



11345 North Cedarburg Road, Mequon, Wisconsin 53092

BOARD OF TRUSTEES AGENDA
September 18, 2019, 6:00 p.m.
Tolzman Community Room

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person)
- V. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the August 21, 2019 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for August 2019
 - B. Action Item: Accounts Payable Statement for August 2019
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – D. Strifling**
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Staff Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager
- X. Old Business**
 - A. Discussion: Repair of Entrance (Canopy and Columns)
 - B. Discussion: Budget Workshop Presentation Review
- XI. New Business**
 - A. Action Item: Electronic Participation in Public Meetings
 - B. Action Item: Network Equipment Purchase and Replacement MOU
- XII. Trustee Training & System/State Library Update – J. Chamberlain**
- XIII. Future Meeting Dates**
 - A. Board of Trustees Meeting: Wednesday, October 16, 2019, 6:00 p.m.

B. Other Meetings:

XIV. Adjourn

David Strifling, President

Posted: September 12, 2019



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees August 21, 2019 Meeting Unapproved

The Frank L. Weyenberg Library Board of Trustees' annual meeting was held on Wednesday, August 21, 2019 at 6:00 p.m. in the Tolzman Community Room.

I. Pledge of Allegiance

David Strifling led the Pledge of Allegiance.

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

David Strifling called the meeting to order at 6:01 pm.

Posting of notice as of August 15, 2019 was verified.

Trustees present: David Strifling, President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Nancy Szatkowski, Alex Olson, Lisa Nowakowski, Rob Holyoke and Jefferey Hansher.

Trustee Absent: JanaLee Hitchcock and Lauren Croix.

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.

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

None.

V. Approval of Minutes

A. Action Item: Minutes of the July 17, 2019 Annual Meeting

Rob Holyoke moved to approve the minutes of the July 17, 2019 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for July 2019

All reports were reviewed and found in order.

- B. Action Item: Accounts Payable Statement for July 2019
Lisa Nowakowski moved to approve the July 2019 accounts payables in the amount of \$85,264.97. Jeffrey Hansher seconded. Motion carried.

VII. Committee Reports

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

VIII. President's Report

Nothing to report.

IX. Staff Reports

- A. Library Operations Report
The Activity Report was distributed at the meeting.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Rachel Muchin Young further reported on the recent programs and activities at the Library. Ms. Muchin Young reported that the Library's grant request to the Junior Women's Club of Mequon-Thiensville has been approved. This grant, which is funded from the proceeds of the Club's annual Turkey Trot, will fund the installation of a hearing loop in the Tolzman Community Room and be completed in 2020.
- 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 her activities.
 - iii. Patron Services Manager
The written report was included in the Board Packet. Ashley Pike commented further on her activities.

X. New Business

A. Action Item: Existing Employer Update Resolution Wisconsin Public Employers' Group Health Insurance Program

Following updates to the Wisconsin Public Employers' Group Health Insurance Program Administration Manual, participating employers are required to take action to continue participation as a local employer. The resolution to continue was included in the board packet. This resolution makes no changes to any programs or benefits offered to participating employees.

Alex Olson moved to approve the resolution to continue as an existing employer in the Wisconsin Public Employers' Group Health Insurance Program. Lisa Nowakowski seconded. Motion carried.

B. Discussion, Possible Action: Repair of Entrance (Canopy and Columns)
The Board discussed several possible courses of action for the repairs to the entrance. No action was taken at this time.

C. Inclusive Services Statement
The statement and materials were included in the Board Packet. The Board discussed potential impacts on the Library's operations.

XI. Closed Session

David Strifling announced the intention to enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Jennifer Bogli moved to enter into closed session. Alex Olson seconded. The roll was called and the motion was approved on an 8-0 vote.

The Board discussed a one-time employment anniversary pay increase of Library Director.

Rob Holyoke moved to reconvene into open session. Alex Olson seconded. Motion carried.

XII. Reconvene in Open Session

Mimi Rosing made a motion to give the Library Director a one-time anniversary employment pay increase of 3.0% effective August 7, 2019. Nancy Szatkowski seconded. Motion carried.

XIII. Trustee Training & System/State Library Update

Nothing at this time.

XIV. Future Meeting Dates

The next Board of Trustees meeting will be on September 18, 2019 at 6:00 p.m.

XV. Adjournment

There being no further business before the Board, David Strifling moved to adjourn.

Mimi Rosing seconded. The motion carried and the meeting adjourned at 7:35 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

DRAFT

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

Account Descr	2019 YTD Budget	2019 YTD Amt	AUGUST 2019 Amt	Balance	2019 % of Budget
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,050,000.00	\$786,965.00	\$0.00	\$263,035.00	74.95%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$83,055.00	\$0.00	\$27,685.00	75.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$11,500.00	\$11,532.65	\$0.00	-\$32.65	100.28%
DEPT 001 LOCAL PROPERTY TAXES	\$1,172,240.00	\$881,552.65	\$0.00	\$290,687.35	75.20%
MAJ CLS 40 TAXES	\$1,172,240.00	\$881,552.65	\$0.00	\$290,687.35	75.20%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$27,010.00	\$19,276.18	\$4,151.35	\$7,733.82	71.37%
DEPT 006 FINES & FORFEITURES	\$27,010.00	\$19,276.18	\$4,151.35	\$7,733.82	71.37%
MAJ CLS 42 REGULATION & COMPLIANCE	\$27,010.00	\$19,276.18	\$4,151.35	\$7,733.82	71.37%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$3,500.00	\$3,790.48	\$445.83	-\$290.48	108.30%
DEPT 013 INTEREST INCOME	\$3,500.00	\$3,790.48	\$445.83	-\$290.48	108.30%
MAJ CLS 44 COMMERCIAL REVENUES	\$3,500.00	\$3,790.48	\$445.83	-\$290.48	108.30%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$4,000.00	\$5,460.47	\$584.37	-\$1,460.47	136.51%
DEPT 014 SALE INCOME	\$4,000.00	\$5,460.47	\$584.37	-\$1,460.47	136.51%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,750.00	\$3,228.20	\$193.20	-\$478.20	117.39%
R 99-45-015-520 FUND BALANCE APPLIED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$2,750.00	\$3,228.20	\$193.20	-\$478.20	117.39%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$6,750.00	\$8,688.67	\$777.57	-\$1,938.67	128.72%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,209,500.00	\$913,307.98	\$5,374.75	\$296,192.02	75.51%
	\$1,209,500.00	\$913,307.98	\$5,374.75	\$296,192.02	75.51%

Library - Expenditure Guideline

Current Period: AUGUST 2019

Account Descr	2019 YTD Budget	2019 YTD Amt	AUGUST 2019 Amt	Balance	2019 % of Budget
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$564,705.00	\$363,199.49	\$64,551.82	\$201,505.51	64.32%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,000.00	\$1,900.08	\$759.00	\$1,099.92	63.34%
E 99-91-551-1-199 FRINGE BENEFITS	\$174,835.00	\$112,880.43	\$15,423.39	\$61,954.57	64.56%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,200.00	\$2,519.50	\$0.00	\$680.50	78.73%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,320.00	\$1,320.00	\$0.00	\$0.00	100.00%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,876.40	\$0.00	\$23.60	98.76%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$748,960.00	\$483,695.90	\$80,734.21	\$265,264.10	64.58%
MAJ CLS 91 LIBRARY STAFFING	\$748,960.00	\$483,695.90	\$80,734.21	\$265,264.10	64.58%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$618.00	\$67.50	\$0.00	\$550.50	10.92%
E 99-92-551-2-206 AUDIT	\$6,500.00	\$6,500.00	\$651.00	\$0.00	100.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$19,016.00	\$19,016.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-285 WEPKO LEASE	\$19,500.00	\$13,859.74	\$3,407.69	\$5,640.26	71.08%
E 99-92-551-2-286 COMPUTERS	\$12,500.00	\$11,183.56	\$775.45	\$1,316.44	89.47%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$492.42	\$0.00	\$1,007.58	32.83%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$6,000.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$4,000.00	\$3,144.75	\$437.10	\$855.25	78.62%
E 99-92-551-2-290 CONSULTANTS	\$3,200.00	\$1,068.75	\$350.00	\$2,131.25	33.40%
E 99-92-551-3-300 OFFICE SUPPLIES	\$8,000.00	\$5,625.76	\$482.55	\$2,374.24	70.32%
E 99-92-551-3-303 TELEPHONE	\$1,575.00	\$1,043.28	\$147.85	\$531.72	66.24%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,500.00	\$3,328.87	\$403.26	\$1,171.13	73.97%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$196.90	\$17.90	\$128.10	60.58%
E 99-92-551-3-359 MONARCH FEES	\$13,641.00	\$12,725.61	\$0.00	\$915.39	93.29%
DEPT 551 LIBRARY	\$100,875.00	\$84,253.14	\$6,672.80	\$16,621.86	83.52%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$100,875.00	\$84,253.14	\$6,672.80	\$16,621.86	83.52%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$3,171.47	\$1,053.04	\$2,828.53	52.86%
E 99-93-551-3-371 MEDIA	\$31,000.00	\$19,291.78	\$2,410.78	\$11,708.22	62.23%
E 99-93-551-3-372 E CONTENT	\$30,000.00	\$21,374.31	\$4,850.44	\$8,625.69	71.25%
E 99-93-551-3-373 PRINT	\$93,000.00	\$46,505.26	\$7,160.89	\$46,494.74	50.01%
DEPT 551 LIBRARY	\$160,000.00	\$90,342.82	\$15,475.15	\$69,657.18	56.46%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$160,000.00	\$90,342.82	\$15,475.15	\$69,657.18	56.46%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$21,600.00	\$0.00	\$7,200.00	75.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$20,000.00	\$13,605.52	\$803.53	\$6,394.48	68.03%
E 99-94-551-3-306 JANITOR SUPPLIES	\$4,000.00	\$1,820.68	\$591.94	\$2,179.32	45.52%
E 99-94-551-3-308 BUILDING SUPPLIES	\$50,000.00	\$21,571.03	\$6,966.82	\$28,428.97	43.14%
E 99-94-551-3-360 UTILITIES	\$44,865.00	\$26,973.93	\$3,751.94	\$17,891.07	60.12%
E 99-94-551-3-361 SEWER & WATER	\$2,000.00	\$825.44	\$415.06	\$1,174.56	41.27%
E 99-94-551-7-700 BUILDING PROJECTS	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
DEPT 551 LIBRARY	\$199,665.00	\$86,396.60	\$12,529.29	\$113,268.40	43.27%
MAJ CLS 94 LIBRARY BUILDING	\$199,665.00	\$86,396.60	\$12,529.29	\$113,268.40	43.27%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,209,500.00	\$744,688.46	\$115,411.45	\$464,811.54	61.57%

Account Descr	2019 YTD Budget	2019 YTD Amt	AUGUST 2019 Amt	Balance	2019 % of Budget
	\$1,209,500.00	\$744,688.46	\$115,411.45	\$464,811.54	61.57%

THIENSVILLE, WI
Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - HARRIS GEN FUND	-\$23,390.94	\$162,757.90	\$177,960.74	\$2,102,874.21	\$2,007,080.96	\$72,402.31	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$51.89	\$51.89	\$6,090.33	\$6,090.33	\$2,500.00	99
G 99-11140 SAVINGS - HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOUNT	\$0.00	\$45,804.23	\$45,804.23	\$302,969.97	\$302,969.97	\$0.00	99
G 99-11210 INVESTMENTS	\$274,373.68	\$445.83	\$93,000.00	\$688,522.98	\$692,000.00	\$270,896.66	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$8,358.28	\$0.00	\$0.00	\$0.00	\$463.25	\$7,895.03	99
G 99-12315 ALLOWANCE FOR DOUBTFUL AC	-\$6,295.03	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,295.03	99
G 99-12320 ACCRUED INTEREST RECEIVABL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER THAN B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$52,189.87	\$0.00	\$0.00	\$52,189.87	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$2,575.85	\$2,575.85	\$16,783.15	\$16,783.15	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TAX	\$0.00	\$4,570.32	\$4,570.32	\$29,819.69	\$29,819.69	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$4,706.83	\$4,706.83	\$31,005.79	\$31,005.79	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$929.76	\$51.89	\$1,008.42	\$6,365.69	\$6,479.06	-\$1,043.13	99
G 99-21258 WISCONSIN DEFERRED COMP	\$0.00	\$0.00	\$0.00	\$28.82	\$28.82	\$0.00	99
G 99-21265 WI RETIREMENT	-\$5,125.24	\$2,581.52	\$3,873.68	\$25,713.43	\$27,024.49	-\$6,436.30	99
G 99-21280 HEALTH INSURANCE DEDUCTIO	-\$867.46	\$2,001.30	\$2,001.30	\$21,492.39	\$21,013.65	-\$388.72	99
G 99-21285 LIFE INSURANCE	\$0.00	\$14.66	\$14.66	\$116.03	\$116.03	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$23,998.54	\$0.00	\$0.00	\$23,998.54	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	-\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,600.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$175,765.71	\$0.00	\$0.00	\$0.00	\$0.00	-\$175,765.71	99
G 99-31111 REVENUE SUMMARY	-\$5,871.00	\$0.00	\$5,374.75	\$6,988.23	\$920,296.21	-\$919,178.98	99
G 99-31112 EXPENDITURE SUMMARY	\$10,800.86	\$115,463.14	\$51.69	\$824,512.66	\$79,824.20	\$755,489.32	99
G 99-31190 GIFTS & GRANTS RESTRICTED	\$0.35	\$93.15	\$200.00	\$6,317.22	\$6,714.99	-\$397.42	99
G 99-31191 GIFTS & GRANTS UNRESTRICTE	\$0.41	\$97.85	\$22.00	\$2,298.59	\$377.00	\$1,922.00	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	\$341,216.36	\$341,216.36	\$4,148,087.59	\$4,148,087.59	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$341,216.36	\$341,216.36	\$4,148,087.59	\$4,148,087.59	\$0.00	

***Check Detail Register©**

AUGUST 2019

Check Amt Invoice Comment

11110 HARRIS GF -CHECKING

Paid Chk# 022762 8/20/2019 **ADVANCED CHILLER SERVICES**

E 99-94-551-3-308	BUILDING SUPPLIES	\$574.96	2336	HVAC Repairs
Total ADVANCED CHILLER SERVICES		\$574.96		

Paid Chk# 022763 8/20/2019 **ASCEND ELEVATOR LLC**

E 99-94-551-2-283	CONTRACTED-BUILDING	\$185.00	2951	Elevator Service (3 of 3)
Total ASCEND ELEVATOR LLC		\$185.00		

Paid Chk# 022764 8/20/2019 **AT&T (REGULAR SERVICE)**

E 99-92-551-3-303	TELEPHONE	\$114.24		Phone Service/AUG
Total AT&T (REGULAR SERVICE)		\$114.24		

Paid Chk# 022765 8/20/2019 **BAKER & TAYLOR**

E 99-93-551-3-373	PRINT	\$1,135.28	2034641014	Print Collection Materials
E 99-93-551-3-373	PRINT	\$281.78	2034641194	Print Collection Materials
G 99-31190	GIFTS & GRANTS RESTRICTED	\$43.15	2034653529	Gift/Heyse
E 99-93-551-3-373	PRINT	\$1,680.51	2034653682	Print Collection Materials
E 99-93-551-3-373	PRINT	\$337.14	2034653703	Print Collection Materials
E 99-93-551-3-371	MEDIA	\$157.70	2034654154	Spoken Word Collection
E 99-93-551-3-373	PRINT	\$863.41	2034668087	Print Collection Materials
G 99-31191	GIFTS & GRANTS UNRESTRICTED	\$97.85	2034670747	Gift/League of Women Voters
E 99-93-551-3-373	PRINT	\$147.30	2034674682	Print Collection Materials
E 99-93-551-3-371	MEDIA	\$193.20	2034675298	Spoken Word Collection
E 99-93-551-3-373	PRINT	\$1,064.08	2034676959	Print Collection Materials
E 99-93-551-3-371	MEDIA	\$224.73	2034680693	Spoken Word Collection
E 99-93-551-3-373	PRINT	\$304.65	2034691293	Print Collection Materials
E 99-93-551-3-373	PRINT	\$1,346.74	2034693241	Print Collection Materials
E 99-93-551-3-371	MEDIA	\$11.88	H36713830	Media Collection
E 99-93-551-3-371	MEDIA	\$100.06	H36714820	Media Collection
E 99-93-551-3-371	MEDIA	\$82.23	H36746800	Media Collection
E 99-93-551-3-371	MEDIA	\$33.66	H36758470	Media Collection
E 99-93-551-3-371	MEDIA	\$28.13	H36777370	Media Collection
E 99-93-551-3-371	MEDIA	\$17.33	H36788290	Media Collection
E 99-93-551-3-371	MEDIA	\$219.43	H36853370	Media Collection
E 99-93-551-3-371	MEDIA	\$40.86	H36864780	Media Collection
E 99-93-551-3-371	MEDIA	\$55.54	H36904260	Media Collection
E 99-93-551-3-371	MEDIA	\$17.33	H36905630	Media Collection
E 99-93-551-3-371	MEDIA	\$47.74	H36955050	Media Collection
E 99-93-551-3-371	MEDIA	\$221.72	H37004560	Media Collection
E 99-93-551-3-371	MEDIA	\$22.34	H37016470	Media Collection
E 99-93-551-3-371	MEDIA	\$24.61	H37018480	Media Collection
E 99-93-551-3-371	MEDIA	\$10.85	H37108240	Media Collection
E 99-93-551-3-371	MEDIA	\$50.19	H37207580	Media Collection
E 99-93-551-3-371	MEDIA	\$255.93	H37207710	Media Collection
E 99-93-551-3-371	MEDIA	\$10.13	H37215980	Media Collection
E 99-93-551-3-371	MEDIA	\$17.33	H37254540	Media Collection
E 99-93-551-3-371	MEDIA	\$14.23	H37275160	Media Collection
E 99-93-551-3-371	MEDIA	\$49.06	H37289700	Media Collection
E 99-93-551-3-371	MEDIA	\$52.63	H37291220	Media Collection
E 99-93-551-3-371	MEDIA	\$189.18	H37320330	Media Collection
E 99-93-551-3-371	MEDIA	\$16.67	H37326920	Media Collection
E 99-93-551-3-371	MEDIA	\$28.13	H37433580	Media Collection
E 99-93-551-3-371	MEDIA	\$141.42	H37435740	Media Collection
E 99-93-551-3-371	MEDIA	\$44.46	H37516190	Media Collection

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		Check Amt	Invoice	Comment
Total BAKER & TAYLOR		\$9,680.59		
Paid Chk# 022766	8/20/2019	BAKER TILLY VIRCHOW KRAUSE LLP		
E 99-92-551-2-206	AUDIT	\$651.00	BT1455244	2018 FY Audit Progress Billing-Final
E 99-92-551-2-290	CONSULTANTS	\$350.00	BT1455244	GASB Implementation
Total BAKER TILLY VIRCHOW KRAUSE LLP		\$1,001.00		
Paid Chk# 022767	8/20/2019	CARDMEMBER SERVICE (PWSB)		
E 99-93-551-3-370	PROGRAMMING	\$75.00	0014	Marcus North Shore
G 99-31190	GIFTS & GRANTS RESTRICTED	\$50.00	0075	Marcus Sheboygan
E 99-93-551-3-370	PROGRAMMING	\$80.77	1306	Home Depot
E 99-92-551-3-300	OFFICE SUPPLIES	\$3.69	1962	Walgreens
E 99-93-551-3-370	PROGRAMMING	\$42.00	2289	Michaels
E 99-93-551-3-370	PROGRAMMING	\$3.17	349	Dollar Tree
E 99-92-551-2-286	COMPUTERS	\$35.49	668	Amazon Web Services
E 99-92-551-2-286	COMPUTERS	\$31.49	9090	Amazon Web Services
E 99-93-551-3-370	PROGRAMMING	\$56.35	9480	Party City
E 99-92-551-3-303	TELEPHONE	\$26.18	9646	AT&T
Total CARDMEMBER SERVICE (PWSB)		\$404.14		
Paid Chk# 022768	8/20/2019	CENTURY LINK		
E 99-92-551-3-303	TELEPHONE	\$7.43	1473629864	Long Distance/JULY
Total CENTURY LINK		\$7.43		
Paid Chk# 022769	8/20/2019	CIVICPLUS		
E 99-92-551-2-285	WEPCO LEASE	\$2,382.69	190422	Annual Website Hosting
Total CIVICPLUS		\$2,382.69		
Paid Chk# 022770	8/20/2019	EBSCO		
E 99-93-551-3-372	E CONTENT	\$3,786.00	100010847-1	Rosetta Stone Online Access
Total EBSCO		\$3,786.00		
Paid Chk# 022771	8/20/2019	GECRB/AMAZON		
E 99-92-551-2-286	COMPUTERS	\$9.78	434344997867	Technology
E 99-93-551-3-370	PROGRAMMING	\$5.39	434678786885	Programming
E 99-92-551-2-286	COMPUTERS	\$7.99	443748696858	Technology
E 99-93-551-3-370	PROGRAMMING	\$87.88	447587396453	Programming
E 99-92-551-2-286	COMPUTERS	\$21.99	449576855575	Technology
E 99-93-551-3-370	PROGRAMMING	\$13.26	453937878938	Programming
E 99-92-551-2-286	COMPUTERS	\$7.99	455888833373	Technology
E 99-93-551-3-370	PROGRAMMING	\$61.31	459677685639	Programming
E 99-92-551-2-286	COMPUTERS	\$14.77	463964457484	Technology
E 99-93-551-3-370	PROGRAMMING	\$23.22	463973543584	Programming
E 99-93-551-3-370	PROGRAMMING	\$20.94	476535743445	Programming
E 99-93-551-3-371	MEDIA	\$32.08	544939774389	Media Collection
E 99-93-551-3-370	PROGRAMMING	\$116.22	564664533948	Programming
E 99-93-551-3-370	PROGRAMMING	\$12.02	593485445755	Programming
E 99-93-551-3-372	E CONTENT	\$14.77	596366477477	Kindle Title
E 99-93-551-3-370	PROGRAMMING	(\$23.22)	634859478576	Programming
E 99-93-551-3-370	PROGRAMMING	\$26.13	663448668696	Programming
E 99-93-551-3-370	PROGRAMMING	\$105.72	694969736375	Programming
E 99-93-551-3-370	PROGRAMMING	\$89.99	737854935333	Programming
E 99-92-551-2-286	COMPUTERS	\$5.95	759448495459	Technology
E 99-92-551-3-300	OFFICE SUPPLIES	\$17.48	846779648735	Office Supplies
E 99-93-551-3-370	PROGRAMMING	\$25.44	866777783546	Programming
E 99-93-551-3-370	PROGRAMMING	\$58.48	957766734855	Programming
E 99-93-551-3-370	PROGRAMMING	\$73.41	965869635854	Programming

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			Check Amt	Invoice	Comment
Total GECRB/AMAZON			\$828.99		
Paid Chk# 022772	8/20/2019	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHINE	\$142.00	25311311	Monthly Color Copy Lease
Total GREATAMERICA			\$142.00		
Paid Chk# 022773	8/20/2019	INFOCOR			
E 99-92-551-2-286		COMPUTERS	\$640.00	0013013-IN	Brightsign Repairs
Total INFOCOR			\$640.00		
Paid Chk# 022774	8/20/2019	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDING	\$618.53	09-15864	Monthly Visit (4 of 6)
Total JOHN LAMM OF JACKSON, INC			\$618.53		
Paid Chk# 022775	8/20/2019	MEQUON WATER UTILITY			
E 99-94-551-3-361		SEWER & WATER	\$415.06	277989	Quarterly Water and Sewer (APR-JUNE 2019)
Total MEQUON WATER UTILITY			\$415.06		
Paid Chk# 022776	8/20/2019	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$699.47	97733476	Hoopla/JULY 2019
Total MIDWEST TAPE			\$699.47		
Paid Chk# 022777	8/20/2019	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$591.94	S2502878.001	Misc. Janitorial Supplies
Total NASSCO			\$591.94		
Paid Chk# 022778	8/20/2019	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHINE	\$11.38	AR90913	Toner Delivery
E 99-92-551-3-307		SUPPLIES-COPY MACHINE	\$249.88	AR91513	Copy Charges/JULY 2019
Total OFFICE COPYING EQUIPMENT INC			\$261.26		
Paid Chk# 022779	8/20/2019	PIGGLY WIGGLY			
E 99-93-551-3-370		PROGRAMMING	\$46.88	1008251211	Event Supplies
E 99-93-551-3-370		PROGRAMMING	\$6.37	1026531300	Event Supplies
E 99-93-551-3-370		PROGRAMMING	\$14.16	1063821345	Event Supplies
E 99-93-551-3-370		PROGRAMMING	\$7.37	1088401327	Event Supplies
E 99-93-551-3-370		PROGRAMMING	\$21.31	24065631227	Event Supplies
Total PIGGLY WIGGLY			\$96.09		
Paid Chk# 022780	8/20/2019	QUALITY DOOR & HARDWARE			
E 99-94-551-3-308		BUILDING SUPPLIES	\$6,391.86	702553	Study Room & Conference Doors
Total QUALITY DOOR & HARDWARE			\$6,391.86		
Paid Chk# 022781	8/20/2019	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$222.56	5573509	Misc Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$267.29	9020494	Misc Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	(\$28.47)	9020494	Misc Office Supplies
Total QUILL.COM			\$461.38		
Paid Chk# 022782	8/20/2019	SECURIAN FINANCIAL GROUP, INC			
E 99-91-551-1-199		FRINGE BENEFITS	\$75.94	092019	Life Ins/SEPT/Employer Portion
G 99-21285		LIFE INSURANCE	\$14.66	092019	Life Ins/SEPT/Employee Portion
Total SECURIAN FINANCIAL GROUP, INC			\$90.60		
Paid Chk# 022783	8/20/2019	TIME WARNER CABLE			
E 99-92-551-2-285		WEPCO LEASE	\$1,025.00	073997501080	Internet Acces-PREPAY
Total TIME WARNER CABLE			\$1,025.00		

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Paid Chk# 022784 8/20/2019 UNIQUE MANAGEMENT SYSTEMS				
E 99-92-551-3-358	DEBT COLLECTION	\$17.90	556483	Placements/JULY 2019
Total UNIQUE MANAGEMENT SYSTEMS		\$17.90		
Paid Chk# 022785 8/20/2019 WE ENERGIES				
E 99-94-551-3-360	UTILITIES	\$3,751.94	08242019	Electric & Gas/AUG
Total WE ENERGIES		\$3,751.94		
Paid Chk# 022786 8/20/2019 WISCONSIN LIBRARY ASSOCIATION				
E 99-91-551-1-115	TRAVEL/TRAINING/SEMINARS	\$185.00	WLA19AK	WLA Conference/Kloppmann
E 99-91-551-1-115	TRAVEL/TRAINING/SEMINARS	\$190.00	WLA19AP	WLA Conference/Pike
E 99-91-551-1-115	TRAVEL/TRAINING/SEMINARS	\$185.00	WLA19CG	WLA Conference/Gilman
E 99-91-551-1-115	TRAVEL/TRAINING/SEMINARS	\$199.00	WLA19CJ	WLA Conference/Jacobson
Total WISCONSIN LIBRARY ASSOCIATION		\$759.00		
Paid Chk# 022787 8/20/2019 WORLD TRADE PRESS				
E 99-93-551-3-372	E CONTENT	\$350.20	INV670922	AtoZ World Travel Database
Total WORLD TRADE PRESS		\$350.20		
Paid Chk# 9190801 8/2/2019 PAYCHEX MAJOR MARKET SERVICES				
E 99-92-551-2-289	PAYROLL PROCESSING	\$112.70	2019073001	Processing 8-2-19 Payroll
otal PAYCHEX MAJOR MARKET SERVICES		\$112.70		
Paid Chk# 9190802 8/2/2019 PAYCHEX				
G 99-21220	FEDERAL WITHHOLDING TAX	\$1,470.43		Wages Pd 8-2-19/FED WITH
G 99-21210	WISCONSIN WITHHOLDING	\$829.84		Wages Pd 8-2-19/WI WITH
G 99-21230	SOCIAL SECURITY TAX	\$1,535.91		Wages Pd 8-2-19/SS & MED
E 99-91-551-1-199	FRINGE BENEFITS	\$1,535.92		Wages Pd 8-2-19/EMPLOYER SS
G 99-11160	SPECIAL CLEARING ACCOUNT	\$14,957.72		Wages Pd 8-2-19/DIRECT DEP
Total PAYCHEX		\$20,329.82		
Paid Chk# 9190803 8/2/2019 LIBRARY PAYROLL				
E 99-91-551-1-100	SALARIES & WAGES	\$21,428.80		Wages Pd 8-2-19/SAL & WAGES
E 99-93-551-3-370	PROGRAMMING	\$3.47		Wages Pd 8-2-19/PROG SUPPLIES
G 99-21265	WI RETIREMENT	(\$1,286.92)		Wages Pd 8-2-19/WRS EMPLOYEE CONTR
G 99-21220	FEDERAL WITHHOLDING TAX	(\$1,470.43)		Wages Pd 8-2-19/FED WITH
G 99-21210	WISCONSIN WITHHOLDING	(\$829.84)		Wages Pd 8-2-19/STATE WITH
G 99-21230	SOCIAL SECURITY TAX	(\$1,535.91)		Wages Pd 8-2-19/SS & MED
G 99-21245	FLEX BENEFIT	(\$336.14)		Wages Pd 8-2-19/FLEX
G 99-21280	HEALTH INSURANCE DEDUCTIONS	(\$1,000.65)		Wages Pd 8-2-19/HEALTH/EMPLOYEE
G 99-21285	LIFE INSURANCE	(\$14.66)		Wages Pd 8-2-19/LIFE/EMPLOYEE DED
G 99-11160	SPECIAL CLEARING ACCOUNT	(\$14,957.72)		Wages Pd 8-2-19/DIRECT DEP
Total LIBRARY PAYROLL		\$0.00		
Paid Chk# 9190804 8/16/2019 PAYCHEX MAJOR MARKET SERVICES				
E 99-92-551-2-289	PAYROLL PROCESSING	\$112.70		Processing 8-16-19 Payroll
otal PAYCHEX MAJOR MARKET SERVICES		\$112.70		
Paid Chk# 9190805 8/16/2019 PAYCHEX				
G 99-21220	FEDERAL WITHHOLDING TAX	\$1,460.64		FED WITH/Wages Paid 8-16-19
G 99-21210	WISCONSIN WITHHOLDING	\$828.86		WI WITH/Wages Paid 8-16-19
G 99-21230	SOCIAL SECURITY TAX	\$1,540.93		SS & MEDI/Wages Paid 8-16-19
E 99-91-551-1-199	FRINGE BENEFITS	\$1,540.91		FRINGE-EMPLOYER SS/Wages Paid 8-16-19
G 99-11160	SPECIAL CLEARING ACCOUNT	\$15,013.63		DIRECT DEP/Wages Paid 8-16-19
Total PAYCHEX		\$20,384.97		
Paid Chk# 9190806 8/16/2019 LIBRARY PAYROLL				

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E 99-91-551-1-100 SALARIES & WAGES	\$21,479.52		Salaries & Wages/Wages Paid 8-16-19
G 99-21265 WI RETIREMENT	(\$1,298.67)		Benefits/WRS/Wages Paid 8-16-19
G 99-21220 FEDERAL WITHHOLDING TAX	(\$1,460.64)		FED WITH/Wages Paid 8-16-19
G 99-21210 WISCONSIN WITHHOLDING	(\$828.86)		WI WITH/Wages Paid 8-16-19
G 99-21230 SOCIAL SECURITY TAX	(\$1,540.93)		SS & MED/Wages Paid 8-16-19
G 99-21245 FLEX BENEFIT	(\$336.14)		FLEX BEN/Wages Paid 8-16-19
G 99-21280 HEALTH INSURANCE DEDUCTIONS	(\$1,000.65)		HEALTH/Wages Paid 8-16-19
G 99-11160 SPECIAL CLEARING ACCOUNT	(\$15,013.63)		DIRECT DEP/Wages Paid 8-16-19
Total LIBRARY PAYROLL	\$0.00		

Paid Chk# 9190807 8/16/2019 **PAYCHEX HUMAN RESOURCES SERVIC**

E 99-92-551-2-289 PAYROLL PROCESSING	\$99.00	20315146	Time and Labor Online Monthly
al PAYCHEX HUMAN RESOURCES SERVIC	\$99.00		

Paid Chk# 9190808 8/26/2019 **DEPT. OF EMPLOYEE TRUST FUNDS**

E 99-91-551-1-199 FRINGE BENEFITS	\$8,059.08	364200020190	Health Insurance/SEPT/Employer Port
G 99-21280 HEALTH INSURANCE DEDUCTIONS	\$2,001.30	364200020190	Health Insurance/SEPT/Employee Port
Total DEPT. OF EMPLOYEE TRUST FUNDS	\$10,060.38		

Paid Chk# 9190809 8/30/2019 **WISCONSIN RETIREMENT SYSTEM**

E 99-91-551-1-199 FRINGE BENEFITS	\$2,581.52	216043	WRS Contribution/JULY/Employer
G 99-21265 WI RETIREMENT	\$2,581.52	216043	WRS Contribution/JULY/Employee
Total WISCONSIN RETIREMENT SYSTEM	\$5,163.04		

Paid Chk# 9190810 8/30/2019 **PAYCHEX MAJOR MARKET SERVICES**

E 99-92-551-2-289 PAYROLL PROCESSING	\$112.70	2019082701	Processing 8-3-2019 Payroll
otal PAYCHEX MAJOR MARKET SERVICES	\$112.70		

Paid Chk# 9190811 8/30/2019 **PAYCHEX**

G 99-21220 FEDERAL WITHHOLDING TAX	\$1,639.25		FED WITH/Wages Paid 8-30-2019
G 99-21210 WISCONSIN WITHHOLDING	\$917.15		WI WITH/Wages Paid 8-30-2019
G 99-21230 SOCIAL SECURITY TAX	\$1,629.99		SS & MED/Wages Paid 8-30-2019
E 99-91-551-1-199 FRINGE BENEFITS	\$1,630.02		EMPLOYER SS/Wages Paid 8-30-2019
G 99-11160 SPECIAL CLEARING ACCOUNT	\$15,832.88		DIRECT DEP/Wages Paid 8-30-2019
Total PAYCHEX	\$21,649.29		

Paid Chk# 9190812 8/30/2019 **LIBRARY PAYROLL**

E 99-91-551-1-100 SALARIES & WAGES	\$21,643.50		SAL & WAGES/Wages Paid 8-30-2019
G 99-21265 WI RETIREMENT	(\$1,288.09)		WRS/EMPLOYEE/Wages Paid 8-30-2019
G 99-21220 FEDERAL WITHHOLDING TAX	(\$1,639.25)		FED WITH/Wages Paid 8-30-2019
G 99-21210 WISCONSIN WITHHOLDING	(\$917.15)		WI WITH/Wages Paid 8-30-2019
G 99-21230 SOCIAL SECURITY TAX	(\$1,629.99)		SS & MED/Wages Paid 8-30-2019
G 99-21245 FLEX BENEFIT	(\$336.14)		FLEX BEN/Wages Paid 8-30-2019
G 99-11160 SPECIAL CLEARING ACCOUNT	(\$15,832.88)		DIRECT DEP/Wages Paid 8-30-2019
Total LIBRARY PAYROLL	\$0.00		

11110 HARRIS GF -CHECKING \$113,301.87

Fund Summary

11110 HARRIS GF -CHECKING

99 F. L. WEYENBERG LIBRARY FUND	\$113,301.87
	\$113,301.87

2019 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	23,634	21,998	25,996	24,575	24,016	29,038	29,754	29,526	208,537
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	211,487
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	3,128	2,661	3,211	2,957	2,882	2,932	3,372	3,408	24,551
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	30,331
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	1,531	1,169	1,624	1,682	1,346	1,143	2,163	1,302	11,960
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	11,631
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	1,684	1,655	1,703	1,606	1,464	2,730	2,329	1,902	15,073
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	15,696
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	9,927	9,296	10,998	11,388	10,878	13,823	13,996	13,013	93,319
2019	10,287	9,916	12,605	12,701	n/a	12,174	16,274	13,884	87,841
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	10	12	14	20	19	15	12	11	113
attendance	102	98	436	153	154	142	95	90	1,270
2019	16	20	22	18	18	14	11	13	132
attendance	154	115	315	255	169	143	131	106	1,388
Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	1	1	0	2	0	0	0	0	4
participation	93	107	52	89	15	12	10	24	402
2019	2	1	4	4	1	1	1	1	15
participation	167	109	164	205	88	80	115	102	1,030
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	13	29	29	31	37	28	28	29	224
attendance	310	577	649	834	1047	1203	1375	885	6,880
2019	17	29	26	34	27	29	28	25	215
attendance	372	731	840	794	954	1438	1500	1014	7,643
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	2	2	1	1	0	1	1	0	8
participation	66	222	406	70	10	363	316	8	1,461
2019	3	2	4	5	2	3	5	1	25
participation	420	271	354	342	510	421	550	270	3,138
Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	0	2	4	3	5	5	5	1	25
attendance	0	9	12	21	420	60	99	0	621
2019	2	2	5	3	2	9	5	1	29
attendance	7	7	33	7	3	430	83	0	570
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	5	3	5	5	2	1	3	2	26
participation	78	64	63	74	49	50	149	74	601
2019	3	2	4	5	1	1	2	2	20
participation	72	57	82	115	58	141	52	53	630

2019 Activity Report

	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
Digitization Lab Usage									
2018	23	24	22	24	21	12	11	9	146
2019	17	9	11	10	3	5	13	8	76
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	YTD
2018	16	30	45	37	34	29	26	30	247
2019	38	37	26	31	22	27	38	34	253
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	YTD
2018	17	18	19	17	12	25	24	20	152
2019	38	36	28	38	26	15	24	37	242
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2018	93	101	97	110	83	174	97	121	876
2019	85	88	140	109	97	160	145	122	946
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	YTD
2018	5,240	4,487	3,618	2,366	2,087	2,364	2,336	2,372	24,870
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	29,652
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	YTD
2018	4,167	3,542	4,226	3,529	3,601	3,816	3,904	4,113	30,898
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	32,252

Date: September 12, 2019
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, September 2019

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

- Management Team, 8/22/19, 9/12/19
- FLWL All Staff End of Summer Party, 8/23/19
- Monarch ILS Committee Meeting, 8/27/19
- Met w/ Tom Madden to Discuss Shelving, 9/4/19
- Hook, Yarn & Stitch, 9/5/19
- Continuing Education, Tech Day, 9/10/19
- Mequon Common Council Meeting, 9/10/19
- Monarch Directors' Council, 9/12/19
- Discussion Facilitator, Temple Menorah Sisterhood Book & Brunch, 9/15/19
- Sunday Matinee Classics: *Casablanca*, 9/15/19
- Reference shifts throughout the month

PERSONNEL & CONTINUING EDUCATION:

We welcomed Katie Quasius as a new page at the end of August. We are now fully staffed at 19 employees (13.0 FTE).

A shout out to Beth Lampp. She presented at Tech Day 2019. Her topic was "Out of the Box Tech Classes for Adults and Seniors." She did a great job and the audience was enthusiastic. I expect to hear about more Cut the Cable and Smartphone classes throughout southeastern Wisconsin.

OPERATIONS ACTIVITIES:

Craig and I met with Tom Madden of Brodart, the company that gave us the best price on shelves for the library. We made some changes in specifications and talked about installation and the removal of the picture book bins. More information to follow if this becomes a doable project.

OTHER:

We await news of the "Coming to America" grant, sponsored by the Yiddish Book Center in Amherst, Massachusetts. We should hear on or about September 30.

Andrew Wang continues to fine-tune his shelf-reading app. I will assist him in looking for grants to work on the prototype. He promises that one prototype will go to Mrs. Rosing at Homestead High School.

Our Virtual Reality setup is almost ready to go. Craig Jacobson and Ashley Pike set up the computer and arranged the space. Now we need to get appropriate software so people may experience VR and explore beyond their normal experiences.

I am getting more involved with Monarch Library System. I now serve as secretary for the ILS Committee, and the Resources Workgroup, now the Resources Advisory Workgroup, is expanding its purview, and will include collection management duties for assorted digital resources. Most of those duties will be delegated, but we will oversee those activities. I will serve temporarily as chair.

We are preparing for our budget presentation to the City of Mequon, Tuesday, September 17, 2019. Included in the board packet is the written presentation. Slides will accompany my presentation Tuesday. Please attend if you are able. I will report on the presentation at the meeting Wednesday.

UPCOMING EVENTS:

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

- iCan Tutorials, ongoing:
 - 9/19/19: Smartphones 201: Movies, Music & More, 2pm
- Weyenberg Movie Matinees, ongoing:
 - 9/20/19, Friday *A Dog's Way Home*
- Book Discussions:
 - 9/17/19, Tuesday: *An Absolutely Remarkable Thing* by Hank Green
- Genealogy Programs:

Mark your calendar for these remaining 2019 FINE ARTS EVENTS:

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

Special Events:

- Cultural Conversations:
 - What's Going On in Our World? with John E. Katzka, 9/29/19, 2pm
 - The Hidden Impact of Segregation with Reggie Jackson, 11/24/19, 2pm

Village Market Storytimes continue Tuesday mornings at 10:30pm throughout the season (weather permitting). Check programming calendars for a host of other programs for children and teens. You are also welcome to spend some time helping to complete the community puzzles on a table behind the new Reference Desk. Always something fun at your Frank L. Weyenberg Library.

Date: September 10, 2019
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, August 2019

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

- Board Meeting – 8/21/19
- Circulation Committee meeting – 8/22/19
- Management meeting – 8/22/19
- Interview for Page position – 8/22/19
- WISCAT User Group meeting – 8/27/19 (David)
- Katie's first day as page – 8/29/19
- IT meeting – 8/30/19 (David)
- Willowbrook Place visit – 8/30/19
- Director's Council meeting – 9/12/19

STATISTICS

Circulation statistics seem to be right on track for this time of year.

MONARCH CIRCULATION COMMITTEE

Circulation Committee just started discussions about whether the system should enable a setting in Polaris to automatically renew items for patrons once their due dates come up. There are several pros and cons to doing this such as, a helpful service we can provide for patrons without doing anything but enabling a setting, there would be a slight reduction in overdue fines that we would charge, but circulation numbers would increase. The committee is trying to evaluate what is best for the system and patrons at this point. The pros and cons for the auto-renewals decision would ultimately be brought to the directors to make the final decision.

OTHER TASKS & TIDBITS

We hired a new page, Katie Quasius. She started on 8/29. She's a junior at Homestead High School and a library patron. So far, she's been doing a great job! We are excited to have her on staff in Access Services.

I have begun working on staff evaluations for 2019. I'm hoping to have them all done by the end of September.

September is National Library Card Sign-Up Month through the American Library Association. So we are replacing lost, broken and old cards for free for the entire month. We are also having a drawing for any patron to enter to win FLW swag.

Date: September 12, 2019

To: Frank L. Weyenberg Library Board of Trustees

From: Craig Jacobson

Re: Business Manager, September 2019

- The State of Wisconsin Group Insurance Board met to set health insurance plan rates for State and local government employees on Wednesday, August 21. The Insurance Board announced that insurance premiums will increase by an average of 4% in 2020, which is a lower increase than the national trend (the Library had used a projected 5% increase for budget calculations, so the actual rates should be slightly lower than planned).

We will not know the actual costs of insurance premiums until the state releases the available plans and tier ratings for every county. As per Wisconsin law, the Library can contribute no more than 88% of the average cost of available Tier 1 plans. There was only one Tier 1 plan in 2019, but if more than one plan is rated as Tier 1 in 2020, that could change the Library's cost of insurance premiums slightly. The Department of Employee Trust Funds has promised to release the insurance premium rates some time before open enrollment begins on September 30.

- At the same meeting, the Group Insurance Board determined that the premium holiday for Income Continuation Insurance (also known as long-term disability insurance) will continue in 2020. The Library will not have to pay any premiums for offering Income Continuation Insurance to employees. If the premium holiday had ended, annual premiums would have been approximately \$2,000 per year.
- As previously indicated, the Department of Employee Trust Funds announced that contribution rates for the Wisconsin Retirement System will increase slightly in 2020. The new rate will be 13.5% total, with 6.75% paid by the employee and matched by the employer. In 2019, the rate was 13.1%, paid at a rate of 6.55% for the employee and employer.
- The Library's Appropriations meeting with the City of Mequon is set for Tuesday, September 17 at 6:00 p.m.
- Our first (hopefully annual!) end of summer holiday party was a huge success, with the gathered employees enjoying an impressive amount of pizza and treats, as well as getting a chance to try out the Library's new Virtual Reality equipment (which might have been as entertaining for those watching as it was for those using it).

Date: September 18, 2019
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Management Meeting, 8/22
- Employee Evaluations Written and Meetings, 8/23-9/6
- New Material Carts ordered, 8/26, 9/3, 9/9, 9/16
- Storytime Week, 8/27, 8/28, 8/31
- Met with current gallery artist, 8/28, 8/29, 8/31
- Patron Services Staff Meeting, 9/4
- Observed Parachute Play for October session, 9/9
- Desk shifts 3-5 times a week
- Evening shift for vacation coverage, 9/10
- WLA Membership committee meeting, 9/16
- Mequon-Thiensville Community Book Club, 9/17

AUGUST STATISTICS

Reference statistics had a very slight increase for August in comparison to last year. eCircs had a big jump this past month in comparison to August 2018, much like last month which was also up by about 700 checkouts! eCollections also had a big jump this past month in comparison to August 2018. Three databases had a lot more activity than normal in August: Ancestry.com, AtoZ databases, and Value Line.

Programming numbers for August were good. Adult and children's regular and passive programming numbers were all up! There was no improvement in teen programming this past month in comparison to August 2018. We did not do much passive programming for teens in August, so that is slightly down.

OTHER TASKS & TIDBITS

We had 8 reservations in August for the Digitization Lab, which is only 1 less than August 2018. I currently only have 2 reservations for September, so I hope that will pick up soon.

We purchased new storytime cushions at the beginning of September. Our old ones were looking rather rough, so we bought some new ones in a vinyl material, rather than a cloth cover.

Christ Alone Lutheran School is coming in mid-September to do school tours. We will be seeing the 3rd and 4th grades on Monday, September 16 and the 5th grade on Thursday, September 19.

I am currently working on scheduling the library's 2020 programs, display case & gallery, as well as putting the final touches on some of our programs this fall.

Here are some of our big upcoming programs:

September 22 at 2:00 PM = Fine Arts program "Over the Rainbow" with Craig Siemsen

September 28 from 10:00 AM-2:00 PM = Family Frontier Day at Pioneer Village outside of Saukville

October 17 at 6:30 PM = Author JF Riordan w/ Boswell Book Company

October 24 = Thiensville Business Trick or Treat Day

October 24 at 6:00 PM = An Evening with Mark Twain

October 30 at 10:30 AM = Spooky Storytime

November 3 at 2:00 PM = Fine Arts program with Leslie Goddard as Jackie Kennedy

November 10-16 = League of Milwaukee Artists Week – We will be hosting 3 artists doing art demonstrations during the library's open hours periodically throughout the week

December 30 at 10:30 AM= A Winter Wonderland party with the Frost Queen and the Snow Princess

MEMORANDUM

Date: September 12, 2019

To: Appropriations Committee

From: Rachel Muchin Young, Library Director

Subject: 2020 Budget Workshop Meeting –
Frank L. Weyenberg Library of Mequon-Thiensville

INTRODUCTION

Frank L. Weyenberg Library of Mequon-Thiensville (FLWL) is a joint library serving both communities. FLWL is the largest library in Ozaukee County, and is a member of the Monarch Library System which serves this county, as well as Sheboygan, Washington, and Dodge Counties. Our facilities, collections, and activities are free and open to the public.

The two communities have had a library since 1953. A new Georgian colonial building now called the Frank L. Weyenberg Library of Mequon-Thiensville opened its doors in 1971. An addition in 1994 more than doubled the size of the library to better serve the population of about 20,000 residents.

Today, FLWL serves a community of more than 27,000 residents. Staff work diligently to meet the needs of the growing community with relevant collections, including technologies that did not exist even just a decade ago, services to meet the changing needs of the community, and programs and events that enlighten, entertain, and foster lifelong learning. The biggest challenge we face is maintaining our lovely, but aging building.

SECTION I: WHO ARE WE AND WHAT DO WE DO?

FLWL serves the community by providing essential services in times of calm, as well as in times of crisis. There are no barriers to service. We provide comfortable seating with ample lighting so seniors can read the *Milwaukee Journal-Sentinel*, the *New York Times*, or the *Wall Street Journal* at their leisure. We provide a colorful, open Children's Department filled with books and toys to tantalize even the most distracted toddlers. Children play and parents visit with one another in delightfully diverse groups. We connect people to the world with free computers and internet access (and technology instruction, if needed). We offer the breadth and depth of physical and online resources that make it possible to pursue an education from our convenient study tables, or the privacy of your own home, with nothing more than your library card. People find themselves in our collections or explore other worlds, through our books, movies, and music.

We completed a Strategic Planning Process earlier this year. Through focus group and patron input at the library we developed a three-pronged plan:

Welcome All Visitors
Satisfy Their Curiosity
Create Citizen Advocates

From that we rewrote our Mission Statement, adopted in July:

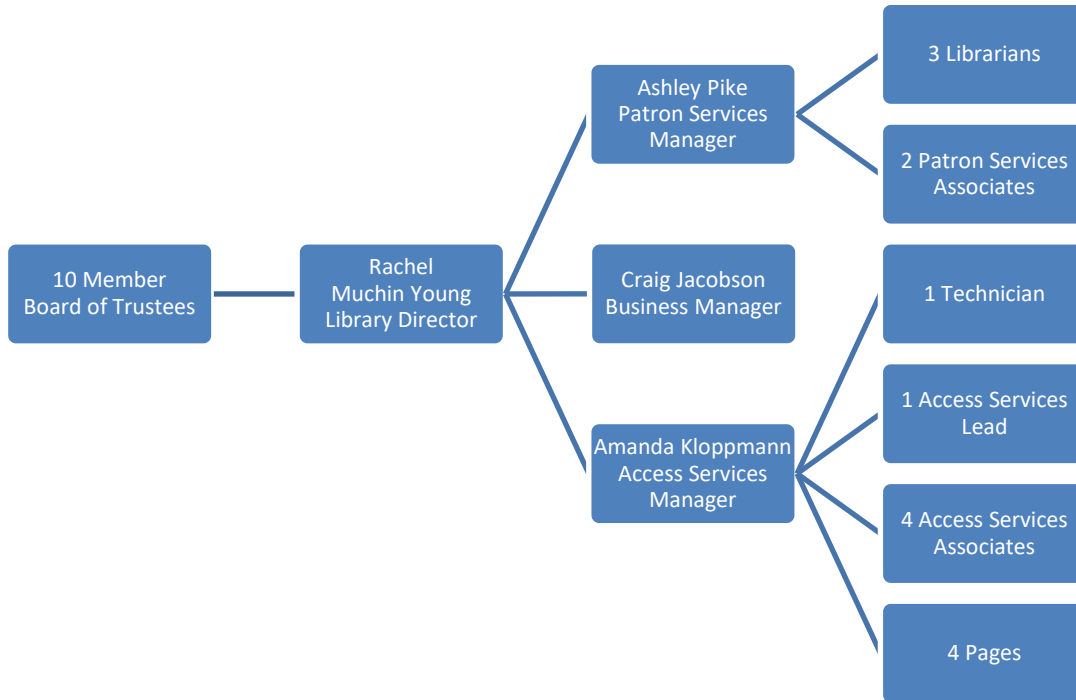
As a welcoming community center united by Mequon and Thiensville, the Frank L. Weyenberg Library strives to stimulate imagination and inspire creativity by opening windows to lifelong learning.

FLWL is open 64 hours each week (60 hours per week in the summer). We welcomed 136,898 visitors last year. That translates to 46 people visiting the library every open hour. Based on the first eight (8) months of the year, we anticipate even more visitors this year. Others avail themselves of the library's online resources, available 24/7.

- Our key services include:
 - Materials for Checkout
 - Physical items: books for children, teens, and adults in hardcover and paperback, in regular print and large print, audiobooks on CD, magazines, movies, music on CD, Discovery Kits (promoting STEAM [Science, Technology, Engineering, Arts, Math] exploration), and Adventure Passes (Milwaukee County Zoo, Milwaukee Public Museum, Milwaukee Art Museum)
 - Digital resources: eBooks, eAudiobooks, graphic novels, magazines, movies, television series, and music
 - Research Resources
 - Non-fiction books for all ages, non-fiction DVDs, reference collections (general reference, local history, and the Jamron Civil War Collection), and authenticated subscription databases (addressing business and finance, genealogy and family history, health and medical topics, lifelong learning, and literature)
 - Programs and Events
 - For Adults: Fine Arts events, current events and philosophy lecture series, book discussions, technology education, film series, Memory Cafés for those living with dementia, book challenges and literacy programs
 - For Teens: Exam Crams coinciding with Homestead High School's exam schedule, STEAM activities (Crazy 8s Math Club, Unlock-the-Box [problem solving], craft projects, book discussions, film series, volunteer activities, after-school and summer events, and literacy programs
 - For Children: Storytimes for children birth through early elementary school, sensory activities (rhythm and movement, tactile, open-ended exploration and creativity), STEAM activities, LEGO building, and literacy programs including reading readiness
 - Passive Interaction
 - Reading (books, newspapers, magazines)
 - Studying and Working

- Tutoring
- Playing
- Socializing
- Participation in passive programming (games, puzzles, building blocks, unique March Madness brackets, crafts, and coloring)
- Digitization Lab (for converting photos, negative, slides, VHS tapes, and film to digital formats)

○ Organizational Chart



- FLWL is staffed by 19 people totaling 13.0 FTE
 - Seven (7) employees have Masters Degrees in Library Science
 - Two (2) employees are currently pursuing advanced degrees
- FLWL is governed by a ten (10) member Board of Trustees. Seven (7) members, including one aldermanic representative, are appointed by Mequon’s Mayor and Common Council. Two (2) members, including one Village Trustee, are appointed by Thiensville’s Village President and the Board of Trustees. The tenth trustee is the Superintendent of the Mequon-Thiensville School District or his or her designee.

SECTION II: HOW ARE FUNDED?

Wisconsin Public Libraries are organized under Wisconsin State Statute Chapter 43. Chapter 43.53 addresses joint libraries. We are primarily funded by the municipalities we serve, and, to a much lesser degree, Ozaukee and adjacent counties.

To be exempt from County Library Taxes, municipalities supporting a joint library must fund their libraries at no less than the average support of the last three years (prior to 2011

referred to as Maintenance of Effort), or approximately 0.028% per dollar of the equalized value (EV) of the property in the municipality, whichever is lower. If FLWL was supported by Mequon alone, the City would need to support the library based 0.028% per dollar of equalized value of property in the City.

The following table shows the funding options available to the City and Village:

	Mequon	Thiensville
Equalized Property Value	\$ 4,716,982,800	\$ 345,595,400
EV Appropriation		
County Library Tax Levy Rate 0.02798294%	1,319,939	99,226
3-Year Average	1,048,558	110,740
2019 Appropriation	\$ 1,050,000	\$ 110,740

If the Frank L. Weyenberg Library of Mequon-Thiensville were the Mequon Public Library (supported by Mequon alone), the required municipal allocation would be \$1,319,939, or \$269,939 more than is required of the City for a joint library.

Budget Breakdown:

Frank L. Weyenberg Library 2019 Budget		
Revenues		
City of Mequon	\$ 1,050,000	86.8%
Village of Thiensville	110,740	9.2%
County Reimbursement	11,500	1%
Fines & Fees	27,010	2%
Investment Interest	3,500	0.3%
Book Sales	4,000	0.3%
Miscellaneous Income	2,750	0.2%
	\$ 1,209,500	
Expenditures		
Personnel	\$ 748,960	61.9%
Administration	100,875	8.3%
Collections & Programs	160,000	13.2%
Building	199,665	16.5%
	\$ 1,209,500	

5-Year Budget Summary

Fiscal Year	Total Budget	Mequon Allocation	Thiensville Allocation
2015	\$ 1,211,000	\$ 1,048,315	\$ 100,740
2016	\$ 1,209,125	\$ 1,048,315	\$ 100,740
2017	\$ 1,205,067	\$ 1,048,930	\$ 100,740
2018	\$ 1,206,900	\$ 1,049,000	\$ 100,740
2018	\$ 1,209,500	\$ 1,050,000	\$ 100,740

Municipal allocations have remained essentially flat over the past five years. Additionally, county reimbursements have declined, as have fine revenues as more patrons utilize digital resources (which automatically “return” at the end of the loan period).

To supplement government appropriations and reimbursements, FLWL has been selling books, movies and television series on DVD and Blu-Ray, music CDs, and puzzles withdrawn from the library or donated by our patrons. While not a large amount of money, the revenue does help.

We regularly seek project and programming grants. In 2018 we were awarded a grant for Tech Treasures by the Junior Woman's Club of Mequon-Thiensville. These Tech Treasures are used in library programming, for passive play, and for our STEAM Discovery Kits. This year we will be the recipient of another grant from the Junior Woman's Club that will enable us to add a Hearing Loop to the Tolzman Community Room. A Hearing Loop connects to t-coils in hearing aids and cochlear implants so patrons with hearing impairment may fully participate in library programs and events. We used other grant funds to replace fluorescent lighting with environmentally friendly and cost-effective LED lighting throughout the library.

These efforts, however, do not cover the increasing costs of doing business. Every effort is being made to reduce expenditures wherever possible. Increased participation in resource sharing via the Monarch Library System has afforded us significant savings in terms of technology and electronic resources. We are masters at reducing, reusing, and recycling. Still, costs rise.

To balance the budget, we regularly re-evaluate where we allocate our resources, moving funds from Administration to Collections & Programs, or from Building to Personnel. Eventually this will not be sufficient to continue operating at the current level. We are already hampered by not having funds to grow our collections and resources, our stock in trade.

And the library building ages. We are reaching the point where we are unable to properly maintain library facilities without additional funding. We are able to budget for routine maintenance, and we have reserves that recently enabled us to replace a sewer lateral, but we are now facing structural issues which require an influx of funds to repair.

SECTION III: WHAT'S GOING WELL?

FLWL is bucking national trends by actually serving more patrons, presenting more programs, and circulating more books now than we have throughout most of this decade. We're able to do so through prudent scheduling and a talented staff. In fact, last autumn we were able to add eight (8) additional open hours per week, including Sundays. This change was budget neutral.

The message we received from the community through recent focus groups and patron input is that they want more: more books, more programs, more databases, and more hours. While we may not be satisfying everyone, we are striving to do so. Some of these strides we are making on our own, and others via the shared resources available through Monarch Library System.

In addition to physical material, we've added digital download capabilities giving patrons increased access to eBooks, eAudiobooks, graphic novels, magazines, movies, television series, and music, some of which are no longer published in physical formats.

We've added databases to help people connect with their history (Ancestry.com) and prepare for their future (Gale Courses). A to Z Databases provides data to help

businesses grow, and helps workers find jobs. Value Line helps users invest responsibly. Rosetta Stone helps language learners tackle Chinese and Hindi, Pashto and Vietnamese, German and Swahili, Japanese and French, and more, whether for business, travel, or personal edification.

Parents need not wait until their children sit up before bringing them to library activities. We have developed literacy and sensory programs for children from birth on up. Children may now participate in a variety of STEAM activities disguised as LEGO play or puzzles, number games and fun challenges. We've added more opportunities for middle and upper elementary school students, too, and LEGO clubs just for them. Teen programming has changed, with the input of a new teen advisory board, the Weyenberg Teen Advisors, to include Exam Crams to coincide with Homestead's exam schedule, volunteer opportunities, and passive activities so teens may engage with the library as their schedules allow.

For adults, we've added book discussions, three free film series, technology and genealogy classes, a new current events lecture and discussion series, and passive activities, including a community puzzle. Recognizing that our population is aging, we have partnered with three other Ozaukee County libraries and the Aging and Disability Resource Center of Ozaukee County to offer Memory Cafés for people living with early stages of cognitive impairment and their care partners.

It is worth noting that our Summer Reading Programs for children, teens, and adults are very well received by the community. In fact, on the day of our Harry Potter Birthday Bash (July 31), 1,185 people entered the library, more people than any other day since we started counting. Furthermore, while many (dare I say "most") libraries spend hundreds or even thousands of dollars on performers to add excitement to their Summer Reading Programs, we rely on our own creative professionals to present programs that not only entertain, but also encourage literacy.

The community has responded enthusiastically to the expanded programs and changes we have made to the library and library service. Our goal is to remain on the path of continuous improvement.

SECTION IV: HOW CAN WE DO BETTER?

The Wisconsin Department of Public Instruction published the sixth edition of Wisconsin Public Library Standards in 2018. This document provides a framework for improvement.

While FLWL does an excellent job meeting standards relative to the Board of Trustees, policies, procedures, staff training, and general nature of the collection, the Library currently does not meet recommended State Standards for the number of print volumes in the library collection, nor for the audio and video recordings offered. Fortunately, robust resource sharing and the patience of our patrons ease these shortcomings. State Standards also recommend that we have at least 16.44 FTE. We currently have 13 FTE. All we have achieved has been done with a smaller staff than is advisable.

How will we do better? We will expend our budget thoughtfully and prudently. We will seek collaborations that will afford us opportunities to increase our offerings to the

community without affecting our budget. We will increase library outreach to share the FLWL story with the community, and to meet community needs.

CONCLUSION:

Mequon is a first class community that deserves a first class library. While Frank L. Weyenberg Library of Mequon-Thiensville strives to be that first class library, funding is an issue. We hope that as the City continues to grow, the municipal allocation to the library will grow, as well, enabling us to maintain our facilities and continue to improve our services.

Memorandum of Understanding between:

Monarch Library System and Frank L. Weyenberg Library of Mequon-Thiensville

RE: Network Equipment purchase and replacement

Date: September 2019

PARTIES: This memorandum of understanding (hereinafter referred to as "MOU") is between the Monarch Library System (hereinafter referred to as "MLS") and the Frank L. Weyenberg Library of Mequon-Thiensville.

PURPOSE: To standardize network equipment including router, switch, and access point among our 31-member public libraries and create a replacement fund and plan.

BACKGROUND: The network equipment at our 31 member libraries varies widely across the system and most hardware has reached or surpassed the recommended replacement cycle of six years. The hardware we are focusing on are routers, switches, and wireless access points. Best practice for a system like ours is to standardize hardware across all libraries allowing MLS IT staff the ability to specialize in hardware support while also keeping replacement hardware on-hand at the system office for IT staff to replace at member libraries experiencing hardware failure. On April 23, 2019, the MLS board approved the purchase of three pieces of network equipment: one router, one switch, and one wireless access point per library. Additional hardware is available for interested libraries, at their own expense.

AGREEMENT:

- MLS will procure and install the above listed pieces of equipment in each library by or before January 1, 2020.
- The Frank L. Weyenberg Library of Mequon-Thiensville accepts this gifted equipment and agrees to participate in the annual network equipment replacement fund contributions as outlined below.
- Equipment is the property of Frank L. Weyenberg Library of Mequon-Thiensville.
- The Frank L. Weyenberg Library of Mequon-Thiensville agrees to pay yearly maintenance costs, as well as make an annual defined contribution to the network equipment replacement fund to be held in the MLS reserve account. Monies held in this account will be segmented by individual library. This fund may only be used to replace the above defined pieces of network equipment at the agreed upon time for replacement.
- Equipment performance and maintenance agreements will be assessed in late 2023, prior to the ending of the initial 3-year maintenance agreement. The MLS IT Manager will share a review of the network equipment, pricing, and recommended length of contract for a renewed maintenance agreement to the Directors' Council for approval.

- Following best practices, the network equipment will be replaced in the 5th to 6th year of use (2025-2026). New purchases will be made by the MLS on behalf of the member libraries, using the replacement fund for the new purchase. Any costs not covered by the replacement fund will be the member libraries' responsibility. Any remaining funds will be rolled over into each library's replacement fund for the next replacement cycle.

TERM OF AGREEMENT: 6 years – with mid-term assessment slated at time of maintenance agreement renewal.

SIGNATURES:

On behalf of the Frank L. Weyenberg Library of Mequon-Thiensville, I agree to above stated responsibilities and terms of the Network Equipment Purchase and Replacement MOU.

_____, (signature) _____ (date)

_____, (printed name)

_____ (title)

On behalf of the Monarch Library System, I agree to above stated responsibilities and terms of the Network Equipment Purchase and Replacement MOU.

_____, (signature) _____ (date)

_____, (printed name)

_____ (title)

Frank L. Weyenberg Library of Mequon-Thiensville

	Cost	Additional Quantity	Additional Total
MLS Router:	\$394.35		\$999.10
MLS Switch:	\$894.60	0	\$
MLS AP:	\$465.00	0	\$

NETWORK REPLACEMENT TOTAL: \$481.78

(Calculation for Replacement = (Sum of all Totals +one at each Cost if received) *1.05/6)

City of Mequon Electronic Meeting Attendance Ordinance

Section 2-430. - Electronic Meeting Attendance

(a) Electronic Meeting Attendance Authorized

Except for Planning Commission and as may otherwise be provided in this Article IX, electronic meeting attendance may be allowed for any committee consisting of citizen members in accordance with the provisions of this section.

(b) Citizen Member Qualifications for Electronic Attendance

1. A citizen member of a committee is qualified to attend a meeting of that committee electronically only if the member is physically prevented from attending the meeting by personal illness or disability, employment purposes or business on behalf of the committee; or a family or other emergency.
2. A member of a committee can attend meetings electronically up to three times in a calendar year.

(c) Procedures for authorizing electronic attendance of a member of a committee is:

1. Notice to the City Clerk. The member must notify the City Clerk in writing at least 24 hours prior to the meeting in which the member desires to attend electronically unless advance notice is impractical due to family or other emergency. The notice shall be submitted in writing and shall identify the reason the member cannot be physically present at the meeting in accordance with § 2-430(c)2. If the member is unable to give the required written notice prior to the meeting, the member shall notify the Clerk by other means prior to the meeting and shall submit the required written notice as soon as practicable following the meeting.
2. Determination of Authorization of Electronic Attendance. Upon receipt of notice in accordance with this ordinance, the Clerk shall promptly forward the notice to the chair of the committee and primary staff liaison. After establishing that a quorum of the committee is physically present at the meeting at which a member has requested to attend electronically, the chair shall state that (i) a notice was received by a member of the committee in accordance with this Policy, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the citizen members of the committee physically present at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the citizen members of the committee physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the committee and the chair shall declare the requesting member present. After such a declaration by the chair, the question of a member's electronic attendance may not be reconsidered.

City of Mequon Electronic Meeting Attendance Ordinance

(d) A meeting of a committee at which any member has been authorized to attend electronically in accordance with this ordinance must be conducted in with the following special rules, in addition to any other applicable rules and procedures of the committee:

1. Roll Call and Quorum. A majority of the committee must be physically present at the meeting. Following the call of the roll, and at the conclusion of the procedures set forth in § 2-430(c), the chair shall identify each member who is attending the meeting electronically.
2. Identification and Recognition of Electronic Attendees. Any member attending electronically must identify himself or herself each time the member wishes to speak and must be recognized by the chair prior to addressing the committee.
3. Public Access to Meeting. The speech of a member attending electronically shall be amplified in such a manner that it shall be generally audible to citizen members of the committee and the public who are physically present at the meeting. Also, any video image of a member attending electronically shall be projected in such a manner that the member's video image shall be generally visible and audible to citizen members of the committee and the public who are physically present at the meeting. In addition, the votes of any member of the committee attending electronically shall be generally audible at the location where such meeting is being held and expressly acknowledged by the Chair.
4. Minutes. The minutes of each meeting of a committee shall identify which citizen members of the committee attended electronically. The minutes shall also reflect the reason for a member's attendance electronically (as described in § 2-430(c), the fact that there was no valid objection to such attendance pursuant to this ordinance, and the electronic means by which the member attended the meeting.

(e) Effect of Electronic Attendance

A member attending a meeting of a committee electronically shall be considered present at the meeting, count towards the quorum requirement established in § 2-425, and entitled to vote on any matter before the committee as if the member were physically present at the meeting, provided that the member's attendance at the meeting electronically complies with the terms of this ordinance.

(f) Closed Session Exclusion

A member attending a meeting electronically shall not be able to continue to participate in the meeting when the committee moves into closed session.

City of Mequon Electronic Meeting Attendance Ordinance

(g) Emergency and Disaster Situations

The restrictions of this policy can be waived by the City of Mequon in the event of a bona fide disaster, as determined by the city or other governing body, such as the county, state, federal government.