



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, August 21, 2024, 6:00pm
Tolzman Community Room

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. 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 17, 2024, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for July 2024
 - b. Action Item: Accounts Payable for July 2024
- VII. President's Report – C. Perry**
- VIII. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- IX. Staff Reports**
 - a. Library Operations
 - b. Director's Report – Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business:**
 - a. Strategic Plan Planning Update – A. Buchanan
 - b. Update and Discussion: Solar Panels – T. Lookatch
- XI. New Business:**
 - a. Discussion and Possible Action: Boiler Proposals

b. Discussion: Additional ARPA Projects

XII. Trustee Training & System/State Library Update

- a. TE9: Managing the Library's Money
- b. TE10: Developing Essential Library Policies

XIII. Future Meeting Dates

- a. Board of Trustees Meeting: September 18, 2024, 6pm
- b. Other Meetings:
 - i. Joint Finance & Personnel Committees (September/October)

XIV. Adjourn

Catherine Perry

Posted: August 16, 2024



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees July 17, 2024 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on June 19, 2024 at 6:00 pm in the Library's Tolzman Community Room.

I. Pledge of Allegiance

Catherine Perry led the Pledge of Allegiance.

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

Ms. Perry called the meeting to order at 6:00 pm.

Posting of notice as of July 12, 2024 was verified.

Trustees present: Catherine Perry, President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham, Liz Agnello. Ali Buchanan and Cathrine Wagner.

Trustees Absent: Amy Abbott, Tedd Lookatch and Ellen Nagy.

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 at this time.

V. Approval of Minutes

A. Action Item: Minutes of the June 19, 2024 Meeting

The minutes of the June 19, 2024 meeting were included in the packet. Noting no objections or corrections, the minutes were considered approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for June 2024

The reports were included in the Board Packet. The reports were generally found to be in order.

B. Action Item: Accounts Payable Statement for June 2024

Mr. Baxter moved to approve the Accounts Payable Statement for June 2024 in the amount of \$105,777.34. Motion carried.

VII. President's Report

Ms. Perry reported that the Board should plan to hold an Executive Committee meeting in the near future. Ms. Perry also reported that Trustee Training week is coming up soon and commented on the various ways trustees could attend the sessions. Finally, Ms. Perry thanked all involved in the Strategic Planning process.

VIII. Committee Reports

A. Finance

Mr. Baxter reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that no meeting was held.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. The packet also included additional quarterly statistics. Ms. Muchin Young reported on the increased attendance trends the library has observed.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported on her additional activities. She reported on the upcoming Trustee Training week. She reported on the donations made to fund the Summer Reading Program by the Friends of Weyenberg Library and Bank 59. Finally, she reported the Friends have been at the Thiensville Village Market every Tuesday, helping raise awareness for the library.

C. Managers' Reports

The written reports were included in the Board Packet.

X. Unfinished Business

A. Strategic Plan Planning Update – A. Buchanan

Ms. Muchin Young updated the Board on the Strategic Planning process. As of this date, 11 focus groups had been conducted with two additional sessions remaining. The goal is to present a Strategic Plan based on the feedback received by the late 3rd quarter or early 4th quarter of this year.

XI. New Business

None at this time.

XII. Trustee Training & System/State Library Update

A. TE7: The Library Board and Library Personnel

Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

B. TE8: Developing the Library Budget

Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, August 21, 2024.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanon. Motion carried and meeting was adjourned at 6:59 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

DRAFT

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 07/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 07/31/2024 Normal (Abnormal)	Activity For 07/31/2024 Increase (Decrease)	Available Balance 07/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Revenues						
Department: 45-015 OTHER INCOME						
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	0.00	533.00	0.00	(533.00)	100.00
Total Dept 45-015 - OTHER INCOME		0.00	533.00	0.00	(533.00)	100.00
Revenues		0.00	533.00	0.00	(533.00)	100.00
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	9,284.15	119.99	(9,284.15)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	2,351.21	111.22	(2,351.21)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	11,635.36	231.21	(11,635.36)	100.00
Expenditures		0.00	11,635.36	231.21	(11,635.36)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	533.00	0.00	(533.00)	
TOTAL EXPENDITURES		0.00	11,635.36	231.21	(11,635.36)	
NET OF REVENUES & EXPENDITURES:		0.00	(11,102.36)	(231.21)	11,102.36	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 07/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 07/31/2024 Normal (Abnormal)	Activity For 07/31/2024 Increase (Decrease)	Available Balance 07/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,131,716.00	848,787.00	0.00	282,929.00	75.00
99-40-001-41322	THIENSVILLE TAXES	111,351.00	83,513.25	27,837.75	27,837.75	75.00
99-40-001-41323	COUNTY REIMBURSEMENT	14,512.00	14,514.16	0.00	(2.16)	100.01
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,257,579.00	946,814.41	27,837.75	310,764.59	75.29
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	22,000.00	11,600.66	817.55	10,399.34	52.73
Total Dept 42-006 - FINES & FORFEITURES		22,000.00	11,600.66	817.55	10,399.34	52.73
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	20,000.00	9,442.04	1,379.89	10,557.96	47.21
Total Dept 44-013 - INTEREST INCOME		20,000.00	9,442.04	1,379.89	10,557.96	47.21
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	11,885.37	834.50	(385.37)	103.35
99-45-014-46712	PHOTOCOPIER	2,600.00	1,798.75	206.95	801.25	69.18
Total Dept 45-014 - SALE INCOME		14,100.00	13,684.12	1,041.45	415.88	97.05
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	7,693.00	883.00	0.00	6,810.00	11.48
99-45-015-49300	FUND BALANCE APPLIED	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 45-015 - OTHER INCOME		27,693.00	883.00	0.00	26,810.00	3.19
Revenues		1,341,372.00	982,424.23	31,076.64	358,947.77	73.24
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	703,355.00	386,061.44	54,164.27	317,293.56	54.89
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,500.00	531.92	0.00	2,968.08	15.20
99-91-551-51199	FRINGE BENEFITS	235,115.00	124,058.51	18,102.48	111,056.49	52.77
99-91-551-52202	DUES & SUBSCRIPTIONS	2,890.00	2,634.02	(34.90)	255.98	91.14
99-91-551-52237	WORKER S COMPENSATION	1,415.00	1,415.00	0.00	0.00	100.00
99-91-551-57715	FLEX BENEFIT	1,900.00	1,877.30	0.00	22.70	98.81
Total Dept 91-551 - LIBRARY STAFFING		948,175.00	516,578.19	72,231.85	431,596.81	54.48
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	420.05	12.05	579.95	42.01
99-92-551-52206	AUDIT	3,750.00	3,750.00	0.00	0.00	100.00
99-92-551-52243	ALL OTHER INSURANCE	21,743.00	21,742.00	0.00	1.00	100.00
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	13,672.00	8,218.69	3,390.86	5,453.31	60.11
99-92-551-52286	COMPUTERS	6,500.00	367.64	0.00	6,132.36	5.66
99-92-551-52287	MILEAGE	1,000.00	214.67	111.22	785.33	21.47
99-92-551-52288	FISCAL AGENT FEE	8,000.00	6,000.00	2,000.00	2,000.00	75.00
99-92-551-52289	PAYROLL PROCESSING	2,700.00	1,685.42	271.99	1,014.58	62.42
99-92-551-53300	OFFICE SUPPLIES	4,000.00	3,176.30	25.99	823.70	79.41
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	4,277.13	801.78	722.87	85.54
99-92-551-53303	TELEPHONE	5,100.00	3,056.78	446.25	2,043.22	59.94
99-92-551-53307	SUPPLIES-COPY MACHINE	7,700.00	4,477.05	775.61	3,222.95	58.14
99-92-551-53358	DEBT COLLECTION	720.00	407.75	116.50	312.25	56.63
99-92-551-53359	MONARCH FEES	15,166.00	16,587.23	0.00	(1,421.23)	109.37
Total Dept 92-551 - LIBRARY ADMINISTRATION		96,051.00	74,380.71	7,952.25	21,670.29	77.44

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 07/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 07/31/2024 Normal (Abnormal)	Activity For 07/31/2024 Increase (Decrease)	Available Balance 07/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	2,505.94	281.95	2,494.06	50.12
99-93-551-53371	MEDIA	20,000.00	7,768.24	2,269.34	12,231.76	38.84
99-93-551-53372	E CONTENT	30,000.00	25,446.14	192.77	4,553.86	84.82
99-93-551-53373	PRINT	85,000.00	36,223.67	6,965.82	48,776.33	42.62
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		140,000.00	71,943.99	9,709.88	68,056.01	51.39
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	44,432.00	25,450.00	3,686.00	18,982.00	57.28
99-94-551-52283	CONTRACTED-BUILDING	24,716.00	15,772.38	3,595.56	8,943.62	63.81
99-94-551-53306	JANITOR SUPPLIES	4,000.00	2,353.92	373.05	1,646.08	58.85
99-94-551-53308	BUILDING SUPPLIES	31,998.00	4,493.96	79.00	27,504.04	14.04
99-94-551-53360	UTILITIES	45,000.00	27,507.42	3,460.98	17,492.58	61.13
99-94-551-53361	SEWER & WATER	2,000.00	996.46	497.63	1,003.54	49.82
99-94-551-57700	BUILDING PROJECTS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		157,146.00	76,574.14	11,692.22	80,571.86	48.73
Expenditures		1,341,372.00	739,477.03	101,586.20	601,894.97	55.13
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,341,372.00	982,424.23	31,076.64	358,947.77	
TOTAL EXPENDITURES		1,341,372.00	739,477.03	101,586.20	601,894.97	
NET OF REVENUES & EXPENDITURES:		0.00	242,947.20	(70,509.56)	(242,947.20)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,341,372.00	982,957.23	31,076.64	358,414.77	
TOTAL EXPENDITURES - ALL FUNDS		1,341,372.00	751,112.39	101,817.41	590,259.61	
NET OF REVENUES & EXPENDITURES:		0.00	231,844.84	(70,740.77)	(231,844.84)	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 07/31/2024

GL Number	Description	Balance	
		Debit 07/31/2024 Normal (Abnormal)	Credit 07/31/2024 Normal (Abnormal)
Fund: 97 FLW AMERICAN RESCUE PLAN ACT			
Account Category: Fund Equity			
Department: 00-000			
97-00-000-33900	UNAPPROPRIATED		
Total Department 00-000:		0.00	0.00
Fund Equity		0.00	0.00
Account Category: Revenues			
Department: 08-003 GRANTS & AIDS			
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS		
Total Department 08-003:		0.00	0.00
Revenues		0.00	0.00
Account Category: Expenditures			
Department: 94-551 LIBRARY BUILDING			
97-94-551-57700	BUILDING PROJECTS		
Total Department 94-551:		0.00	0.00
Expenditures		0.00	0.00
Total Fund 97:		0.00	0.00
Fund: 98 FLW LIB GIFTS & GRANTS FUND			
Account Category: Assets			
Department: 00-000			
98-00-000-11710	INVESTMENTS	69,500.00	
Total Department 00-000:		69,500.00	0.00
Assets		69,500.00	0.00
Account Category: Fund Equity			
Department: 00-000			
98-00-000-34155	GIFTS & GRANTS RESTRICTED		12,685.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		84,026.22
Total Department 00-000:		0.00	96,712.04
Fund Equity		0.00	96,712.04
Account Category: Revenues			
Department: 45-015 OTHER INCOME			
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED		
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT		533.00
Total Department 45-015:		0.00	533.00
Revenues		0.00	533.00
Account Category: Expenditures			
Department: 95-551 LIBRARY GIFTS & GRANTS			
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	9,284.15	
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	2,351.21	
Total Department 95-551:		11,635.36	0.00
Expenditures		11,635.36	0.00
Total Fund 98:		81,135.36	97,245.04
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45	0.00
		96,825.81	97,245.04
OUT OF BALANCE		0.00	(419.23)
Fund: 99 F. L. WEYENBERG LIBRARY FUND			
Account Category: Assets			
Department: 00-000			
99-00-000-11140	SAVINGS - PWBS/HARRIS		
99-00-000-11160	SPECIAL CLEARING ACCOUNT	123.24	
99-00-000-11710	INVESTMENTS	321,789.19	
99-00-000-11800	PETTY CASH		
99-00-000-13900	ALLOWANCE FOR DOUBTFUL ACCTS		
99-00-000-16220	PREPAID EXPENSES	6,000.00	
99-00-000-16230	DEFERRED EXPENDITURE		
Total Department 00-000:		327,912.43	0.00
Assets		327,912.43	0.00
Account Category: Liabilities			
Department: 00-000			

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 07/31/2024

GL Number	Description	Balance	
		Debit 07/31/2024 Normal (Abnormal)	Credit 07/31/2024 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND			
Account Category: Liabilities			
Department: 00-000			
99-00-000-21511	SOCIAL SECURITY TAX	6.59	
99-00-000-21512	FEDERAL WITHHOLDING TAX	3.30	
99-00-000-21513	WISCONSIN WITHHOLDING	2.83	
99-00-000-21520	WI RETIREMENT		3,322.01
99-00-000-21530	HEALTH INSURANCE WITHHOLDING		59.23
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	52.30	
99-00-000-21532	VISION INSURANCE WITHHOLDING		
99-00-000-21533	LIFE INSURANCE WITHHOLDING		
99-00-000-21534	ACCIDENTAL INS WITHHOLDING		52.30
99-00-000-21560	WISCONSIN DEFERRED COMP		
99-00-000-21590	FLEX BENEFIT		4,039.32
99-00-000-21700	ACCRUED PAYROLL		
Total Department 00-000:		65.02	7,472.86
Liabilities		65.02	7,472.86
Account Category: Fund Equity			
Department: 00-000			
99-00-000-33900	UNAPPROPRIATED		168,902.75
99-00-000-34155	GIFTS & GRANTS RESTRICTED		
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED		
Total Department 00-000:		0.00	168,902.75
Fund Equity		0.00	168,902.75
Account Category: Revenues			
Department: 40-001 LOCAL PROPERTY TAXES			
99-40-001-41321	MEQUON TAXES		848,787.00
99-40-001-41322	THIENSVILLE TAXES		83,513.25
99-40-001-41323	COUNTY REIMBURSEMENT		14,514.16
Total Department 40-001:		0.00	946,814.41
Department: 42-006 FINES & FORFEITURES			
99-42-006-46710	FINES & FEES		11,600.66
Total Department 42-006:		0.00	11,600.66
Department: 44-013 INTEREST INCOME			
99-44-013-48100	INVESTMENT INTEREST		9,442.04
Total Department 44-013:		0.00	9,442.04
Department: 45-014 SALE INCOME			
99-45-014-46711	BOOK SALES		11,885.37
99-45-014-46712	PHOTOCOPIER		1,798.75
Total Department 45-014:		0.00	13,684.12
Department: 45-015 OTHER INCOME			
99-45-015-48000	MISCELLANEOUS		883.00
99-45-015-48593	LIBRARY GIFTS & GRANTS		
99-45-015-48594	GIFTS & GRANTS		
99-45-015-49300	FUND BALANCE APPLIED		
Total Department 45-015:		0.00	883.00
Revenues		0.00	982,424.23
Account Category: Expenditures			
Department: 91-551 LIBRARY STAFFING			
99-91-551-51100	SALARIES & WAGES	386,061.44	
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	531.92	
99-91-551-51199	FRINGE BENEFITS	124,058.51	
99-91-551-52202	DUES & SUBSCRIPTIONS	2,634.02	
99-91-551-52237	WORKER S COMPENSATION	1,415.00	
99-91-551-57715	FLEX BENEFIT	1,877.30	
99-91-551-57730	UNEMPLOYMENT COMPENSATION		
Total Department 91-551:		516,578.19	0.00
Department: 92-551 LIBRARY ADMINISTRATION			
99-92-551-52201	POSTAGE	420.05	
99-92-551-52206	AUDIT	3,750.00	
99-92-551-52243	ALL OTHER INSURANCE	21,742.00	
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	8,218.69	
99-92-551-52285	WEPCO LEASE		

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 07/31/2024

GL Number	Description	Balance		Balance	
		Debit	Normal (Abnormal)	Credit	Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Expenditures					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52286	COMPUTERS		367.64		
99-92-551-52287	MILEAGE		214.67		
99-92-551-52288	FISCAL AGENT FEE		6,000.00		
99-92-551-52289	PAYROLL PROCESSING		1,685.42		
99-92-551-52290	CONSULTANTS				
99-92-551-53300	OFFICE SUPPLIES		3,176.30		
99-92-551-53301	PROCESSING SUPPLIES		4,277.13		
99-92-551-53303	TELEPHONE		3,056.78		
99-92-551-53307	SUPPLIES-COPY MACHINE		4,477.05		
99-92-551-53358	DEBT COLLECTION		407.75		
99-92-551-53359	MONARCH FEES		16,587.23		
Total Department 92-551:			74,380.71		0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING		2,505.94		
99-93-551-53371	MEDIA		7,768.24		
99-93-551-53372	E CONTENT		25,446.14		
99-93-551-53373	PRINT		36,223.67		
Total Department 93-551:			71,943.99		0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE		25,450.00		
99-94-551-52283	CONTRACTED-BUILDING		15,772.38		
99-94-551-53306	JANITOR SUPPLIES		2,353.92		
99-94-551-53308	BUILDING SUPPLIES		4,493.96		
99-94-551-53360	UTILITIES		27,507.42		
99-94-551-53361	SEWER & WATER		996.46		
99-94-551-53374	HEALTH & SAFETY SUPPLIES				
99-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:			76,574.14		0.00
Expenditures			739,477.03		0.00
Total Fund 99:			1,067,454.48		1,158,799.84
+ NET OF REVENUES/EXPENDITURES - 2023			0.00		8,966.08
			1,067,454.48		1,167,765.92
OUT OF BALANCE			0.00		(100,311.44)
Total All Funds			1,148,589.84		1,256,044.88
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023			15,690.45		8,966.08
			1,164,280.29		1,265,010.96

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 07/01/2024 - 07/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	CANVA - JWC	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	119.99	1616
98-95-551-57299	LIB GIFTS & GRANTS UNRESTR	MEQUON COPY MASTER	NOTE CARDS - FRIENDS	74.79	28694
98-95-551-57299	LIB GIFTS & GRANTS UNRESTR	PIGGLY WIGGLY	EVENT SUPPLIES - FRIENDS	36.43	28591
Total Department 95-551 LIBRARY GIFTS & GRANTS				231.21	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				231.21	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	LIBRARY WAGES PD 7-12-2024	ADP, LLC	LIBRARY WAGES PD 7-12-2024	19,573.57	1614
99-00-000-21511	LIBRARY WAGES PD 7-12-2024	ADP, LLC	LIBRARY WAGES PD 7-12-2024	1,976.87	1614
99-00-000-21512	LIBRARY WAGES PD 7-12-2024	ADP, LLC	LIBRARY WAGES PD 7-12-2024	1,796.99	1614
99-00-000-21513	LIBRARY WAGES PD 7-12-2024	ADP, LLC	LIBRARY WAGES PD 7-12-2024	930.25	1614
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	JUNE WRS CONTRIBUTIONS	3,348.62	1622
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPARTMENT OF EMPLOYEE TRU	AUGUST HEALTH INSURANCE	1,412.54	1617
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	DENTAL SUPPLEMENTAL SELECT PLAN	9.08	28584
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	DENTAL SUPPLEMENTAL SELECT PLUS PLAN	43.22	28584
99-00-000-21532	VISION INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	DELTAVISION	62.88	28584
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	AUGUST LIFE INSURANCE	3.60	28592
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	SECURIAN FINANCIAL GROUP,	AUGUST ACCIDENT INSURANCE	21.80	28592
Total Department 00-000				29,179.42	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51199	FRINGE BENEFITS	DEPARTMENT OF EMPLOYEE TRU	AUGUST HEALTH INSURANCE	10,358.34	1617
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	JUNE WRS CONTRIBUTIONS	3,348.62	1622
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	AUGUST LIFE INSURANCE	107.98	28592
99-91-551-51199	LIBRARY WAGES PD 7-12-2024	ADP, LLC	LIBRARY WAGES PD 7-12-2024	1,976.86	1614
99-91-551-51199	FRINGE BENEFITS	AURORA EAP	EAP QUARTERLY FEE	303.00	28581
99-91-551-52202	DUES & SUBSCRIPTIONS	THIENSVILLE-MEQUON ROTARY	QUARTERLY MEALS AND DUES	297.10	28693
Total Department 91-551 LIBRARY STAFFING				16,391.90	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	USPS	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	12.05	1616
99-92-551-52284	ZOOM.US	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	159.90	1616
99-92-551-52284	MAILCHIMP	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	132.00	1616
99-92-551-52284	AMAZON WEB SERVICES	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	1.34	1616
99-92-551-52284	CONTRACTED SERVICES-TECHNO	DEPARTMENT OF ADMINISTRATI	TEACH DATAT SERVICE 1/1 - 6/30/2024	600.00	28586
99-92-551-52284	CONTRACTED SERVICES-TECHNO	MOBILE BEACON	4 DEVICE ANNUAL RENEWAL	480.00	28696
99-92-551-52284	CONTRACTED SERVICES-TECHNO	BIBLIOTHECA LLC	RFID GATE SERVICE AGREEMENT	2,017.62	28583
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 6/28/24 PAYROLL	64.48	1606
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 7/12/24 PAYROLL	64.48	1615
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 7/26 PAYROLL	64.48	1655
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	JULY TIME & ATTENDANCE	78.55	1656
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	25.99	28580
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	91.80	28580
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	13.28	28580
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	696.70	28585
99-92-551-53303	TELEPHONE	AT&T (OFFICE@HAND)	JULY PHONE SERVICE	446.25	1634
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	2 COPIER LEASE	118.85	1618
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	ADMIN COPIER LEASE	169.88	1619
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	JUNE COPY CHARGES	430.98	28587

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 07/01/2024 - 07/31/2024

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER SHIPPING CHARGES	13.32	28587
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER SHIPPING CHARGES	13.89	28587
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER SHIPPING CHARGES	14.30	28587
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER SHIPPING	14.39	28587
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	JUNE COLLECTION CHARGES	116.50	28594
Total Department 92-551 LIBRARY ADMINISTRATION				5,841.03	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	THIENSVILLE HARDWARE	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	(25.80)	1616
99-93-551-53370	THIENSVILLE HARDWARE	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	65.58	1616
99-93-551-53370	TEACHERSPAYTEACHERS.COM	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	5.28	1616
99-93-551-53370	TARGET	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	22.49	1616
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	67.75	28580
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	14.36	28580
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	122.30	28580
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	9.99	28580
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	75.13	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	92.95	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	106.76	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	106.04	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	139.89	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	225.04	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	85.11	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	63.39	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	85.69	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	15.89	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	64.95	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	67.83	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	48.73	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	53.40	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	34.66	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	16.67	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	263.86	28582
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	57.00	28582
99-93-551-53371	GAMESTOP	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	170.86	1616
99-93-551-53371	FANDANGO	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	15.81	1616
99-93-551-53371	FANDANGO	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	21.09	1616
99-93-551-53371	FANDANGO	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	21.09	1616
99-93-551-53371	APPLE	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	36.90	1616
99-93-551-53371	APPLE	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	36.90	1616
99-93-551-53371	APPLE	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	61.16	1616
99-93-551-53371	APPLE	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	13.70	1616
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA COLLECTION	288.84	28580
99-93-551-53372	APPLE	CARDMEMBER SERVICE	JUNE CREDIT CARD CHARGES	7.37	1616
99-93-551-53372	E CONTENT	KANOPY INC	JUNE KANOPY SERVICE	185.40	28589
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	590.77	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	997.80	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	424.32	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	495.78	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	779.08	28582

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	351.82	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	464.36	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	376.32	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	309.63	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	448.95	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	247.65	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	450.00	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	450.57	28582
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	492.64	28582
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	PRINT COLLECTION	69.94	28580
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	PRINT COLLECTION	16.19	28580
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				9,709.88	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	VANGUARD CLEANING SYSTEMS	JULY CLEANING SERVICE	3,686.00	28595
99-94-551-52283	CONTRACTED-BUILDING	AT&T (OFFICE@HAND)	ELEVATOR LINE SERVICE	92.56	1635
99-94-551-52283	CONTRACTED-BUILDING	ADVANCED CHILLER SERVICES	HVAC SERVICE CONTRACT 2ND HALF	2,760.00	28579
99-94-551-52283	CONTRACTED-BUILDING	JOHN LAMM OF JACKSON, INC	MONTHLY WEED CONTROL	743.00	28588
99-94-551-53306	JANITOR SUPPLIES	NASSCO	JANITORIAL SUPPLIES	373.05	28590
99-94-551-53308	BUILDING SUPPLIES	STEVLLINS LOCK SHOP	FRONT LOCK SERVICE	79.00	28593
99-94-551-53360	UTILITIES	WE ENERGIES	JULY ELECTRICAL SERVICE	3,290.50	1620
99-94-551-53360	UTILITIES	WE ENERGIES	JULY GAS SERVICE	170.48	1621
99-94-551-53361	SEWER & WATER	CITY OF MEQUON	QUARTERLY WATER BILL	497.63	28688
Total Department 94-551 LIBRARY BUILDING				11,692.22	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				72,814.45	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	231.21	
		99	F. L. WEYENBERG LIBRARY FUND	72,814.45	
		Total For All Funds:		<u>73,045.66</u>	

Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	9	6	9	7	8	7	8	11	11	11	9	102
attendance	86	56	45	58	37	58	30	30	102	60	62	39	663
2022 in person programs	10	9	6	14	11	8	9	9	13	17	16	9	131
2022 attendance	71	74	105	107	83	75	76	45	84	91	109	66	986
2023 in person programs	14	13	12	16	16	13	11	12	10	16	11	11	155
2023 attendance	67	107	214	80	173	118	73	121	65	184	62	96	1,360
2024 in person programs	11	11	14	16	13	9	9						83
2024 attendance	98	83	258	474	173	74	105						1,265

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	2	0	1	0	0	1	1	1	2	1	6	2	17
attendance	86	22	136	27	35	68	55	43	178	21	164	77	912
2022 drop in programs	4	2	2	2	2	2	2	2	2	2	7	2	31
2022 participants	142	119	130	136	156	121	115	100	116	76	148	87	1,446
2023 drop in programs	4	2	6	4	2	2	2	2	3	3	3	2	35
2023 attendance	195	128	163	166	106	119	93	149	165	185	124	95	1,688
2024 drop in programs	4	2	5	6	2	2	2						23
2024 attendance	158	131	183	1,776	142	112	131						2,633

Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	2	0	2	7	2	39
2022 attendance	0	1	63	102	257	171	19	80	0	5	50	7	755
2023 in person programs	2	3	3	2	2	14	8	7	4	5	7	5	62
2023 attendance	13	24	27	15	14	530	56	38	42	27	61	26	873
2024 in person programs	4	6	8	6	8	6	16						54
2024 attendance	32	29	63	29	224	308	159						844

Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	3	3	3	3	4	45
2022 participants	13	72	101	77	98	147	88	100	66	77	79	87	1,005
2023 drop in programs	7	4	8	6	4	4	4	4	4	4	4	3	56
2023 attendance	108	164	237	178	105	163	139	135	88	108	85	94	1,604
2024 drop in programs	4	2	4	4	1	0	0						15
2024 attendance	3	17	60	59	17	1	0						157

Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	16	17	24	22	15	203
2022 attendance	144	266	559	437	1,133	747	883	628	469	710	681	575	7,232
2023 in person programs	14	22	24	24	22	24	26	22	20	32	28	21	279
2023 attendance	333	615	759	629	909	1,111	973	813	505	772	681	591	8,691
2024 in person programs	20	28	26	26	19	28	33						180
2024 attendance	498	826	877	816	649	1,298	1,130						6,094
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	4	2	1	4	3	48
2022 participants	679	902	1,053	1,022	1,044	562	833	479	343	779	290	720	8,706
2023 drop in programs	6	2	6	4	2	4	5	4	1	3	2	3	42
2023 attendance	852	1,039	1,219	815	608	861	673	787	629	1,163	913	998	10,557
2024 drop in programs	6	2	6	6	2	3	5						30
2024 attendance	767	1,168	1,007	1,173	1,027	968	856						6,966

Date: August 16, 2024
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report August 2024

Meetings and Activities:

- Monarch Directors Chats, 7/18, 8/1, 8/15
- Strategic Plan Focus Groups, 7/22, 7/30
- TM Rotary Meetings, 7/23, 7/30, 8/6, 8/13, 8/20
- Meeting and Library Tour with Brenda Arnett, 7/24
- Monarch ILS Committee, 7/25
- Met w/ Mequon's Building Supervisor to review boiler quotes, 7/31
- Hook, Yarn & Stitch, 8/1
- Meeting and Library Tour w/ Ald. Petter Bratt, 8/5
- MLS Directors Council (at FLWL), 8/8
- Evening Readers, *Hail Mary* by Andy Weir, 8/12
- Management Team, 8/13
- City of Mequon Committee of the Whole and Common Council Meetings, 8/14
- FOWL Board Meeting, 8/15
- Ozaukee County Nonprofit Center Awards Luncheon, 8/15
- Call w/ Arch Solar, 8/15
- CE, Trustee Training Week, 8/19, 8/21
- Village of Thiensville Board of Trustees Meeting, 8/19
- Individual Manager Meetings, 8/20
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

I completed Performance Appraisals for the managers.

Trustee Training Week is August 19-23. As always, the webinars are daily at noon and will be recorded. The webinars are as follows:

- Monday, 8/19: Everything You Want to Know About Book Challenges...and a Bit You Probably Don't
- Tuesday, 8/20: Wisconsin Law Library
- Wednesday, 8/21: Making Each Other Look Good: The Library Board and the Library Director
- Thursday, 8/22: Organization and Governance Best Practices for Boards
- Friday, 8/23: Robert's Rules Refresher

I registered for all of these and will gladly share the recordings. Additionally, you may register for any or all webinars at <https://www.wistrusteetraining.com/>. If you would like to view any of the webinars at the Library, please let me know.

I will attend several webinars during Wisconsin Libraries Tech Days, September 17 and 18. The focus this year is Artificial Intelligence. Several staff are also attending. If you are interested, register here: <https://techdayswisc.org>. I am including information about Generative AI and Library Collections in this packet.

OPERATIONS ACTIVITIES:

I met with several janitorial services and am considering another company for 2025. I'm awaiting a quote from a company that offers janitorial service as well as basic maintenance (changing lightbulbs, painting touchups, basic repairs) which may save us money in other areas. We hired one of the janitorial service candidates to clean the tile floor.

Justin Bodah, the city's building supervisor, reviewed four proposals for boiler replacements and offered his recommendations for both contractors and timeline. This project will be covered by ARPA funds. Proposals from the two top contenders are included in this packet. As we look at these proposals, I'm also looking into Preventive Maintenance Agreements for our HVAC system.

FRIENDS:

The Friends of Weyenberg Library (FOWL) are staffing a booth at the Thiensville Farmers' Market each week. They are using this opportunity to promote library events and services, sell used books and other merchandise, and solicit new members. They sponsored much of the 2024 Summer Reading Program and have already committed to doing the same in 2025. They are putting final touches on their plans for National Friends of Libraries Week in October. Among other events, they will host two authors, Ron Fiaola, who wrote several books about Wisconsin supper clubs, and Dr. Bruce Rowe, who wrote a memoir about his medical training and practice.

OTHER:

We had 13 focus groups for the public. These were attended by 83 people. Additionally, ten trustees participated, and 14 staff members, for a total of 107 participants. Now on to the analysis phase. Responses are included in this packet. Many thanks to Trustee Ali Buchanan for organizing the public groups.

We are exploring Solar Panels. Many thanks to Trustee Tedd Lookatch for taking the lead on this project. He is looking into a variety of grants that will help defray the costs.

Mark your calendars for these upcoming Weyenberg Public Library Foundation events:

- Fine Arts Event:
- Sunday, September 22 Literary Historical Reenactment of Irene Adler, the only woman ever to outsmart Sherlock Holmes
- Cultural Conversation: Sunday, October 6 Representation and Microaggressions
- Fine Arts Event: Sunday, October 13 Singer/Songwriter Mark Dvorak
- Cultural Conversation: Sunday, November 17 Veterans and PTSD
- Cultural Conversation: Sunday, **January 19, 2025** Human Trafficking

Generative A.I. and Library Collections

Southwest Wisconsin Library System, June 2024

❖ What is generative A.I.?

Generative A.I. is a category of artificial intelligence software programs that can produce new media such as text, videos, and images when prompted by a user. Our culture is in the midst of an A.I. boom in which this technology is rapidly developing and changing. Generative A.I. has many positive uses, but can also be misused to produce misinformation and to deceive readers and viewers.

❖ How is generative A.I. affecting the book industry?

A.I.-generated content is showing up on self-publishing platforms, such as Amazon's. A.I. can be used to rapidly produce book text and illustrations, author portraits and biographies, and user reviews to promote these books in Amazon's search results.

Sometimes, these A.I.-produced books mimic the work of established authors and publishers to benefit from their credibility. Authors and publishers have found that their writing and publications have been used, without their knowledge or consent, to "train" generative A.I. to create new content. This discovery has led the Authors Guild, including writers like John Grisham and Jodi Picoult, to file a class-action lawsuit against OpenAI for copyright infringement.

❖ What does this mean for libraries?

Libraries should be aware of the presence of A.I.-generated books on self-publishing platforms, and consider whether or not these books are appropriate for their collections. Consider whether books produced by A.I. (especially nonfiction books) can be relied upon to offer accurate, useful, and safe information. Researchers have found that A.I. programs have the potential to "hallucinate", or generate incorrect content that may be presented as fact. This could be misleading or even dangerous for your patrons.

If you are buying books on topics such as health advice, personal finance, or legal advice where inaccurate information could be harmful, try to select items that have reliable professional reviews from publications like Library Journal, Kirkus Reviews, Foreword Reviews, or Publishers Weekly, or another reputable publication. Also consider what your collection development policy says about how you select books, and if the book in question fits that policy.

❖ How can I tell if a book is A.I.-generated?

Since this technology is so new, it can be tricky to identify. Here are some tips.

Use an A.I.-detector, such as <https://quillbot.com/ai-content-detector>

- You can copy and paste or type sections of text from a book into an AI content detector like Quillbot's, which will analyze the text and provide an estimate of how much is likely to be A.I.-generated.

Look up the author to see if they seem credible

- Look for information about the author from sources outside the site where the book is being sold. For example, look to see if they have a website, if they've given interviews, or if they have published articles or blog posts. Confirm that they have professional credentials or expertise. If an author bio on Amazon claims they are an expert on their topic but there is no online trace of them outside of Amazon, that's a sign that the author bio is deceptive.

Look for editorial reviews from trusted sources

- Look for reviews from sources you trust. This may include professional journals like Library Journal or Kirkus Reviews, but could also include newspapers, websites like Book Riot, Shelf Awareness, or NPR Books, or well-established bloggers. If you can find a review from a trusted source, that can alleviate suspicions that text may be A.I.-generated.

Look at the negative buyer reviews

- Because the positive reviews for a book listed on Amazon may also be A.I.-generated, it can be really helpful to look at the negative reviews, which often mention glaring errors in the book or disappointment in the quality. But remember that a lack of negative reviews does not necessarily mean that the book is a good choice for your collection.

Sources

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Date: August 16th, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, August 2024

Activities since the last Board of Trustees meeting include:

- 8/1 – Willowbrook Outreach Event
- 8/7 – Webinar – The Safe Library: Security, Safety, and Service at the Moments of Truth
- 8/13 – Management Meeting
- 8/14 – Collective Cataloging Workgroup Meeting
- 8/20 – Director Checkin

Statistics: July 2024

- Checkouts: 27,196
- Door count: 15,182
- Library Card creations: 157
- Items received from other Libraries: 4,254
- Items sent to other Libraries: 3,997
- Interlibrary loans sent out: 47
- Interlibrary loans received: 17
- Quick Pickup Appointments: 8

Other:

- On Wednesday, August 7th, I attended a webinar about safety in the library called The Safe Library: Security, Safety, and Service at the Moments of Truth. I learned about enforcing the code of conduct, handling challenging patrons, and other de-escalation tools to utilize in the workplace. I found this webinar to be very helpful in choosing the verbiage we use to enforce our policies and discussing why that's important.
- The Cooperative Cataloging Workgroup met to discuss where we are at with our respective assignments and went over common CCW mistakes in the catalog. I continue to dedicate five hours per week to committee projects.
- Our new online catalog went live for patron use on Wednesday, August 14th. Patrons and staff are encouraged to submit feedback on the catalog website.
- David has begun the process of updating our PCs to Windows 11. We hope to have this process completed by the end of the year but expect to have it done in the next month or so.

Date: August 16, 2024
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, August 2024

- For the month of June, we recorded the following deposits and gift account expenditures:
 - Fines & Fees \$817.55
 - Book Sales \$834.50
 - Copy Machine Revenue \$206.95
 - Restricted Donations \$198.00
 - Restricted Funds – Expenditures \$119.99
 - Unrestricted Donations \$193.79
 - Unrestricted Funds - Expenditures \$111.22

- As of the end of June, our Restricted Gift account should have a balance of \$1,822.95 and our Unrestricted Gift account should have a balance of \$68,096.28. Our Reserve fund should equal \$171,373.83.

- The Department of Employee Trust Funds has announced that Wisconsin Retirement System contribution rates will increase slightly, from 13.8% in 2024 to 13.9% in 2025. The cost of WRS is split evenly between the WRS eligible employee and employer, with each paying 6.95% in 2025.

- The Department of Employee Trust Funds also announced that the Income Continuation Insurance premium holiday will continue in 2025. Due to surplus funds available, neither employees or employers will need to pay premiums for ICI insurance next year.

- We had our tile flooring professionally cleaned on August 14, 2024, removing several years of built-up dirt and scuffs from the flooring.

- I attended an ETF local update webinar on July 25. This session provided information about the upcoming insurance year as well as discussed changes that they will be making in their administrative processes. In addition, it was an opportunity to provide feedback on the Group Health Insurance Program and gauge potential interest in other services that may be provided in the future.

- I attended a meeting of the Information and Technology workgroup on August 1. Among the items discussed included the system's plans for upgrading PCs to Windows 11 before Microsoft ends support for Windows 10 in 2025. We learned we can upgrade our PCs independently of the system, so we have started a project that will have all of our eligible PCs upgraded before the end of the year. I also received more information on how other libraries have implemented the new library catalog's API features on their websites and have information to pursue on that front. Finally, the committee discussed the IT ticketing system. We discovered that there are a large number of tickets that have long been resolved or aged out of relevance, but were never closed, creating a large backlog. We were encouraged to close any tickets ourselves that we created and are no longer relevant, which I have done. The system office reported they had about 600 unresolved tickets at

this time.

- We had a meeting with Erik Summers of Arch Solar on August 15 to discuss what a solar power project could potentially look like at the library as well as receive some preliminary information regarding costs and the scope of the project. We provided them with one year of electrical bills and maps of the building's roofs, which they will use to prepare a more specific scope and quote for our building.
- Upcoming meeting I will be attending include ETF's Local Insurance Kickoff meeting on September 19, a WRS advanced training session on September 25 and a Question and Answer session with ETF on September 27, right before the start of the Open Enrollment period for insurance changes and signups. In addition, I'll be attending several Tech Days presentations on September 17 and 18, relating the libraries and the use of AI technology.

Date: August 16, 2024
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:

- Books & Media Ordering, 7/22, 8/5, 8/12, 8/19
- Monarch Public Info Workgroup Meeting, 7/23
- Webinar: Picture Book Palooza, 7/25
- Program: Throwback Movie Matinee, 7/27
- Program: Tuesday Village Market Storytime, 7/30, 8/13
- Program: Wednesday Storytime on the Lawn, 7/31, 8/14
- Meeting with Local Author A.G. Seymour, 7/31
- Passive Program: Spice of the Month Kits, 8/1
- Program: The CCC and Milwaukee County, 8/1
- Program: Friday Movie Matinee, 8/2, 8/16
- Program: Kids Movie Matinee, 8/5
- Webinar: Fall Adult Faves, 8/6
- Webinar: Work It Out @ Your Library with the Wombats, 8/8
- Program: History Book Club, 8/12
- Meeting: Management Meeting, 8/13
- Webinar: YA All Day: Upcoming Titles for Fall, Winter & Beyond, 8/13
- Program: Throwback Family Movie Matinee, 8/17
- Program: M-T Community Book Club, 8/20
- Webinar: Amazing Picture Books, 8/20

STATISTICS

-July 2024 was a great month for eCircs, eCollections, reference transactions & programs. Our Children's programming numbers turned out good, which I was slightly worried about considering the weather wasn't the best for July. Two of the five Village Market storytimes took place inside the library because of rain, but even with the change in location, we still had over 50 attendees at those two storytimes. For the other three Village Market storytimes, we had over 90 attendees for the earlier two, and 114 attendees for the July 30 storytime.

OTHER TASKS & TIDBITS

-The new Monarch catalog went live on Thursday, August 15. The PAC computers in the library are now set to the new catalog page, so we hope to get patron feedback as they become more familiar with using it.

-I attended a few webinars in the last few weeks about fall book releases. They were all very interesting to attend, since I got to hear from some authors and how they go about creating their stories.

-Summer Reading is coming to an end. My department will be cleaning up and putting things away in the next few weeks, as well as working on the prize drawings on August 19 and 20. After cleaning up summer reading stuff, we will begin working on prepping for fall programs.

-A local Boy Scout troop is coming to the library on Monday, August 19 to work on a reading badge. Staff will be giving them a tour of the library and a tutorial on using the new catalog and other library services.

UPCOMING LIBRARY PROGRAMS

<ul style="list-style-type: none"> • Chapter Brew Book Club (monthly) • Drop-In Tech Help (2x a month) • Evening Readers Book Club (monthly) • History Book Club (monthly) • Hook, Yarn & Stitch Club (monthly) • Monarch Memory Café (triannual, January, May, September) • Movie Matinees (1st & 3rd Fridays monthly) • Throwback Movie Matinees (Last Saturdays, monthly) • Mequon-Thiensville Community Book Club (monthly) • Philosophy Lectures series (quarterly) • Spice of the Month Kits (monthly) • Banned Book Double Feature (September) • Green Burials (October) • Local Author A.G. Seymour (October) • Dungeons & Dragons Character Workshop (September) • Dungeons & Dragons, Wednesday Campaign A & B (biweekly for 6 sessions starting in October) • Dungeons & Dragons Winter One-Shot Campaign (December) 	<ul style="list-style-type: none"> • Family Storytime (weekly on Tuesdays & Wednesdays starting in September) • Shake & Shimmy Storytime (biweekly) • Read & Create Storytime (monthly) • Tiny Dancers (monthly) • Monday LEGO Club (monthly) • Saturday LEGO Club (monthly) • Parachute Play (monthly) • Nintendo Switch Days (monthly) • Little Scientists (monthly) • Little Artists (monthly) • Throwback Family Movie Matinees (monthly) • Reader’s Theater (7-week session starting in September) • Gan Ami Preschool Offsite Storytime (monthly) • North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly) • Kids Rule Academy Offsite Storytime (monthly) • We Read Banned Books Storytime (September) • Creative Writing Workshop for Kids (September) • DINOvember! (November) • Disco Party Fever (December) • Family BINGO Night (monthly) • Chess Club: All Ages (monthly starting in October) • Banned Book Trivia Night (September) • Fine Arts Series: Irene Adler (September) • Fine Arts Series: Mark Dvorak (October)
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Note that programs in **red** are special events or new monthly programming.

FLWL Strategic Plan Focus Group Results

Q1	What do you like about FLWL?	Q2	What don't you like about FLWL?	Q3	What other collection/service/feature would you like FLWL to offer?	Q3	What other collection/service/feature would you like FLWL to offer?
41	Programming / activities / events	8	Long wait time for e-books	11	More advertising / communication	1	Community collections (coordinate with MTSD when they have a drive?)
38	Collections / Resources	8	Closed on Sundays during summer	9	More lectures / presentations / events	1	More color, more art downstairs
31	Staff / customer service	4	Overdue fines	8	More adventure passes	1	More foreign / independent movies / movie night for these
28	Atmosphere / Environment / Comfort / Welcoming	4	10 hold limit on Libby	6	Hoopla	1	Easier to use and pay for printing
20	E-services / E-books	3	Hours of operation	5	More author presentations	1	Fundraiser event
18	Monarch resource sharing	3	People don't know all the features of the library	4	More teen engagement / events	1	Easy / intermediate readers with audio for foreign language learning
13	Children's section / play area	3	Limited access to digitization lab (one at a time, signup for whole day, no walk-ins)	4	More board games/ discovery kits	1	Avoid censorship
11	Location / accessibility	3	Website clunky - hard to find things (not sure if referring to old website?)	4	Crafting / hobby series	1	Add to calender button in Monrach app
11	Ease of requesting materials	2	Parking	3	More programming for adults	1	Ability to add reviews in catalog or Monarch app
11	Operating hours	2	Not enough e-book titles	3	More outreach	1	More seating areas
10	Adventure passes	2	Not knowing what is happening at library unless they stop in	3	Outdoor seating area	1	Puzzle hour
9	Art exhibits / shows	2	Catalog	3	Tutoring / buddy list for tutoring	1	More nonfiction
7	Book sale room	2	Fewer magazines	3	Foreign language discussions/lessons/practice	1	Regular patron tours of library
6	Digitization Lab / Innovation Space	1	No online signup for programs	3	Better tech in digitization lab	1	Community / kid book reviews
6	Catalog	1	Not enough tax forms	3	More copies of popular books	1	Family game nights
6	Storytime	1	Summer reading raffle prizes	3	Seed library	1	More kids puzzles
5	Book clubs / kits	1	Not sure how / where to donate	3	A.I. updates and information programs	1	Wonderbooks / playaways for adults
5	Hold shelf	1	Removal of children's CD books	2	More weekend / after school kid activities	1	Page on website showing new items/passes/games
5	Games / puzzles / toys	1	Short checkout on audiobooks (e-books?)	2	Ability to reserve study room	1	Homeschool group / resources
5	Movie collection	1	Not age specific programs for kids	2	Better display of kids books	1	More quality children's picture books
4	Express collection	1	Lacking additional adult programs / oppurtunities to engage with community	2	Writing workshop program	1	Better accessibility for visually impared
4	Notifications	1	Blue study desks need light outlet	2	Outdoor program space for book clubs	1	Craft kits
4	Parking	1	Collection signage	2	Fine free	1	Hands on STEM programming
3	Library of things	1	Rotunda seating - out in the open, not comfortable	2	4K Blu-rays	1	Big sale a couple times a year
3	Video game collection	1	Chairs in magazine area	2	More "early" early readers / phonics books	1	School musicians
3	Interlibrary loan	1	Front entryway - wasted space, drab, could be more inviting and comfortable	2	More storytime times / weekend storytimes	1	Greeter / welcome at door
3	Large print collection	1	Limited focus on seniors	2	Periodic social occassions	1	More intergenerational events
3	Movie showings	1	Too many kids at children's programs	2	Adult classes (taxes/ home ownership, financial literacy)	1	Small busibess and organization resources
3	Craft kits	1	Innovation space not well used	2	Cafe in library	1	More tools for checkout
3	Quiet place to do work	1	Flooding near library / playground	2	Floor plans	1	Genealogy workshop
3	Multi-generational services	1	Online foreign language services not good	2	Longer loan periods for new items	1	Expanded digital reference services
2	Lighting	1	Political signage/people in parking lot	2	Expand offerings as a community learning center / resource	1	Think how people use library
2	Easy checkout	1	Book descriptions in catalog	1	Bookdrop on outside of building	1	New user orientation video
2	Magazine area	1	Battle of the Books only for middle school	1	Another computer with printer connection	1	Sub-divide YA fiction (fantasy, mystery, etc.)
2	YA section	1	Loan periods too short for popular material	1	More variety of opinion for books (e.g. left/right wing)	1	Community PR re: book bans
2	Newsletter	1	Newsletter	1	Train staff on innovation space equipment	1	More toddler space and services
2	Drop in tech help	1	Didn't know about Friends group	1	Better reading program prizes	1	Debate club or poetry slam

2	Study / tutoring rooms	1	Outside bookdrops too tall for regular cars	1	Better ease of browsing in children's area (face out shelving)	1	Educational support service for all ages
2	Community outreach	1	People who don't stop at the stop signs in parking lot	1	More private rooms	1	More large print books
2	LEGO club	1	Can't always get books for book clubs	1	Less repair, more replacing of older books	1	Workshop focusing on digital resources
2	BookPage magazines	1	Poor multimedia collection / nonfiction collection (cookbook specifically)	1	More video games	1	Meet your librarian - like an open house
2	Tolzman room	1	Bookworm Garden pass limited	1	Collection development	1	Be open during off hours during power outages so people can charge phones / get warm / cool off
2	Book displays	1	Travel books often not current	1	Library cat or other animal	1	Student book clubs
2	Landscaping around building	1	Unfriendly - not feel welcome when they enter	1	Better notifications for address checks (people are confused and think there is a problem)	1	Wall Street Journal best seller list
1	Reading programs	1	Magazine holders	1	Open earlier, close earlier	1	Ability to get library content on Kindle
1	Smell of the books	1	No way to review local newspapers	1	Long-term building maintenance / maintenance fund	1	Enhanced multimedia
1	Food for fines	1	Not being greeted when entering part of library	1	Kid friendly furniture in Tolzman Room	1	Redo children's bathroom
1	Clean bathrooms	1	Not being able to see book availability outside of Monarch	1	Catching things that have incorrect RFID tags	1	Connect to Book-bub(?) and Goodreads
1	Patrons	1	Frequently can't get a title from Monarch (but can through ILL)	1	Limit media with misinformation / hateful ideology	1	Concept shelving
1	Spice of the month	1	No print government records for review	1	Better explanation of adventure passes	1	Employee resource groups
1	Audio Books			1	Feature business in the area	1	Remain relevant to all ages to keep them using the library
1	Politically neutral			1	Better signage	1	Bookmobile for seniors or disabled
1	CD collection			1	More wonderbooks	1	Drones
1	The mission			1	Home delivery	1	More self checkout kiosks
1	Book purchase requests			1	Recording equipment	1	Controversial materials should be restricted (but not banned)
1	Quick pickup			1	Music practice rooms	1	In-house Genius courses
1	Playaways			1	3D printer	1	Email to everyone (newsletter?)
1	Integrated genres in fiction collection			1	Adult graphic novel collection	1	Staff favorite display
1	Summer reading program			1	Better visibility for used book area	1	Cultural conversation
1	Outside book drop			1	LEGO projects with instructions (discovery kit?)	1	Non partisan
				1	Check out American Girl dolls with the books	1	Reading club for kids
				1	Better video streaming option than Kanopy?	1	Beekeeping class
				1	Welcome signage in entryway	1	NYT bestseller display
				1	Books of the month in rotunda	1	More partnership with MTSD



3201 West Canal Street
Milwaukee, WI 53208
main 414.921.7580

jfahern.com

June 24, 2024

Work Location: Frank L. Weyenberg Library
11345 N. Cedarburg Rd.
Mequon, WI 53092

Rachel Young
Frank L. Weyenberg Library
11345 N. Cedarburg Rd.
Mequon WI 53092

Phone: (262)242-2590

Quote #: 486125 / 1

MECHANICAL SYSTEM WORK ORDER SERVICE PROPOSAL

Dear Rachel,

We are pleased to submit our proposal for HVAC System services at the above-referenced facility based upon our conversation and / or job site visit.

We will perform the proposed services, which are broken out by system in the attachments to this proposal, per your written approval. Should you elect to proceed with this work, please sign the attached agreement and return it to us at csmith@jfahern.com or fax a signed copy to 414-344-2433.

The pricing is based on work performed during the normal working hours of 7:00 a.m. to 3:30 p.m., Monday through Friday. This proposal does not include applicable sales tax and is valid for a period of thirty (30) days. Once returned to us, we will call to set up an appointment.

Thank you for this opportunity to provide this proposal. If you have any questions or require further details, please feel free to call me directly.

Sincerely,

Craig Smith
Sales, Service Mechanical II

Email: csmith@jfahern.com

Enclosure



HVAC Service Agreement for Frank L. Weyenberg Library

3201 West Canal Street
 Milwaukee, WI 53208
 main 414.921.7580

jfahern.com

Budget Price Only

MECHANICAL SYSTEM SERVICES

Scope of Work/Clarifications:

Included In Our Scope:

1. Provide labor and material to disconnect and remove two (2) ModCon 500 boilers.
2. Provide labor and material to install two (2) new Elite XL500 boilers.
3. Provide labor and material to reconnect gas piping, electrical and venting.
4. Provide labor and material to install emergency shut off switches per code
5. Provide startup of new boilers.

General Scope Clarifications:

1. Scope based on site visit with Rachel Young and Craig Jacobson.
2. JF Ahern to provide licensed electrician for line voltage work.
3. New piping to connect existing piping to new boilers.
4. Any work outside of this scope will require a separate proposal or customer authorized T&M repairs.
5. Customer may be responsible for additional charges if isolation valves do not hold.
6. All work to be performed during normal business hours.

Excluded From Our Proposal:

1. Overtime or work performed outside of normal working hours.
2. Controls integration or programming.
3. Temporary heat.

Total for All Services: Budget Price		\$65,801.00	
Contract Representative		Customer Authorized Representative Signature	
Name:	Craig Smith	Print Name:	Budget Price
Title:	Sales, Service Mechanical II	Signature:	
Date:	06/24/2024	Date:	
		PO #:	

Signed acknowledgement of this agreement confirms acceptance of all the above scope of work and clarifications as well as all the attached Notes and Clarifications and General Terms and Conditions. Any PO reference is for convenience only and such PO does not form a part of these General Terms and Conditions.

1. ENTIRE CONTRACT The parties intend these general terms and conditions together with any scope of work, proposal or quotation attached hereto (collectively the "Contract") to be the final, complete, and exclusive expression of their Contract and the terms and conditions thereof. No changes or additions hereto shall be binding upon Seller unless in writing and signed by an officer of Seller. Any terms or conditions of Purchaser's order different, inconsistent herewith or in addition hereto shall be of no force and effect and are hereby expressly rejected and, Purchaser's order shall be governed only by the Contract. A definite and seasonable expression of acceptance or a written confirmation which is sent to Seller within the time specified in the Purchaser's order operates as an acceptance of the terms specified herein. Every agreement or other undertaking by Seller is expressly conditioned on Purchaser's assent to the terms contained herein. Seller assumes no liability except as expressly provided herein. Additional proposals or scope of work provided by Seller to Purchaser shall be covered by this Contract unless and until Seller and Purchaser execute a new contract in writing expressly superseding this Contract. This Contract and its referenced documents represent the entire and integrated contract between the parties and supersedes all prior negotiations, representations, agreements, or contracts, either written or oral and may not be modified by course of dealing, course of performance or usage of trade, but only modified in writing signed by an authorized representative of each party. This Contract shall extend to and be binding upon the parties and their respective successors and permitted assigns.

2. PROPOSALS AND CONTRACT Seller's proposal or quotation are not subject to cancellation, suspension, or reduction in amount except with Seller's written consent and upon terms which reimburse Seller for work performed, plus reasonable overhead and profit.

3. PRICES In addition to the prices specified herein, Purchaser shall pay for all extra work requested by Purchaser or made necessary because of incompleteness of or inaccuracy in plans or other information submitted by Purchaser with respect to location, type or occupancy, or other details of work to be performed hereunder. If the work to be furnished hereunder constitutes an addition to Purchaser's existing facilities, prices and delivery and completion dates quoted herein are based on information, if any with respect to layout of such facilities now contained in Seller's engineering records. In the event the layout of Purchaser's facilities has been altered or is altered by Purchaser prior to completion of this Contract, Purchaser shall advise Seller of any such alterations and prices and delivery and completion dates quoted herein shall be modified by Seller as may be required because of such alterations. Unless prices are stated by Seller in this or other documents forming a part of this Contract, the prices applicable to the extra work performed shall be Seller's prices in effect at that time.

4. PAYMENT All payments shall be due and payable within thirty (30) days from date of payment application or invoice. A service charge will be charged and added to all payments past due and owed by the Purchaser under this Contract, and at a rate of 18% per annum or if such rate is prohibited under applicable law, then at such lower rate as is the maximum rate permitted to be contracted for under such applicable law. Purchaser shall pay any reasonable attorney's fees incurred in the collection of past due accounts. If the Purchaser fails to pay all or any portion of the amount due, the Seller may, at its option, terminate the Contract, in which event Seller will be obligated to perform no additional work until paid in full.

5. DELAYS Seller shall not be liable for any damage or penalty for delays in work due to acts of God, acts or omissions of the Purchaser, acts of civil or military authorities, government regulations or priorities, quarantines, pandemics, fires, floods, epidemics, quarantine restrictions, war, riots, strikes, differences with workmen, accidents to machinery, inability to obtain necessary labor, materials or manufacturing facilities, delay in transportation, defaults of Seller's subcontractors, failure or delay in furnishing correct or complete information by Purchaser with respect to location or other details of work to be performed hereunder, impossibility, or impracticability of performance or any other cause or causes beyond the control of Seller, whether or not similar to the foregoing in the event of any delay caused as aforesaid, the completion shall be extended for a period equal to any such delay and this Contract shall not be void or voidable as a result of any such delay. In case work is temporarily discontinued by reason of any of the foregoing all unpaid installments of the Contract price less an amount equal to the value of material and labor not furnished shall be due and payable upon receipt of invoice.

6. EXCAVATION When the Seller does the excavating, if water, quick-sand, rock, or other unforeseen obstructions are encountered or shoring

is required, Purchaser shall pay for as extra to the Contract price any additional work involved at Seller's prices for such work then in effect.

7. SITE FACILITIES Purchaser shall furnish all necessary facilities for performance of its work by Seller, adequate space for storage and handling of material, light, water, heat, local telephone, watchman and crane and elevator service, if available, and necessary permits. Where wet pipe system is installed, Purchaser shall supply and maintain sufficient heat to prevent freezing of the system.

8. STRUCTURE AND SITE CONDITIONS While employees of Seller will exercise reasonable care, Seller shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls or other structures not erected by it or resulting from excavation in proximity thereto, nor for damage resulting from concealed piping, writing, fixtures or other equipment or condition of water pressure. All shoring or protection of foundations, walls, or other structures subject to being disturbed by any excavation required hereunder shall be the responsibility of the Purchaser unless otherwise specified. Purchaser warrants the sufficiency of the structure to support the sprinkler system and its related equipment (including tanks). The Purchaser shall have all things in readiness for installation, including, but not limited to, materials lay-down areas or suitable working base, and facilities for erection at the time the materials are delivered. In the event the Purchaser shall fail to have all things in readiness for erection at the time of receipt of the materials at the place of erection, the Purchaser shall reimburse Seller for any and all expenses caused by such failure. Failure to make areas available to Seller during performance in accord with schedules which are the basis of Seller's proposal shall be considered a failure to have all things in readiness for erection in accord with the terms of this Contract.

9. CODE COMPLIANCE Seller does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Purchaser acknowledges that the Authority Having Jurisdiction may establish additional requirements for compliance with local codes.

10. REPORTS When inspection and/or test services are selected such inspection and/or test services shall be completed on Seller's then current inspection form which shall be provided to Purchaser, and, where applicable, Seller may submit a copy thereof to the local Authority Having Jurisdiction. The inspection form and recommendations by Seller are only advisory in nature and are intended to assist Purchaser in reducing the risk of loss to property by indicating obvious defects or impairments noted on the system and equipment inspected and/or tested. Final responsibility for the condition and operation of the system, equipment and components lies with Purchaser. The Purchaser shall promptly notify Seller of any malfunction in the system which comes to Purchaser's attention. If upon inspection Seller determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Seller shall be relieved from any and all liability arising therefrom. **UNLESS OTHERWISE SPECIFIED IN THIS CONTRACT, ANY INSPECTION (AND IF SPECIFIED TESTING) PROVIDED UNDER THIS CONTRACT DOES NOT INCLUDE ANY MAINTENANCE, REPAIRS, ALTERATIONS, REPLACEMENT OF PARTS, OR ANY FIELD ADJUSTMENTS WHATSOEVER, NOR DOES IT INCLUDE THE CORRECTION OF ANY DEFICIENCIES IDENTIFIED BY SELLER TO PURCHASER. SELLER SHALL NOT BE RESPONSIBLE FOR EQUIPMENT FAILURE OCCURRING WHILE SELLER IS IN THE PROCESS OF FOLLOWING ITS INSPECTION TECHNIQUES, WHERE THE FAILURE ALSO RESULTS FROM THE AGE OR OBSOLESCENCE OF THE ITEM OR DUE TO NORMAL WEAR AND TEAR. THIS CONTRACT DOES NOT COVER SYSTEMS, EQUIPMENT, COMPONENTS OR PARTS THAT ARE BELOW GRADE, BEHIND WALLS OR OTHER OBSTRUCTIONS.**

11. ALARM MONITORING SERVICES Any reference to alarm monitoring services in this Contract is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Seller's standard alarm monitoring services agreement which will be provided under separate agreement upon purchase.

12. EXCLUSIVE LIMITED WARRANTY Seller warrants that any new equipment provided by Seller under this Contract will be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment, or, if installed by Seller, for one (1) year from installation. This warranty does not extend to normal wear and tear, any equipment that others have repaired, abused, altered, misused or that has not been properly and reasonably maintained. All parts as recorded on the face of the work order or invoice are warranted for a period of thirty (30) days, or longer, if the manufacturer's specific warranty provides additional time. If a part installed by Seller fails within thirty (30) days of

GENERAL TERMS AND CONDITIONS OF SALE

installation, Seller shall furnish a replacement part free of charge. Parts furnished with a manufacturer's specific warranty shall be furnished in accordance with the specific warranty. Seller will charge for labor to repair or replace parts unless the labor is necessary to correct a repair previously made by Seller within thirty (30) days of the date of the original repair. Refrigerant leak repairs are warranted for a period of thirty (30) days. If within thirty (30) days of the original repair a leak redevelops, Seller shall furnish at no cost to Purchaser the necessary refrigerant and labor for the repair. Any other loss of refrigerant will be billed at Seller's normal selling price. EXCEPT AS EXPRESSLY SET FORTH HEREIN, SELLER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO ANY IMPLIED OR EXPRESS WARRANTIES OF MERCHANTABILITY AND WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AS TO ANY SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT WHICH ARE FURNISHED BY SELLER. No premise not contained herein, or affirmation of fact made by an employee, agent or representative of Seller shall constitute a warranty by Seller or give rise to any liability or obligation. Any repairs, adjustments or connections performed by Purchaser, or any third party shall void all warranties.

Seller's liability to Purchaser for personal injury, death or property damage to the extent arising from performance under these terms and conditions shall be limited to an amount not to exceed one (1) year's Contract price. Purchaser shall indemnify, defend, and hold Seller harmless from any and all third-party claims for personal injury, death, or property damage, arising from Purchaser's failure to maintain systems and equipment or keep them in operative condition, whether based upon contract, warranty, tort, strict liability or otherwise. In no event shall Seller be liable for any special, indirect, incidental, consequential, liquidated, penal, or any economic loss damages of any kind, including but not limited to loss of use of the Purchaser's property, lost profit or lost production, whether claimed by the Purchaser or by any third party; irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or otherwise. The foregoing limitation of warranty and liability shall supersede any and all other warranty and liability terms previously given or hereafter given unless amendment is made by an officer of Seller in writing.

13. MODIFICATIONS AND SUBSTITUTIONS Seller reserves the right to modify material of Seller's design sold hereunder and/or the drawings and specifications relating thereto, or to substitute material of later design to fulfill this Contract provided that the modifications or substitutions will not materially affect the performance of the material or lessen in any way the utility of the material to the Purchaser.

14. SEVERABILITY If any provision of this Contract is held by any court or other competent authority to be void or unenforceable in whole or in part, this Contract will continue to be valid as to the other remaining and unaffected provisions.

15. WAIVER. Seller's waiver or acceptance of any breach by Purchaser, or Seller's failure to insist, in any one or more instances, upon the strict performance of any provision of the Contract, or to exercise any right herein, shall not be construed as a waiver or relinquishment by Seller of such provision or right in any other instance.

16. ASSIGNMENT Any assignment of this Contract by Purchaser without the written consent of Seller shall be null and void. Seller may assign to its subsidiaries and affiliates at any time.

17. CHANGES, ALTERATIONS, ADDITIONS Changes, alterations and additions to the plans, specifications, or construction schedule for this Contract shall be invalid unless approved in writing by Seller. For any such changes approved by Seller in this manner, which will increase or decrease the cost and expense of work to Seller, there shall be a corresponding increase or decrease in the Contract price herein provided. The value of additional work shall be agreed upon prior to the performance of said work. However, if no agreement is reached prior to the performance of additional

work approved in the manner herein described, and Seller elects to continue performance so as to avoid delays, then the estimate of Seller's Estimating Department as to the value of the work shall be deemed accepted by the Purchaser.

18. LEGAL NOTICE For the purpose of any notice permitted or required to be given hereunder, such notice or notices shall be deemed given when received.

19. INSURANCE Purchaser shall name Seller as an additional insured on Purchaser's general liability and auto liability policies, which shall be provided on a primary, non-contributory basis. Purchaser shall carry property and casualty coverage and/or builders risk coverage with sufficient limits to cover any potential loss or damage. A waiver of subrogation is required for all policies required herein. Purchaser agrees that with respect to any losses covered by this Contract Purchaser hereby waives and releases Purchaser, its officers, directors, employees, and agents, from any and all claims and liability or responsibility with respect to such losses, including losses arising out of the inability to conduct business. Purchaser agrees that its insurers shall have no right of subrogation against Seller and its insurers on account of this release.

20. TERMS AND CONDITIONS/TECHNICAL SPECIFICATIONS Terms and conditions specified herein shall be in addition to those set out in Seller's technical specifications and any inconsistencies shall be resolved by Seller's authorized representative.

21. CLAIMS AND CHOICE OF LAW Within five days of the occurrence of any event or matter giving rise to a dispute(s), either party has the right to provide the other Party with a written Notice of Dispute. Within fifteen days of receipt of the Notice of Dispute, the Parties shall commence direct negotiations with management officers authorized to enter into a binding resolution or settlement of the dispute. Should direct negotiations fail to resolve the dispute(s) within fifteen days of the commencement of negotiations, all disputes, claims and matters in controversy relating to or arising from the Order, shall be resolved by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, unless Seller provides written notice to Purchaser that it has elected in its sole discretion, that all such disputes, claims, and matters in controversy shall be decided by litigation. The Parties further agree that the sole and exclusive location and forum for such arbitration or litigation shall be the Fond du Lac County, Wisconsin Circuit Court. If this venue is deemed unenforceable by a court of competent jurisdiction, the parties agree that the alternative venue shall be the Federal District Court for the Eastern District of Wisconsin, Green Bay Division. EACH PARTY HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THIS ORDER OR THE TRANSACTIONS CONTEMPLATED HEREBY (WHETHER BASED ON CONTRACT, TORT OR ANY OTHER THEORY). EACH PARTY (A) AGREES THAT, IN THE EVENT OF LITIGATION, IT SHALL SEEK TO ENFORCE, AND SHALL ABIDE BY, THE FOREGOING WAIVER AND (B) ACKNOWLEDGES THAT IT HAS BEEN INDUCED TO ENTER INTO THIS ORDER BY, AMONG OTHER THINGS, THE MUTUAL WAIVERS AND AGREEMENTS IN THIS SECTION. The parties agree that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claims arise, whichever is shorter, whether known or unknown when the claims arise or whether based on tort, contract, or any other legal theory. The laws of Wisconsin shall govern the validity, enforceability, and interpretation of this Contract.

22. OVERTIME Unless otherwise specified by Seller, all installation work will be performed during regular working hours. If Purchaser shall require any overtime labor, Purchaser agrees to reimburse Seller for the overtime premium of the same. If overtime labor is required on an emergency basis, Purchaser agrees to reimburse Seller for same.

23. INCIDENTAL LOSSES All loss or damage from any cause to the materials, tools, equipment, work or workmen of the Seller or its agents or subcontractors while in or about the premises of the Purchaser shall be borne and paid for by the Purchaser, except in the event that such loss or damage results from the sole negligence of Seller.

24. INDEMNIFICATION To the fullest extent permitted by law, PURCHASER SHALL INDEMNIFY, DEFEND, AND HOLD SELLER AND SELLER'S AGENTS AND EMPLOYEES HARMLESS FROM AND AGAINST ANY AND ALL ACTUAL OR ALLEGED

CLAIMS, FINES, PENALTIES, LIENS, CAUSES OF ACTION, SUITS, DEMANDS, DAMAGES, LIABILITIES, LOSSES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES, THAT ARISE FROM, RELATE TO, OR OTHERWISE ARE CONNECTED WITH, IN WHOLE OR IN PART, EITHER PARTY'S PERFORMANCE OF THIS CONTRACT, INCLUDING THE ACTS OR OMISSIONS OF EITHER PARTY'S SUPPLIERS, SUBCONTRACTORS, EMPLOYEES, AGENTS AND/OR REPRESENTATIVES, WHETHER OR NOT SUCH CLAIMS ARE BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING BUT NOT LIMITED TO ACTIVE OR PASSIVE NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. Seller reserves the right to select counsel to represent it in any such action.

25. DEFAULT In case of any default by Purchaser, Seller may declare the Contract price or all unpaid installments thereof to be immediately due and payable (whether or not said work shall have been completed) or may enter Purchaser's premises and remove all or any portion of materials provided by Seller. All such remedies of Seller are cumulative and not exclusive. Seller shall also have the right to terminate the Contract due to Purchaser's default, effective at the time notice of termination is received by Purchaser. Default by Purchaser shall consist of failure to pay any installment of price when due, no demand being necessary, or any act or omission on the part of Purchaser whereby Seller is prevented from completing said services, or receivership, bankruptcy, assignment for the benefit of creditors or any other form of insolvency proceedings by or against Purchaser or in case said premises or said system shall be attached, liened or seized by process of law and such attachment or lien shall not be vacated or seizure terminated with ten (10) days after its occurrence.

26. SPECIAL CONDITIONS In the event new equipment is carried into existing equipment, the Seller will only test in high pressure the new work involved and any high-pressure test required on the old work will be an extra to the Contract price. Purchaser assumes full responsibility for the condition of existing equipment and for water or other damage resulting directly or indirectly from such condition or other application of test or flushing pressures. In the event existing equipment is being repaired, Seller does not assume any responsibility for testing old and new piping, and any testing will be an extra cost to the Contract price, which will include costs of labor and materials required to make the system tight at high pressure. Purchaser assumes full responsibility for the condition of existing equipment, and for water or other damage resulting directly or indirectly from such condition or the application of test or flushing pressures. In the event a sprinkler system is converted from a wet system to a dry system, the Seller is not responsible for the costs to repair the existing wet pipe system to make it tight at the required air pressure. Nor is the Seller responsible for the cost of material necessary to re-arrange the lines to insure proper drainage thereof. Any labor or material necessary to make the system tight under air pressure or to change the drainage on lines will be an extra cost to the Contract price. Seller acknowledges that Seller is responsible for ensuring that water-based sprinkler piping is adequately heated to prevent freezing and that all drum drips are required to be maintained and drained by Purchaser.

27. HAZARDOUS CONDITIONS Purchaser represents to the best of Purchaser's knowledge that no hazardous conditions such as risk of infectious disease, MIC, need for air monitoring, respiratory protection, or other medical risk, asbestos, asbestos containing material or other potentially toxic or otherwise hazardous material are contained in or on the surface of the floors, walls, ceiling, insulation or other structural components of the area of any building where work is required to be performed under this Contract. If hazardous conditions are encountered by Seller during the course of Seller's work, Seller shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Purchaser as certified in writing by an independent testing agency, and Purchaser shall pay disruption and re-mobilization expenses as determined by the Seller. All hazardous materials shall at all times remain the responsibility and property of Purchaser. Seller shall not be responsible for the testing, removal, or disposal of such hazardous materials.

28. WASTE MANAGEMENT If the work calls for the disposal of hazardous and/or non-hazardous waste materials ("Waste"), then Purchaser

shall: (a) be responsible for providing to Seller all necessary forms, waste profile sheets, laboratory analyses, samples, and other information pertaining to the types of Waste to be disposed and shall ensure that all Waste-related information furnished to Seller is accurate and complete; (b) secure, at its expense, all approvals, permits and other authorizations necessary to enable Seller to perform such Waste disposal services, except for those permits and licenses required to be obtained by Seller in connection with its own business; and (c) without limiting the foregoing, comply with all applicable laws and regulations in connection with such classification and disposal of Waste. Purchaser shall execute all manifests for the transportation, storage and disposal of any Waste removed from the project site. At no time will Seller take title to any Waste located on or removed from the project site, and such Waste shall be transported and disposed of as directed by Purchaser and in conformity with all applicable laws and regulations. Nothing in this Contract shall be construed or interpreted as requiring Seller to assume the status of, and Purchaser acknowledges that Seller does not act in the capacity nor assume responsibilities of, Purchaser or others as a 'generator,' 'operator,' 'transporter' or 'arranger' in the treatment, storage, disposal or transportation of any hazardous substance or waste as those terms are understood within the meaning of RCRA, CERCLA, or any other similar federal, state or local law, regulation or ordinance. Purchaser acknowledges that Seller has played no part in and assumes no responsibility for generation or creation of any Waste that may be the subject matter of this Contract. Consistent with Purchaser's obligations under the INDEMNIFICATION provision at Section 24 of this Contract, Purchaser shall defend, indemnify and hold Seller harmless from and against any and all demands, claims, liabilities (including strict liabilities), losses, costs, expenses (including attorneys' fees), fines, penalties, forfeitures, liens, and damages (collectively, "Losses") that result from the transport, storage and/or disposal of Waste generated on and/or removed from the project site, WHETHER OR NOT SUCH CLAIMS ARE BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING BUT NOT LIMITED TO ACTIVE OR PASSIVE NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. Purchaser shall be responsible for purchasing and maintaining its own liability insurance from financially sound insurance companies, including but not limited to environmental liability and pollution coverage.

29. OSHA COMPLIANCE Purchaser shall indemnify, defend, and hold Seller harmless from and against any and all claims, demands, and damages arising in whole or in part from the enforcement of OSHA (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Seller.

30. LIEN LAWS (WISCONSIN ONLY) AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIAL, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

31. NO THIRD PARTY BENEFICIARIES. There are no third-party beneficiaries of this Contract and nothing in this Contract, express or implied, is intended to confer on any person other than the parties hereto (and their respective successors, heirs and permitted assigns), any rights, remedies, obligations or liabilities.

LAST UPDATE: 3/20/24



COMMERCIAL / INDUSTRIAL / HVAC/R

July 1, 2024

Ms. Rachel Muchin Young
Library Director
Frank L Weyenberg Library
11345 N Cedarburg Rd
Mequon, WI 53092

21625 Doral Rd
Waukesha, WI 53186

PH (262) 650-0770

FX (262) 650-0880

Dear Rachel,
Dillett Mechanical Service, Inc. is pleased to provide pricing to replace the two Modcon boilers located in the basement of the library. New boiler model number is HTP ELX-500FBN.

Job Scope:

- Demo existing boilers
- Remove old boilers and dispose of off-site
- Move the new boilers into basement and set in place
- Reuse existing venting and tie new boilers in, making necessary adjustments to properly connect the venting according to manufacturer's recommendations
- Install condensate line with properly sized neutralizer drain kits to properly drain condensate
- Install existing controls back onto new boilers for setpoint control
- Install existing pumps and change speed to #2 as recommended by Supplier
- Install high and low gas pressure switches to comply with CSD-1
- Install emergency stop button outside of the boiler room to comply with CSD-1
- Pipe new boilers with existing pipe takeoffs
- Pipe gas to boilers and perform a leak check to ensure no leaks are present
- Furnish and install a new 3/4" Make up Water valve
- Purge air from system and check all piping for leaks
- Perform a factory startup on two Modcon 500 Boilers
- Provide a one year- workmanship warranty

AIR CONDITIONING
HEATING
SHEETMETAL
MECHANICAL SYSTEMS
CONTROLS
REFRIGERATION

All the above for the sum of:

(Applicable sales tax not included)

Sixty-One Thousand Two Hundred Eleven Dollars..... \$61,211.00

Additional items:

New Boiler Pumps (Recommended) \$1908.00

BACnet Cards (Existing boilers do not have)..... \$1805.00

(You shouldn't need BACnet cards if we control the same way as before)

Notes:

- ~ The above price is good for 30 days
- ~ The above price is based on straight time hours

- ~ The above price does not include applicable sales tax
- ~ The above price does not include and focus on energy rebates that may be available
- ~ The above price does not include any water treatment needed after collecting a sample
- ~ All electrical work will be performed by a licensed electrician
- ~ The above price includes re-insulating all pipes involved with installation of new boilers

Thank you for the opportunity to be of service. If you have any questions on this proposal, please feel free to contact me on my cell at 414-405-8355 or the office at 262-650-0770.

Sincerely,
Dillett Mechanical Service, Inc.

Accepted Purchaser:

Paul Wagner

By: _____

Paul Wagner Service Foreman/Sales

WIS. STAT 779.02 - AS REQUIRED BY THE WISCONSIN LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, THE OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Managing the Library's Money

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see [Trustee Essential #8: Developing the Library Budget](#)).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See [Trustee Essential #8: Developing the Library Budget](#).)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

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In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A [Sample Trust/Gift Fund Report](#) is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- [Sample Trust/Gift Fund Report](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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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Wisconsin Department
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Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
	Yearly total for all accounts	\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350

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](#)

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