



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
March 17, 2021, 6:00 p.m.**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81102640939?pwd=TzgwME1hRWRDd29PVjZwVjc5NHJNQ09>

Meeting ID: 811 0264 0939

Password: 186420

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (Public comments will be accepted in writing only. Public comments should be directed at least 2 hours prior to the meeting to the Business Manager's Office in advance by email at cjacobson@flwlib.org)
- V. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the February 17, 2021 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for February 2021
 - B. Action Item: Accounts Payable for February 2021
- 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. Action Item: Mequon Community Foundation Grant

XI. New Business

A. Action Item: Possible Closing April 2 and 3, 2021

XII. Trustee Training & System/State Library Update

XIII. Future Meeting Dates

A. Board of Trustees Meeting: April 21, 2021

B. Other Meetings:

XIV. Adjourn

David Strifling, President

Posted: March 12, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees February 17, 2021 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, February 17, 2021 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 6:01 pm.

Posting of notice as of February 12, 2021 was verified.

Trustees present: David Strifling, President; JanaLee Hitchcock, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lauren Croix, Lisa Nowakowski, Maria Gonzalez-Cerra, Jefferey Hansher and Rob Holyoke.

Trustees Absent: Alex Olson.

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

III. Announcements

President David Strifling welcomed Maria Gonzalez-Cerra for her first official Board of Trustees Meeting, as her appointment as a Mequon At-Large representative was approved on February 9, 2021. Ms. Gonzalez-Cerra introduced herself to the Board.

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.

V. Approval of Minutes

A. Action Item: Minutes of the January 20, 2021 Meeting

Jeffrey Hansher moved to approve the minutes of the January 20, 2021 Board of Trustees Meeting. Lisa Nowakowski seconded. Motion carried.

VI. Financial Reports

A. Unaudited End of Year Revenue and Expense Reports for 2020

The unaudited End of Year 2020 reports were included in the Board Packet. The figures prepared by the Village matched the internal reports prepared by the Library, and no changes are expected before the final audit.

B. Revenue and Expense Reports for January 2021

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.

C. Action Item: Accounts Payable Statement for January 2021

Rob Holyoke moved to approve the Accounts Payable Statement for January 2021 in the amount of \$113,130.76. Jeffrey Hansher seconded. Motion carried.

VII. Committee Reports

A. Finance

Jennifer Bogli reported that no meeting was held.

B. Advocacy

JanaLee Hitchcock reported that no meeting was held.

C. Personnel

Mimi Rosing reported that no meeting was held.

VIII. President's Report

David Strifling reported on an attempted email scam that several Board members had received. The Board was reminded of best practices in email and communications.

IX. Staff Reports

A. Library Operations Report

The statistical summary for January was included in the Board Packet. Library Director Rachel Muchin Young reported that the Library is now tracking several new statistics, as requested by the Department of Public Instruction for the Annual Report, and that those statistics will now appear on the Operations Report. Ms. Muchin Young reported on the statistical trends from year-to-year.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on her activities for the month. She further noted a \$25,000

donation from the estate of a Library supporter to the Weyenberg Public Library Foundation.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet. Access Services Manager Amanda Kloppmann reported further on her activities for the month.

ii. Patron Services Manager

The written report was included in the Board Packet.

iii. Business Manager

The written report was included in the Board Packet. Business Manager Craig Jacobson reported further on his activities for the month.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

Nothing at this time.

XI. New Business

A. Action Item: Public Library Annual Report

The draft of the Department of Public Instruction Annual Report was included in the Board Packet. Ms. Muchin Young reported on the format changes for the 2020 report. Ms. Muchin Young also reported on the draft statement of system effectiveness. The response was amended for grammar and clarity.

JanaLee Hitchcock moved to approve the DPI Annual Report with the response of system effectiveness as amended. Jeffrey Hansher seconded. Motion carried.

B. Action Item: Mequon Community Foundation Grant

This item was tabled to a future meeting.

XII. Trustee Training & System/State Library Update

Ms. Muchin Young reported on Library Legislative Day, which was a virtual event this year. Ms. Muchin Young also reported on the strategic planning process at the Monarch Library System.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on March 17, 2021 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by

Rob Holyoke and seconded by Lisa Nowakowski. Motion carried and meeting was adjourned at 7:12 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

DRAFT

VILLAGE OF THIENSVILLE
Library - Revenue Guideline
 Current Period: FEBRUARY 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	FEBRUARY 2021 Amt	Balance	2021 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$2,725.00	\$2,100.00	-\$2,725.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$2,725.00	\$2,100.00	-\$2,725.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$2,725.00	\$2,100.00	-\$2,725.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$2,725.00	\$2,100.00	-\$2,725.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$0.00	\$264,500.00	\$0.00	-\$264,500.00	0.00%
R 99-40-001-901 THIENSVILLE TAXES	\$0.00	\$27,685.00	\$0.00	-\$27,685.00	0.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$0.00	\$13,111.26	\$13,111.26	-\$13,111.26	0.00%
DEPT 001 LOCAL PROPERTY TAXES	\$0.00	\$305,296.26	\$13,111.26	-\$305,296.26	0.00%
MAJ CLS 40 TAXES	\$0.00	\$305,296.26	\$13,111.26	-\$305,296.26	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$0.00	\$2,821.06	\$2,459.62	-\$2,821.06	0.00%
DEPT 006 FINES & FORFEITURES	\$0.00	\$2,821.06	\$2,459.62	-\$2,821.06	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE	\$0.00	\$2,821.06	\$2,459.62	-\$2,821.06	0.00%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$0.00	\$110.93	\$37.65	-\$110.93	0.00%
DEPT 013 INTEREST INCOME	\$0.00	\$110.93	\$37.65	-\$110.93	0.00%
MAJ CLS 44 COMMERCIAL REVENUES	\$0.00	\$110.93	\$37.65	-\$110.93	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$0.00	\$966.75	\$386.00	-\$966.75	0.00%
DEPT 014 SALE INCOME	\$0.00	\$966.75	\$386.00	-\$966.75	0.00%

Account Descr	2021 YTD Budget	2021 YTD Amt	FEBRUARY 2021 Amt	Balance	2021 % of Budget
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$966.75	\$386.00	-\$966.75	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$0.00	\$309,195.00	\$15,994.53	-\$309,195.00	0.00%
	\$0.00	\$311,920.00	\$18,094.53	-\$311,920.00	0.00%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline

Current Period: FEBRUARY 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	FEBRUARY 2021 Amt	Balance	2021 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$292.31	\$292.31	-\$292.31	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$292.31	\$292.31	-\$292.31	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$292.31	\$292.31	-\$292.31	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$292.31	\$292.31	-\$292.31	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$597,250.00	\$82,532.23	\$45,540.35	\$514,717.77	13.82%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$180.00	\$0.00	\$1,820.00	9.00%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$35,046.64	\$18,782.99	\$182,953.36	16.08%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$882.00	\$882.00	\$2,418.00	26.73%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,400.00	\$678.00	\$0.00	\$722.00	48.43%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,878.40	\$1,878.40	\$21.60	98.86%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$823,850.00	\$121,197.27	\$67,083.74	\$702,652.73	14.71%
MAJ CLS 91 LIBRARY STAFFING	\$823,850.00	\$121,197.27	\$67,083.74	\$702,652.73	14.71%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$465.00	\$0.00	\$135.00	77.50%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$1,651.00	\$0.00	\$4,899.00	25.21%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$15,022.00	\$0.00	\$4,978.00	75.11%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$6,650.00	\$923.33	\$78.99	\$5,726.67	13.88%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$10,000.00	\$1,470.15	\$1,470.15	\$8,529.85	14.70%
E 99-92-551-2-287 MILEAGE	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$1,500.00	\$0.00	\$4,500.00	25.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$661.21	\$241.63	\$2,838.79	18.89%
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	\$6,500.00	\$729.47	\$612.12	\$5,770.53	11.22%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$548.57	\$200.74	\$1,926.43	22.16%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$469.81	\$317.83	\$4,480.19	9.49%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$80.55	\$80.55	\$244.45	24.78%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$324.00	\$0.00	\$17,176.00	1.85%

Account Descr	2021 YTD Budget	2021 YTD Amt	FEBRUARY 2021 Amt	Balance	2021 % of Budget
DEPT 551 LIBRARY	\$85,650.00	\$23,845.09	\$3,002.01	\$61,804.91	27.84%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$85,650.00	\$23,845.09	\$3,002.01	\$61,804.91	27.84%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$369.42	\$326.84	\$3,630.58	9.24%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$2,079.42	\$2,079.42	\$29,245.58	6.64%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$1,355.05	\$1,355.05	\$38,144.95	3.43%
E 99-93-551-3-373 PRINT	\$86,600.00	\$7,246.71	\$7,246.71	\$79,353.29	8.37%
DEPT 551 LIBRARY	\$161,425.00	\$11,050.60	\$11,008.02	\$150,374.40	6.85%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$11,050.60	\$11,008.02	\$150,374.40	6.85%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$0.00	\$0.00	\$28,800.00	0.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$3,396.00	\$0.00	\$17,854.00	15.98%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$11.29	\$11.29	\$2,488.71	0.45%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$588.25	\$588.25	\$26,636.75	2.16%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$6,827.34	\$3,707.95	\$33,172.66	17.07%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$2,000.00	\$153.00	\$153.00	\$1,847.00	7.65%
E 99-94-551-7-700 BUILDING PROJECTS	\$8,500.00	\$0.00	\$0.00	\$8,500.00	0.00%
DEPT 551 LIBRARY	\$132,075.00	\$10,975.88	\$4,460.49	\$121,099.12	8.31%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$10,975.88	\$4,460.49	\$121,099.12	8.31%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$167,068.84	\$85,554.26	\$1,035,931.16	13.89%
	\$1,203,000.00	\$167,361.15	\$85,846.57	\$1,035,638.85	13.91%

VILLAGE OF THIENSVILLE

Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - HARRIS GEN F	\$936.31	\$2,100.00	\$292.31	\$2,725.00	\$292.31	\$3,369.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$2,100.00	\$0.00	\$2,725.00	-\$2,725.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$292.31	\$0.00	\$292.31	\$0.00	\$292.31	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$115.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$115.81	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$820.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$820.50	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$2,392.31	\$2,392.31	\$3,017.31	\$3,017.31	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - HARRIS GEN F	\$2,212.11	\$123,576.22	\$134,262.09	\$698,886.77	\$683,990.94	\$17,107.94	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$833.99	\$833.99	\$1,616.74	\$1,616.74	\$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 ACCOU	\$0.00	\$31,938.00	\$31,938.00	\$80,924.03	\$80,924.03	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$37.65	\$62,000.00	\$264,610.93	\$274,000.00	\$268,502.68	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$737.00	\$0.00	\$0.00	\$0.00	\$737.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$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 TH	\$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	-\$103,920.01	\$0.00	\$0.00	\$103,920.01	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$1,836.33	\$1,836.33	\$4,688.04	\$4,688.04	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$3,166.03	\$3,166.03	\$8,092.02	\$8,092.02	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,298.56	\$3,298.56	\$8,357.90	\$8,357.90	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$2,656.23	\$1,000.19	\$3,874.82	\$1,919.51	-\$737.31	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$2,795.48	\$4,280.15	\$2,847.70	\$7,075.73	\$7,127.85	-\$2,847.60	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$50.46	\$50.46	\$100.92	\$100.92	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$132.60	\$132.60	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,338.40	\$1,338.40	\$2,676.80	\$2,676.80	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.46	\$15.46	\$30.92	\$30.92	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$63.84	\$63.84	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$31,533.20	\$0.00	\$0.00	\$31,533.20	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$142,013.80	\$0.00	\$0.00	\$0.00	\$0.00	-\$142,013.80	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$15,994.53	\$0.00	\$309,195.00	-\$309,195.00	99
G 99-31112 EXPENDITURE SUMMARY	\$3.00	\$85,633.25	\$78.99	\$199,602.31	\$32,533.47	\$167,071.84	99
G 99-31190 GIFTS & GRANTS RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED AS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$258,758.95	\$258,758.95	\$1,416,187.58	\$1,416,187.58	\$0.00	
	\$0.00	\$261,151.26	\$261,151.26	\$1,419,204.89	\$1,419,204.89	\$0.00	



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Batch: 0221 LIB AP,0221 LIB MN,0221 LIB MN1,0221 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
381 e	02/05/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$84.14	573393702	Process 1-29-21 Payroll
		Total	\$84.14		
383 e					
	02/12/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,580.86		FED/Wages Pd 2-12-21
G 99-21210		WISCONSIN WITHHOLDI	\$915.10		WI/Wages Pd 2-12-21
G 99-21230		SOCIAL SECURITY TAX	\$1,655.00		SS & MED/Wages Pd 2-12-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,654.99		SS Employer/Wages Pd 2-12-21
G 99-11160		SPECIAL CLEARING AC	\$16,027.13		DirectDep/Wages Pd 2-12-21
		Total	\$21,833.08		
384 e					
	02/12/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,894.57		Salaries & Wages/Wages Pd 2-12-21
G 99-21265		WI RETIREMENT	(\$1,423.85)		WRS Employee/Wages Pd 2-12-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,580.86)		FED/Wages Pd 2-12-21
G 99-21210		WISCONSIN WITHHOLDI	(\$915.10)		WI/Wages Pd 2-12-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,655.00)		SS & MED/Wages Pd 2-12-21
G 99-21245		FLEX BENEFIT	(\$459.29)		FLEX BEN/Wages Pd 2-12-21
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 2-12-21
G 99-21285		LIFE INSURANCE WITH	(\$15.46)		LIFE/Wages Pd 2-12-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 2-12-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 2-12-21
G 99-21286		ACCIDENTAL INS WITH	(\$31.92)		ACCIDENT/Wages Pd 2-12-21
G 99-11160		SPECIAL CLEARING AC	(\$16,027.13)		Net Pay/Wages Pd 2-12-21
		Total	\$0.00		
394 e					
	02/19/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$84.14		Processing 2-12-21 Payroll
		Total	\$84.14		
396 e					
	02/24/21	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$11,124.48	36420002021	MAR Health - Employer
G 99-21280		HEALTH INSURANCE WI	\$1,338.40	36420002021	MAR Health - Employee
		Total	\$12,462.88		
397 e					
	02/26/21	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$4,280.15	243421	JAN 2021 WRS - Employer
G 99-21265		WI RETIREMENT	\$4,280.15	243421	JAN 2021 WRS - Employee
		Total	\$8,560.30		
400 e					
	02/26/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,585.17		FED/Wages Pd 2-26-21
G 99-21210		WISCONSIN WITHHOLDI	\$921.23		WI/Wages Pd 2-26-21
G 99-21230		SOCIAL SECURITY TAX	\$1,643.56		SS & MED/Wages Pd 2-26-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,643.55		SS Employer/Wages Pd 2-26-21
G 99-11160		SPECIAL CLEARING AC	\$15,910.87		DirectDep/Wages Pd 2-26-21
		Total	\$21,704.38		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
401 e	02/26/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,645.78		Salaries & Wages/Wages Pd 2-26-21
G 99-21265		WI RETIREMENT	(\$1,423.85)		WRS Employees/Wages Pd 2-26-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,585.17)		FED/Wages Pd 2-26-21
G 99-21210		WISCONSIN WITHHOLDI	(\$921.23)		WI/Wages Pd 2-26-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,643.56)		SS & MED/Wages Pd 2-26-21
G 99-21245		FLEX BENEFIT	(\$491.90)		FLEX BEN/Wages Pd 2-26-21
G 99-21280		HEALTH INSURANCE WI	(\$669.20)		HEALTH/Wages Pd 2-26-21
G 99-11160		SPECIAL CLEARING AC	(\$15,910.87)		Net Pay/Wages Pd 2-26-21
		Total	\$0.00		
408 e	02/26/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35		Time and Attendance Monthly
		Total	\$73.35		
24641	02/16/21	ADVANCED CHILLER SERVICES			
E 99-94-551-3-308		BUILDING SUPPLIES	\$458.25	3514	Control System Repairs
		Total	\$458.25		
24642	02/16/21	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		MAR Phone Service - Paid in Advance
		Total	\$172.62		
24643	02/16/21	BAKER & TAYLOR			
E 99-93-551-3-371		MEDIA	\$62.71	2035522591	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$73.90	2035523203	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,560.06	2035540938	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$20.58	2035541028	Lions Club Gift
E 99-93-551-3-371		MEDIA	\$156.24	2035549554	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$11.13	2035571433	Ozaukee Master Gardners Gift
E 99-93-551-3-371		MEDIA	\$516.27	2035577094	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$72.89	2035587710	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,432.53	2035594813	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$119.56	2035599067	Lions Club Gift
E 99-93-551-3-371		MEDIA	\$156.80	2035612354	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$850.52	2035617270	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$54.18	2035621478	Lions Club Gift
E 99-93-551-3-371		MEDIA	\$346.62	2035636236	Spoken Word Collection
E 99-93-551-3-371		MEDIA	\$148.02	2035639964	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$255.13	2035641424	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$94.91	2035661158	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$660.53	2035662911	Print Collection Materials
E 99-93-551-3-373		PRINT	\$221.64	2035678734	Print Collection Materials
E 99-93-551-3-373		PRINT	\$146.86	2035694492	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$13.27	2035696962	Ozaukee Master Gardners Gift
E 99-93-551-3-373		PRINT	\$167.88	2035704549	Print Collection Materials
E 99-93-551-3-373		PRINT	\$202.79	2035717544	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,509.21	2035717773	Print Collection Materials
E 99-93-551-3-373		PRINT	\$219.57	2035730539	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$11.57	H52925740	Media Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$78.65	H52940240	Media Collection
E 99-93-551-3-371		MEDIA	\$38.98	H53089340	Media Collection
E 99-93-551-3-371		MEDIA	\$31.75	H53105440	Media Collection
E 99-93-551-3-371		MEDIA	\$25.25	H53110250	Media Collection
E 99-93-551-3-371		MEDIA	\$150.11	H53309400	Media Collection
E 99-93-551-3-371		MEDIA	\$20.18	H53439050	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H53475220	Media Collection
E 99-93-551-3-371		MEDIA	\$73.64	H53532770	Media Collection
		Total	\$9,524.86		
24644	02/16/21	BOEHLKE HARDWARE			
E 99-94-551-3-308		BUILDING SUPPLIES	\$130.00	59240	Bathroom Repairs
		Total	\$130.00		
24645	02/16/21	CARDMEMBER SERVICE			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$39.00		Late Fee
E 99-93-551-3-370		PROGRAMMING	\$17.51	1322	Target
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$53.46	1322	Target - Memory Café
E 99-93-551-3-370		PROGRAMMING	\$24.62	1547	Target
E 99-92-551-3-300		OFFICE SUPPLIES	\$3.96	223	Piggly Wiggly
E 99-92-551-3-303		TELEPHONE	\$25.44	3507	AT&T
E 99-93-551-3-370		PROGRAMMING	\$16.99	3758	Target
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$16.99	3840	Target - Memory Café
E 99-92-551-2-285		WEPCO LEASE	\$78.99	5920	Mailchimp
E 99-92-551-2-285		WEPCO LEASE	(\$78.99)	5920	Mailchimp
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99	5920	Mailchimp
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$3.14	919	Target - Memory Café
E 99-93-551-3-370		PROGRAMMING	\$13.99	9954	Target
		Total	\$294.09		
24646	02/16/21	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$2.68	200327489	JAN LongDistance
		Total	\$2.68		
24647	02/16/21	CTC CORPORATION			
E 99-94-551-3-374		COVID TEMPORARY SU	\$153.00	0061404	Misc Cleaning Supplies
		Total	\$153.00		
24648	02/16/21	DELTA DENTAL OF WISCONSIN			
G 99-21276		VISION INSURANCE WIT	\$66.30		MAR Vision - Employee
G 99-21275		DENTAL INSURANCE WI	\$50.46		MAR Dental - Employee
		Total	\$116.76		
24649	02/16/21	DIVERSIFIED BENEFIT SERVICES			
E 99-91-551-7-715		FLEX BENEFIT	\$1,878.40	320591	2021 FSA Administration
		Total	\$1,878.40		
24650	02/16/21	GEGRB/AMAZON			
E 99-92-551-2-286		COMPUTERS	\$1,470.15	44494833969	Technology Supplies
E 99-93-551-3-370		PROGRAMMING	\$40.32	46564657836	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$6.74	57897984933	Programming Supplies



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Batch: 0221 LIB AP,0221 LIB MN,0221 LIB MN1,0221 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-94-551-3-306		JANITOR SUPPLIES	\$11.29	58349588678	Janitorial Supplies
E 99-93-551-3-370		PROGRAMMING	\$170.27	65459558549	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$7.29	73395839989	Office Supplies
E 99-93-551-3-373		PRINT	\$19.99	86638695365	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$21.07	96399665558	Programming Supplies
		Total	\$1,747.12		
24651	02/16/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$200.47	28711381	Monthly Color Copier Lease/2020 Prop Tax
		Total	\$200.47		
24652	02/16/21	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,355.05	99967775	JAN Hoopla
		Total	\$1,355.05		
24653	02/16/21	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$117.36	AR132693	JAN Copy Charges
		Total	\$117.36		
24654	02/16/21	PIGGLY WIGGLY			
E 99-93-551-3-370		PROGRAMMING	\$15.33	2047801023	Programming Supplies
		Total	\$15.33		
24655	02/16/21	PITNEY BOWES INC			
E 99-92-551-3-300		OFFICE SUPPLIES	\$64.58	1017332032	Postage Stamp Rolls
		Total	\$64.58		
24656	02/16/21	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$37.98	13877755	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$15.79	13891582	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$482.52	13910274	Office Supplies
		Total	\$536.29		
24657	02/16/21	SECURIAN FINANCIAL GROUP, INC			
G 99-21285		LIFE INSURANCE WITH	\$15.46	032021-L	MAR Life - Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$79.82	03202-L	MAR Life - Employer
G 99-21286		ACCIDENTAL INS WITH	\$31.92	032121-A	MAR Accident - Employee
		Total	\$127.20		
24658	02/16/21	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$80.55	599085	JAN 2021 Placements
		Total	\$80.55		
24659	02/16/21	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,707.95	02112021	JAN Electric & Gas Service
		Total	\$3,707.95		
24660	02/16/21	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$150.00	10404	GILMAN WLA Dues
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$128.00	10410	LAMPP WLA Dues
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$135.00	10526	DINEEN WLA Dues



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Batch: 0221 LIB AP,0221 LIB MN,0221 LIB MN1,0221 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$250.00	10700	MUCHIN YOUNG WLA Dues
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$180.00	10713	PIKE WLA Dues
		Total	\$843.00		
		11110 HARRIS GF -CHECKING	\$86,327.83		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$292.31
99 F. L. WEYENBERG LIBRARY FUND	\$86,035.52
	\$86,327.83

2021 Activity Report

Checkouts	Jan	Feb	YTD
2019	24,377	23,818	48,195
2020	24,991	23,076	48,067
2021	22,141	21,060	43,201
eCircs	Jan	Feb	YTD
2019	3,543	3,413	6,956
2020	4,088	4,090	8,178
2021	5,352	4,590	9,942
eCollections	Jan	Feb	YTD
2019	1,608	1,572	3,180
2020	1,145	1,151	2,296
2021	1,085	1,055	2,140
Reference Questions	Jan	Feb	YTD
2019	1,701	1,504	3,205
2020	1,471	1,507	2,978
2021	1,282	1,288	2,570
WiFi Uses	Jan	Feb	YTD
2019	n/a	n/a	n/a
2020	n/a	n/a	0
2021	1,090	1,092	2,182
Exterior WiFi Uses	Jan	Feb	YTD
2019	n/a	n/a	n/a
2020	n/a	n/a	0
2021	320	322	642
Door Count	Jan	Feb	YTD
2019	10,287	9,916	20,203
2020	11,690	11,636	23,326
2021	7,705	7,618	15,323
Adult Programs	Jan	Feb	YTD
2019	16	20	36
attendance	154	115	269
2020	13	17	30
attendance	111	222	333
2021	6	9	15
attendance	86	56	142
Drop In Adult Programs	Jan	Feb	YTD
2019	2	1	3
participation	167	109	276
2020	2	1	3
attendance	183	147	330
2021	1	0	1
attendance	86	22	108

2021 Activity Report

Teen Programs	Jan	Feb	YTD
2019	2	2	4
attendance	7	7	14
2020	0	1	1
attendance	0	1	1
2021	0	0	0
attendance	0	0	0
Drop In Teen Programs	Jan	Feb	YTD
2019	3	2	5
attendance	72	57	129
2020	2	2	4
attendance	39	82	121
2021	4	3	7
attendance	72	58	130
Childrens Programs	Jan	Feb	YTD
2019	17	29	46
attendance	372	731	1,103
2020	18	25	43
attendance	619	755	1,374
2021	6	11	17
attendance	123	117	240
Drop In Childrens Programs	Jan	Feb	YTD
2019	3	2	5
attendance	420	271	691
2020	4	3	7
attendance	356	315	671
2021	9	10	19
attendance	324	496	820
Digitization Lab Usage	Jan	Feb	YTD
2019	17	9	26
2020	10	19	29
2021	22	24	46
Interlibrary Loans Sent To Other Libraries			YTD
2019	38	37	75
2020	47	42	89
2021	27	18	45
Interlibrary Loans Received From Other Libraries For			YTD
2019	38	36	74
2020	36	30	66
2021	21	18	39
Library Cards	Jan	Feb	YTD
2019	85	88	173
2020	95	91	186
2021	80	89	169

2021 Activity Report

FLW Library Items sent to Other System Member Lib			YTD
2019	3,721	3,944	7,665
2020	4,185	3,614	7,799
2021	3,371	3,027	6,398
Items Received from Other System Member libraries			YTD
2019	4,072	4,518	8,590
2020	4,844	3,806	8,650
2021	4,516	4,163	8,679

Date: March 12, 2021
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, March 2021

Other than various shifts at the circulation, adult reference, and children's reference desks, my activities have been largely virtual. They have included:

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 2/19, 2/26, 3/5, 3/12
- RECURRING: Virtual Rotary Meetings, 2/23, 3/2, 3/9, 3/16
- Mequon Common Council Meeting, 3/9/21
- Monarch Directors' Council Virtual Meeting 3/11
- Management Team, 3/10/21
- Hook, Yarn & Stitch (Facilitate Zoom Programs), 2/25 and 3/4/21

PERSONNEL & CONTINUING EDUCATION:

Alex Olson resigned from the FLWL Board of Trustees, as well as the Monarch Library System Board of Trustees. We need to submit another name for consideration by Mayor John Wirth. The candidate must live in Mequon.

Managers have begun the evaluation process for their employees.

OPERATIONS ACTIVITIES:

We have solicited quotes for three self-checkout units from three vendors. These units will be paid for by the Weyenberg Public Library Foundation. We will contract with Envisionware for the three new units, which should serve of us well into the future. They can read barcodes that we use now, and are able to read RFID tags should we adopt that technology. Of the three vendors, their product is priced most reasonably and includes all of the features we need. Additionally, we already have a working relationship with Envisionware. Our public access computers run on their software. We will be able to purchase a desktop model and two free-standing kiosks with the Foundation's grant. There will be an annual charge for the software subscription and hardware warranty beginning with the second year. The annual commitment will be about \$2,100 per year. Craig and I will crunch some number before we sign a contract.

Most staff members 18 and older, have received the Covid-19 vaccine. While there were not a lot of negative reactions after the first dose, we are concerned about reactions to the second. Therefore, later in the meeting we will be asking to close for two days prior to Easter, since we do not want to surprise patrons with a sudden closing because we cannot staff the library.

As far as what the widespread vaccination rates means for our library, we will look at reducing our quarantine periods and possibly beginning some small-group in-person programming in May or June. With the change of the seasons, we will also contemplate outside events where we can socially distance ourselves from one another. We will report more at our April meeting.

PROGRAMMING:

It is nice to once again see activities on our calendar: <http://www.flwlib.org/Calendar.aspx>. They are virtual, yet plentiful. See the Patron Services report for a detailed list.

Click here to go directly to our YouTube page:

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

During March and April, the Mezzanine art exhibit features the Mequon-Thiensville Senior Art League Spring Show. The show includes work by 19 artists.

OTHER:

We continue to receive nice comments on the monthly eNewsletter. Though I generally don't respond to those who want to unsubscribe from the list, I do reply to anyone with comments or questions. The people who reach out in such a fashion are overwhelmingly positive.

We have been discussing the limited space to shelve media. One suggestion was to bring Children's audiobooks into the Children's Department. A great idea, but where would we put them. We determined that if we could use the current new materials space for non-fiction, we could shift material to make room for audiobooks between fiction and non-fiction. Then where do we put new material? This is beginning to sound like If You Give a Mouse a Cookie by Laura Numeroff. Every action leads to another – and those actions are not necessarily linear. Ashley and I met with Tom Madden who has installed shelving for us in the past. He put together a number of quotations (just received) for our consideration. We're looking at a \$5,000 to \$6,000 investment, which may require some additional grant writing. The new shelving units will be on the wall shared with the children's study room, and the wall that currently features a bulletin board.

And speaking of grants . . . In your packet you will find a grant application for the Mequon Community Foundation. They award grants of up to \$2,500. We found a project that fits nicely into their requirements. The following is a brief synopsis of the project. The entire grant proposal is included in this packet.

The COVID pandemic has also sparked interest in home DIY projects, and family and small group social activities. With that in mind, the Frank L. Weyenberg Library would like to create new Discovery Kits for adults and families to fulfill needs for access (WiFi hotspots), maintenance (specialized toolkits), and engagement (indoor and outdoor games for families and friends).

We received a surprising email Wednesday, March 10. Kimberly Young has resigned as System Director after maybe 8 months. We will begin the search process again. This time the committee will be three Monarch trustees, three Monarch library directors, and one Monarch employee. I have been asked to participate in the process again.

Date: March 11, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, March 2021

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

- More on HR Issues in the Time of Covid webinar – 2/18
- Desk shift – 2/19
- Circulation committee meeting – 2/24
- Circ recommendation chat – 2/25
- Envisionware Self-checkout meeting – 2/25
- Desk shift – 2/26
- UMS sync report – 3/1
- Mobile app testing meeting – 3/4
- Sick – 3/5
- Bibliotheca self-checkout meeting – 3/9
- Management meeting – 3/10
- Director's council – 3/11
- Interview for page position – 3/11
- Weekend shifts – 3/13-3/14
- Interview for page position – 3/15
- Interview for page position – 3/16
- Getting started with Circulation in Leap webinar – 3/16

STATISTICS

Nothing new to report for statistics. They seem to have plateaued the last few months.

Self-Checkouts are again, 54% of all checkouts at the library. I think this would be even higher if they were easier to use.

We had 90 patrons use our Quick Pickup service in February. That is higher than last month already! I can't wait for our new Quick Pickup window to come in!

OTHER TASKS & TIDBITS

I began interviewing candidates for our page position. I am hoping to have someone hired by March 19. I would like them to start the end of March/early April.

I am continuing to work on the expired patron with fines higher than \$50. Some of these patrons have fines that were issued in the 90s!

Emily Vosberg worked on our expired patron purge without fines! She deleted 54 pages of patrons who were still in our system but expired! This took her several weeks and she did a great job!

Rachel and I have talked, endlessly, about what self-checkout system we would like to purchase with the foundation funds. We have decided on Envisionware. They are a company we already work with and their kiosks were closest to our budget. We will put in the order by the end of the month and I'm hoping to get them installed sometime this summer. We will be purchasing 2 free standing kiosks and 1 desktop station.

Date: March 12, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, March 2021

- Thanks to the efforts of Library directors in Ozaukee County, library workers were included in the educators category by the Washington-Ozaukee Health Department and became eligible for the COVID-19 vaccination starting March 4. The majority of the staff will be fully vaccinated (at least two weeks have passed following the second shot) by the end of April. The Health Department was utilizing the Moderna vaccine at that time.
- The availability of the vaccine, and the fact that the majority of staff were eager to receive it as soon as they were eligible, will allow us to gradually ease some of our workplace protocols and reintroduce some of our reduced services, as long as they are following the directions and recommendations from the CDC.
- The Library's roof system survived the winter season and heavy snowfall with only one incident, which was caused by a severe ice dam that formed over one of the roof's valleys. This issue would have been unavoidable due to the combination of heavy snowfall accumulation and severe cold temperatures, and was resolved after the blockage (an ice dam approximately 16" tall) was cleared. No further work should be needed.
- The Library lost heat for one morning due to a combination of an ongoing issue with the Library's controls system and a failure of a blower motor in one of the boilers. While we have two boilers, and the second one should have started up to prevent losing heat, the error in the control system prevented that from happening. The controls have been manually overridden to prevent that from happening again, and the faulty boiler was repaired. The boilers are now 12 years old, and have a typical quoted life span of 10-15 years, though with proper maintenance they can last 20 years or longer. While we have the funds in reserves to cover an unanticipated complete failure, it is a good idea to start considering possibilities for their natural end-of-life.
- The Financial Reports have been updated so they no longer refer to the Contracted Technology line as WEPCO Lease. The old line will continue to appear as zero balance for audit purposes. The reports included for February match the internal tracking reports I have prepared for the year-to-date.
- I attended a IT workgroup meeting on March 4. Among items discussed were passwords and security for email accounts. Users, including Board members, will soon have the ability to reset their password if they are unable to access their account.

Date: March 17, 2021
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:

- SEWI Youth Service Meeting, 2/17/2021
- Weekend Shift, 2/21
- Met with future gallery artist to discuss her show, 2/21
- Material Orders, 2/22, 3/1, 3/8, 3/15
- Revised our Automatically Yours selections through Baker & Taylor, 2/23-3/2
- Took down art show in the Gallery, 2/26
- Met briefly with M-T Senior Art League while they were putting up their gallery display, 3/1
- Vaccination Appointment at Ozaukee County Fairgrounds, 3/4
- Met with Rachel and Brodart Sales Representative, 3/4
- Management Meeting, 3/10
- Monarch Youth Services Meeting, 3/11
- M-T Community Book Club, 3/16

MONTHLY STATISTICS

- Reference statistics continue to climb back up, with February's numbers almost resembling pre-pandemic numbers again.
- E-circs continue to be higher than the previous year's numbers. February 2021 had 500 more e-circs than February 2020.
- E-collections for February 2021 is just slightly down in comparison to February 2020 but holding at around 1000+ each month, so the databases are still being utilized frequently.
- The Digitization Lab had 24 reservations in February, which was the maximum amount of days for the month that the lab was available to be used. March is also fully booked for the month, and we already have a number of days booked in April. March also has 8 new users for the Digitization Lab.

OTHER TASKS & TIDBITS

- Patron Services librarians are working on a couple of weeding projects in the JV Nonfiction and JV Fiction collections, and another Patron Services librarian is working on an Adult Fiction Series identification project.
- We have started putting together thematic picture book bundles again in the Children's department. We have started small, with only 6 bundles, but so far, they are circulating well again. We have also started displaying books on the top of the Children's New shelf, the JV Graphic Novel collection, and above the beginning of JV Picture Books.
- We pulled out the Children's catalog search computer once again, so that is now near the Children's Desk.

-We received a bunch of new equipment this past month, which was purchased with the Junior Woman's Club grant. We have already started using the equipment, which included a variety of tripods, a camera, soft lens lights, a photo box studio, a large green screen, and a variety of microphones.

-On March 4, four of my staff members and I made appointments at the Ozaukee County Fairgrounds to receive our COVID-19 vaccinations. We are very thankful to the Ozaukee-Washington County Health Department for offering the vaccines to library workers as part of the educator group.

ONGOING VIRTUAL & PASSIVE PROGRAMS

- Bi-monthly History's Hidden Women Book Club (starting Feb.)
- Monthly AM Hook, Yarn & Stitch Club
- Monthly PM Hook, Yarn & Stitch Club
- Monthly Teen Take & Make Kits
- Virtual Scavenger Hunts
- Monthly Teen Virtual Trivia
- Weekly Children's Craft Kits
- Bi-weekly Children's STEAM Kits
- Weekly Tiny Tots Storytimes (6-week session)
- Weekly Family Storytime (6-week session)
- Genealogy Interest Group
- Monthly M-T Book Club
- Bi-weekly iCan! Tutorial
- Virtual Escape Rooms
- Teen Exam Cram (March)
- Virtual Unlock-the-Box
- Monthly Pre-K Busy Bags
- Let's Sing Together in....
- Virtual Themed Storytimes



GRANT APPLICATION

Organization Information

Organization Name: Frank L. Weyenberg Library of Mequon-Thiensville
Address: 11345 North Cedarburg Road
City: Mequon State: WI ZIP: 53092
Contact Person: Rachel Muchin Young, Library Director
Phone: (262) 242-2593, ext. 331
Email Address: rmuchinyoung@flwlib.org

Mission Statement:

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.

Fiscal Year: From January 1 to December 31
Total Operating Budget: \$1,203,000
Number of Employees: Full Time: 9 Part Time: 9

Does your organization provide volunteer opportunities? Yes

If so, how many volunteers did you have last year?

Because of Covid-19, we were limited to only 20 volunteers (our Library Trustees and Foundation Board members). In a typical year, however, we have both teen and adult volunteers doubling that number, and contributing hundreds of volunteer hours.



Number of Individuals Served by Organization: 27,489

Has this request been authorized by the organization's governing board? Yes

If yes, when? March 17, 2021

Has your governing board approved a a policy of non-discrimination with regard to age, race, religion, sex, or national origin? Yes.

Project Details

What are the start/end dates of your project? From grant award onward.

How many individuals will benefit from your project?

Potentially the entire community, though realistically we are proposing 18 "kits" each with a loan period of two weeks, for a total of 468 households per year.

Please provide a concise 3 – 5 sentence description of your project:

Libraries provide more than books, even more than books, movies, and music. Many libraries, including ours, circulate realia, physical items that may not fit neatly on shelves, but that fill patrons needs and expand their horizons. FLWL has a collection of realia that we have dubbed our Discovery Kit collection, comprises of robotic toys, coding activities, science equipment, and other items to increase STEAM (Science, Technology, Engineering, Arts, and Math) literacy.

The COVID pandemic has also sparked interest in home DIY projects, and family and small group social activities. With that in mind, the Frank L. Weyenberg Library would like to create new Discovery Kits for adults and families to fulfill needs for access (WiFi hotspots), maintenance (specialized toolkits), and engagement (indoor and outdoor games for families and friends).



How does your project align with the mission of the Mequon Community Foundation?

The mission of the Mequon Community Foundation is closely aligned with that of the Frank L. Weyenberg Library of Mequon-Thiensville. By providing these special Discovery Kits, we will encourage and facilitate people enhancing the quality of their lives. We will give them the means to access information and resources that will help them improve their homes, and connect with family and friends through games and shared activities.

Funding

Total project budget? \$2,480

Amount requested from Mequon Community Foundation? \$2,480

If you don't receive the full funding requested from MCF, how will the project be impacted?

We are hoping to fill a need exacerbated by the COVID-19 pandemic. If the Mequon Community Foundation is unable to fund this project, the project would be delayed until we could find an alternative source of funding.

Please identify the project's other funding sources. Please indicate the amount requested from each and if funding is pending, has been received, or was denied.

Please see above.

If funding is received from the Mequon Community Foundation, how will the grant be recognized?

The Mequon Community Foundation will be recognized on each of the 18 Discovery Kits, as well as in our eNewsletter. We will further include the Mequon Community Foundation on all literature promoting these special Discovery Kits.



Attachments

Library Board of Trustees:

David Strifling, President
JanaLee Hitchcock, Vice President
Mimi Rosing, Secretary
Jennifer Bogli, Treasurer
Lauren Croix, Mequon-Thiensville School District
Mary Gonzalez-Cerra
Jeffrey Hansher
Rob Holyoke
Lisa Nowakoski



Project Budget:

Realia Kits	Quantity of Kits	Total Purchase Price	Ongoing Investment /year	Description
Maintenance				
Bicyclist's Tool Kit	1	\$ 100		Basic bicycle tool kit plus DIY Bicycle maintenance book
Home Tool Kit	1	\$ 100		Basic home tool kit plus DIY Home maintenance books
Laser Level & Stud Finder	1	\$ 100		Black & Decker tool plus DIY Home maintenance book
Pressure Washer	1	\$ 150		
Access				
WiFi Hotspots	4	\$ -	\$ 1,200	T-Mobile Hotspots w/ unlimited data
Family Time				
Board Games	5	\$ 200		Variety of games
Disc Golf Set	1	\$ 70		
Bocce Ball Set	1	\$ 50		
Pickleball Set	1	\$ 100		
Croquet Set	1	\$ 80		
Cornhole Set	1	\$ 80		
Packaging		\$ 250		
	18	\$ 1,280	\$ 1,200	
Total Investment			\$	2,480