



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, September 21, 2022, 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 the 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 August 17, 2022 Meeting
- VI. Financial Reports**
 - a. Revenue and Expense for August 2022
 - b. Action Item: Accounts Payable for August 2022
- VII. Board Reports**
 - a. President's Report – J. Hitchcock
 - b. Finance – G. Baxter
 - c. Advocacy – J. Hansher
 - d. Personnel – J. Abraham
- VIII. Staff Reports**
 - a. Library Operations
 - b. Director's Report – R. Muchin Young
 - c. Managers' Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager

IX. Unfinished Business

- a. Classification and Compensation Study Update
- b. Discussion and Possible Action: Maya Angelou Plaque

X. New Business

- a. Discussion and Possible Action: Circulation Services Policy
- b. Discussion and Possible Action: Mequon-Thiensville Community Foundation Grant

XI. Trustee Training & System/State Library Update

- a. TE10
- b. TE11

XII. Future Meeting Dates

- a. Board of Trustees Meeting: October 19, 2022
- b. Other Meetings:
 - i. Advocacy Committee: October 13

XIII. Adjourn

JanaLee Hitchcock, President

Posted: September 16, 2022



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees August 17, 2022 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on August 17, 2022 at 6:00 p.m. in the Library's Tolzman Community Room.

I. Pledge of Allegiance

JanaLee Hitchcock led the Pledge of Allegiance.

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

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

Posting of notice as of August 12, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham, Rachel Burner, Kevin Deering, Tedd Lookatch and Cathrine Wagner.

Trustee Absent: Alex Lemke

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

III. Announcements

Mr. Kevin Deering was welcomed to the Board as the new representative from the Mequon-Thiensville School District.

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

Ms. Nancy Urbani spoke in favor of the project introduced by Mr. Ryan Lucas at a prior meeting.

V. Approval of Minutes

A. Action Item: Minutes of the July 20, 2022 Meeting

Ms. Rachel Burner moved to approve the minutes of the July 20, 2022 Board of Trustees Meeting. Mr. Tedd Lookatch seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for July 2022

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

B. Action Item: Accounts Payable Statement for July 2022

Mr. Jeffrey Hansher moved to approve the Accounts Payable Statement for July 2022 in the amount of \$118,631.55. Ms. Burner seconded. Motion carried.

VII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

Mr. Hansher reported that a meeting took place on August 10, 2022. Among the items discussed were the Department of Public Instruction's accessibility guidelines, and how the Library is aiming to attain as many of the established guidelines as possible. The next committee meeting is scheduled for September 14, 2022.

C. Personnel

Ms. Jennifer Abraham reported that no meeting was held.

VIII. President's Report

Ms. JanaLee Hitchcock reported that she met with Ms. Colleen Landish-Hanson, Administrator of the Village of Thiensville, regarding the library's concerns. Ms. Hitchcock also discussed the possibility of utilizing ARPA funds through Ozaukee County. She also updated the Board on the meetings with elected officials from Mequon, Thiensville and the Ozaukee County Board concerning the Library's ongoing concerns.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Rachel Muchin Young updated the Board on year-to-year trends. The Summer Reading Program has received very positive feedback.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young provided an update on the Friends of Weyenberg Library and their future goals. Ms. Muchin Young also reminded the Board that Trustee Training week is next week. An update on the parking lot was provided. The annual budget process is underway.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet.

ii. Business Manager

The written report was included in the Board Packet.

iii. Patron Services Manager

The written report was included in the Board Packet.

X. Other Business

A. Discussion: Classification and Compensation Study

Ms. Muchin Young provided an update on the Library's involvement in the Classification and Compensation study at the City of Mequon. The study is ongoing and all reports from employees are due on August 19. Select staff interviews will take place following that.

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

Ms. Sue Steinbrenner, President of FOWL spoke on behalf of the organization.

Mr. Hansher moved to approve the agreement between Friends of Weyenberg Library and the Frank L. Weyenberg Library Board of Trustees. Ms. Cathrine Wagner seconded. The motion carried.

C. Discussion and Possible Action: Maya Angelou Project at the Library

The project introduced by Mr. Lucas at a previous meeting was discussed. It would consist of a metal plaque on a post and would not require any money from the Library. The question of ownership of the grounds surrounding the Library was raised. The Board also requested to see designs before proceeding.

Ms. Abraham moved to table the item to a future meeting. Mr. Hansher seconded. Motion carried.

XI. New Business

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

Mr. Graham Baxter accepted the nomination as Treasurer and Chair of the Finance Committee. Mr. Deering was appointed to the Finance Committee.

XII. Trustee Training & System/State Library Update

A. TE10

The training was delayed to a future meeting.

B. TE11

The training was delayed to a future meeting.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, September 21 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Mr. Lookatch and seconded by Mr. Hansher. Motion carried and meeting was adjourned at 6:48 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: AUGUST 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	AUGUST 2022 Amt	Balance	2022 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$500.00	\$0.00	-\$500.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$32,664.92	\$18.00	-\$32,664.92	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$33,164.92	\$18.00	-\$33,164.92	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$33,164.92	\$18.00	-\$33,164.92	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$33,164.92	\$18.00	-\$33,164.92	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,061,000.00	\$795,750.00	\$0.00	\$265,250.00	75.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$83,055.00	\$0.00	\$27,685.00	75.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$12,994.00	\$12,994.94	\$0.00	-\$0.94	100.01%
DEPT 001 LOCAL PROPERTY TAXES	\$1,184,734.00	\$891,799.94	\$0.00	\$292,934.06	75.27%
MAJ CLS 40 TAXES	\$1,184,734.00	\$891,799.94	\$0.00	\$292,934.06	75.27%
MAJ CLS 41 INTER-GOVERNMENTAL REVENUES					
DEPT 003 GRANTS & AIDS					
R 99-41-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$18,000.00	\$11,036.95	\$430.34	\$6,963.05	61.32%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$11,036.95	\$430.34	\$6,963.05	61.32%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$11,036.95	\$430.34	\$6,963.05	61.32%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$1,063.09	\$63.09	-\$563.09	212.62%
DEPT 013 INTEREST INCOME	\$500.00	\$1,063.09	\$63.09	-\$563.09	212.62%

Account Descr	2022 YTD Budget	2022 YTD Amt	AUGUST 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$1,063.09	\$63.09	-\$563.09	212.62%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$6,822.74	\$871.00	\$677.26	90.97%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$1,702.60	\$237.65	-\$1,702.60	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$8,525.34	\$1,108.65	-\$1,025.34	113.67%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,266.00	\$1,490.72	\$85.86	\$775.28	65.79%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$37,000.00	\$0.00	\$0.00	\$37,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$39,266.00	\$1,490.72	\$85.86	\$37,775.28	3.80%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$46,766.00	\$10,016.06	\$1,194.51	\$36,749.94	21.42%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$913,916.04	\$1,687.94	\$336,083.96	73.11%
	\$1,250,000.00	\$947,080.96	\$1,705.94	\$302,919.04	75.77%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
 Current Period: AUGUST 2022

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Account Descr	2022 YTD Budget	2022 YTD Amt	AUGUST 2022 Amt	Balance	2022 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$2,217.15	\$0.00	-\$2,217.15	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,475.76	\$0.00	-\$1,475.76	0.00%
DEPT 551 LIBRARY	\$0.00	\$3,692.91	\$0.00	-\$3,692.91	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$3,692.91	\$0.00	-\$3,692.91	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$3,692.91	\$0.00	-\$3,692.91	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$631,900.00	\$370,037.04	\$46,053.75	\$261,862.96	58.56%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$1,721.35	\$598.63	\$1,778.65	49.18%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$124,679.34	\$17,474.81	\$77,820.66	61.57%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$2,544.00	\$0.00	\$956.00	72.69%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,500.00	\$1,416.00	\$0.00	\$84.00	94.40%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$2,004.60	\$0.00	-\$104.60	105.51%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$844,800.00	\$502,402.33	\$64,127.19	\$342,397.67	59.47%
MAJ CLS 91 LIBRARY STAFFING	\$844,800.00	\$502,402.33	\$64,127.19	\$342,397.67	59.47%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$782.50	\$0.00	\$67.50	92.06%
E 99-92-551-2-206 AUDIT	\$6,650.00	\$6,550.00	\$0.00	\$100.00	98.50%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$20,300.00	\$0.00	-\$300.00	101.50%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$7,000.00	\$5,794.62	\$447.23	\$1,205.38	82.78%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$10,000.00	\$2,878.19	\$137.00	\$7,121.81	28.78%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$656.31	\$218.13	\$843.69	43.75%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$5,250.00	\$0.00	\$1,750.00	75.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$2,235.68	\$253.99	\$1,514.32	59.62%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$6,500.00	\$2,400.11	\$0.00	\$4,099.89	36.92%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$7,784.44	\$4,814.89	-\$5,284.44	311.38%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$1,590.87	\$200.97	\$1,159.13	57.85%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$4,561.29	\$578.93	\$938.71	82.93%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$466.70	\$81.55	\$33.30	93.34%

Account Descr	2022 YTD Budget	2022 YTD Amt	AUGUST 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$15,800.19	\$0.00	-\$300.19	101.94%
DEPT 551 LIBRARY	\$90,000.00	\$77,050.90	\$6,732.69	\$12,949.10	85.61%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$90,000.00	\$77,050.90	\$6,732.69	\$12,949.10	85.61%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$4,772.09	\$24.59	\$1,227.91	79.53%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$13,600.88	\$1,939.58	\$16,399.12	45.34%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$27,008.58	\$2,756.26	\$12,991.42	67.52%
E 99-93-551-3-373 PRINT	\$85,000.00	\$44,661.20	\$6,935.46	\$40,338.80	52.54%
DEPT 551 LIBRARY	\$161,000.00	\$90,042.75	\$11,655.89	\$70,957.25	55.93%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$90,042.75	\$11,655.89	\$70,957.25	55.93%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$21,600.00	\$7,200.00	\$7,200.00	75.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$22,000.00	\$15,610.91	\$723.00	\$6,389.09	70.96%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$1,264.71	\$17.74	\$1,235.29	50.59%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$18,730.44	\$0.00	\$11,269.56	62.43%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$30,103.76	\$3,820.02	\$12,396.24	70.83%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$805.06	\$0.00	\$994.94	44.73%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$0.00	\$538.14	\$0.00	-\$538.14	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$26,600.00	\$0.00	\$0.00	\$26,600.00	0.00%
DEPT 551 LIBRARY	\$154,200.00	\$88,653.02	\$11,760.76	\$65,546.98	57.49%
MAJ CLS 94 LIBRARY BUILDING	\$154,200.00	\$88,653.02	\$11,760.76	\$65,546.98	57.49%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$758,149.00	\$94,276.53	\$491,851.00	60.65%
	\$1,250,000.00	\$761,841.91	\$94,276.53	\$488,158.09	60.95%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$60,156.53	\$18.00	\$0.00	\$33,164.92	\$9,456.65	\$83,864.80	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	-\$5,763.74	\$0.00	\$0.00	\$5,763.74	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$18.00	\$0.00	\$33,164.92	-\$33,164.92	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$0.00	\$0.00	\$3,812.91	\$120.00	\$3,692.91	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$3,600.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,600.51	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$50,792.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$50,792.28	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$18.00	\$18.00	\$42,741.57	\$42,741.57	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$142,871.73	\$142,969.03	\$1,922,849.74	\$1,917,358.70	\$7,155.70	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$240.01	\$240.01	\$3,561.51	\$3,561.51	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$33,296.76	\$33,296.76	\$274,174.72	\$274,174.72	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$63.09	\$94,500.00	\$731,063.09	\$624,500.00	\$365,068.12	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$28,817.05	\$0.00	\$0.00	\$28,817.05	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	\$0.00	\$1,517.37	\$1,517.37	\$12,430.58	\$12,430.58	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$2,975.19	\$2,975.19	\$25,393.71	\$25,393.71	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,343.61	\$3,343.61	\$27,597.71	\$27,597.71	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$1,440.01	\$862.46	\$11,194.16	\$7,458.35	-\$1,780.67	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,237.32	\$4,127.09	\$2,759.02	\$23,551.05	\$22,072.75	-\$2,759.02	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$41.96	\$41.96	\$356.66	\$356.66	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$518.96	\$518.96	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,352.16	\$1,352.16	\$10,615.08	\$10,615.08	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$23.45	\$23.45	\$142.55	\$142.55	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$33.60	\$33.60	\$260.04	\$260.04	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$9,681.75	\$0.00	\$0.00	\$9,681.75	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$214,417.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$214,417.09	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$1,687.94	\$0.00	\$913,916.04	-\$913,916.04	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$94,751.53	\$475.00	\$778,146.87	\$19,997.87	\$758,149.00	99
G 99-31190 GIFTS & GRANTS RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED AS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$286,143.86	\$286,143.86	\$3,860,355.23	\$3,860,355.23	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$286,161.86	\$286,161.86	\$3,903,096.80	\$3,903,096.80	\$0.00	



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Batch: 0822 LIB MN1,0822 LIB MN2,0822 LIB AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
901 e	08/05/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40	611435839	Processing 7-29-22 Payroll
		Total	\$91.40		
909 e	08/12/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,479.80		FED/Wages Pd 8-12-22
G 99-21210		WISCONSIN WITHHOLDI	\$754.12		WI/Wages Pd 8-12-22
G 99-21230		SOCIAL SECURITY TAX	\$1,667.16		SS & MED/Wages Pd 8-12-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,667.17		SS Employer/Wages Pd 8-12-22
G 99-11160		SPECIAL CLEARING AC	\$16,478.79		DirectDep/Wages Pd 8-12-22
		Total	\$22,047.04		
910 e	08/12/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$23,032.00		Salaries & Wages/Wages Pd 8-12-22
G 99-21265		WI RETIREMENT	(\$1,379.51)		WRS Employees/Wages Pd 8-12-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,479.80)		FED/Wages Pd 8-12-22
G 99-21210		WISCONSIN WITHHOLDI	(\$754.12)		WI/Wages Pd 8-12-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,667.16)		SS & MED/Wages Pd 8-12-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 8-12-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 8-12-22
G 99-21285		LIFE INSURANCE WITH	(\$23.45)		LIFE/Wages Pd 8-12-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 8-12-22
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 8-12-22
G 99-21286		ACCIDENTAL INS WITH	(\$33.60)		ACCIDENT/Wages Pd 8-12-22
G 99-11160		SPECIAL CLEARING AC	(\$16,478.79)		Net Pay/Wages Pd 8-12-22
		Total	\$0.00		
911 e	08/12/22	CARDMEMBER SERVICE			
E 99-92-551-3-303		TELEPHONE	\$25.47	0715	AT&T
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	0781	Amazon Web Services
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$108.63	1504	Foxtown Brewing
E 99-93-551-3-371		MEDIA	\$5.26	1838	Vudu
E 99-92-551-2-286		COMPUTERS	\$17.00	2230	Techsoup
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$15.00	2519	Mequon-Thiensville Chamber
E 99-94-551-3-306		JANITOR SUPPLIES	\$17.74	4617	EasyKeys
E 99-92-551-2-284		CONTRACTED SERVICE	\$87.00	4780	Mailchimp
E 99-92-551-2-284		CONTRACTED SERVICE	\$475.00	5088	Paypal - Library Mark
E 99-92-551-2-284		CONTRACTED SERVICE	(\$475.00)	5088	Paypal - Library Mark
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$475.00	5088	Paypal - Library Mark
E 99-92-551-2-286		COMPUTERS	\$120.00	5880	Techsoup
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26	5956	Apple
		Total	\$877.70		
912 e	08/12/22	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		JUL Phone Service
		Total	\$172.62		
914 e	08/19/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$89.24	612129525	Processing 8-12-22 Payroll



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Batch: 0822 LIB MN1,0822 LIB MN2,0822 LIB AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$89.24		
915 e	08/31/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$4,127.09	271264	JUL 2022 WRS Contribution-Employer
G 99-21265		WI RETIREMENT	\$4,127.09	271264	JUL 2022 WRS Contribution-Employee
Total			\$8,254.18		
916 e	08/24/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$9,915.66	202209	SEPT Health Insurance-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,352.16	202209	SEPT Health Insurance-Employee
Total			\$11,267.82		
922 e	08/26/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	613036970	Time and Attendance Monthly
Total			\$73.35		
923 e	08/26/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,495.39		FED/Wages Pd 8-26-22
G 99-21210		WISCONSIN WITHHOLDI	\$763.25		WI/Wages Pd 8-26-22
G 99-21230		SOCIAL SECURITY TAX	\$1,676.45		SS & MED/Wages Pd 8-26-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,676.49		SS Employer/Wages Pd 8-26-22
G 99-11160		SPECIAL CLEARING AC	\$16,817.97		DirectDep/Wages Pd 8-26-22
Total			\$22,429.55		
924 e	08/26/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$23,021.75		Salaries & Wages/Wages Pd 8-26-22
E 99-92-551-2-287		MILEAGE	\$163.13		KLOPPMANN Mileage/Wages Pd 8-26-22
E 99-92-551-2-287		MILEAGE	\$55.00		MUCHIN YOUNG Mileage/Wages Pd 8-26-22
G 99-21265		WI RETIREMENT	(\$1,379.51)		WRS Employees/Wages Pd 8-26-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,495.39)		FED/Wages Pd 8-26-22
G 99-21210		WISCONSIN WITHHOLDI	(\$763.25)		WI/Wages Pd 8-26-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,676.45)		SS & MED/Wages Pd 8-26-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 8-26-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 8-26-22
G 99-11160		SPECIAL CLEARING AC	(\$16,817.97)		Net Pay/Wages Pd 8-26-22
Total			\$0.00		
26460	08/10/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	32156955	Monthly 2 Copiers Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	32183936	Admin Copier Lease
Total			\$260.85		
26461	08/10/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,820.02	4237593609	AUG Electrical & Gas Service
Total			\$3,820.02		
26537	08/22/22	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$219.13	203603230	Print Collection Materials
E 99-93-551-3-373		PRINT	\$359.07	2036844706	Print Collection Materials
E 99-93-551-3-373		PRINT	\$306.41	2036847382	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$27.49	2036854847	Spoken Word Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$1,854.65	2036856541	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$134.69	2036858202	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$383.97	2036861437	Print Collection Materials
E 99-93-551-3-373		PRINT	\$393.88	2036864278	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,387.85	2036871024	Print Collection Materials
E 99-93-551-3-373		PRINT	\$309.01	2036874094	Print Collection Materials
E 99-93-551-3-373		PRINT	\$856.35	2036874270	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$27.49	2036881232	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$324.40	2036883111	Print Collection Materials
E 99-93-551-3-373		PRINT	\$280.28	2036888082	Print Collection Materials
E 99-93-551-3-373		PRINT	\$260.46	2036899953	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$108.95	H61742630	Media Collection
E 99-93-551-3-371		MEDIA	\$194.73	H61853590	Media Collection
E 99-93-551-3-371		MEDIA	\$72.86	H61869460	Media Collection
E 99-93-551-3-371		MEDIA	\$408.95	H61889530	Media Collection
E 99-93-551-3-371		MEDIA	\$59.85	H61891000	Media Collection
E 99-93-551-3-371		MEDIA	\$23.08	H61913890	Media Collection
E 99-93-551-3-371		MEDIA	\$16.61	H61926530	Media Collection
E 99-93-551-3-371		MEDIA	\$46.15	H61936680	Media Collection
E 99-93-551-3-371		MEDIA	\$160.17	H61937880	Media Collection
E 99-93-551-3-371		MEDIA	\$132.77	H61996600	Media Collection
E 99-93-551-3-371		MEDIA	\$134.26	H62020860	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H62082770	Media Collection
E 99-93-551-3-371		MEDIA	\$177.40	H62093290	Media Collection
E 99-93-551-3-371		MEDIA	\$51.23	H62098430	Media Collection
E 99-93-551-3-371		MEDIA	\$25.19	T24127550	Media Collection
E 99-93-551-3-371		MEDIA	\$64.77	T24132900	Media Collection
E 99-93-551-3-371		MEDIA	\$50.38	T24134130	Media Collection
Total			\$8,869.78		
26538	08/22/22	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$2.88	304454993	JUL 2022 Long Distance
Total			\$2.88		
26539	08/22/22	CLEAN SOURCE LLC			
E 99-94-551-2-282		JANITORIAL SERVICE	\$7,200.00	072122-FLW	Qtly Janitorial Svc (3 of 4)
Total			\$7,200.00		
26540	08/22/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$41.96		SEPT Dental-Employee
G 99-21276		VISION INSURANCE WIT	\$66.30		SEPT Vision-Employee
Total			\$108.26		
26541	08/22/22	DEMCO			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$249.49	7155600	Processing Supplies
E 99-92-551-3-301		PROCESSING SUPPLIES	\$485.40	7162049	Processing Supplies
Total			\$734.89		
26542	08/22/22	ELM USA, INC.			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$4,080.00	51265	ECO Smart Disc Repair Machine



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$4,080.00		
26543	08/22/22	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$723.00	09-19158	AUG Regular Service
Total			\$723.00		
26544	08/22/22	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,366.06	502469902	JUL Hoopla
Total			\$1,366.06		
26545	08/22/22	OCLC, INC			
E 99-92-551-2-284		CONTRACTED SERVICE	\$353.63	1000246520	Webdewey Annual Renewal
Total			\$353.63		
26546	08/22/22	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$9.47	AR175318	Toner Shipping Charges
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$308.61	AR175467	JUL 2022 Copy Charges
Total			\$318.08		
26547	08/22/22	PIGGLY WIGGLY			
E 99-93-551-3-370		PROGRAMMING	\$24.59	1081941216	Programming Supplies
Total			\$24.59		
26548	08/22/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$33.60	92022-A	SEPT Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$88.40	92022-L	SEPT Life-Employer
G 99-21285		LIFE INSURANCE WITH	\$23.45	92022-L	SEPT Life-Employee
Total			\$145.45		
26549	08/22/22	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$81.55	6103249	JUL 2022 Placements
Total			\$81.55		
26550	08/22/22	WILS			
E 99-93-551-3-372		E CONTENT	\$1,390.20	496913	ProQuest Ancestry Annual Sub
Total			\$1,390.20		
11110 HARRIS GF -CHECKING			\$94,782.14		

Fund Summary

11110 HARRIS GF -CHECKING

99 F. L. WEYENBERG LIBRARY FUND	\$94,782.14
	\$94,782.14

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	25,583	23,730	22,392	306,973
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	21,961	22,825	21,760	20,146	213,031
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497	21,861					177,201
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	3,747	3,626	3,731	3,876	45,311
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064	5,062	5,268	5,168	5,094	61,060
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199	5,338					41,193
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	27,920	27,231	31,085	29,464	28,204	30,939	34,564	32,411	27,528	29,209	27,461	26,268	352,284
2020	29,079	27,166	19,176	6,858	10,865	18,631	26,951	28,081	27,023	28,093	26,928	25,240	274,091
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	27,199	0	0	0	0	218,394
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	1,682	1,263	1,452	986	17,014
2020	1,145	1,151	811	1,376	2,013	956	1,073	1,460	1,315	1,235	1,193	763	14,491
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052	2,828					16,179
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	1,591	1,605	1,493	1,526	21,911
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327	1,424	1,415	1,118	1,170	15,085
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498	1,242					10,069
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,388	1,157	2,545
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	1,137	1,314	1,224	1,171	15,697
2022	1,204	1,166	1,674	1,479	1,387	1,648	1,600	1,383					11,541
Red = Estimated Total													

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Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	2	2	5	3	2	9	5	1	1	1	2	0	33
attendance	7	7	33	7	3	430	83	0	18	0	41	0	629
2020	0	1	3	0	0	2	1	2	0	1	2	1	13
attendance	0	1	30	0	0	14	11	35	0	0	16	0	107
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6	9	3	2					28
2022 attendance	0	1	63	102	257	171	19	80					693
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	1	1	2	2	2	2	2	3	29
attendance	72	57	82	115	58	141	52	53	87	81	56	70	924
2020	2	2	4	0	1	6	8	2	2	3	4	1	35
attendance	39	82	111	0	5	138	119	42	19	30	30	28	643
2021	7	3	3	3	4	2	0	2	2	2	1	3	32
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
2022 drop in programs	6	4	5	3	5	3	3	3					32
2022 participants	13	72	101	77	98	147	88	100					696
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	29	26	34	27	29	28	25	19	28	28	18	308
attendance	372	731	840	794	954	1,438	1,500	1,014	572	894	787	489	10,385
2020	18	25	15	17	12	5	6	1	9	9	8	6	131
attendance	619	755	370	801	544	337	469	155	336	177	129	109	4,801
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19	16					125
2022 attendance	144	266	559	437	1,133	747	883	628					4,797
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	2	3	5	1	2	2	2	4	35
attendance	420	271	354	342	510	421	550	270	444	528	728	479	5,317
2020	4	3	4	4	0	10	11	8	7	6	6	8	71
attendance	356	315	283	47	24	289	313	318	235	267	211	300	2,958
2021	13	10	9	11	6	11	12	8	6	5	5	6	102
attendance	324	496	346	436	325	1,046	1,184	869	622	1,089	763	764	8,264

2022 drop in programs	9	4	5	4	4	3	5	4					38
2022 participants	679	902	1,053	1,022	1,044	562	833	479					6,574
Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	9	11	10	3	5	13	8	4	8	17	19	124
2020	10	19	9	0	0	6	17	23	16	25	22	19	166
2021	22	24	29	26	26	16	7	7	6	7	6	15	191
2022	19	25	27	25	21	16	9	12					154
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	37	26	31	22	27	38	34	31	40	28	31	383
2020	47	42	17	0	0	0	0	20	21	36	24	21	228
2021	27	18	17	21	23	21	30	29	14	28	25	21	274
2022	18	24	25	16	17	25	20	27					172
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	36	28	38	26	15	24	37	34	38	38	37	389
2020	36	30	6	0	0	0	0	18	32	26	19	18	185
2021	21	18	22	12	15	21	12	25	13	22	22	9	212
2022	26	18	21	18	8	33	18	25					167
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	85	88	140	109	97	160	145	122	124	98	98	73	1,339
2020	95	91	67	35	30	63	88	103	73	67	78	51	841
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116					927
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	3,634	3,861	3,329	2,989	43,465
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818	3,297	3,353	2,840	2,937	33,278
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	2,779	2,620	2,597	4,538	35,966
2022	5,601	4,977	4,414	4,200	3,723	4,323	3,604	3,411					34,253
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	3,881	4,263	3,640	3,732	47,768
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420	4,745	4,629	3,859	4,320	44,622
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	3,758	3,644	3,497	3,740	47,120
2022	4,226	3,854	4,329	3,727	3,529	4,216	3,991	3,982					31,854

Date: September 16, 2022
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report September 2022

ATTACHMENT E

Meetings Attended:

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 9/2, 9/9, 9/16
- RECURRING: Rotary Meetings, 8/30, 9/13
- WLA Intellectual Freedom Special Interest Group, 8/22
- MLS ILS Committee, 8/23
- MLS RFID Site Visit, 8/24
- Budget Meeting w/ City of Mequon staff, 8/26
- City of Mequon Common Council Budget Workshop, 8/29
- Hook, Yarn & Stitch – In Person, 9/1
- Monarch Directors' Council, 9/8
- Village of Thiensville Board of Trustees Committee of the Whole, 9/12
- City of Mequon Common Council Meeting, 9/13
- Advocacy Committee Meeting, 9/14
- Management Team, 9/14
- FOWL Meeting, 9/15
- Foundation Fine Arts Event: A Tale of Beatrix Potter, 9/18
- Village of Thiensville Board of Trustees, 9/19
- Regular and As-Needed Adult and Children's Reference Desk shifts
- As-Needed Circulation Desk shifts, and other tasks

PERSONNEL & CONTINUING EDUCATION

I attended the following Trustee Training Week Webinars

- Materials Challenges & Your Library from the Trustee Table
 - Particularly interesting. We will rewrite several policies based on the information shared in this webinar.
- Here to Stay: Recruiting & Retaining Dedicated Library Workers
 - Interesting look at retaining library worker. Many of the suggestions we have already implemented.
- Effective & Efficient Meetings: Parliamentary Procedure
 - The speaker offered a practical guide to streamlining meetings and making agendas more informative.
- Making Sense & Cents of a Library Building Project: the Library Trustee Role
 - Though we have no plans for a major building project, the speaker recommends a Space Needs Assessment every three to five years.
- From Stories to Action: How to Talk about Your Budget to Activate Support & Secure Funding.
 - The speaker offered narratives to tell the same story to different people in terms to which they can relate.

Classification and Compensation Study: All staff completed Job Analysis Questionnaires. They were subsequently reviewed by managers and me, and sent off to GovHR and the City. Interviews with a representative of each position have been conducted. We should have draft results by late October, and a final report early November.

I will be attending four 90-minute technology webinars the week of our board meeting.

Craig Jacobson and I have both registered for the 2022 Wisconsin Library Association Annual Conference in Lake Geneva. Ashley Pike will be attending the Library Marketing and Communications Conference in Indianapolis that week.

OPERATIONS ACTIVITIES:

Parking lot: The level of frustration among our patrons during the parking lot project was high and the complaints were many, particularly on days when no one was working on the lot. Staff is feeling a bit beat up. Now that the project is done, I'm hoping for a few months of calm.

When you enter the building, please look up. We had the entryway power washed, as well as the east side porch and columns. We're looking spiffy.

We hired Sarah Kelly as our new Patron Services Associate. With this 20-hour per week position filled, we are at our 13.2 FTE target.

PROGRAMMING:

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

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

See our calendar for a complete programming list.

OTHER:

I am writing a grant application for the Mequon-Thiensville Community Foundation for new shelving and seating so we can move the periodical collection adjacent to the Large Print books. The lighting is better than in the periodical space, and there is a great deal of crossover among users of both collections.

Though I have not yet completed the application, here is the project description:

Frank L. Weyenberg Library has an extensive Large Print collection used primarily by older adults. This is housed just across the rotunda from the entrance. We also have a periodical collection with both non-circulating newspapers, and non-circulating and circulating magazines. Most of the users of the non-circulating materials are older adults who

read the publications here. These collections are found furthest from our entrance. Since the two collections are used by the same demographic, we would like to move the periodicals near the Large Print materials so it is more convenient for users.

This is the response to how the project aligns with the mission of MTCF, which is:

The mission of the Mequon-Thiensville Community Foundation
is to enhance the quality of life in Mequon and Thiensville.

According to the US Census Bureau, approximately 22.7% of the population of Mequon-Thiensville are aged 65 and older. By relocating the periodical collection to space adjacent to the Large Print collection, we are making it more convenient for our older adults. They will no longer have to walk to entire length of the library to access newspapers and magazines. Additionally, the new space is better lit with a combination of natural light and brighter fixtures.

The grant application will be ready for your approval at the Board of Trustees meeting.

The Advocacy Committee has reviewed the Inclusive Services Assessment and Guide for Wisconsin Public Libraries. The assessment has highlighted a number of areas in which we can improve. I am so pleased that this was done. Now we have some work to do.

Date: September 9, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, September 2022

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

- UMS Sync Report – 9/1
- Labor Day (closed) – 9/5
- Director's Council – 9/8
- Job Analysis Interview – 9/13
- Management Meeting – 9/14
- Willowbrook visit – 9/19

STATISTICS

August was a slow month for us, probably due to the parking lot closure. Our total circs were down about 4,000, however, our door counts were almost exactly the same as July of 2022.

Quick Pickup appointments dropped to 19 this month, when typically, they are about 30.

OTHER TASKS & TIDBITS

We have begun the RFID tagging process! Weeding is done in YA, LT, NEW and Graphic Novels for children. So we have started tagging those collections. As of Monday, Sept 13, all circulation staff was trained on tagging. On average it takes us about 10-15 minutes to tag an entire shelf in the stacks. So this should take us several months to complete. Rachel and I will be getting samples of some media tags to try out to see which type we like best.

September is Library Card Sign Up Month! We are doing another food for fines campaign and giving out free replacement library cards.

Date: September 16, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, September 2022

- The Information & Technology workgroup met on September 1, 2022.
 - 2-factor authentication for shared email addresses (ref@, circ@, etc) is not yet in place as the system office has determined that they must have an IT staff member on site to install it, and there is no timeframe for when that will happen.
 - The Faronics Deploy platform for installing updates is in the testing phase and issues have been discovered. In order to be utilized, Monarch IT staff must be on site to install the platform updater on every PC in the Monarch Library System. While waiting for this to happen, our antivirus license has expired and needs to be manually reapplied at each station.
 - Contrary to previous statements, the Faronics Deploy platform will remain incompatible with certain hardware, so the Library will need to maintain its own antivirus solution going forward.
 - There is no timeline for decommissioning our network server, so we will need to maintain and update it for the foreseeable future.
- The kickoff meeting for open enrollment for local employer insurance programs took place on September 15. Overall, the insurance rates for both the employer and employees will raise approximately 6%, which is in line with expectations and comparable to the national trend. HealthPartners and Common Ground Healthcare are new plans available in Ozaukee County, replacing WEA Trust which is exiting the health insurance industry entirely. Network Health remains the only Tier 1 qualified plan available in Ozaukee County and is therefore the only plan used in the 88% cost calculations as required by state law. Otherwise, there are no significant changes to benefits or services and all supplemental insurance programs will return largely as is. Open enrollment will begin on September 26, 2022 and run until October 21, 2022. Changes selected by employees will be effective January 1, 2023.
- My meeting with Susan Brennan of GovHR regarding the classification and compensation survey took place on September 15, 2022.
- I met with Graham Baxter on September 23, 2022 to give him an introduction to the Library's financial reporting and the budget process.
- We received the data needed to calculate the Library's minimum necessary contribution from the City of Mequon and Village of Thiensville to be exempt from County Library Tax.

The minimum values for 2023 for the municipalities to be exempt from the county library tax are:

	EV Formula	3-Year Average
Mequon	\$1,513,245	\$1,064,667
Thiensville	\$116,898	\$110,740

Under [Wisconsin Statute 43.64\(2\)](#), as members of a joint library the municipalities are allowed to choose which funding model they wish to utilize to determine minimum necessary contributions.

- For costs that are known for 2023, the general trend has seen an increase of approximately 5-6% from 2022 prices, largely due to inflation and supply chain issues. For unknown costs, we are using that 5-6% as a baseline when we prepare our early drafts of the 2023 operating budget.
- The Library's exterior and windows were power washed after the parking lot project was completed, removing years' worth of dirt and debris.
- The HVAC controls system is scheduled to be installed in the early fall when the weather is more favorable for a project like that to take place. All controller parts and pieces have been received by our HVAC contractor. The Library's budget will need to be amended before the end of the year to account for the cost of the project.
- The MMAC resumed meetings on September 13, 2022, after a summer hiatus. The update on COVID-19 and its impact on operations was brief but confirmed that we have entered an endemic stage. The oral medications have significantly impacted the severity of the disease and the rate of hospitalization and deaths. Going forward, we can expect an annual COVID-19 booster to be available that will be tailored to the dominant strain of that season, much like we currently have with the annual shot for influenza.

Date: September 15, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Dementia Training with the Aging & Disability Resource Center of Oz. County, 8/23
- Program: Genealogy Interest Group, 8/25
- Passive Program: Spice of the Month Kit, 9/1
- Program: Movie Matinee, 9/2
- Program: Advanced Directives, 9/7
- Program: Evening Readers, 9/12
- GovHR Interview for City of Mequon, 9/13
- Management Meeting: 9/14
- Program: Talk Like a Pirate Day, 9/19
- Program: Storytimes, 9/20, 9/21
- Program: M-T Community Book Club, 9/20
- Ordered Collection Materials, 9/9, 9/12, 9/14, 9/19
- Evening Shifts, 9/12, 9/13, 9/19
- Weekend Shifts, 8/27

MONTHLY STATISTICS

-Our e-circulation and e-collection numbers for January through August are significantly higher than we've ever been in the past. Our e-collections total has had a huge jump, with over 4,000 more sessions/searches this year in comparison to 2021. Our e-circs are also higher, with about 1,500 more checkouts than Jan-Aug 2021, 750 checkouts than Jan-Aug 2020 and almost 11,000 more than Jan-Aug 2019!

-Reference statistics are in a weird mid-zone, where we are higher than we were in 2020, but lower than we were in 2021.

-We had a fair amount of usage of the Digitization Lab in August, with it being used about every other day. September is very slow currently, however, with only two reservations so far this month.

-Programming continues to go well for all ages. For our adult in-person and drop-in programs, our 2022 numbers are looking better than the past two years. For our teen in-person and drop-in programs, our 2022 numbers are looking better than the past three years. For our children in-person programs, our 2022 number is better than the past two years, and our 2022 drop-in number is better than the past three years.

OTHER TASKS & TIDBITS

-Our materials ordering was halted briefly at the end of August when Baker & Taylor was hit with a ransomware attack, around August 22. We were unable to submit or receive any orders for about 2.5 weeks. Labor Day week, everything was back up and running, but we held off submitting any orders until the end of the week because Baker & Taylor was experiencing a large influx of orders, so everything was running slowly.

-In preparation for the RFID project, the Patron Services department is evaluating all the collections in the library and selecting materials that are worn and damaged or have not circulated in a number of years to be removed from the library's collection.

-I am happy to announce that I have hired Sarah Kelly for the Patron Services Associate position. Sarah comes to FLW Library with previous experience working at the Sheboygan Falls Memorial Library as their Youth Programming staff member and as a School Age and Day Camp Coordinator for the Kettle Moraine YMCA in Port Washington.

-Here are our final Summer Reading numbers: **659 total registrants**

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

2021 Statistics: **587 total registrants**

2021 Reading Club	Adult	Teen	Children	Pre-Readers
Paper Logs	57	64	243	96
Beanstack	18	15	68	26
TOTAL	75	79	311	122

UPCOMING LIBRARY PROGRAMS

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



Circulation Services

The Frank L. Weyenberg Library (FLW) Board of Trustees encourages the communities of Mequon and Thiensville to use our Library's resources. The Library is a member of the Monarch Library System (MLS) and participates in the Monarch shared catalog consortium that offers access to multiple library collections in Dodge, Ozaukee, Sheboygan, and Washington counties.

The Library believes that individuals have the freedom and responsibility to choose their own materials; it is the right and obligation of parents, legal guardians, or caregivers to develop, interpret, and maintain values in their family and to monitor the materials accessed by their children.

Registration

- Library circulation records are confidential under Wisconsin statutes.
- FLW primarily serves patrons residing in Mequon and Thiensville. Persons whose residence is in Ozaukee, Sheboygan, Dodge, and Washington counties are served through our Library's membership in MLS. The library participates in reciprocal borrowing agreements with all Wisconsin Library Systems, with the exception of the Milwaukee County Federated Library System.
- Patrons living outside Monarch Library System may register for a FLW Library card that expires one year from date of issue. This card may only be used at Frank L. Weyenberg Library.
- Library cards are available for a variety of special patrons, including, but not limited to area businesses, college students, and other students attending schools in Mequon or Thiensville.
- Anyone borrowing items from the Library must use a borrower's card issued by a library participating in MLS (a Monarch card). Patrons are responsible for any transactions on the card and must inform the Library of any changes in address, phone number, email address, or if the card is lost or stolen. This card must be presented to check out materials, to use the public internet stations, and for all other library transactions. Patrons may choose to download electronic apps to capture their library barcode on smart phones or tablets. This use will be acceptable for transactions. Before a card is issued, a patron must provide valid proof of residency. If the borrower's card is not available, patron may present a valid driver's license at the checkout desk to borrow items.
- A parent or legal guardian must be present to register children under the age of 18 for a library card and is responsible for fees or charges incurred by their children. A child must be 5 years or older in order to register for a card.
- ~~A \$2 fee is charged to replace a~~ A library card may be replaced if lost or damaged ~~library card~~. A new card will not be issued if the cardholder has outstanding charges over \$10 on their previous card until those matters are resolved. ~~The replacement fee is not charged in cases of normal wear of barcodes or cards.~~
- Patrons are responsible for all materials checked out on their library card unless the card is reported lost or stolen.

- Patrons acting on behalf of another patron, including family members, for such purposes as, but not limited to, picking up holds or paying fines, must present that person's library card, or may use their own card if the accounts have been "~~linked~~associated" in the Library's computer system.
- Extenuating circumstances will be dealt with at the discretion of the Library Director or designee.

Loan Periods

- A 28-day loan period applies to most library materials. New adult books and audiobooks circulate for 14 days. TV Series on DVD or Blu Ray, and electronic games circulate for 14 days. DVDs and Blu Rays circulate for seven (7) days.
- A patron may have no more than 100 items checked out on their borrower's card at any time. There are no limits by type of material.
- Reference materials, current issues of magazines, and newspapers do not circulate.
- Items may be renewed twice for the same length of time as the original loan period unless another patron has reserved the item. Express Collection material cannot be renewed.
- Patrons wishing to use an item that is checked out may place a hold on the item if they have a Monarch card. Patrons are notified via email, phone, or text when the item is available for pickup. If items are not picked up within the seven (7) day hold period, they will be sent to the next patron on the holds list or returned to circulation.
- Patrons wishing to borrow items not owned by a Monarch consortium member may place inter-library loan requests at the reference desk provided they have a Monarch card in good standing. The checkout period for interlibrary loan items is 14 days. Interlibrary loan items may be renewed upon request, with the permission of the owning library. If the item is not picked up by its due date, it will be returned to the owning library.
- Patrons may return most items at all Monarch consortium libraries, with the exception of toys, puppets, puzzles, tablets (e.g., Kindles), art, Discovery Kits, Adventure Passes, and Express items, which must be returned to Frank L. Weyenberg Library.

Charges

- It is the patron's responsibility to keep their account current in terms of loans, address, phone number, and email address. Patrons may check the status of their checkouts, holds, and overdues by logging into their account in the Monarch catalog or Monarch2Go app. Patrons may also phone the Circulation Services desk during the hours the Library is open for this information.
- Late charges are 25 cents per day per item. Late charges continue to accrue until an item has been returned, or until an item has been declared lost or nonreturnable.
- ~~Patrons selecting email and/or text notifications are sent a courtesy reminder three (3) days prior to due dates.~~
- Patrons requesting email and/or text notifications are sent a courtesy reminder three (3) days prior to the due date, and are notified at three (3) days past the due date about overdue items, and, if necessary, again seven (7) days after the due date.
- Patrons requesting phone and/or mail notification are not sent courtesy reminders.
- Overdue notices are either emailed or mailed. At 35 days past due items are considered lost, and a final notice is mailed, and borrowing privileges are suspended. ~~Mailing costs are added to the patron's record.~~

- If a patron of any age has not cleared their account within 10 days of the final notice, and materials have been declared lost and charged to the patron, the Library submits the account to collection if the account balance is \$50 or greater. Resulting fees are added to the patron's account. If a patron is under the age of 18 years, the person who signed the card application is considered the responsible party.
- Patron cards are blocked when unpaid charges total \$10 or more.

Lost or Damaged Materials

- Lost or severely damaged items incur a replacement cost that is the list price of the item and a processing fee of \$5 per item.
- Charges for interlibrary loan items are determined by the lending library.
- Patrons may not substitute items or gifts in lieu of payment for lost or damaged material.
- Patron becomes the owner of the damaged or lost item once the patron has paid for it.
- Monarch Library System does not issue refunds for lost and paid items that are later found. They are the property of the patron.

The library director or his or her designee reserves the right to make exceptions to this policy.

Developing Essential Library Policies

10

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

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

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

Policy Development Steps

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

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

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

In This Trustee Essential

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

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

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

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

Legally Defensible Policies

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

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

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

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

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

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

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

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

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

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

Policies vs. Procedures

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

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

Discussion Questions

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

Sources of Additional Information

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

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

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Planning for the Library's Future

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The Importance of Planning: Why Plan?

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

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

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

Planning Essentials—Getting Started

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

In This Trustee Essential

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

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

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

Who should be involved?

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

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

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

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

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

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

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

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

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

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

How do you gather information?

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

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

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

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

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

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

A Plan Outline

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

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

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

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

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

Special Types of Planning

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

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

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

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

Discussion Questions

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

Sources of Additional Information

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

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

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