b>3.98%</b>
<b>MAJ CLS 45 MISCELLANEOUS REVENUES</b>	<b>\$50,250.00</b>	<b>\$4,602.55</b>	<b>\$674.00</b>	<b>\$45,647.45</b>	<b>9.16%</b>
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	<b>\$1,283,500.00</b>	<b>\$919,675.26</b>	<b>\$29,324.79</b>	<b>\$363,824.74</b>	<b>71.65%</b>
	\$1,283,500.00	\$919,675.26	\$29,324.79	\$363,824.74	71.65%

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

Account Descr	2020 YTD Budget	2020 YTD Amt	JULY 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	\$326,463.10	\$65,877.33	\$257,386.90	55.92%
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	\$116,191.14	\$18,349.94	\$92,308.86	55.73%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,250.00	\$2,290.59	\$320.00	\$959.41	70.48%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,313.00	\$1,334.00	\$0.00	-\$21.00	101.60%
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>\$448,426.07</b>	<b>\$84,547.27</b>	<b>\$353,886.93</b>	<b>55.89%</b>
<b>MAJ CLS 91 LIBRARY STAFFING</b>	<b>\$802,313.00</b>	<b>\$448,426.07</b>	<b>\$84,547.27</b>	<b>\$353,886.93</b>	<b>55.89%</b>
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-92-551-2-201 POSTAGE	\$600.00	\$532.50	\$33.75	\$67.50	88.75%
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	\$19,378.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-285 WEPKO LEASE	\$19,500.00	\$9,115.38	\$885.02	\$10,384.62	46.75%
E 99-92-551-2-286 COMPUTERS	\$15,000.00	\$5,652.15	\$877.37	\$9,347.85	37.68%
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	\$4,500.00	\$1,500.00	\$1,500.00	75.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$4,500.00	\$1,634.48	\$151.90	\$2,865.52	36.32%
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	\$2,892.51	\$1,521.74	\$5,107.49	36.16%
E 99-92-551-3-303 TELEPHONE	\$2,200.00	\$1,419.35	\$211.00	\$780.65	64.52%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,947.00	\$2,436.92	\$322.51	\$2,510.08	49.26%
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	\$15,873.36	\$16.80	-\$823.36	105.47%
<b>DEPT 551 LIBRARY</b>	<b>\$103,550.00</b>	<b>\$70,480.14</b>	<b>\$5,520.09</b>	<b>\$33,069.86</b>	<b>68.06%</b>
<b>MAJ CLS 92 LIBRARY ADMINISTRATION</b>	<b>\$103,550.00</b>	<b>\$70,480.14</b>	<b>\$5,520.09</b>	<b>\$33,069.86</b>	<b>68.06%</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	\$2,175.56	\$554.68	\$3,824.44	36.26%
E 99-93-551-3-371 MEDIA	\$32,000.00	\$13,776.96	\$1,540.16	\$18,223.04	43.05%
E 99-93-551-3-372 E CONTENT	\$30,000.00	\$20,423.42	\$2,012.75	\$9,576.58	68.08%
E 99-93-551-3-373 PRINT	\$93,000.00	\$37,388.72	\$7,108.36	\$55,611.28	40.20%
<b>DEPT 551 LIBRARY</b>	<b>\$161,000.00</b>	<b>\$73,764.66</b>	<b>\$11,215.95</b>	<b>\$87,235.34</b>	<b>45.82%</b>
<b>MAJ CLS 93 LIBRARY PROGRAM &amp; COLLECTION</b>	<b>\$161,000.00</b>	<b>\$73,764.66</b>	<b>\$11,215.95</b>	<b>\$87,235.34</b>	<b>45.82%</b>
<b>MAJ CLS 94 LIBRARY BUILDING</b>					
<b>DEPT 551 LIBRARY</b>					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$14,274.29	-\$161.19	\$14,525.71	49.56%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$13,190.00	\$3,530.16	\$8,060.00	62.07%
E 99-94-551-3-306 JANITOR SUPPLIES	\$3,000.00	\$3,255.43	\$575.18	-\$255.43	108.51%
E 99-94-551-3-308 BUILDING SUPPLIES	\$50,000.00	\$21,060.77	\$4,430.35	\$28,939.23	42.12%
E 99-94-551-3-360 UTILITIES	\$42,637.00	\$21,850.24	\$2,720.30	\$20,786.76	51.25%
E 99-94-551-3-361 SEWER & WATER	\$2,000.00	\$787.26	\$349.39	\$1,212.74	39.36%
E 99-94-551-7-700 BUILDING PROJECTS	\$68,950.00	\$34,417.50	\$0.00	\$34,532.50	49.92%
<b>DEPT 551 LIBRARY</b>	<b>\$216,637.00</b>	<b>\$108,835.49</b>	<b>\$11,444.19</b>	<b>\$107,801.51</b>	<b>50.24%</b>
<b>MAJ CLS 94 LIBRARY BUILDING</b>	<b>\$216,637.00</b>	<b>\$108,835.49</b>	<b>\$11,444.19</b>	<b>\$107,801.51</b>	<b>50.24%</b>
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	<b>\$1,283,500.00</b>	<b>\$701,506.36</b>	<b>\$112,727.50</b>	<b>\$581,993.64</b>	<b>54.66%</b>

Account Descr	2020 YTD Budget	2020 YTD Amt	JULY 2020 Amt	Balance	2020 % of Budget
	\$1,283,500.00	\$701,506.36	\$112,727.50	\$581,993.64	54.66%



**VILLAGE OF THIENSVILLE**  
**Library - Balance Sheet**

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>							
G 99-11110 CHECKING - HARRIS GEN FUND	\$8,146.55	\$209,342.00	\$181,238.83	\$1,972,605.04	\$1,929,782.58	\$50,969.01	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$94.39	\$94.39	\$4,376.43	\$4,376.43	\$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	\$48,678.09	\$48,678.09	\$251,362.32	\$251,362.32	\$0.00	99
G 99-11210 INVESTMENTS	\$267,502.70	\$110.96	\$110,000.00	\$803,995.55	\$685,000.00	\$386,498.25	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	\$2,657.84	\$2,657.84	\$13,876.74	\$13,876.74	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TAX	\$0.00	\$4,615.62	\$4,615.62	\$24,143.97	\$24,143.97	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$4,810.61	\$4,810.61	\$25,576.90	\$25,576.90	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,220.38	\$1,894.39	\$1,630.53	\$8,660.95	\$8,905.18	-\$2,464.61	99
G 99-21258 WISCONSIN DEFERRED COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$14.66	-\$14.66	99
G 99-21265 WI RETIREMENT	-\$5,252.55	\$2,811.50	\$4,192.20	\$23,353.87	\$22,293.52	-\$4,192.20	99
G 99-21280 HEALTH INSURANCE DEDUCTIO	-\$388.72	\$1,347.56	\$1,347.56	\$9,432.92	\$9,432.92	-\$388.72	99
G 99-21285 LIFE INSURANCE	\$0.00	\$15.46	\$15.46	\$104.22	\$89.56	\$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	\$29,324.79	\$0.00	\$919,675.26	-\$919,675.26	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$114,407.76	\$1,680.26	\$743,141.42	\$41,635.06	\$701,506.36	99
G 99-31190 GIFTS & GRANTS RESTRICTED	\$415.92	\$0.00	\$500.00	\$6,694.59	\$7,290.00	-\$179.49	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
<b>FUND 99 F. L. WEYENBERG LIBRARY FUND</b>	<b>\$0.00</b>	<b>\$390,786.18</b>	<b>\$390,786.18</b>	<b>\$4,051,003.96</b>	<b>\$4,051,003.96</b>	<b>\$0.00</b>	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$390,786.18	\$390,786.18	\$4,051,003.96	\$4,051,003.96	\$0.00	

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 0720 LIB AP,0720 LIB MN,0720 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>11110 HARRIS GF -CHECKING</b>					
<b>165 e</b>	07/02/20	<b>ADP</b>			
G 99-21220		FEDERAL WITHHOLDIN	\$1,510.39		FED/Wages Pd 7-3-20
G 99-21210		WISCONSIN WITHHOLDI	\$870.86		WI/Wages Pd 7-3-20
G 99-21230		SOCIAL SECURITY TAX	\$1,599.90		SS & MED/Wages Pd 7-3-20
E 99-91-551-1-199		FRINGE BENEFITS	\$1,599.93		Employer SS/Wages Pd 7-3-20
G 99-11160		SPECIAL CLEARING AC	\$17,597.90		DirectDep/Wages Pd 7-3-20
		Total	\$23,178.98		
<b>166 e 07/02/20 LIBRARY PAYROLL</b>					
E 99-91-551-1-100		SALARIES & WAGES	\$22,146.69		Salaries & Wages/Wages Pd 7-3-20
E 99-94-551-3-308		BUILDING SUPPLIES	\$2,070.58		JACOBSON Reimbursement/Wages Pd 7-3-20
G 99-21265		WI RETIREMENT	(\$1,405.47)		WRS Employees/Wages Pd 7-3-20
G 99-21220		FEDERAL WITHHOLDIN	(\$1,510.39)		FED/Wages Pd 7-3-20
G 99-21210		WISCONSIN WITHHOLDI	(\$870.86)		WI/Wages Pd 7-3-20
G 99-21230		SOCIAL SECURITY TAX	(\$1,599.90)		SS & MED/Wages Pd 7-3-20
G 99-21245		FLEX BENEFIT	(\$543.51)		FLEX BEN/Wages Pd 7-3-20
G 99-21280		HEALTH INSURANCE DE	(\$673.78)		HEALTH/Wages Pd 7-3-20
G 99-21285		LIFE INSURANCE	(\$15.46)		LIFE/Wages Pd 7-3-20
G 99-11160		SPECIAL CLEARING AC	(\$17,597.90)		Net Pay/Wages Pd 7-3-20
		Total	\$0.00		
<b>167 e 07/03/20 ADP, LLC</b>					
E 99-92-551-2-289		PAYROLL PROCESSING	\$75.95		Time and Attendance Monthly
		Total	\$75.95		
<b>183 e 07/31/20 WISCONSIN RETIREMENT SYSTEM</b>					
E 99-91-551-1-199		FRINGE BENEFITS	\$2,811.50		JUNE WRS-Employer
G 99-21265		WI RETIREMENT	\$2,811.50		JUNE WRS-Employee
		Total	\$5,623.00		
<b>184 e 07/24/20 DEPT. OF EMPLOYEE TRUST FUNDS</b>					
E 99-91-551-1-199		FRINGE BENEFITS	\$10,648.00		AUG HEALTH-Employer
G 99-21280		HEALTH INSURANCE DE	\$1,347.56		AUG HEALTH-Employee
		Total	\$11,995.56		
<b>185 e 07/17/20 ADP</b>					
G 99-21220		FEDERAL WITHHOLDIN	\$1,505.41		FED/Wages Pd Wages Pd 7-17-20
G 99-21210		WISCONSIN WITHHOLDI	\$869.69		WI/Wages Pd 7-17-20
G 99-21230		SOCIAL SECURITY TAX	\$1,580.12		SS & MED/Wages Pd 7-17-20
E 99-91-551-1-199		FRINGE BENEFITS	\$1,580.09		SS/Employer/Wages Pd 7-17-20
G 99-11160		SPECIAL CLEARING AC	\$15,305.23		DirectDep/Wages Pd 7-17-20
		Total	\$20,840.54		
<b>186 e 07/17/20 LIBRARY PAYROLL</b>					
E 99-91-551-1-100		SALARIES & WAGES	\$21,872.14		Salaries & Wages/Wages Pd 7-17-20
G 99-21265		WI RETIREMENT	(\$1,394.40)		WRS/Employees/Wages pd 7-17-20
G 99-21220		FEDERAL WITHHOLDIN	(\$1,505.41)		FED/Wages Pd 7-17-20
G 99-21210		WISCONSIN WITHHOLDI	(\$869.69)		WI/Wages Pd 7-17-20
G 99-21230		SOCIAL SECURITY TAX	(\$1,580.12)		SS & MED/Wages Pd 7-17-20

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 0720 LIB AP,0720 LIB MN,0720 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21245		FLEX BENEFIT	(\$543.51)		FLEX BEN/Wages Pd 7-17-20
G 99-21280		HEALTH INSURANCE DE	(\$673.78)		HEALTH/Wages Pd 7-17-20
G 99-11160		SPECIAL CLEARING AC	(\$15,305.23)		Net Pay/Wages Pd 7-17-20
		Total	\$0.00		
<b>196 e</b>	07/31/20	<b>ADP</b>			
G 99-21220		FEDERAL WITHHOLDIN	\$1,599.82		FED/Wages Pd 7-31-20
G 99-21210		WISCONSIN WITHHOLDI	\$917.29		WI/Wages Pd 7-31-20
G 99-21230		SOCIAL SECURITY TAX	\$1,630.59		SS & MED/Wages Pd 7-31-20
E 99-91-551-1-199		FRINGE BENEFITS	\$1,630.60		Employer SS/Wages Pd 7-31-20
G 99-11160		SPECIAL CLEARING AC	\$15,774.96		DirectDep/Wages Pd 7-31-20
		Total	\$21,553.26		
<b>197 e</b>	07/31/20	<b>LIBRARY PAYROLL</b>			
E 99-91-551-1-100		SALARIES & WAGES	\$21,858.50		Salaries & Wages/Wages Pd 7-31-20
G 99-21265		WI RETIREMENT	(\$1,392.33)		WRS-Employees/Wages Pd 7-31-20
G 99-21220		FEDERAL WITHHOLDIN	(\$1,599.82)		FED/Wages Pd 7-31-20
G 99-21210		WISCONSIN WITHHOLDI	(\$917.29)		WI/Wages Pd 7-31-20
G 99-21230		SOCIAL SECURITY TAX	(\$1,630.59)		SS & MED/Wages Pd 7-31-20
G 99-21245		FLEX BENEFIT	(\$543.51)		FLEX BEN/Wages Pd 7-31-20
G 99-11160		SPECIAL CLEARING AC	(\$15,774.96)		Net Pay/Wages Pd 7-31-20
		Total	\$0.00		
<b>201 e</b>	07/31/20	<b>ADP, LLC</b>			
E 99-92-551-2-289		PAYROLL PROCESSING	\$75.95	561376903	Time and Attendance Monthly
		Total	\$75.95		
<b>23811</b>	07/21/20	<b>ADVANCED CHILLER SERVICES</b>			
E 99-94-551-3-308		BUILDING SUPPLIES	\$214.00	3210	HVAC Repairs
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$2,760.00	3213	Annual HVAC Service - 2 of 2
		Total	\$2,974.00		
<b>23812</b>	07/21/20	<b>AT&amp;T</b>			
E 99-92-551-3-303		TELEPHONE	\$172.62		JULY Phone Service
		Total	\$172.62		
<b>23813</b>	07/21/20	<b>BAKER &amp; TAYLOR</b>			
E 99-93-551-3-373		PRINT	\$1,325.74	2035251966	Print Collectioni Materials
E 99-93-551-3-371		MEDIA	\$72.89	2035255671	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$233.02	2035257715	Print Collection Materials
E 99-93-551-3-373		PRINT	\$379.76	2035262778	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,230.60	2035271096	Print Collectioni Materials
E 99-93-551-3-373		PRINT	\$335.10	2035274590	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,057.66	2035277315	Print Collectioni Materials
E 99-93-551-3-371		MEDIA	\$67.41	2035284711	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,803.79	2035298162	Print Collectioni Materials
E 99-93-551-3-373		PRINT	\$660.10	2035308751	Print Collectioni Materials
E 99-93-551-3-371		MEDIA	\$33.93	H47145240	Media Collection
E 99-93-551-3-371		MEDIA	\$325.79	H47154800	Media Collection
E 99-93-551-3-371		MEDIA	\$32.60	H47180110	Media Collection

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 0720 LIB AP,0720 LIB MN,0720 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$13.79	H47183220	Media Collection
E 99-93-551-3-371		MEDIA	\$41.80	H47222970	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H47284530	Media Collection
E 99-93-551-3-371		MEDIA	\$23.21	H47284570	Media Collection
E 99-93-551-3-371		MEDIA	\$46.16	H47330000	Media Collection
E 99-93-551-3-371		MEDIA	\$90.92	H47360960	Media Collection
E 99-93-551-3-371		MEDIA	\$52.32	H47372180	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H47423770	Media Collection
E 99-93-551-3-371		MEDIA	\$20.97	H47549830	Media Collection
E 99-93-551-3-371		MEDIA	\$33.53	H47565970	Media Collection
E 99-93-551-3-371		MEDIA	\$16.67	H47645380	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H47702740	Media Collection
E 99-93-551-3-371		MEDIA	\$47.62	H47802830	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H47867710	Media Collection
E 99-93-551-3-371		MEDIA	\$24.50	H47867780	Media Collection
E 99-93-551-3-371		MEDIA	\$45.43	H47910640	Media Collection
E 99-93-551-3-371		MEDIA	\$24.50	H48052380	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H48116960	Media Collection
E 99-93-551-3-371		MEDIA	\$63.46	H48197630	Media Collection
E 99-93-551-3-371		MEDIA	\$29.20	H48230390	Media Collection
E 99-93-551-3-371		MEDIA	\$266.29	T23977390	Media Collection
E 99-93-551-3-371		MEDIA	\$35.25	T23978470	Media Collection
		Total	\$8,527.93		
<b>23814</b>	07/21/20	<b>CARDMEMBER SERVICE</b>			
E 99-92-551-2-285		WEPCO LEASE	\$103.57		Zoom Annual Subscription
E 99-92-551-2-285		WEPCO LEASE	\$74.99		Mailchimp
E 99-94-551-3-306		JANITOR SUPPLIES	\$101.86		CTC Supplies
E 99-93-551-3-370		PROGRAMMING	\$8.61		Target
E 99-93-551-3-370		PROGRAMMING	\$16.88		Dollar Tree
E 99-93-551-3-370		PROGRAMMING	\$16.84		Michaels
E 99-94-551-3-308		BUILDING SUPPLIES	\$177.76		Coller Industries
E 99-92-551-2-285		WEPCO LEASE	\$0.53		Amazon Web Services
E 99-94-551-3-308		BUILDING SUPPLIES	\$954.00		Exhibit Systems
E 99-92-551-3-303		TELEPHONE	\$26.28		AT&T
		Total	\$1,481.32		
<b>23815</b>	07/21/20	<b>CENTURY LINK</b>			
E 99-92-551-3-303		TELEPHONE	\$12.10	130323804	JUNE Long Distance
		Total	\$12.10		
<b>23816</b>	07/21/20	<b>DEMCO</b>			
E 99-92-551-3-300		OFFICE SUPPLIES	\$729.62	6807502	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$92.32	6810655	Work Supplies
		Total	\$821.94		
<b>23817</b>	07/21/20	<b>DEPARTMENT OF ADMINISTRATION</b>			
E 99-92-551-2-285		WEPCO LEASE	\$600.00	505-48912	TEACH Data Svcs - 1/1/20-6/30/2
		Total	\$600.00		

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 0720 LIB AP,0720 LIB MN,0720 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>23818</b>	07/21/20	<b>GECRB/AMAZON</b>			
E 99-93-551-3-370		PROGRAMMING	\$85.11	43375935747	Programming Supplies
E 99-94-551-2-282		JANITORIAL SERVICE	(\$161.19)	43538638456	Janitorial Supplies
E 99-92-551-2-286		COMPUTERS	\$93.33	43788993674	Technology Supplies
E 99-93-551-3-370		PROGRAMMING	\$21.99	43935458793	Programming Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$445.00	44866653969	Book Bin
E 99-93-551-3-370		PROGRAMMING	\$109.53	45465397887	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$53.57	45744477939	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$164.01	45938546735	Technology Supplies
E 99-93-551-3-370		PROGRAMMING	\$41.96	46895369983	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$29.63	48768956459	Technology Supplies
E 99-92-551-2-286		COMPUTERS	\$110.20	54388996788	Technology Supplies
E 99-93-551-3-370		PROGRAMMING	\$153.69	55568396544	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$14.99	59895696987	Proramming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$11.44	65673667958	Office Supplies
E 99-93-551-3-373		PRINT	\$32.88	67786456666	Print Collection
E 99-92-551-2-286		COMPUTERS	\$92.75	68339854667	Technology Supplies
E 99-92-551-2-286		COMPUTERS	\$102.54	73478996683	Technology Supplies
E 99-93-551-3-370		PROGRAMMING	\$24.99	77464839887	Programming Supplies
E 99-93-551-3-373		PRINT	\$21.00	84964578355	Print Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$455.84	86669687666	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$229.95	87686878868	Technology Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$25.20	89448383454	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$60.09	89678439834	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$29.95	93467443534	Technology Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$13.78	94349747633	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$25.01	94665656593	Technology Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$11.99	95794598388	Office Supplies
		Total	\$2,299.23		
<b>23819</b>	07/21/20	<b>GREATAMERICA</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	27380668	Monthly Color Copier Lease
		Total	\$142.00		
<b>23820</b>	07/21/20	<b>INGRAM LIBRARY SERVICE</b>			
E 99-93-551-3-373		PRINT	\$28.71	46443340	Print Collection
E 99-93-551-3-371		MEDIA	\$38.00	46589454	Media Collection
		Total	\$66.71		
<b>23821</b>	07/21/20	<b>JOHN LAMM OF JACKSON, INC</b>			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$682.16	06-16854	Monthly Landscape Maintenance
		Total	\$682.16		
<b>23822</b>	07/21/20	<b>CITY OF MEQUON</b>			
E 99-94-551-3-361		SEWER & WATER	\$349.39	314821	Quarterly Water and Sewer (APR-JUN)
		Total	\$349.39		
<b>23823</b>	07/21/20	<b>MIDWEST TAPE</b>			
E 99-93-551-3-372		E CONTENT	\$1,293.68	99086455	Hoopia - JUNE 2020

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 0720 LIB AP,0720 LIB MN,0720 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,293.68		
<b>23824</b>	07/21/20	<b>MONARCH LIBRARY SYSTEM</b>			
E 99-94-551-3-306		JANITOR SUPPLIES	\$59.00	415127	Disinfecting Wipes
E 99-92-551-3-359		MONARCH FEES	\$16.80	415136	2nd Qtr Telephony
Total			\$75.80		
<b>23825</b>	07/21/20	<b>NASSCO</b>			
E 99-94-551-3-306		JANITOR SUPPLIES	\$104.28	S2589881.00	Disinfecting Wipes
E 99-94-551-3-306		JANITOR SUPPLIES	\$305.91	S2631256.00	Janitorial Supplies
Total			\$410.19		
<b>23826</b>	07/21/20	<b>NATIONAL ELEVATOR INSPECTION</b>			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$88.00	0392115	Annual Elevator Inspection
Total			\$88.00		
<b>23827</b>	07/21/20	<b>OFFICE COPYING EQUIPMENT INC</b>			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$180.51	AR116871	JUNE 2020 Copy Charges
Total			\$180.51		
<b>23828</b>	07/21/20	<b>PITNEY BOWES INC</b>			
E 99-92-551-2-201		POSTAGE	\$33.75	1015872656	Smart Postage Sub (Q2 2020)
Total			\$33.75		
<b>23829</b>	07/21/20	<b>QUILL.COM</b>			
E 99-92-551-3-300		OFFICE SUPPLIES	\$127.98	8414042	Toner Multipack
Total			\$127.98		
<b>23830</b>	07/21/20	<b>RINDERLE DOOR COMPANY</b>			
E 99-94-551-3-308		BUILDING SUPPLIES	\$195.00	33042	Boiler Room Fire Doors
E 99-94-551-3-308		BUILDING SUPPLIES	\$374.01	33062	Fire Door Battery Repair
Total			\$569.01		
<b>23831</b>	07/21/20	<b>SECURIAN FINANCIAL GROUP, INC</b>			
E 99-91-551-1-199		FRINGE BENEFITS	\$79.82	082020	AUG Life-Employer
G 99-21285		LIFE INSURANCE	\$15.46	082020	AUG Life-Employee
Total			\$95.28		
<b>23832</b>	07/21/20	<b>THIENSVILLE HARDWARE</b>			
E 99-94-551-3-306		JANITOR SUPPLIES	\$4.13	155670	Misc Hardware & Supplies
Total			\$4.13		
<b>23833</b>	07/21/20	<b>THIENSVILLE-MEQUON ROTARY CLUB</b>			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$320.00	07012020	Qtly Rotary Club Dues (3 of 4)
Total			\$320.00		
<b>23834</b>	07/21/20	<b>TIME WARNER CABLE</b>			
E 99-92-551-2-285		WEPCO LEASE	\$1,025.00	07399750107	AUG Internet Access
Total			\$1,025.00		
<b>23835</b>	07/21/20	<b>WE ENERGIES</b>			
E 99-94-551-3-360		UTILITIES	\$2,720.30	07282020	JUL Electric and Gas

VILLAGE OF THIENSVILLE

**\*Check Detail Register©**

Batch: 0720 LIB AP,0720 LIB MN,0720 LIB MN1

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,720.30		
<b>23920</b>	07/30/20	<b>DEPARTMENT OF ADMINISTRATION</b>			
E 99-92-551-2-285		WEPCO LEASE	\$600.00	505-0000042	TEACH 7/1-12/31/2019
Total			\$600.00		
<b>23921</b>	07/30/20	<b>MIDWEST TAPE</b>			
E 99-93-551-3-372		E CONTENT	\$719.07	098557028	FEB Hoopla
Total			\$719.07		
<b>11110 HARRIS GF -CHECKING</b>			\$109,735.34		
<b>Fund Summary</b>					
<b><u>11110 HARRIS GF -CHECKING</u></b>					
99 F. L. WEYENBERG LIBRARY FUND			\$109,735.34		
			\$109,735.34		



## 2020 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	183,218
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	103,322
eCircs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	26,189
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	35,404
eCollections	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	9,418
2020	991	1,025	628	1,268	1,651	815	914	7,292
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	13,789
2020	1,471	1,507	824	447	1,195	1,676	1,511	8,631
Door Count	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	85,493
2020	11,690	11,636	6,245	0	0	4,229	7,596	41,396
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	16	20	22	18	18	14	11	119
attendance	154	115	315	255	169	143	131	1,282
2020	13	17	8	8	4	6	5	61
attendance	111	222	63	72	21	67	51	607
Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	2	1	4	4	1	1	1	14
participation	167	109	164	205	88	80	115	928
2020	2	1	4	0	0	0	0	7
participation	183	147	169	38	58	37	6	638
Teen Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	2	2	5	3	2	9	5	28
attendance	7	7	33	7	3	430	83	570
2020	0	1	3	0	0	2	1	7
attendance	0	1	30	0	0	14	11	56
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	3	2	4	5	1	1	2	18
participation	72	57	82	115	58	141	52	577
2020	2	2	4	0	1	6	8	23
participation	39	82	111	0	5	138	119	494
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	17	29	26	34	27	29	28	190
attendance	372	731	840	794	954	1438	1500	6,629
2020	18	25	15	17	12	5	6	98
attendance	619	755	370	801	544	337	469	3,895
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	YTD
2019	3	2	4	5	2	3	5	24
participation	420	271	354	342	510	421	550	2,868
2020	4	3	4	4	0	10	11	36
participation	356	315	283	47	24	289	313	1,627

## 2020 Activity Report

<b>Digitization Lab Usage</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>YTD</b>
<b>2019</b>	17	9	11	10	3	5	13	68
<b>2020</b>	10	19	9	0	0	6	17	61
<b>Interlibrary Loans Sent To Other Libraries</b>			<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>YTD</b>
<b>2019</b>	38	37	26	31	22	27	38	219
<b>2020</b>	47	42	n/a	0	0	0	0	89
<b>Interlibrary Loans Received From Other Libraries For Our Patrons</b>					<b>May</b>	<b>June</b>	<b>July</b>	<b>YTD</b>
<b>2019</b>	38	36	28	38	26	15	24	205
<b>2020</b>	36	30	n/a	0	0	0	0	66
<b>Library Cards</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>YTD</b>
<b>2019</b>	85	88	140	109	97	160	145	824
<b>2020</b>	95	91	n/a	35	30	63	88	402
<b>FLW Library Items sent to Other System Member Libraries</b>				<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>YTD</b>
<b>2019</b>	3,721	3,944	3,665	3,819	3,715	3,499	3,798	26,161
<b>2020</b>	4,185	3,614	2,269	32	916	4,013	3,004	18,033
<b>Items Received from Other System Member libraries for our patrons</b>					<b>May</b>	<b>June</b>	<b>July</b>	<b>YTD</b>
<b>2019</b>	4,072	4,518	4,195	4,057	3,954	3,470	4,205	28,471
<b>2020</b>	4,844	3,806	1,773	787	1,466	6,053	3,920	22,649

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

---

We've returned to a routine, but it's not normal by a long shot. We welcome just over 300 visitors a day (in January and February, the average daily gate count was 402), and put out holds for those patrons taking advantage of curbside service. Most people run in, conduct their business, and leave quickly. A few utilize our study rooms and special collection spaces, and spend hours here. Still, it's awfully quiet.

Other than various shifts at service desks, my activities have been largely virtual. They have included:

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays throughout closure, 7/17, 7/24, 7/31, 8/7, 8/14
- RECURRING: City of Mequon Ad Hoc Emergency Management Committee Meetings, 7/21, 8/4
- RECURRING: In-Person Outdoor Rotary Meetings, 7/21, 8/11, 8/18
- Mequon Thiensville Historical Society, 7/22
- Monarch Library System ILS Committee Virtual Meeting, 7/28
- Meeting with Fiscal Agent (Village of Thiensville) re: Financial Reports, 8/6
- Monarch Library System Resources Advisory Workgroup Virtual Meeting, 8/6
- Meeting with Jennifer Bogli and Craig Jacobson, 8/12
- Monarch Directors' Council Virtual Meeting, 8/13
- Meeting with Kaitlyn Krueger and Will Jones (City of Mequon) re: 2021 Funding, 8/17

#### PERSONNEL & CONTINUING EDUCATION:

I registered for the Trustee Training Week webinars, Monday, August 24, through Friday, August 28, at noon. If you'd like to watch them, visit <https://www.wistrusteetraining.com/> to register for any or all of them. This year's presentations are as follows:

- **Core Values of Librarianship**, Monday, August 24, Presenter: Jessamyn West

Librarianship as a profession has a set of core values. Where do they come from, and what do they mean? Library technologist West will talk about the things that make up the core values of librarianship and discuss the tensions that exist between some of them.

- **Recruiting and Engaging Friends and Trustees Under Age 40**, Tuesday, August 25  
Presenter: Madeline Jarvis and Tess Wilson

Millennials are more likely than other adults to have visited the library recently. However, most Friends and Trustee boards do not have even a single Millennial member (Pew 2016, ALA 2018). What accounts for this discrepancy, and how can we rectify it? Learn how to attract Millennials to your Friends group and Board of Trustees, and turn the largest generation of library users into your best advocates.

- **Public Library System Redesign (PLSR) Implementation Update**, Wednesday, August 26  
Presenter: Bruce Smith

Throughout the response to COVID-19, DPI – Division for Libraries and Technology, Public Library Systems, Public Libraries, and other partners have been extraordinarily collaborative in our efforts to support the Wisconsin library community. These efforts have allowed us to see new ways for how libraries and systems can be connected and work together in the spirit of PLSR. This presentation includes an overview of the PLSR process and an update on the progress of implementing the seven recommendations including information about specific activities and timelines.

- **Equity, Diversity, Inclusion: What Library Trustees Need to Know**, Thursday, August 27  
Presenter: Anne Phibbs, PhD, Founder and President of Strategic Diversity Initiatives

Equity, diversity, and inclusion (EDI) impact all communities and all aspects of librarianship. Library Boards of Trustees have an important role in supporting EDI and related initiatives. This webinar will help trustees and library directors understand how to incorporate EDI into policy development, strategic planning, funding initiatives, board development, and more. Anne will present a variety of interactive scenarios in which EDI issues are a factor.

- **Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority**, Friday, August 28, Presenter: Becky Spratford

Being a Trustee is an important job. You are part of a team that represents the taxpayers, oversees the Library Director, and advocates for libraries. However, where exactly do your duties end and the Library staff's begin? This line, while very clear from a legal standpoint, can become a bit fuzzy in practice. Join Spratford, a 20+ years librarian and 5 term library trustee, as she helps you understand how to walk the fine line between being a leader and being in the way. She will go over how you as a Trustee can best help the Library thrive, noting when you should step in but also when you should back off, strengthening all of Wisconsin's Libraries in the process.

This is the time of year when we say good-bye to pages going off to college and welcome new pages to the Library. This summer our page Sarah Nora went on to a virtual internship in her graduate school program, and Nick Eisner left to attend Columbia in Chicago. Our new pages are not strangers, however. Heather Baden returns to the library as a page, and Joey Eisner, the last of the line, continues where his brothers left off.

Mary Fletcher, one of our Assess Services Associates, will begin working 20 hours per week in September. Mary Johnston, another of our AS Associates, will retire in the fall. She has been a great asset to the library and we wish her well in her retirement.

#### OPERATIONS ACTIVITIES:

Based on the latest research available, we are now quarantining all returns, browsed items, and holds from other libraries for 96 hours (four days). The system is investing in an additional 100 bins and will return to five-days-per-week delivery after Labor Day. Both of those changes should help our workflow a bit. Access Services staff are being great about altering their schedules to account for the many changes and disruptions.

State-wide Inter-Library Loan is also up and running. Movement throughout the state is slower than before because of the four-day quarantine, but patrons are being patient.

Patron Services staff continue to create contact-less programming. Our StoryWalk® featuring Kevin Henkes' *Summer Song* meanders across the east and north sides of the library. STEAM Kits and other craft kits "sell out" every week. Our community puzzle is taking shape in our Virtual Reality area. And patrons continue to access our programs online.

I send out a newsletter once a month. Since the onset of the pandemic, I've noticed an uptick in responses, overwhelmingly positive. Our patrons appreciate our efforts to give them access to the library as safely as possible.

#### PROGRAMMING:

We are working with W.J. Niederkorn Library (Port Washington) and other Ozaukee County libraries to present series of Big Read events. The book is *Lab Girl* by Hope Jaren. Here is the description:

Jahren has built three laboratories in which she's studied trees, flowers, seeds, and soil. She tells about her childhood in rural Minnesota with an uncompromising mother and a father who encouraged hours of play in his classroom's labs; about how she found a sanctuary in science, and the disappointments, triumphs and exhilarating discoveries of scientific work. Yet at the core of this book is the story of a relationship Jahren forged with Bill, who becomes her lab partner and best friend. Their sometimes rogue adventures in science take them over the Atlantic to the ever-light skies of the North Pole and to tropical Hawaii, where she and her lab currently make their home.

The various book discussions and science-related activities will take place during October. More information to follow.

It is nice to once again see activities on our calendar: <http://www.flwlib.org/Calendar.aspx>

Click here to go directly to our YouTube page:

<https://www.youtube.com/channel/UCF7ld2ZlIAe8wEVkLaQoc2A/>

#### OTHER:

We received a lovely book from the League of Women Voters of Ozaukee County about the Women's Suffrage Movement and the 19<sup>th</sup> Amendment. They further provided a display for us, which we placed in the spot which (pre-COVID) featured a browsing display.

Date: August 4, 2020  
To: Frank L. Weyenberg Library Board of Trustees  
From: Amanda Kloppmann  
Re: Access Services Manager Report, July 2020

---

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

- Circ Committee Meeting – 7/23
- Access Services Associate Meeting – 8/3
- Access Services Associate Meeting – 8/4
- REopening Archives, Libraries and Museums webinar – 8/4
- Director's Council Meeting – 8/13
- Board of Trustees Meeting – 8/19

#### **STATISTICS**

- July is looking much more normal for us! We had 21,815 checkouts (normal month is about 23,000-24,000). We also saw that patrons using the self-checkouts has increased about 20% since we reopened
- Mondays and Wednesdays were our busiest days this month

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

- Phase two of the Covid-19 study with library materials found that the virus had trace amounts of the virus detected on board books after 96 hours. They didn't test on day 5 so we don't know how long the virus was actually on the board books. We have extended our quarantine period to 4 days.
- We are trying to manage returned items with all our bins, however, all materials out prior to the safer at home order in March had an August 1<sup>st</sup> due date. So we've had a lot of returns come in the last week or so.
- Mary Johnston has decided to retire. We will be looking for someone to work 20 hours a week in Access Services beginning in October. Mary has worked in Access Services for 16 years.

Date: August 13, 2020

To: Frank L. Weyenberg Library Board of Trustees

From: Craig Jacobson

Re: Business Manager, August 2020

---

- After reviewing the financial statements and supporting data provided by Baker Tilly Virchow Krause, I have determined that our reserve balance is \$1,645 less than what it should be. However, we are also showing \$1,645 less spent this year than we have submitted. Thus, all funds are accounted for, however the funds are in the wrong year. We have essentially transferred \$1,645 from reserves into our 2020 fiscal year. Following discussion with our fiscal agent, they are advising us to adjust our 2020 operations with this knowledge in hand, and account for it when we prepare our 2020 end of year financial statements.
- As of July 31, our reserve fund balance should be \$214,713.08. Our Restricted Gift balance should be \$1,070.00 and our Unrestricted Gift balance should be \$615.07. I have attached a ledger of transactions on the gift accounts as justification for those amounts.
- The Fire Inspector has noted that our steel fire doors in the boiler room no longer close. After inspection, it has been determined that both doors will need to be replaced. We have one quote on hand and are seeking more competitive bids. The cost of doing so will be no more than \$7,900 and should be completed as soon as possible as this is a safety issue.
- Work continues on the columns over the weekends. As of August 13, two columns are fully installed.
- As part of our IT upgrades, we now have an exterior access point mounted on the south side of the Library exterior. Once provisioned and activated, our wireless access will extend comfortably across the parking lot, to our exterior spaces and neighboring parks, the community pool and baseball diamond.
- I attended a virtual IT Workgroup meeting on August 6.

- I attended a virtual program on employer responsibilities regarding COVID-19 testing and available resources. The information provided should be useful if and when we have employees test positive for the virus, as well as detailing leave options available for employees if they must be at home to care for a minor child in the event that schools or childcare options are shut down.
- I watched a seminar on “HR Issues in the Time of COVID-19.” While I am pleased that we have taken many of the recommended safety precautions already, they also recommend that we track employee travel and prohibit employees from attending gatherings of greater than 50 people, as doing so places all staff members at greater risk.



Date: August 19, 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:

- Website work, refreshed banners, updated calendar and some webpages
- Facebook posts and content for July & August
- Answering emails daily, and checking Reference email account regularly
- M-T Community Book Club meeting, 7/21, 8/18
- Monarch Public Info Workgroup meeting, 7/23
- Worked with staff and a Monarch System staff member to prep and create a StoryWalk outside the library, 7/28-7/29
- Monarch Youth Services meeting, 7/30
- Worked on 2021 Magazine renewals, 7-31-8/11
- Programming
  - Scheduled some fall programs for children, teens & adults
  - Worked on October's Big Read program
- 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
- Worked on sorting and stickering donations, 8/5
- Management Meeting, 8/5
- Coordinated with the Wehr Nature Center to host them on Facebook Live through our page, 8/11-8/13
- Vacation, 7/13-7/18, 8/17-8/20

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

We have been getting a fair amount of donations still. Much like with the regular checked out materials, we are quarantining all donations when they come in for a couple of days before they are handled by staff members.

Patron Services staff is currently working on two projects. We are shifting the Adult Fiction collection by expanding it to another row and we are working on purchasing materials for our new Video Game collection. The shelving for the Video Game collection arrived on August 12.

#### **ONGOING VIRTUAL & PASSIVE PROGRAMS**

- |                                     |                                   |                               |
|-------------------------------------|-----------------------------------|-------------------------------|
| •Children's STEAM Kits              | •Bi-weekly Teen Take & Make Kits  | •Monthly M-T Book Club        |
| •Monthly OverBooked Teen Book Club  | •Monthly Virtual Escape Rooms     | •Bi-weekly iCan! Tutorial     |
| •Two bi-weekly Tiny Tots Storytimes | •Virtual Scavenger Hunt           | •Monthly Virtual Cooking Demo |
| •Children's Craft Kits              | •StoryWalk                        | •Monthly Adult Grab & Go Kits |
| •Family Book Club                   | •Zoom Online Parties for Children | •Virtual Unlock-the-Box       |