



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, August 17, 2022, 6:00pm
Tolzman Community Room**

REVISED

- 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. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the July 20, 2022, Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for July 2022
 - B. Action Item: Accounts Payable for July 2022
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – J. Hitchcock**
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Managers' Reports

- i. Access Services Manager
- ii. Business Manager
- iii. Patron Services Manager

X. Other Business

- A. Discussion: Classification and Compensation Study Update
- B. Discussion and Possible Action: Memorandum of Understanding between Friends of Weyenberg Library and the Frank L. Weyenberg Library Board of Trustees
- C. Discussion and Possible Action: Maya Angelou Project at the Library

XI. New Business

- A. Discussion and Possible Action: Treasurer, Finance Chair, and Finance Committee

XII. Trustee Training & System/State Library Update

- A. TE10
- B. TE11

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: September 21, 2022, 6:00pm
- B. Other Meetings:

XIV. Adjourn

JanaLee Hitchcock, President

Posted: August 12, 2022, Revised August 16, 2022



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees July 20, 2022 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on July 20, 2022 at 6:00 p.m. in the Library's Tolzman Community Room.

I. Pledge of Allegiance

JanaLee Hitchcock led the Pledge of Allegiance.

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

JanaLee Hitchcock called the meeting to order at 6:00 pm.

Posting of notice as of July 15, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Jennifer Abraham (via Zoom), Alex Lemke, Tedd Lookatch and Cathrine Wagner.

Trustees Absent: Rachel Burner, Graham Baxter and Kevin Deering.

Staff Present: Rachel Muchin Young, Library Director and Craig Jacobson, Business Manager.

III. Announcements

None at this time.

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

None were present.

V. Approval of Minutes

A. Action Item: Minutes of the June 15, 2022 Meeting

Catherine Perry moved to approve the minutes of the June 15, 2022 Board of Trustees Meeting.

Alex Lemke seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for June 2022

The reports were included in the Board Packet. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for June 2022

Ted Lookatch moved to approve the Accounts Payable Statement for June 2022 in the amount of \$86,477.49. Cathrine Wagner seconded. Motion carried.

VII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

Jeffrey Hansher reported that a meeting took place on July 13, 2022. Among the items discussed were the Department of Public Instruction's accessibility guidelines, and how the Library is aiming to attain as many of the established guidelines as possible. Further discussion will continue at a future meeting.

C. Personnel

Jennifer Abraham reported that a meeting was held on July 20, 2022. The Committee discussed proposed changes to the Employee Handbook, which will be addressed alter on this meeting's agenda.

VIII. President's Report

Ms. Hitchcock updated the Board on the meetings with elected officials from Mequon, Thiensville and the Ozaukee County Board concerning the Library's ongoing concerns.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young highlighted items from the report. An update was provided on eCollection statistics, as well as door counts and programming figures.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported that she had discussed the potential utilization of Ozaukee County's ARPA funds with Rob Holyoke, elected representative to the Ozaukee County Board. Ms. Muchin Young also updated the Board on staff changes, upcoming programs and the imminent parking lot repaving project. Ms. Muchin Young reminded the Board about the upcoming Trustee Training week and invited them to participate.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet.

ii. Business Manager

The written report was included in the Board Packet.

iii. Patron Services Manager

The written report was included in the Board Packet.

X. Other Business

A. Discussion: Classification and Compensation Study

Ms. Muchin Young provided an update on the Library's involvement in the Classification and Compensation study at the City of Mequon. The initial timeline has been established and training sessions will be taking place that all Library staff are required to attend. It is hopeful that the final report will be available in November.

B. Action Requested: Administration Copier Contract

Following the solicitation of additional bids, the proposal for a 63 month lease from Office Copying Equipment was deemed to be the best option for the Library.

Catherine Perry moved to approve the proposed 63-month lease agreement with Office Copying Equipment. Cathrine Wagner seconded. The motion carried.

XI. New Business

A. Discussion and Possible Action: 2022 Employee Handbook Update

The proposed changes to the Employee Handbook was included in the Board Packet. Ms. Muchin Young distributed a handout of further changes recommended by the Personnel Committee at the meeting. Discussion commenced regarding the health and safety protocols added to the handbook. To reduce concerns regarding the delegation of authority on health and safety matters, the relevant line on page 36 of the handbook was amended to read, *“(t)he Library will follow the recommendations and guidelines of the appropriate authorities to reduce health risk ...”*

Jennifer Abraham moved to approve the updated Employee Handbook, as amended. Alex Lemke seconded. Motion carried.

B. Discussion and Possible Action: Memorandum of Understanding between Friends of Weyenberg Library and the Frank L. Weyenberg Library Board of Trustees

A draft Memorandum of Understanding was distributed at the Board Meeting. Action was requested from the Friends of Weyenberg Library before action could be taken by the Board.

XII. Trustee Training & System/State Library Update

A. Library Classification Systems

The historical and inclusive aspects of library classification systems, including the Dewey Decimal System used by the Library, were discussed.

B. ADA Accommodations

Ms. Muchin Young distributed a handout with a section titled *“Are the library board and staff aware of ADA compliance in a public library setting and what constitutes reasonable accommodation?”* in the Board Packet. Discussion on the Library’s current compliance with these guidelines commenced.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, August 17, 2022 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jeffrey Hansher and seconded by Alex Lemke. Motion carried and meeting was adjourned at 7:38 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

Library - Revenue Guideline

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Account Descr	2022 YTD Budget	2022 YTD Amt	JULY 2022 Amt	Balance	2022 % 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	\$500.00	\$0.00	-\$500.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$32,646.92	\$247.00	-\$32,646.92	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$33,146.92	\$247.00	-\$33,146.92	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$33,146.92	\$247.00	-\$33,146.92	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$33,146.92	\$247.00	-\$33,146.92	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	\$1,061,000.00	\$795,750.00	\$0.00	\$265,250.00	75.00%
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	\$12,994.00	\$12,994.94	\$0.00	-\$0.94	100.01%
DEPT 001 LOCAL PROPERTY TAXES	\$1,184,734.00	\$891,799.94	\$0.00	\$292,934.06	75.27%
MAJ CLS 40 TAXES	\$1,184,734.00	\$891,799.94	\$0.00	\$292,934.06	75.27%
MAJ CLS 41 INTER-GOVERNMENTAL REVENUES					
DEPT 003 GRANTS & AIDS					
R 99-41-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$18,000.00	\$10,606.61	\$790.40	\$7,393.39	58.93%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$10,606.61	\$790.40	\$7,393.39	58.93%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$10,606.61	\$790.40	\$7,393.39	58.93%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$1,000.00	\$327.98	-\$500.00	200.00%
DEPT 013 INTEREST INCOME	\$500.00	\$1,000.00	\$327.98	-\$500.00	200.00%

Account Descr	2022 YTD Budget	2022 YTD Amt	JULY 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$1,000.00	\$327.98	-\$500.00	200.00%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$5,951.74	\$1,011.00	\$1,548.26	79.36%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$1,464.95	\$197.95	-\$1,464.95	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$7,416.69	\$1,208.95	\$83.31	98.89%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,266.00	\$1,404.86	\$0.00	\$861.14	62.00%
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	\$37,000.00	\$0.00	\$0.00	\$37,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$39,266.00	\$1,404.86	\$0.00	\$37,861.14	3.58%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$46,766.00	\$8,821.55	\$1,208.95	\$37,944.45	18.86%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$912,228.10	\$2,327.33	\$337,771.90	72.98%
	\$1,250,000.00	\$945,375.02	\$2,574.33	\$304,624.98	75.63%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
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Account Descr	2022 YTD Budget	2022 YTD Amt	JULY 2022 Amt	Balance	2022 % 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	\$2,217.15	\$507.08	-\$2,217.15	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$475.76	\$108.74	-\$475.76	0.00%
DEPT 551 LIBRARY	\$0.00	\$2,692.91	\$615.82	-\$2,692.91	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$2,692.91	\$615.82	-\$2,692.91	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$2,692.91	\$615.82	-\$2,692.91	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	\$631,900.00	\$323,983.29	\$70,070.21	\$307,916.71	51.27%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$1,122.72	\$73.47	\$2,377.28	32.08%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$107,204.53	\$18,584.62	\$95,295.47	52.94%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$2,544.00	\$357.10	\$956.00	72.69%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,500.00	\$1,416.00	\$0.00	\$84.00	94.40%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$2,004.60	\$0.00	-\$104.60	105.51%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$844,800.00	\$438,275.14	\$89,085.40	\$406,524.86	51.88%
MAJ CLS 91 LIBRARY STAFFING	\$844,800.00	\$438,275.14	\$89,085.40	\$406,524.86	51.88%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$782.50	\$283.75	\$67.50	92.06%
E 99-92-551-2-206 AUDIT	\$6,650.00	\$6,550.00	\$0.00	\$100.00	98.50%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$20,300.00	\$0.00	-\$300.00	101.50%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$7,000.00	\$5,347.39	\$844.84	\$1,652.61	76.39%
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	\$2,741.19	\$107.76	\$7,258.81	27.41%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$438.18	\$15.80	\$1,061.82	29.21%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$5,250.00	\$0.00	\$1,750.00	75.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$1,981.69	\$322.14	\$1,768.31	52.85%
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	\$2,400.11	\$476.18	\$4,099.89	36.92%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$2,969.55	\$0.00	-\$469.55	118.78%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$1,389.90	\$202.02	\$1,360.10	50.54%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$3,982.36	\$735.80	\$1,517.64	72.41%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$385.15	\$93.20	\$114.85	77.03%

Account Descr	2022 YTD Budget	2022 YTD Amt	JULY 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$15,800.19	\$0.00	-\$300.19	101.94%
DEPT 551 LIBRARY	\$90,000.00	\$70,318.21	\$3,081.49	\$19,681.79	78.13%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$90,000.00	\$70,318.21	\$3,081.49	\$19,681.79	78.13%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$4,747.50	\$1,034.21	\$1,252.50	79.13%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$11,661.30	\$2,671.88	\$18,338.70	38.87%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$24,252.32	\$4,935.15	\$15,747.68	60.63%
E 99-93-551-3-373 PRINT	\$85,000.00	\$37,725.74	\$8,652.34	\$47,274.26	44.38%
DEPT 551 LIBRARY	\$161,000.00	\$78,386.86	\$17,293.58	\$82,613.14	48.69%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$78,386.86	\$17,293.58	\$82,613.14	48.69%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$14,400.00	\$0.00	\$14,400.00	50.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$22,000.00	\$14,887.91	\$3,833.00	\$7,112.09	67.67%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$1,246.97	\$41.37	\$1,253.03	49.88%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$18,730.44	\$1,515.24	\$11,269.56	62.43%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$26,283.74	\$4,270.70	\$16,216.26	61.84%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$805.06	\$419.11	\$994.94	44.73%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$0.00	\$538.14	\$0.00	-\$538.14	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$26,600.00	\$0.00	\$0.00	\$26,600.00	0.00%
DEPT 551 LIBRARY	\$154,200.00	\$76,892.26	\$10,079.42	\$77,307.74	49.87%
MAJ CLS 94 LIBRARY BUILDING	\$154,200.00	\$76,892.26	\$10,079.42	\$77,307.74	49.87%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,000.00	\$1,000.00	-\$1,000.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$1,000.00	\$1,000.00	-\$1,000.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$1,000.00	\$1,000.00	-\$1,000.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$664,872.47	\$120,539.89	\$585,127.53	53.19%
	\$1,250,000.00	\$667,565.38	\$121,155.71	\$582,434.62	53.41%

VILLAGE OF THIENSVILLE

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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 - PWSB/BMO GE	\$60,156.53	\$247.00	\$615.82	\$33,146.92	\$8,456.65	\$84,846.80	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	-\$5,763.74	\$0.00	\$0.00	\$5,763.74	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$247.00	\$0.00	\$33,146.92	-\$33,146.92	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$615.82	\$0.00	\$2,812.91	\$120.00	\$2,692.91	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$3,600.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,600.51	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$50,792.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$50,792.28	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$862.82	\$862.82	\$41,723.57	\$41,723.57	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$162,480.99	\$188,337.49	\$1,778,978.01	\$1,774,389.67	\$6,253.00	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$40.12	\$40.12	\$3,321.50	\$3,321.50	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$51,052.86	\$51,052.86	\$240,877.96	\$240,877.96	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$327.98	\$90,000.00	\$731,000.00	\$530,000.00	\$459,505.03	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	-\$28,817.05	\$0.00	\$0.00	\$28,817.05	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	\$0.00	\$2,334.36	\$2,334.36	\$10,913.21	\$10,913.21	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$4,695.22	\$4,695.22	\$22,418.52	\$22,418.52	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$5,139.70	\$5,139.70	\$24,254.10	\$24,254.10	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$40.12	\$1,293.69	\$9,754.15	\$6,595.89	-\$2,358.22	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	-\$4,237.32	\$2,696.62	\$4,127.09	\$19,423.96	\$19,313.73	-\$4,127.09	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$41.96	\$41.96	\$314.70	\$314.70	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$72.02	\$72.02	\$452.66	\$452.66	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,453.26	\$1,453.26	\$9,262.92	\$9,262.92	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$23.45	\$23.45	\$119.10	\$119.10	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$37.98	\$37.98	\$226.44	\$226.44	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$9,681.75	\$0.00	\$0.00	\$9,681.75	\$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	-\$214,417.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$214,417.09	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$2,327.33	\$0.00	\$912,228.10	-\$912,228.10	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$120,749.94	\$210.05	\$683,395.34	\$18,522.87	\$664,872.47	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	\$351,186.58	\$351,186.58	\$3,573,211.37	\$3,573,211.37	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$352,049.40	\$352,049.40	\$3,614,934.94	\$3,614,934.94	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
873 e	07/01/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$70.75	609069797	Time and Attendance Monthly
		Total	\$70.75		
874 e	07/01/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,497.14		FED/Wages Pd 7-1-22
G 99-21210		WISCONSIN WITHHOLDI	\$744.72		WI/Wages Pd 7-1-22
G 99-21230		SOCIAL SECURITY TAX	\$1,655.20		SS & MED/Wages Pd 7-1-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,655.23		SS Employer/Wages Pd 7-1-22
G 99-11160		SPECIAL CLEARING AC	\$16,523.58		DirectDep/Wages Pd 7-1-22
		Total	\$22,075.87		
875 e	07/01/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,887.10		Salaries & Wags/Wages Pd 7-1-22
E 99-93-551-3-370		PROGRAMMING	\$185.58		Gilman Reimbursement/Wages Pd 7-1-22
G 99-21265		WI RETIREMENT	(\$1,368.07)		WRS Employees/Wages Pd 7-1-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,497.14)		FED/Wages Pd 7-1-22
G 99-21210		WISCONSIN WITHHOLDI	(\$744.72)		WI/Wages Pd 7-1-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,655.20)		SS & MED/Wages Pd 7-1-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 7-1-22
G 99-21280		HEALTH INSURANCE WI	(\$692.93)		HEALTH/Wages Pd 7-1-22
G 99-21285		LIFE INSURANCE WITH	(\$17.95)		LIFE/Wages Pd 7-1-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 7-1-22
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 7-1-22
G 99-21286		ACCIDENTAL INS WITH	(\$33.60)		ACCIDENT/Wages Pd 7-1-22
G 99-11160		SPECIAL CLEARING AC	(\$16,523.58)		Net Pay/Wages Pd 7-1-22
		Total	\$0.00		
877 e	07/08/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$89.24	609411985	Processing 7-1-22 Payroll
		Total	\$89.24		
878 e	07/12/22	CARDMEMBER SERVICE			
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$108.74	0028	Myron
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26	0187	Apple
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$35.55	02629	Directors Council Meal
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$119.99	2408	Canva
E 99-93-551-3-370		PROGRAMMING	\$43.98	2621	OTC Brands
E 99-93-551-3-370		PROGRAMMING	\$123.79	3072	Penzeys Spices
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	4017	Amazon Web Sesrvices
E 99-94-551-3-308		BUILDING SUPPLIES	\$61.72	4882	The Home Depot
E 99-93-551-3-370		PROGRAMMING	\$25.06	5595	Dollar Treere
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$37.92	5718	Dominos
E 99-92-551-3-303		TELEPHONE	\$25.47	5862	AT&T
E 99-92-551-2-284		CONTRACTED SERVICE	\$87.00	7163	Mailchimp
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	7739	Amazon Web Services
E 99-93-551-3-370		PROGRAMMING	\$84.38	8006	Costco
E 99-92-551-2-284		CONTRACTED SERVICE	\$149.90	8955	Zoom Annual Sub



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$911.44		
879 e	07/12/22	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		JULY Phone Service
Total			\$172.62		
886 e	07/15/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,531.79		FED/Wages Pd 7-15-22
G 99-21210		WISCONSIN WITHHOLDI	\$762.04		WI/Wages Pd 7-15-22
G 99-21230		SOCIAL SECURITY TAX	\$1,693.14		SS & MED/Wages Pd 7-15-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,693.20		SS Employer/Wages Pd 7-15-22
G 99-11160		SPECIAL CLEARING AC	\$16,761.97		DirectDep/Wages Pd 7-15-22
Total			\$22,442.14		
887 e	07/15/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$23,268.21		Salaries & Wages/Wages Pd 7-15-22
G 99-21265		WI RETIREMENT	(\$1,379.51)		WRS Employees/Wages Pd 7-15-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,531.79)		FED/Wages Pd 7-15-22
G 99-21210		WISCONSIN WITHHOLDI	(\$762.04)		WI/Wages Pd 7-15-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,693.14)		SS & MED/Wages Pd 7-15-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 7-15-22
G 99-21280		HEALTH INSURANCE WI	(\$692.93)		HEALTH/Wages Pd 7-15-22
G 99-21285		LIFE INSURANCE WITH	(\$5.50)		LIFE/Wages Pd 7-15-22
G 99-21276		VISION INSURANCE WIT	(\$5.72)		VISION/Wages Pd 7-15-22
G 99-21286		ACCIDENTAL INS WITH	(\$4.38)		ACCIDENT/Wages Pd 7-15-22
G 99-11160		SPECIAL CLEARING AC	(\$16,761.97)		Net Pay/Wages Pd 7-15-22
Total			\$0.00		
888 e	07/22/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40	610249606	Processing 7-15-22 Payroll
Total			\$91.40		
889 e	07/29/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,696.62	269853	JUNE 2022 WRS-Employer
G 99-21265		WI RETIREMENT	\$2,696.62	269853	JUNE 2022 WRS-Employee
Total			\$5,393.24		
890 e	07/25/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$10,657.06	36420002022	AUG Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,453.26	36420002022	AUG Health-Employee
Total			\$12,110.32		
893 e	07/29/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,666.29		FED/Wages Pd 7-29-22
G 99-21210		WISCONSIN WITHHOLDI	\$827.60		WI/Wages Pd 7-29-22
G 99-21230		SOCIAL SECURITY TAX	\$1,791.36		SS & MED/Wages Pd 7-29-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,791.35		SS Employer/Wages Pd 7-29-22
G 99-11160		SPECIAL CLEARING AC	\$17,767.31		DirectDep/Wages Pd 7-29-22
Total			\$23,843.91		
894 e	07/29/22	LIBRARY PAYROLL			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-91-551-1-100		SALARIES & WAGES	\$23,914.90		Salaries & Wages/Wages Pd 7-29-22
E 99-92-551-2-287		MILEAGE	\$15.80		Jacobson Mileage/7-29-22
G 99-21265		WI RETIREMENT	(\$1,379.51)		WRS Employees/Wages Pd 7-29-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,666.29)		FED/Wages Pd 7-29-22
G 99-21210		WISCONSIN WITHHOLDI	(\$827.60)		WI/Wages Pd 7-29-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,791.36)		SS & MED/Wages Pd 7-29-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 7-29-22
G 99-21280		HEALTH INSURANCE WI	(\$67.40)		HEALTH/Wages Pd 7-29-22
G 99-11160		SPECIAL CLEARING AC	(\$17,767.31)		Net Pay/Wages Pd 7-29-22
		Total	\$0.00		
900 e	07/29/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$70.75	611058391	Time and Attendance Monthly
		Total	\$70.75		
26354	07/11/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	31960863	Monthly 2 Copiers Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	31988716	Admin Copier Lease
		Total	\$260.85		
26355	07/11/22	PURCHASE POWER			
E 99-92-551-2-201		POSTAGE	\$250.00	07202022	Postage Meter Refill
		Total	\$250.00		
26356	07/11/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$4,270.70	4200794071	JULY Electrical & Gas Service
		Total	\$4,270.70		
26358	07/20/22	ADVANCED CHILLER SERVICES			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$2,760.00	4283	Annual HVAC Service Contract (2/2)
		Total	\$2,760.00		
26359	07/20/22	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$102.17	2036761195	Print Collection Materials
E 99-93-551-3-373		PRINT	\$253.55	2036773285	Print Collection Materials
E 99-93-551-3-373		PRINT	\$677.75	2036773629	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$240.21	2036776451	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$886.63	2036783728	Print Collection Materials
E 99-93-551-3-373		PRINT	\$301.68	2036790119	Print Collection Materials
E 99-93-551-3-373		PRINT	\$495.06	2036793183	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$80.26	2036801116	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$162.61	2036803455	Print Collection Materials
E 99-93-551-3-373		PRINT	\$524.85	2036807387	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,768.45	2036810848	Print Collection Materials
E 99-93-551-3-373		PRINT	\$335.97	2036819336	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$87.45	2036823506	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$904.01	2036825945	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,396.04	2036829177	Print Collection Materials
E 99-93-551-3-373		PRINT	\$233.48	2036834069	Print Collection Materials
E 99-93-551-3-373		PRINT	\$458.05	2036838468	Print Collection Materials



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$43.81	H61511440	Media Collection
E 99-93-551-3-371		MEDIA	\$204.21	H61520260	Media Collection
E 99-93-551-3-371		MEDIA	\$43.30	H61567890	Media Collection
E 99-93-551-3-371		MEDIA	\$108.92	H61581260	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H61589280	Media Collection
E 99-93-551-3-371		MEDIA	\$298.68	H61628880	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H61660600	Media Collection
E 99-93-551-3-371		MEDIA	\$86.60	H61678460	Media Collection
E 99-93-551-3-371		MEDIA	\$141.38	H61705750	Media Collection
E 99-93-551-3-371		MEDIA	\$90.89	H61758720	Media Collection
E 99-93-551-3-371		MEDIA	\$274.26	H61776850	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H61796010	Media Collection
Total			\$10,260.87		
26360	07/20/22	B-E CONTROLS			
E 99-94-551-3-308		BUILDING SUPPLIES	\$1,258.59	7101	Ceiling Tile Repairs
Total			\$1,258.59		
26361	07/20/22	BETTY BRINN CHILDRENS MUSEUM			
E 99-95-551-7-299		LIB GIFTS & GRANTS UN	\$1,000.00	07192022	Library Business Membership
Total			\$1,000.00		
26362	07/20/22	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$3.93	300407579	JUNE 2022 Long Distance
Total			\$3.93		
26363	07/20/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$41.96	1810433	AUG Dental-Employee
G 99-21276		VISION INSURANCE WIT	\$72.02	1813149	AUG Vision-Employee
Total			\$113.98		
26364	07/20/22	DEPARTMENT OF ADMINISTRATION			
E 99-92-551-2-284		CONTRACTED SERVICE	\$600.00	505-69491	TEACH Data Svc 1-1-22 - 6-30-22
Total			\$600.00		
26365	07/20/22	EBSCO			
E 99-93-551-3-372		E CONTENT	\$3,483.00	1000182605-	Consumer Reports Online Access
Total			\$3,483.00		
26366	07/20/22	GEGRB/AMAZON			
E 99-93-551-3-373		PRINT	\$15.51	43399534353	Print Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$10.05	43454455579	Office Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$9.41	43753689489	Building Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$9.89	43849599893	Office Supplies
E 99-93-551-3-371		MEDIA	\$69.97	43867636659	Video Game Collection
E 99-94-551-3-308		BUILDING SUPPLIES	\$47.46	44584469457	Building Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$27.99	44754654587	Memory Café
E 99-93-551-3-371		MEDIA	\$41.54	44775945399	Video Game Collection
E 99-93-551-3-371		MEDIA	\$39.99	44854983953	Video Game Collection
E 99-93-551-3-371		MEDIA	\$39.99	44869798484	Video Game Collection
E 99-93-551-3-371		MEDIA	\$9.88	45474457699	Video Game Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$13.07	46797776533	Print Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$178.85	46966383785	Memory Café
E 99-93-551-3-373		PRINT	\$21.00	47576758438	Print Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$16.81	49979534767	Office Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$133.75	53439344734	Building Supplies
E 99-93-551-3-371		MEDIA	\$118.77	54334768547	Video Game Collection
E 99-93-551-3-373		PRINT	\$14.18	54776365483	Print Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$20.97	55488968655	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$87.99	55639447666	Technology
E 99-93-551-3-371		MEDIA	\$119.97	57387555576	Video Game Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$103.92	58975496878	Office Supplies
E 99-93-551-3-371		MEDIA	\$49.99	58984564996	Video Game Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$165.27	63679838739	Discovery Kids
E 99-93-551-3-370		PROGRAMMING	\$29.95	63874957943	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$21.07	63885467477	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$58.07	64586898833	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$16.83	67735639845	Programming Supplies
E 99-93-551-3-371		MEDIA	\$179.97	67839367788	Video Game Collection
E 99-92-551-3-300		OFFICE SUPPLIES	(\$10.05)	67949774333	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$5.93	68483346494	Technology
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$14.98	68657344834	Memory Café
E 99-93-551-3-370		PROGRAMMING	\$20.98	69455643668	Programming Supplies
E 99-93-551-3-373		PRINT	\$72.45	69634977663	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$104.19	75967554775	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$101.14	76343335538	Programming Supplies
E 99-93-551-3-371		MEDIA	\$27.99	76344347865	Video Game Collection
E 99-93-551-3-373		PRINT	\$15.83	78683378348	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$159.60	78986853697	Programming Supplies
E 99-93-551-3-371		MEDIA	\$79.18	79494657769	Video Game Collection
E 99-93-551-3-370		PROGRAMMING	\$22.72	83573959565	Programming Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$4.31	84786958437	Building Supplies
E 99-92-551-2-286		COMPUTERS	\$13.84	85336778976	Technology
E 99-93-551-3-371		MEDIA	\$49.99	85643998787	Video Game Collection
E 99-94-551-3-306		JANITOR SUPPLIES	\$41.37	85855443466	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	\$77.94	85974434957	Programming Supplies
E 99-93-551-3-371		MEDIA	\$84.08	89567438774	Video Game Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$58.45	93636337339	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$47.98	97353436399	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$15.99	98934995459	Office Supplies
Total			\$2,681.00		
26367	07/20/22	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$723.00	09-19055	JULY Regular Service
Total			\$723.00		
26368	07/20/22	KIMBERLY WEGGELAND			
E 99-93-551-3-370		PROGRAMMING	\$180.00	01172022	AUG 10 Program
Total			\$180.00		
26369	07/20/22	CITY OF MEQUON			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-94-551-3-361		SEWER & WATER	\$419.11	389165	APR-JUN 2022 Water and Sewer
		Total	\$419.11		
26370	07/20/22	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,452.15	502333225	JUNE 2022 Hoopla
		Total	\$1,452.15		
26371	07/20/22	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$13.22	173116	Toner Shipping Charges
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$461.73	173191	JUNE 2022 Copy Charges
		Total	\$474.95		
26372	07/20/22	ORKIN LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$350.00	233564116	Summer Preventative Service
		Total	\$350.00		
26373	07/20/22	PITNEY BOWES, INC.			
E 99-92-551-2-201		POSTAGE	\$33.75	1020952495	Smart Postage Subscription (Q2)
		Total	\$33.75		
26374	07/20/22	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$181.10	25816552	Office Supplies
		Total	\$181.10		
26375	07/20/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$37.98	82022-A	AUG Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$91.16	82022-L	AUG Life-Employer
G 99-21285		LIFE INSURANCE WITH	\$23.45	82022-L	AUG Life-Employee
		Total	\$152.59		
26376	07/20/22	THIENSVILLE-MEQUON ROTARY CLUB			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$357.10	07012022	Qtly Rotary Club Dues (3 of 4)
		Total	\$357.10		
26377	07/20/22	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$93.20	6102281	JUNE 2022 Placements
		Total	\$93.20		
11110 HARRIS GF -CHECKING			\$118,631.55		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$615.82
99 F. L. WEYENBERG LIBRARY FUND	\$118,015.73
	\$118,631.55

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	25,583	23,730	22,392	306,973
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	21,961	22,825	21,760	20,146	213,031
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497						155,340
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	3,747	3,626	3,731	3,876	45,311
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064	5,062	5,268	5,168	5,094	61,060
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199						35,855
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	27,920	27,231	31,085	29,464	28,204	30,939	34,564	32,411	27,528	29,209	27,461	26,268	352,284
2020	29,079	27,166	19,176	6,858	10,865	18,631	26,951	28,081	27,023	28,093	26,928	25,240	274,091
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	0	0	0	0	0	191,195
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	1,682	1,263	1,452	986	17,014
2020	1,145	1,151	811	1,376	2,013	956	1,073	1,460	1,315	1,235	1,193	763	14,491
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052						13,351
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	1,591	1,605	1,493	1,526	21,911
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327	1,424	1,415	1,118	1,170	15,085
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498						8,827
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,388	1,157	2,545
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	1,137	1,314	1,224	1,171	15,697
2022	1,204	1,166	1,674	1,479	1,387	1,648	1,600						10,158
Red = Estimated Total													

[illegible]

Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	2	2	5	3	2	9	5	1	1	1	2	0	33
attendance	7	7	33	7	3	430	83	0	18	0	41	0	629
2020	0	1	3	0	0	2	1	2	0	1	2	1	13
attendance	0	1	30	0	0	14	11	35	0	0	16	0	107
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6	9	3						26
2022 attendance	0	1	63	102	257	171	19						613
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	1	1	2	2	2	2	2	3	29
attendance	72	57	82	115	58	141	52	53	87	81	56	70	924
2020	2	2	4	0	1	6	8	2	2	3	4	1	35
attendance	39	82	111	0	5	138	119	42	19	30	30	28	643
2021	7	3	3	3	4	2	0	2	2	2	1	3	32
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
2022 drop in programs	6	4	5	3	5	3	3						29
2022 participants	13	72	101	77	98	147	88						596
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	29	26	34	27	29	28	25	19	28	28	18	308
attendance	372	731	840	794	954	1,438	1,500	1,014	572	894	787	489	10,385
2020	18	25	15	17	12	5	6	1	9	9	8	6	131
attendance	619	755	370	801	544	337	469	155	336	177	129	109	4,801
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19						109
2022 attendance	144	266	559	437	1,133	747	883						4,169
Drop In Childrens Program:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	2	3	5	1	2	2	2	4	35
attendance	420	271	354	342	510	421	550	270	444	528	728	479	5,317
2020	4	3	4	4	0	10	11	8	7	6	6	8	71
attendance	356	315	283	47	24	289	313	318	235	267	211	300	2,958
2021	13	10	9	11	6	11	12	8	6	5	5	6	102
attendance	324	496	346	436	325	1,046	1,184	869	622	1,089	763	764	8,264

2022 drop in programs	9	4	5	4	4	3	5						34
2022 participants	679	902	1,053	1,022	1,044	562	833						6,095
Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	9	11	10	3	5	13	8	4	8	17	19	124
2020	10	19	9	0	0	6	17	23	16	25	22	19	166
2021	22	24	29	26	26	16	7	7	6	7	6	15	191
2022	19	25	27	25	21	16	9						142
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	37	26	31	22	27	38	34	31	40	28	31	383
2020	47	42	17	0	0	0	0	20	21	36	24	21	228
2021	27	18	17	21	23	21	30	29	14	28	25	21	274
2022	18	24	25	16	17	25	20						145
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	36	28	38	26	15	24	37	34	38	38	37	389
2020	36	30	6	0	0	0	0	18	32	26	19	18	185
2021	21	18	22	12	15	21	12	25	13	22	22	9	212
2022	26	18	21	18	8	33	18						142
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	85	88	140	109	97	160	145	122	124	98	98	73	1,339
2020	95	91	67	35	30	63	88	103	73	67	78	51	841
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160						811
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	3,634	3,861	3,329	2,989	43,465
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818	3,297	3,353	2,840	2,937	33,278
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	2,779	2,620	2,597	4,538	35,966
2022	5,601	4,977	4,414	4,200	3,723	4,323	3,604						30,842
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	3,881	4,263	3,640	3,732	47,768
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420	4,745	4,629	3,859	4,320	44,622
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	3,758	3,644	3,497	3,740	47,120
2022	4,226	3,854	4,329	3,727	3,529	4,216	3,991						27,872

Date: August 12, 2022
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report August 2022

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 7/22, 7/29, 8/5
- RECURRING: Rotary Meetings, 7/26, 8/9
- FOWL Meeting, 7/21, 8/3
- Village of Thiensville Board of Trustees, 7/25
- MLS ILS Committee, 7/26
- MLS RFID Implementation Meeting, 7/27
- GovHR Meetings, 8/1, 8/4
- MLS Resources Advisory Workgroup, 8/3
- Hook, Yarn & Stitch – In Person, 8/4
- Evening Readers, 8/8
- Advocacy Committee Meeting, 8/10
- Monarch Directors' Council, 8/11
- Regular and As-Needed Adult and Children's Reference Desk shifts
- As-Needed Circulation Desk shifts, and other tasks

PERSONNEL & CONTINUING EDUCATION

Trustee Training Week is August 22-26. Register at www.wistrusteetraining.com.

The webinars are as follows:

- Mon: Materials Challenges & Your Library from the Trustee Table
- Tues: Here to Stay: Recruiting & Retaining Dedicated Library Workers
- Wed: Effective & Efficient Meetings: Parliamentary Procedure
- Thurs: Making Sense & Cents of a Library Building Project: the Library Trustee Role
- Fri: From Stories to Action: How to Talk about Your Budget to Activate Support & Secure Funding.

Staff have either watched the GovHR presentations regarding the Classification Study, or watched a brief YouTube video that offers an overview of the Job Analysis Questionnaire. The JAQs must be filled out by every employee (other than pages). While we were told to complete these forms as if we won the lottery and our position needs to be filled, we anticipate some staff will answer the questions about the skills they have, rather than the skills required by the positions. Staff also have the opportunity to edit their job descriptions if they think the descriptions are incomplete or incorrect.

The JAQ, however, is only the first step. Supervisors will review the questionnaires and add their comments (but not make changes to the employees' responses). Then I will review the forms and send them on to GovHR with any edited job descriptions (they already have the current ones). GovHR will then interview at least one person in every job category. Our interviews will be conducted by someone familiar with public libraries. Finally, they will look at comparable

communities as well as comparable positions within the City. They will come back to us with a preliminary analysis in early October and will finalize the report before the November Common Council meeting, currently scheduled for November 9.

OPERATIONS ACTIVITIES:

The parking lot is taking longer than initially anticipated. Though we are not surprised, we are disappointed. Meanwhile, staff is parking on Division Street. I consider it our wellness program. We are keeping track of the progress and extending due dates and holds expiration dates as appropriate. This is the latest from Jeremy Dandy at the City (received 8/12):

The parking lot will remain closed for the weekend. I am waiting to hear from our contractor when the concrete and catch basin work will begin/finish. Once this information is available, we can consider temporarily opening the lot for use with the understanding that we will have to close it again to complete the remaining work.

Two of the new tables in the Tolzman Community Room need to be repaired. The vendor has ordered the necessary parts.

Amanda Kloppmann and I will attend RFID Tagging Training at Kohler Public Library August 17. The system is using a train the trainer model. Kohler is the first Monarch Library to be tagged. We should begin tagging our collection in early fall.

It's budget season and Craig Jacobson and I are looking back at the funding model in the Joint Library Agreement (2003). Though the funding model was largely ignored after the passage of Act 10 (2011), both the City and the Village have expressed interest in reviewing the agreement. We, therefore, are looking at the budget both in terms of what we anticipate the allocations to be and what our actual budgetary needs are. We are meeting with the City Administrator and City Treasurer Friday, August 26.

PROGRAMMING:

Our Cultural Conversations, sponsored by the Weyenberg Public Library Foundation, have been set for the remainder of 2022:

- Sunday, October 23, *Hmong Americans Navigating the American Landscape: A Conversation with Author and Professor Pao Lor.*
- Sunday, November 13, Kristen Whitson and Jenny Kalvaitis, co-authors of *We Will Always Be Here: A Guide to Exploring and Understanding the History of LGBTQ+ Activism in Wisconsin*

We also have one Fine Arts Event, also sponsored by the Foundation, featured for the fall, Sunday, September 18, *A Tale of Beatrix Potter* with Debra Miller.

See our calendar for a complete programming list.

OTHER:

The Mequon-Thiensville Community Foundation reached out to me to discuss our wish list and to encourage us to write a grant for their next grant cycles. Their typical grant is \$2,500, but they did support the Calming Room this year at approximately \$7,500, so we suggested a variety of projects ranging from \$2,500 to \$9,500. They seemed willing to consider any of them.

The Foundation received a \$250 donation in honor of the Excellent Weyenberg Library Director and Staff. I shared this good news with our staff and thanked them for their efforts. And I could not agree more! We have a fabulous crew!

We visited with Captivate Exhibits to discuss the creation of an art feature in the children's department. Hopefully I will have more information by Wednesday.

The Board of Directors (formerly the steering committee) of the Friends of Weyenberg Library continue to meet to address organizational matters. Included in this packet are both the Friends Bylaws and the Memorandum of Operations between the Library Board of Trustees and the Friends, which the Board is being asked to sign at Wednesday's meeting.

We received a \$500 safety grant through our insurance company. We used it to purchase an hydraulic lift to make it easier to take full intra-system bins off the shelves and onto the stacks for pickup the next day.

Date: August 11, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, August 2022

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

- Willowbrook Visit – 7/25
- Circulation Committee Meeting (MEAD) – 7/28
- Management Meeting – 8/10
- Director's Council – 8/11
- Acquisitions Meeting – 8/16
- RFID Training (Kohler) – 8/17

STATISTICS

Our self-checkout usage continues to rise! Our normal usage is about 50-55% of checkouts are done on the self-checkout stations but July saw 61%!

I also keep track of renewals done through the Monarch2Go app. Normally we see about 800 or so renewals each month, in July we had 1,075!

OTHER TASKS & TIDBITS

The Circulation Committee has been updating all our best practice documents for the system in 2022. Emily from West Bend and I will be working on the committee's SharePoint page as well. This will be where all our best practice documents, agendas and minutes will be searchable for anyone in Monarch.

The committee is also working on creating best practice documents pertaining to a cybersecurity attack. Basically, if we lose up to 90 days of information in our database, what would we do about new patrons, cataloged items, fines paid, etc. We plan to have these documents done in about 6 months.

Next week, Rachel and I will be meeting with Cheryl Nessman from MEAD to discuss our RFID equipment needs. I'm very excited to get this project underway!

September is library card sign up month so we will be doing another food for fines campaign. We will remove \$2 in fines for every item donated. We will issue free replacement library cards. We will also give FLW pens and keychains for each new card opened.

Date: August 12, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, August 2022

- An important note about forwarding your Board of Trustees email to another address: while the Outlook web interface allows you to set up a forwarding address, automatic message forwarding is actually disabled by default and needs to be set up by the Monarch IT department. If you would like your Board emails forwarded to another address, please let me know and tell me what address you would like to send it to so that I can send a ticket to Monarch to enable it for you. If your messages are already being correctly forwarded, there is nothing additional that you need to do.
- The Information & Technology workgroup met on August 4, 2022.
 - It was recently discovered that the previous Monarch IT director had never enabled necessary security services on Monarch's email services, which the Weyenberg Library utilizes. The interim IT director enabled it and the amount of spam and phishing emails sent through our email went down immediately and dramatically. Further work will need to be done to bring services up to standards, but improvements have already been made.
 - Monarch will create a database of old PCs that other libraries may have, allowing us to potentially send our older, unused equipment to be utilized at other member libraries without having to pay for it to be disposed or wasting it in an environmentally irresponsible way.
 - The old SharePoint site is now clearly labeled as such, and the process of merging the two so that the old site can be permanently retired is accelerating.
 - The external two-factor authentication devices the system is utilizing can be programmed by a smart phone on site, so I will be able to do that myself, simplifying the setup process and saving time in the future.
 - The first libraries are testing the new Faronics Deploy security platform.
 - The move from our local domain controller to the one managed by Monarch is incoming, and once done will allow simplification of the password and desktop login process.
- Open enrollment for local employer insurance programs will begin on September 26, 2022 and run until October 21, 2022. We have not heard any announcements on a replacement for WEA Trust in our area, as they are departing the health insurance industry entirely, but rates and plans will need to be finalized in approximately one month. The kickoff meeting for local employers, where changes for the 2023 plan year and other important information will be presented, will take place on September 15, 2022.
- We have begun preliminary work on our 2023 budget scenarios and are working on several different funding models and possibilities. We have a meeting scheduled with the City of Mequon regarding the beginning stages of the budget process.

Date: August 17, 2022
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:

- Program: Storytimes, 7/26, 7/27, 8/2, 8/3, 8/9, 8/10
- Program: Genealogy Interest Group, 7/28
- Passive Program: Spice of the Month Kit, 8/1
- Program: Miss Kim's Amazing Animals, 8/10
- Program: M-T Community Book Club, 8/16
- Program: Untidy Thursday, 8/18
- Ordered Collection Materials, 7/19, 7/25, 8/1, 8/8, 8/15
- Evening Shifts, 8/3
- Weekend Shifts, 7/30, 8/6

MONTHLY STATISTICS

- E-circ and e-collections statistics are doing well. We did have a lower amount of usage from Ancestry.com for July, which seems unusual, so I have followed-up with WiLS to make sure that there was not an issue with the statistics being recorded properly for our subscription.

-Reference statistics and Digitization Lab usage for July 2022 were higher than our numbers in July 2021, which is good and reflects the overall feel that business is still picking up.

Programming continues to go well for all ages. For the adult and teen in-person and drop-in programs, we are either close to meeting or have surpassed our 2021 year-end numbers already. In 2021, we had a total of 102 in-person adult programs with 663 for attendance. We are currently at 68 programs in 2022 with an attendance of 591. We have already passed the 2021 total drop-in attendance for adults with July 2022's numbers. For teens, our 2022 in-person numbers have surpassed our 2021 total by a lot; and our 2022 teen drop-in numbers are very close to meeting the 2021 total. Our children's numbers resemble the adult numbers, in that the in-person attendance has already surpassed the 2021 year-end total, with the drop-in numbers being less. It will probably take two more months for the children's drop-in number to match 2021.

OTHER TASKS & TIDBITS

-Our Mini-Golf event was a huge hit! While we did not have a huge teen crowd for the Friday night event, the Saturday family event was very busy. One hundred people came for the Saturday mini-golf event and so many people commented on how great it was. Since it was so popular, we are planning on another family version over the Winter Break in December.

-Our Battle of the Books event went amazing! The teens were so excited about participating in it and all seemed to have a great time. There were 13 teams that registered, which is the most teams we've had yet. Two teams did not show for the Battle, but it was still the largest group of teams to battle. With the coaches and people who came to watch, we had 75 people at the event.

-We had two special children's event in the last month, both which were well attended. Miss Jamie's Farm was a musical program with an attendance of 54. Miss Kim's Amazing Animals was a live animal program with an attendance of 80.

-Storytimes continue to be well attended, even with the parking lot being repaved for the first part of August. While the repaving project was underway, we did move storytime inside because of the noise and distraction the construction trucks would cause.

-We are almost done with the Summer Reading program. Our last day is Saturday, August 20.

As of the evening of August 11, our registration numbers are as follows:

2022 Reading Club	Adult	Teen	Children	Pre-Readers
Paper Logs	69	71	286	115
Beanstack	26	10	58	24
TOTAL	95	81	344	139

I did look back at our 2021 summer reading numbers from my July 2021 report, which were taken at noon on July 10, 2021.

2021 Reading Club	Adult	Teen	Children	Pre-Readers
Paper Logs	46	61	230	90
Beanstack	19	14	61	24
TOTAL	65	75	291	114

UPCOMING LIBRARY PROGRAMS

- Genealogy Interest Group (monthly)
- M-T Book Club (monthly)
- Evening Readers Book Club (monthly)
- History Book Club (monthly)
- AM Hook, Yarn & Stitch Club (monthly)
- Movie Matinees (1st & 3rd Fridays monthly)
- Spice of the Month Kits (monthly)
- Philosophers in the Midst of History (quarterly)
- Advanced Directives (September)
- Beatrix Potter, Fine Arts event (September)
- Handling the Holidays (October)
- Cultural Conversations: Hmong Americans (October)
- The Retirement Classroom (October)
- Werewolf Game Night (October)
- Cultural Conversations: LGBTQ Activism in WI (November)
- Read It! Make It! Book Discussion & Craft (monthly)
- Teen Exam Cram (Nov/Dec)
- Yule Ball (December)
- Family Storytimes (2x weekly)
- Monday LEGO Club (monthly)
- Saturday LEGO Club (monthly)
- Parachute Play (monthly)
- Nintendo Switch Days (monthly)
- Shake & Shimmy Storytime (biweekly)
- Card Game Club for Kids (monthly)
- Talk Like a Pirate Day (September)
- Crazy 8s Math Club (8-week session)
- Kids' Movie Matinees (Oct & Nov)
- Little Scientists (Oct-WI Science Festival)
- Unlock the Box (Oct & Dec)
- Raptors in Conservation (Oct-WI Science Festival)
- Mask Parade & Storytime (October)
- Family Library Mini Golf (December)

Operating Agreement

between the Friends of the Weyenberg Library, Inc. & the Frank L. Weyenberg Library of Mequon-Thiensville

The following will constitute an operating agreement between the Friends of the Weyenberg Library, Inc. (the “Friends”) and the Frank L. Weyenberg Library of Mequon-Thiensville (the “Library”). It will stand until and unless it is modified by mutual agreement of the Friends and the Library.

The purpose of the Friends, according to the Friends of the Weyenberg Library, Inc. Bylaws dated 04/22/2022, is to support the Library and its mission with volunteer resources, financial resources, and advocacy. As a non-profit, 501(c)(3) organization, the Friends is a legally distinct entity and is not a part of the Library.

The Library agrees:

- to include the Friends in long-term planning to ensure that the Friends are aware of the goals and direction of the Library;
- to share with the Friends the Library’s strategic initiatives at the beginning of each fiscal year and discuss with Friends how the Friends’ resources and support might help support these initiatives;
- to supply the Friends with an updated “wishlist” of ways that the Library could benefit from the support of the Friends regularly and at least once annually;
- to provide the Friends with reasonable staff support, such as by directing patrons to materials about the group provided by the Friends;
- to provide public space for Friends’ membership brochures, promotional materials, and fundraising activities; and
- to provide the Friends with a mailing address, email address, web page access, work and meeting spaces.

The Friends agree:

- to publicly support the Library and its policies;
- to invite the director of the Library, president of the Board of Trustees of the Library, and/or other staff members to participate in board meetings on a non-voting basis.
- that any and all profits raised will be spent exclusively for Library programs, services, and other Library-defined needs unless otherwise agreed to by both the Friends and the Library;
- that the Library administration has the final say in accepting or declining any and all gifts made to the Library;
- to engage in advocacy efforts on behalf of the Library consistent with the goals of the Library and the Library’s Board of Trustees; and
- that, if the Friends fail to fundraise for, promote, provide volunteers to, or advocate on behalf of the Library for twelve consecutive months, all assets held by the Friends will be distributed to the Library, **and the Friends will dissolve allowing for a new Friends organization in the future.**

Agreed this _____ day of _____, 2022.

Friends of the Weyenberg Library, Inc.

Date: _____

Frank L. Weyenberg Library of Mequon-Thiensville

Date: _____

FRIENDS OF THE WEYENBERG LIBRARY

BYLAWS

ARTICLE I – NAME

Section 1. The name of this corporation shall be Friends of the Weyenberg Library, Inc., hereinafter referred to as the Friends.

Section 2. The headquarters of the Friends is located at Frank L. Weyenberg Library of Mequon-Thiensville, 11345 North Cedarburg Road, Mequon, WI 53092.

ARTICLE II – PURPOSE

Section 1. The purpose of the Friends shall be to support the Frank L. Weyenberg Library of Mequon-Thiensville, hereinafter referred to as FLW Library, and its mission with volunteer resources, financial resources, and advocacy.

Section 2. The Friends shall accomplish its purpose by:

- Recruiting and retaining a sufficient number of active members to maintain a viable organization with the capacity provide requested resources;
- Engaging in fundraising activities that provide the source of the Friends' contributions to FLW Library;
- Sponsoring community programs, consistent with the purpose of FLW Library, to bring people into the Library and to raise awareness for both organizations;
- Serving as a link with the FLW Library community.

Section 3. The Friends shall operate in full compliance with IRS Code Section 501(c)(3), or corresponding section of any future tax code.

ARTICLE III – MEMBERSHIP

Section 1. Any person or organization who supports the purposes of the Friends may become a member of the Friends by the payment of annual dues in effect at the time. Members are known as Friends.

Section 2. The dues schedule shall be approved by vote of the Friends at its annual meeting.

Section 3. Each member and organizational representative shall be entitled to cast one vote on all matters which come before a meeting of the Friends.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. The management of the Friends shall be vested in a board of directors (“the board”) consisting of at least five (5) but not more than nine (9) Friends members, including the officers. The director of FLW Library or his or her designee shall serve as an ex-officio member of the Board of Directors. An immediate past president continues to serve on the board an additional year.

Section 2. The management as defined in Article IV, Section 1, will serve as the Executive Planning Team to determine and oversee projects and programs that will increase fundraising for the Friends as well as provide public awareness about the importance of the Library and of the Friends.

Section 3. The term of directors is three consecutive years. They are eligible for reelection for two (2) additional terms and then must wait one year before being considered for a new term.

Section 4. One-third of the directors shall be elected by the Friends each year at the annual meeting to replace those directors whose terms are expiring in that year.

Section 5. The officers of the Friends shall be a president, vice president, treasurer, secretary, each being a board member. Said officers shall be elected by the Board of Directors at the first board meeting following the Annual Meeting of the Friends.

Section 6. The term of the president, vice president and other officers is one year; however, they may continue to serve, if reelected, for an additional term.

Section 7. The president shall appoint a nominating committee chairperson who shall be either a director or a Friend from the general membership. He/she shall appoint at least three (3) Friends to serve on this committee. Included in the committee must be a member from the preceding year. The committee shall present a slate of nominees for election as officers and directors at the annual meeting of the Friends. Election requires a majority vote by those present.

Section 8. When a vacancy occurs among the officers, the nominating committee shall present for nomination one or more names of current Friends to fill the unexpired term to the board. Vacancies shall be filled by a majority vote of directors at any duly constituted meeting of the board.

Section 9. Vacancies among the directors may be left open until the next annual meeting, or may be filled at any regular board meeting by a vote of the majority. Directors so elected serve until the next annual meeting, when they could stand for election to a full term as outlined in Section 3 above.

Section 10. Removal Procedure. A board member or officer may be removed for cause by vote of two-thirds of the board members attending a regularly scheduled meeting where the item had been placed on the written agenda distributed at least two weeks prior to the meeting.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. The president shall preside at all meetings of the Friends and of the board and appoint standing committees (membership, program, public relations, etc.) and the chairpersons thereof. The

president is an ex-officio member of all committees, except the nominating committee. The president is also responsible for the signing of checks.

Section 2. The vice president shall, in the absence or disability of the president, perform all the functions of the president with the exception of the duty of signing checks during such absence or disability.

Section 3. The treasurer shall be responsible for handling all monies of the Friends and shall keep appropriate and accurate records. Any check or disbursement must be signed by the president, except in the event of the disability of the president, the treasurer shall be responsible for signing checks. A financial report shall be presented at all meetings of the board and at the annual meeting of the Friends.

Section 4. The secretary shall keep a record of all meetings of the board and of the Friends. The secretary shall distribute a draft of the minutes prior to each meeting, and record for the permanent record any corrections made at the time of acceptance. At the end of each year, the secretary shall provide a complete set of the official minutes to the Friends Office for long-term retention.

ARTICLE VI – MEETINGS

Section 1. The annual meeting of the Friends shall be held once a year, at a time and place determined by the board. Fifteen (15) members or fifty percent (50%) of the membership plus one (1), whichever is fewer, shall constitute a quorum, and action on motions shall be decided by a vote of a majority of those present. Notices of meetings shall be sent two weeks in advance of the date thereof, via the following methods: notice on the FOWL page on the FLWL website, notice on the FLWL calendar, and email to Friends membership (where possible).

Section 2. Special meetings of the Friends may be called by the president or the board or upon written request of five members. The notice shall be sent at least two weeks prior to the date of the meeting. The business to be discussed shall be stated in the notification to all Friends members.

Section 3. Regular meetings of the board of directors shall take place at least four times a year. Four (4) board members shall constitute a quorum, and motions shall be carried by a vote of the majority. Notices shall be sent to board members at least one week before the meeting. Special board meetings may be called by the president with at least forty-eight hours notice to board members.

Section 4: Board of Directors meetings shall include review of minutes and financial reports, a report of library operations given by the Library Director and/or Library Board of Trustees President or their designee,

Section 5. The director of the library, president of the board of Trustees of the Frank L. Weyenberg Library of Mequon-Thiensville, and/or other staff members will be invited to participate in board meetings on a non-voting basis.

ARTICLE VII – FISCAL PERIOD

The fiscal year of the Friends shall start on January 1 and end on December 31.

ARTICLE VIII – CONFLICT OF INTEREST

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Friends. Where conflict of interest may be thought to exist for a board member, the member shall inform the Board and abstain from any inappropriate participation in the matter.

ARTICLE IX – AMENDMENTS TO BYLAWS

These bylaws may be amended, in whole or in part, by two-thirds vote of those present at a meeting of the Friends provided that the meeting notice contains specific Notice of Intention and that a summary of proposed change/changes is included.

These bylaws shall be reviewed in whole every three (3) years.

ARTICLE X – PARLIMENTARY PROCEDURE

When any formality beyond the ordinary courtesies of joint action is required, Roberts Rules of Order (most recent edition) shall govern the proceedings.

ARTICLE XI – DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for tax exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, to the Frank L. Weyenberg Library of Mequon-Thiensville, or the library that serves the communities of Mequon and Thiensville at the time of dissolution.

Friends of the Weyenberg Library

Frank L. Weyenberg Library, Director

Adopted this _____ day of _____, 20_____.

Developing Essential Library Policies

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Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see [Trustee Essential #7: The Library Board and Library Personnel](#)) and the board bylaws (see [Trustee Essential #3: Bylaws—Organizing the Board for Effective Action](#)) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation.”

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for details).

In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see <http://dpi.wi.gov/pld/boards-directors/policy-resources> for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing with Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: Policies must comply with current statutes and case law. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the [Wisconsin Public Library Policy Resources](#) page.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See [Trustee Essential #6: Evaluating the Director](#) for recommended procedures for handling any concerns about the director’s performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- [Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Your municipal or county attorney
- [Wisconsin Public Library Policy Resources](#)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Planning for the Library's Future

11

The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the *process* followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*¹ process. *Planning for Results* provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. *Planning for Results*, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

In This Trustee Essential

- The importance of planning
- Planning essentials—getting started
- A plan outline
- Where to go for help

¹ Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in *Planning for Results* if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the *age* of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. [*Wisconsin Public Library Standards*](#) is updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or community size. They suggest such things as basic

collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see [*Trustee Essential #12: Library Standards*](#).)

By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that *might* be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation. Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about *them*—what *they* are doing and what is important in *their* lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of

immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction:	Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?
Mission Statement:	Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See Sources of Additional Information below for information about developing a mission statement.)
Service Responses:	What are the specific services you will offer and, why?

Activities: Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?

Evaluation: How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) page has links to examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

Sources of Additional Information

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information*](#).)
- [*Wisconsin Public Library Standards*](#)
- OWLS webpage on planning (owlsnet.org/l4l/planning)
- McClure, Charles R., et al. *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Chicago, IL: ALA, 1987.
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- Van House, Nancy A., et al. *Output Measures for Public Libraries: A Manual of Standardized Procedures*, 2nd ed. Chicago, IL: ALA, 1987.
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- Zweizig, Douglas, et al. *Evaluating Library Programs & Services: TELL IT!* Madison, WI: UW School of Library and Information Studies, 1993.
- "Disaster Preparedness and Recovery." American Library Association (www.ala.org/advocacy/govinfo/disasterpreparedness)

- Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives, Third edition 2003, Western New York Library Resources Council (www.wnylrc.org/uploads/documents/preservation/disaster_preparedness/wnydisaster_manual2003.pdf)
- Conservation OnLine (CoOL), Disaster Preparedness and Response (palimpsest.stanford.edu/bytopic/disasters).

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