



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, October 18, 2023, 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 September 20, 2023, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for September 2023
 - b. Action Item: Accounts Payable for September 2023
- 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 – R. Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business**
- XI. New Business**
 - a. Discussion and Action Requested: Insurance Deductibles
 - b. Discussion and Action Requested: Renaming the Digitization Lab

- XII. **Trustee Training & System/State Library Update**
 - a. TE26: The Public Library System Board – the Broad Viewpoint
- XIII. **Future Meeting Dates**
 - a. Board of Trustees Meeting: November 15, 2023, 6pm
 - b. Other Meetings:
- XIV. **Adjourn**

Catherine Perry

Posted: October 13, 2023



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees September 20, 2023 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on September 20, 2023 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 6:01 pm.

Posting of notice as of July 14, 2023 was verified.

Trustees present: Catherine Perry, President; Ted Lookatch, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Amy Abbott, Jennifer Abraham, Ali Buchanan, Alex Lemke, Ellen Nagy and Cathrine Wagner.

Trustees Absent: None.

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

III. Announcements

Ms. Abbott was introduced as the new representative to the Board of Trustees, representing the Mequon-Thiensville School District.

Ms. Muchin Young announced that the Friends of Weyenberg Library would be hosting their first annual event on September 21, 2023.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the August 16, 2023 Meeting

The minutes of the August 16, 2023 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 August 2023

The reports were included in the Board Packet. Nothing was found to be out of order. All revenue lines were noted to be up-to-date.

B. Action Item: Accounts Payable Statement for August 2023

Mr. Baxter moved to approve the Accounts Payable Statement for August 2023 in the amount of \$107,877.52. Motion carried.

VII. President's Report

Nothing to report.

VIII. Committee Reports

A. Finance

Mr. Baxter reported that a Finance Committee Meeting was held on August 23, 2023. The Committee discussed scenarios for the 2024 operating budget.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that no meeting was held and that a meeting will be scheduled in the near future.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young reported that most activities have generally recovered to pre-pandemic levels. The overall activity level in August was especially impressive.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young provided an update on several community events. Ms. Muchin Young reported additionally that she had an opportunity to present to the Village of Thiensville Committee of the Whole regarding library matters. Finally, Ms. Muchin Young reported that beginning with the 2024 election cycle, the Library is expected to be a polling location for the City of Mequon.

C. Managers' Reports

The written reports were included in the Board Packet. Ms. Muchin Young provided an update on the RFID security gates.

X. Unfinished Business

A. Discussion and Possible Action: Challenged Materials Policy

The revised Challenged Material Policy was approved at the previous meeting. The Board considered an amendment to the language on residency requirements.

Following discussion, Ms. Buchanan moved to approve the amended policy as presented in the Board Packet, accepting the change that challenges must originate from a resident of Mequon or Thiensville. Motion carried.

XI. New Business

A. Action Requested: Mequon Thiensville Community Foundation Grant Application

The draft Grant Application to the Mequon Thiensville Community Foundation was included in the Board Packet.

Mr. Lookatch moved to approve the Mequon Thiensville Community Foundation Grant Application. Motion carried.

- B. Action Requested: Weyenberg Public Library Foundation 2024 Wish List
The draft Weyenberg Public Library Foundation 2024 Wish List was included in the Board Packet.

Ms. Wagner moved to approve the Weyenberg Public Library Foundation 2024 Wish List. Motion carried.

- C. Action Requested: Approval of 3-year contract with AtoZdatabases
The draft renewal of a 3-year contract with AtoZdatabases was included in the Board Packet.

Mr. Hansher moved to approve the 3-year contract with AtoZdatabases. Motion carried.

XII. Trustee Training & System/State Library Update

- A. TE25: Liability Issues

Ms. Muchin Young presented the chapter on Liability Issues.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, October 18, 2023.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanan. Motion carried and meeting was adjourned at 7:06 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE
Library - Revenue Guideline
 Current Period: SEPTEMBER 2023

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Account Descr	2023 YTD Budget	2023 YTD Amt	SEPTEMBER 2023 Amt	Balance	2023 % of Budget
97 FLW AMERICAN RESCUE PLAN ACT					
08 AMERICAN RESCUE PLAN ACT					
003 GRANTS & AIDS					
R 97-08-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
003 GRANTS & AIDS	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
08 AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
98 FLW LIB GIFTS & GRANTS FUND					
45 MISCELLANEOUS REVENUES					
015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTE	\$1,347.82	\$3,700.00	\$0.00	-\$2,352.18	274.52%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$83,772.43	\$5,363.00	\$4.00	\$78,409.43	6.40%
015 OTHER INCOME	\$85,120.25	\$9,063.00	\$4.00	\$76,057.25	10.65%
45 MISCELLANEOUS REVENUES	\$85,120.25	\$9,063.00	\$4.00	\$76,057.25	10.65%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$9,063.00	\$4.00	\$76,057.25	10.65%
99 F. L. WEYENBERG LIBRARY FUND					
40 TAXES					
001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,106,716.00	\$830,037.00	\$0.00	\$276,679.00	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	\$15,976.00	\$15,976.06	\$0.00	-\$0.06	100.00%
001 LOCAL PROPERTY TAXES	\$1,233,432.00	\$929,068.06	\$0.00	\$304,363.94	75.32%
40 TAXES	\$1,233,432.00	\$929,068.06	\$0.00	\$304,363.94	75.32%
42 REGULATION & COMPLIANCE					
006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$19,932.00	\$18,251.05	\$684.84	\$1,680.95	91.57%
006 FINES & FORFEITURES	\$19,932.00	\$18,251.05	\$684.84	\$1,680.95	91.57%
42 REGULATION & COMPLIANCE	\$19,932.00	\$18,251.05	\$684.84	\$1,680.95	91.57%
44 COMMERCIAL REVENUES					
013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$2,668.00	\$8,675.87	\$968.72	-\$6,007.87	325.18%
013 INTEREST INCOME	\$2,668.00	\$8,675.87	\$968.72	-\$6,007.87	325.18%
44 COMMERCIAL REVENUES	\$2,668.00	\$8,675.87	\$968.72	-\$6,007.87	325.18%
45 MISCELLANEOUS REVENUES					
014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,880.00	\$7,691.49	\$688.00	\$2,188.51	77.85%
R 99-45-014-906 PHOTOCOPIER	\$2,534.00	\$1,983.05	\$163.15	\$550.95	78.26%
014 SALE INCOME	\$12,414.00	\$9,674.54	\$851.15	\$2,739.46	77.93%
015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,554.00	\$1,297.66	\$0.00	\$256.34	83.50%
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	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015 OTHER INCOME	\$21,554.00	\$1,297.66	\$0.00	\$20,256.34	6.02%
45 MISCELLANEOUS REVENUES	\$33,968.00	\$10,972.20	\$851.15	\$22,995.80	32.30%

Account Descr	2023 YTD Budget	2023 YTD Amt	SEPTEMBER 2023 Amt	Balance	2023 % of Budget
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$966,967.18	\$2,504.71	\$323,032.82	74.96%
	\$1,375,120.25	\$1,007,190.72	\$2,508.71	\$367,929.53	73.24%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
Current Period: SEPTEMBER 2023

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Account Descr	2023 YTD Budget	2023 YTD Amt	SEPTEMBER 2023 Amt	Balance	2023 % of Budget
97 FLW AMERICAN RESCUE PLAN ACT					
94 LIBRARY BUILDING					
551 LIBRARY					
E 97-94-551-7-700 BUILDING PROJECTS	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
551 LIBRARY	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
94 LIBRARY BUILDING	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
98 FLW LIB GIFTS & GRANTS FUND					
95 LIBRARY GIFTS & GRANTS					
551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$1,347.82	\$1,890.71	\$247.87	-\$542.89	140.28%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$83,772.43	\$18,471.27	\$454.92	\$65,301.16	22.05%
551 LIBRARY	\$85,120.25	\$20,361.98	\$702.79	\$64,758.27	23.92%
95 LIBRARY GIFTS & GRANTS	\$85,120.25	\$20,361.98	\$702.79	\$64,758.27	23.92%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$20,361.98	\$702.79	\$64,758.27	23.92%
99 F. L. WEYENBERG LIBRARY FUND					
91 LIBRARY STAFFING					
551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$670,300.00	\$462,296.45	\$51,878.82	\$208,003.55	68.97%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,500.00	\$2,378.95	\$525.75	\$121.05	95.16%
E 99-91-551-1-199 FRINGE BENEFITS	\$215,600.00	\$154,125.31	\$17,314.62	\$61,474.69	71.49%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$2,337.00	\$60.00	\$1,163.00	66.77%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,325.00	\$1,257.00	\$0.00	\$68.00	94.87%
E 99-91-551-7-715 FLEX BENEFIT	\$2,100.00	\$1,888.68	\$0.00	\$211.32	89.94%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551 LIBRARY	\$895,325.00	\$624,283.39	\$69,779.19	\$271,041.61	69.73%
91 LIBRARY STAFFING	\$895,325.00	\$624,283.39	\$69,779.19	\$271,041.61	69.73%
92 LIBRARY ADMINISTRATION					
551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$1,000.00	\$932.50	\$0.00	\$67.50	93.25%
E 99-92-551-2-206 AUDIT	\$6,750.00	\$6,750.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$21,525.00	\$21,525.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOG	\$9,300.00	\$6,461.33	\$101.34	\$2,838.67	69.48%
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	\$5,000.00	\$1,145.67	\$12.57	\$3,854.33	22.91%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$476.74	\$0.00	\$1,023.26	31.78%
E 99-92-551-2-288 FISCAL AGENT FEE	\$8,000.00	\$6,000.00	\$0.00	\$2,000.00	75.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,725.00	\$2,787.72	\$368.40	\$937.28	74.84%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$269.00	\$0.00	-\$269.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$3,500.00	\$5,482.37	\$613.50	-\$1,982.37	156.64%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$3,500.00	\$4,747.27	\$1,258.02	-\$1,247.27	135.64%
E 99-92-551-3-303 TELEPHONE	\$4,000.00	\$3,847.33	\$424.35	\$152.67	96.18%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$6,000.00	\$5,242.15	\$504.93	\$757.85	87.37%
E 99-92-551-3-358 DEBT COLLECTION	\$1,000.00	\$500.95	\$58.25	\$499.05	50.10%
E 99-92-551-3-359 MONARCH FEES	\$17,150.00	\$16,377.95	\$0.00	\$772.05	95.50%
551 LIBRARY	\$91,950.00	\$82,545.98	\$3,341.36	\$9,404.02	89.77%
92 LIBRARY ADMINISTRATION	\$91,950.00	\$82,545.98	\$3,341.36	\$9,404.02	89.77%
93 LIBRARY PROGRAM & COLLECTION					
551 LIBRARY					

Account Descr	2023 YTD Budget	2023 YTD Amt	SEPTEMBER 2023 Amt	Balance	2023 % of Budget
E 99-93-551-3-370 PROGRAMMING	\$5,000.00	\$4,565.36	\$302.15	\$434.64	91.31%
E 99-93-551-3-371 MEDIA	\$25,000.00	\$11,254.36	\$1,321.09	\$13,745.64	45.02%
E 99-93-551-3-372 E CONTENT	\$37,000.00	\$24,944.76	\$125.86	\$12,055.24	67.42%
E 99-93-551-3-373 PRINT	\$85,000.00	\$60,104.37	\$7,850.52	\$24,895.63	70.71%
551 LIBRARY	\$152,000.00	\$100,868.85	\$9,599.62	\$51,131.15	66.36%
93 LIBRARY PROGRAM & COLLECTION	\$152,000.00	\$100,868.85	\$9,599.62	\$51,131.15	66.36%
94 LIBRARY BUILDING					
551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$42,120.00	\$31,308.75	\$3,510.00	\$10,811.25	74.33%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$24,000.00	\$16,075.95	\$829.45	\$7,924.05	66.98%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,605.00	\$3,480.25	\$567.87	-\$875.25	133.60%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$33,629.15	\$799.19	-\$3,629.15	112.10%
E 99-94-551-3-360 UTILITIES	\$45,000.00	\$38,168.65	\$3,408.30	\$6,831.35	84.82%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$977.85	\$0.00	\$822.15	54.33%
E 99-94-551-3-374 HEALTH & SAFETY SUPPLIES	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
551 LIBRARY	\$150,725.00	\$123,640.60	\$9,114.81	\$27,084.40	82.03%
94 LIBRARY BUILDING	\$150,725.00	\$123,640.60	\$9,114.81	\$27,084.40	82.03%
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$931,338.82	\$91,834.98	\$358,661.18	72.20%
	\$1,375,120.25	\$982,861.34	\$92,537.77	\$392,258.91	71.47%

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
97 FLW AMERICAN RESCUE PLAN ACT							
G 97-11100 SPECIAL ASSESS RECEIVAB	\$0.00	\$0.00	\$0.00	\$17,877.35	\$17,877.35	\$0.00	97
G 97-11110 CHECKING - PWSB/BMO GE	\$0.00	\$0.00	\$0.00	\$31,960.54	\$31,960.54	\$0.00	97
G 97-31110 UNAPPROPRIATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	97
G 97-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$31,160.54	-\$31,160.54	97
G 97-31112 EXPENDITURE SUMMARY	\$0.00	\$0.00	\$0.00	\$31,960.54	\$800.00	\$31,160.54	97
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$0.00	\$0.00	\$81,798.43	\$81,798.43	\$0.00	
98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$5,120.25	\$4.00	\$702.79	\$19,563.00	\$20,361.98	\$4,321.27	98
G 98-11210 INVESTMENTS	\$80,000.00	\$0.00	\$0.00	\$0.00	\$10,500.00	\$69,500.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$4.00	\$0.00	\$9,063.00	-\$9,063.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$702.79	\$0.00	\$20,361.98	\$0.00	\$20,361.98	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$1,347.82	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,347.82	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$83,772.43	\$0.00	\$0.00	\$0.00	\$0.00	-\$83,772.43	98
98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$706.79	\$706.79	\$39,924.98	\$39,924.98	\$0.00	
99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$3,468.85	\$118,560.20	\$143,425.19	\$2,220,363.23	\$2,235,395.75	-\$11,563.67	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$18.42	\$18.42	\$6,159.31	\$6,159.31	\$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 STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$37,466.38	\$37,466.38	\$344,299.28	\$344,299.28	\$0.00	99
G 99-11210 INVESTMENTS	\$287,502.45	\$968.72	\$65,000.00	\$715,354.87	\$779,500.00	\$223,357.32	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 DOUBTF	\$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 T	\$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	-\$100,734.14	\$0.00	\$0.00	\$100,734.14	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDIN	\$0.00	\$1,781.02	\$1,781.02	\$16,186.32	\$16,186.32	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$3,391.96	\$3,391.96	\$30,646.52	\$30,646.52	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,804.11	\$3,804.11	\$34,751.97	\$34,751.97	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$4,705.94	\$208.12	\$655.74	\$7,491.59	\$6,036.58	-\$3,250.93	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	-\$4,241.10	\$3,271.29	\$3,257.67	\$30,373.80	\$29,390.37	-\$3,257.67	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$51.72	\$51.72	\$455.72	\$455.72	\$0.00	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$57.16	\$57.16	\$508.72	\$508.72	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,384.12	\$1,384.12	\$12,693.75	\$12,693.75	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$3.28	\$3.28	\$29.12	\$29.12	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$25.66	\$25.66	\$226.56	\$226.56	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$11,633.43	\$0.00	\$0.00	\$11,633.43	\$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	-\$172,156.69	\$0.00	\$0.00	\$0.00	\$0.00	-\$172,156.69	99

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$2,504.71	\$0.00	\$966,967.18	-\$966,967.18	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$91,980.37	\$145.39	\$949,685.74	\$18,346.92	\$931,338.82	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$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 A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
99 F. L. WEYENBERG LIBRARY FUND	\$0.00	\$262,972.53	\$262,972.53	\$4,481,594.07	\$4,481,594.07	\$0.00	
	\$0.00	\$263,679.32	\$263,679.32	\$4,603,317.48	\$4,603,317.48	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
1261 e	09/01/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$98.24	640811594	PROCESSING 8-25-23 PAYROLL
		Total	\$98.24		
1264 e	09/06/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,689.03		FED/WAGES PD 9-8-23
G 99-21210		WISCONSIN WITHHOLDI	\$884.02		WI/WAGES PD 9-8-23
G 99-21230		SOCIAL SECURITY TAX	\$1,885.52		FICA/WAGES PD 9-8-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,885.51		FRINGES/WAGES PD 9-8-23
G 99-11160		SPECIAL CLEARING AC	\$18,540.93		DIRECT DEP/WAGES PD 9-8-23
		Total	\$24,885.01		
1265 e	09/06/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$25,779.27		/WAGES PD 9-8-23
G 99-21265		WI RETIREMENT	(\$1,622.02)		WRS/WAGES PD 9-8-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,689.03)		FED/WAGES PD 9-8-23
G 99-21210		WISCONSIN WITHHOLDI	(\$884.02)		WI/WAGES PD 9-8-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,885.52)		FICA/WAGES PD 9-8-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 9-8-23
G 99-21280		HEALTH INSURANCE WI	(\$692.06)		HEALTH/WAGES PD 9-8-23
G 99-21285		LIFE INSURANCE WITH	(\$3.28)		LIFE/WAGES PD 9-8-23
G 99-21275		DENTAL INSURANCE WI	(\$51.72)		DENTAL/WAGES PD 9-8-23
G 99-21276		VISION INSURANCE WIT	(\$57.16)		VISION/WAGES PD 9-8-23
G 99-21286		ACCIDENTAL INS WITH	(\$25.66)		ACCIDENTAL/WAGES PD 9-8-23
G 99-11160		SPECIAL CLEARING AC	(\$18,540.93)		DIRECT DEP/WAGES PD 9-8-23
		Total	\$0.00		
1280 e	09/20/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$95.97	641790971	PROCESSING 9-8-23 PAYROLL
		Total	\$95.97		
1281 e	09/20/23	CARDMEMBER SERVICE			
E 99-94-551-3-308		BUILDING SUPPLIES	\$475.00	0823	DUMPSTER
E 99-93-551-3-370		PROGRAMMING	\$47.46	1667	TARGET
E 99-93-551-3-370		PROGRAMMING	\$13.99	5064	TARGET
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$60.05	5110	LEONARDO'S
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$101.81	5462	PARTY CITY
E 99-93-551-3-370		PROGRAMMING	\$43.84	5613	TARGET
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	7490	AMAZON WEB SERVICES
E 99-92-551-2-284		CONTRACTED SERVICE	\$100.00	8454	MAILCHIMP
E 99-93-551-3-372		E CONTENT	\$5.26	9078	APPLE
E 99-93-551-3-370		PROGRAMMING	\$10.49	9193	TARGET
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$69.64	9281	LA TERRE
E 99-93-551-3-370		PROGRAMMING	\$10.49	9417	TARGET
		Total	\$939.37		
1282 e	09/20/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,702.93		FED/WAGES PD 9-22-23
G 99-21210		WISCONSIN WITHHOLDI	\$897.00		WI/WAGES PD 9-22-23



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21230		SOCIAL SECURITY TAX	\$1,918.59		FICA/WAGES PD 9-22-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,918.58		FRINGES/WAGES PD 9-22-23
G 99-11160		SPECIAL CLEARING AC	\$18,925.45		DIRECT DEP/WAGES PD 9-22-23
		Total	\$25,362.55		
1283 e	09/20/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$26,099.55		/WAGES PD 9-22-23
G 99-21265		WI RETIREMENT	(\$1,635.65)		WRS/WAGES PD 9-22-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,702.93)		FED/WAGES PD 9-22-23
G 99-21210		WISCONSIN WITHHOLDI	(\$897.00)		WI/WAGES PD 9-22-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,918.59)		FICA/WAGES PD 9-22-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 9-22-23
G 99-21280		HEALTH INSURANCE WI	(\$692.06)		HEALTH/WAGES PD 9-22-23
G 99-11160		SPECIAL CLEARING AC	(\$18,925.45)		DIRECT DEP/WAGES PD 9-22-23
		Total	\$0.00		
1284 e	09/20/23	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	34800833	COPIER LEASE (2)
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$169.88	34800834	COPIER LEASE/ADMIN
		Total	\$288.73		
1285 e	09/20/23	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$10,149.88		EMPLOYER/OCT HEALTH
G 99-21280		HEALTH INSURANCE WI	\$1,384.12		EMPLOYEE/OCT HEALTH
		Total	\$11,534.00		
1286 e	09/20/23	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,276.57		ELEC/SEPT
E 99-94-551-3-360		UTILITIES	\$131.73		GAS/SEPT
		Total	\$3,408.30		
1287 e	09/20/23	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$3,271.29		EMPLOYER/AUG WRS
G 99-21265		WI RETIREMENT	\$3,271.29		EMPLOYEE/AUG WRS
		Total	\$6,542.58		
1293 e	09/28/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$98.24	642743739	PAYROLL PROCESSING 9-22-23
		Total	\$98.24		
1294 e	09/28/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$75.95	643028698	TIME & ATTENDANCE
		Total	\$75.95		
27810	09/26/23	AMAZON CAPITAL SERVICES			
E 99-93-551-3-370		PROGRAMMING	\$27.98	13HL-XRKK-	PROGRAMMING
E 99-94-551-3-308		BUILDING SUPPLIES	\$8.84	13WY-94XH-	BUILDING SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$32.66	143D-K94G-6	PROGRAMMING
E 99-94-551-3-308		BUILDING SUPPLIES	\$164.90	16JH-7Y9P-K	BUILDING SUPPLIES
E 99-93-551-3-373		PRINT	\$52.20	16K4-4FDY-1	PRINT COLLECTION
E 99-93-551-3-371		MEDIA	(\$0.03)	171X-34FD-Q	MEDIA



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-300		OFFICE SUPPLIES	\$24.97	1C13-HNMY-	OFFICE SUPPLIES
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$247.87	1CDN-L3YC-	JR WOMANS CLUB GIFT
E 99-94-551-3-308		BUILDING SUPPLIES	(\$145.36)	1K31-C7L6-3	BUILDING SUPPLIES
E 99-92-551-2-286		COMPUTERS	\$12.57	1K7Y-61C1-	COMPUTERS & TECH
E 99-93-551-3-370		PROGRAMMING	\$14.50	1K7Y-61C1-P	PROGRAMMING
E 99-93-551-3-373		PRINT	\$31.04	1L6F-JRW7-	PRINT COLLECTION
E 99-93-551-3-370		PROGRAMMING	\$15.75	1LFR-9G1K-	PROGRAMMING
E 99-93-551-3-370		PROGRAMMING	\$11.94	1LY9-G1JQ-3	PROGRAMMING
E 99-92-551-3-300		OFFICE SUPPLIES	\$76.42	1M3P-9W96-	OFFICE SUPPLIES
E 99-94-551-3-308		BUILDING SUPPLIES	\$150.45	1P1J-LKGF-9	BUILDING SUPPLIES
E 99-94-551-3-308		BUILDING SUPPLIES	\$145.36	1PXT-44KG-	BUILDING SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$46.06	1Q3Y-TD93-	PROGRAMMING
E 99-93-551-3-371		MEDIA	\$387.03	1VNM-3CCJ-	MEDIA
E 99-93-551-3-371		MEDIA	\$119.76	1VNM-3CCJ-	MEDIA
E 99-93-551-3-373		PRINT	\$14.95	1VRF-VLVD-	PRINT COLLECTION
E 99-92-551-3-300		OFFICE SUPPLIES	\$24.16	1W4R-CGM7	OFFICE SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$26.99	1W79-M4X6-	PROGRAMMING
E 99-94-551-3-306		JANITOR SUPPLIES	\$12.97	1X9W-6GGV-	JANITOR SUPPLIES
Total			\$1,503.98		
27811	09/26/23	AT&T (OFFICE@HAND)			
E 99-92-551-3-303		TELEPHONE	\$424.35	4330432800	OFFICE@HAND/SEP
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$88.45	9575352805	ELEVATOR LINE/SEP
Total			\$512.80		
27812	09/26/23	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$1,060.17		PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$510.55		PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$413.01		PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$844.74		PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$1,475.01		PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$499.74		PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$364.53		PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$1,301.53		PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$239.70	2037696970	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$209.97	2037710384	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$130.13	2037724391	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$297.37	2037740448	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$405.88	2037756808	PRINT COLLECTION MATERIALS
E 99-93-551-3-371		MEDIA	\$31.73	H65746500	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$69.95	H65753430	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$70.71	H65757480	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$109.06	H65766170	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$132.06	H65825940	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$15.17	H65881760	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$67.75	H65899520	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$14.32	H65937130	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$93.88	H65976980	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$13.47	H65992610	MEDIA COLLECTION



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$114.67	H66009840	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$63.51	H66039330	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$18.05	H66067590	MEDIA COLLECTION
Total			\$8,566.66		
27813	09/26/23	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$9.76	2025898	SELECT DENTAL/OCT
G 99-21275		DENTAL INSURANCE WI	\$41.96	2026047	SELECT PLUS DENTAL/OCT
G 99-21276		VISION INSURANCE WIT	\$57.16	2029017	VISION/OCT
Total			\$108.88		
27814	09/26/23	DEMCO			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$465.53	7354622	PROCESSING SUPPLIES
E 99-92-551-3-301		PROCESSING SUPPLIES	\$792.49	7365206	PROCESSING SUPPLIES
Total			\$1,258.02		
27815	09/26/23	FORWARD TS			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$12.54	AR205648	TONER SHIPPING
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$203.66	AR206764	COPY CHARGES/AUGUST
Total			\$216.20		
27816	09/26/23	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$741.00	09-21629	MONTHLY SERVICE
Total			\$741.00		
27817	09/26/23	KANOPY INC			
E 99-93-551-3-372		E CONTENT	\$120.60	363913	KANOPY VIDEOS/AUGUST
Total			\$120.60		
27818	09/26/23	MEQUON-THIENSVILLE CHAMBER OF			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$60.00		CHAMBER MEMBERSHIP
Total			\$60.00		
27819	09/26/23	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$296.83	6330791	JANITORIAL SUPPLIES
E 99-94-551-3-306		JANITOR SUPPLIES	\$258.07	6335758	JANITORIAL SUPPLIES
Total			\$554.90		
27820	09/26/23	PIGGLY WIGGLY			
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$87.78	1033871235	UNRESTRICTED DONATION
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$135.64	1036811223	UNRESTRICTED DONATION
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$60.75	2022610847	TRAVEL/TRAINING/SEMINARS
Total			\$284.17		
27821	09/26/23	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$487.95	34543456	OFFICE SUPPLIES
Total			\$487.95		
27822	09/26/23	SECURIAN FINANCIAL GROUP, INC			
E 99-91-551-1-199		FRINGE BENEFITS	\$89.36		LIFE/OCT
G 99-21285		LIFE INSURANCE WITH	\$3.28		LIFE/OCT



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21286		ACCIDENTAL INS WITH	\$25.66		ACCIDENTAL/OCT
		Total	\$118.30		
27823	09/26/23	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$58.25	6116436	PLACEMENTS/AUGUST
		Total	\$58.25		
27824	09/26/23	VANGUARD CLEANING SYSTEMS			
E 99-94-551-2-282		JANITORIAL SERVICE	\$3,510.00	2436	JANITORIAL SVC/SEP
		Total	\$3,510.00		
27825	09/26/23	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$465.00	18342	WLA CONFERENCE/MUCHIN YOUNG
		Total	\$465.00		
		11110	\$91,895.65		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$702.79
99 F. L. WEYENBERG LIBRARY FUND	\$91,192.86
	\$91,895.65

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	21,148	21,121	21,112	19,001	259,583
2023	23,469	21,854	25,303	22,481	21,857	26,060	25,608	25,819	21,674				214,125
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	4,987	5,135	5,499	5,635	62,449
2023	6,156	5,589	6,028	5,233	5,292	5,228	5,683	5,592	5,597				50,398
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	26,135	26,256	26,611	24,636	322,032
2023	29,625	27,443	31,331	27,714	27,149	31,288	31,291	31,411	27,271	0	0	0	264,523
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	2,181	3,788	1,605	1,371	25,124
2023	1,462	1,384	1,368	1,609	1,724	1,847	1,369	1,837	1,682				14,282
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	1,132	1,293	1,053	974	14,521
2023	1,548	1,213	1,432	1,288	1,133	2,188	1,528	1,441	1,233				13,004
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	8,004	106,783
2022	8,947	8,296	9,593	9,844	9,659	11,182	11,810	11,448	9,563	10,336	9,924	7,944	118,546
2023	10,714	10,035	11,761	10,730	11,140	13,098	12,404	13,061	9,942				102,885
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116	112	101	99	86	1,325
2023	114	117	112	75	90	149	111	151	113				1,032
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				117
2023 attendance	67	107	214	80	173	118	73	121	65				1,018

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				27
2023 attendance	195	128	163	166	106	119	93	149	165				1,284
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				45
2023 attendance	13	24	27	15	14	530	56	38	42				759
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				45
2023 attendance	108	164	237	178	105	163	139	135	88				1,317
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				198
2023 attendance	333	615	759	629	909	1,111	973	813	505				6,647
Drop In Childrens Program:	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				34
2023 attendance	852	1,039	1,219	815	608	861	673	787	629				7,483

Date: October 13, 2023
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report October 2023

Meetings Attended:

- Monarch Directors Chat, 9/20, 10/5
- FOWL First Annual Meeting, 9/21
- Regular T-M Rotary Meetings, 9/26, 10/2, 10/17
- Ozaukee Economic Development Business of the Year Breakfast, 9/27
- Product Demos (Streaming Music, Website Accessibility, Financial Ratings), 9/27, 10/3, 10/4
- Mid-Moraine Municipal Association Meeting, 9/27
- Staff Development Day, 9/28
- Vega Progress Meeting, 10/2
- Management Team, 10/3
- Hook, Yarn & Stitch, 10/4
- Village of Thiensville Committee of the Whole, 10/9
- Mequon Allocations Committee, 10/9
- Weyenberg Public Library Foundation Board Meeting, 10/11
- Monarch Directors Council, 10/12
- Fine Arts Event, Christo's Novelty Combo, 10/15
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

I have renewed my state license for the next five years.

We had a very positive Staff Development Day (well, morning). Particularly interesting was a webinar we watched, *Service Animals: Your Obligations under the ADA*. It was enlightening. We have had the issue lately of people bringing dogs into the library, claiming that they are emotional support animals. Only dogs and miniature horses can be service animals. Emotional Support Animals are not covered under ADA and, therefore, may be barred from entering buildings.

We may ask two questions only:

1. Is the dog/horse required because of a disability?
2. What work or task has the dog been trained to perform?

OPERATIONS ACTIVITIES:

Our new cleaning crew is doing a good job. They have even cleaned spaces that I'm sure have not been touched in many, many years. They also managed to consolidate storage, providing the library with much-needed storage space for other items.

Now that we close after sundown, we are very appreciative of the new parking lot lights that were installed in the summer.

OTHER:

We have received at least two quotes for cameras in the library, however, in light of lingering questions about liability and privacy, and the anticipated very tight 2024 budget, it is my recommendation that we reconsider this project at a later date.

As I prepared the PowerPoint presentation for the Village of Thiensville, I noted some interesting statistics. Mequon allocated \$44.02 per resident; Thiensville, \$33.68. The value of physical checkouts for Mequon residents totaled \$3,487,861 (\$138.73 per resident), and \$457,683 (\$200.04) for Thiensville residents. The ROI is 3.15 and 5.94 respectively.

While the municipal budgets won't be finalized for some time it does look like we will need to make some significant cuts, in addition to offering smaller raises than we had hoped. I would like to schedule a Finance Committee meeting and/or a Committee of the Whole meeting to discuss the 2024 budget.

In what I am sure is a first, Wisconsin DPI announced changes to the Annual Report before the end of the year. This will help us prepare. Among the changes is a new section regarding staffing. This year we are asked to use standard classifications, regardless of what we call a position. I believe this is a good time to look at all of our job descriptions and rename them, if necessary, so that in the future this will be a tool to assess our overall staffing and wages in comparison to other similar libraries throughout the State.

FOUNDATION:

Our 2024 Wish List was presented to the Weyenberg Public Library Foundation 10/11. They approved all items up to a total of expenditures up to a total of \$62,657. If these items come in under budget the Foundation Board would like us to put the funds toward wiring the Conference Room for Virtual Meetings. Though the Foundation only uses the room twice a year for virtual meetings, this addition may make the space more attractive to other groups.

We will once again be handling the Foundation Annual Appeal. Our goal is to increase the list by 500 to 1,000 names and realize an increase in contributions.

FRIENDS:

The Friends had a successful First Annual Meeting with J. F. Riordan. Their next meeting is the day after our Board meeting. They have begun sorting books in the Quick Pickup Room.

Date: October 13th, 2023

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, October 2023

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

- 9/27 – Management Meeting
- 9/28 – Staff Development Day
- 9/29 – bibliotheca RFID Training Session
- 10/3 – Management Meeting
- 10/5 – Willowbrook Outreach Event
- 10/16 – Director Check In

Statistics: September 2023

- Checkouts: 21,674
- Door count: 9,942
- Items received from other Libraries: 3,804
- Items sent to other Libraries: 2,432
- Interlibrary loans sent out: 15
- Interlibrary loans received: 14
- Library Card creations: 113

Other:

- For Library Card Sign-Up Month we had 113 new patron accounts created and 75 participants in Bingo.
- We had our final Staff Development Day of the year. During this meeting we learned about service animals in the library, how to respond in an active shooter event, policy changes, and other general Library business.
- Our Adventure Passes continue to be extremely popular. From January to September, they have been checked out 502 times! See image below for full checkout breakdown.

Collection	Title	Check outs
AD Adventure Pass	Milwaukee County Zoo Pass [Frank L. Weyenberg Library]	140
AD Adventure Pass	Mitchell Park Domes pass [Frank L. Weyenberg Library]	123
AD Adventure Pass	Milwaukee Art Museum pass	94
AD Adventure Pass	Betty Brinn Children's Museum pass [Frank L. Weyenberg Library]	82
AD Adventure Pass	Schlitz Audubon Nature Center pass	36
AD Adventure Pass	Bookworm Gardens pass	27

Date: October 6, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, October 2023

- The Open Enrollment period for employer-sponsored benefits is underway now until October 20, 2023. Changes selected by employees will be effective January 1, 2024. Employees cannot make changes to benefits outside of open enrollment unless there is a qualifying life event.
- To prepare for Open Enrollment, I attended the Local Insurance Question & Answer session on September 22, 2023. While most questions concerned pricing, there was also useful information about changes to several offerings in 2024 and beyond.
- Our final Staff Training Day of 2023 was held on Thursday, September 28, 2023. An officer from the Mequon Police Department presented a safety and preparedness training session to Library staff. At his recommendation, the Library now has tourniquet kits stocked in the AED/Emergency boxes located by the Reference Desk and outside the Tolzman Community Room.
- Other items presented at the Staff Day included information on Open Enrollment and how to ask for more information, as well as an introduction to the Library's password manager and instructions for how to sign up and access it.
- We met with Nancy Wuenne of R&R Insurance to discuss the results of the reappraisal and their effect on the Library's insurance rates in 2024 and going forward. Due to several factors which are beyond our control, we can expect a significant increase in property insurance, with smaller but still significant increases in our liability insurance. We have accounted for those estimated increases, to the best of our abilities, in our draft 2024 budget.
- In good budgeting news, we have now seen multiple sustained months of lower energy usage and significant utility savings, thanks to the efficiency brought about by our fully operational controls system. Electrical costs are lower than we have ever seen for a previous similar month, despite inflation and increased rate hikes. We expect to be able to account for these savings in the 2024 budget, though we will also need to prepare for likely rate increases.
- We met with a company who will provide a quote on security cameras, as well as adding audio/visual presentation capabilities to the Library's second floor conference room, which has been a project often requested by the Foundation to help facilitate their meetings.
- The Monarch IT department will be on site at the Library over the week of October 16 to finalize the migration from our internal server to Monarch's equipment, allowing the Library to decommission our aging server hardware and simplify employee IT management.

Date: October 11, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: Nintendo Switch Day, 9/27
- Staff In-Service, 9/28
- Program: Farming, Fields and Factories, Midwest Genealogy Basics, 9/28
- Program: Spice of the Month Kits, 10/1
- Program: Throwback Movie Matinee, 9/30
- Management Meeting, 10/3
- Program: Family Storytime, 10/3, 10/4, 10/17, 10/18
- Program: Friday Movie Matinee, 10/6
- Program: Saturday LEGO Club, 10/14
- Program: Monarch Memory Café, 10/16
- Program: Mequon-Thiensville Community Book Club, 10/17
- Check-In Meeting with Rachel, 10/17
- Monthly carts ordered: 9/25, 10/2, 10/9, 10/16, 10/23

MONTHLY STATISTICS

-eCircs continue to do very well every month; consistently beating 2022's numbers. Reference transactions are steadily increasing in comparison to 2022, which is consistent with increased numbers in door count, checkouts and programming. Programming statistics are doing great. In almost every age level and type of program, we have surpassed the 2021 yearly totals for both the number of programs offered and attendance/participation. And we are close in meeting or surpassing the 2022 program yearly totals.

OTHER TASKS & TIDBITS

On September 21, I visited the Monarch System office to do a lamination project. The Mequon Nature Preserve had asked the library to do another StoryWalk for their Habitat Haunting later in October. The StoryWalk book is "A Spoonful of Frogs" by Casey Lyall.

An Annular Eclipse is happening on Saturday, October 14, 2023. Last year, I applied for a grant to receive free solar eclipse glasses for the October 2023 and April 2024 eclipses, and we were selected as a library to receive them. The first week of October, we put out a book display for the eclipse and some of the free glasses. We are offering free eclipse glasses to all library visitors, but we are asking they only take up to 4 pairs. In addition to the book display, we are also planning our Little Scientist program on October 12 to focus on space-related activities, and we are doing a Make It! Craft Kit for kids on October 13, which will include some glasses.

The library will be participating in the Thiensville Business Trick and Treat on October 26, 4-6pm. Staff have been told they can dress up for the Business Trick or Treat, as well as on October 31.

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (2-3 each month)
 - Evening Readers Book Club (monthly)
 - History Book Club (monthly)
 - Hook, Yarn & Stitch Club (monthly)
 - Monarch Memory Café (triannual, October)
 - Movie Matinees (1st & 3rd Fridays monthly)
 - Throwback Movie Matinees (Last Saturdays, monthly)
 - M-T Book Club (monthly)
 - Philosophy Lectures series (quarterly, November)
 - Spice of the Month Kits (monthly)
 - A Creative Place: History of Wisconsin Art (October)
 - Getting to Know Medicare (October)
 - When Can I Retire? (October)
 - Cultural Conversations (October, November)
 - Christo's Novelty Combo (October)
-
- Dungeons & Dragons, Tuesday Campaign (biweekly for 7 sessions)
 - Dungeons & Dragons, Wednesday Campaign (biweekly for 7 sessions)
 - Anime Club (October & December)
 - Take & Make Teen Craft Kits (monthly)
-
- Family Storytime (weekly on Tuesdays & Wednesdays)
 - Shake & Shimmy Storytime (biweekly)
 - Read & Create Storytime (monthly)
 - Little Learners (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)
 - Family BINGO Night (monthly)
 - Preschool Storytime Visits to Gan Ami, Sonlight Child Care, & Kids Rule Academy (monthly)
 - Crazy 8s (8-week session from September-November)
 - Readers Theater (6-week session from October-November)
 - Solar Eclipse Take Home Kit (October)
 - DINovember Storytime (November)
 - Sugarplum Fantasia: A Noon Year's Eve Event (December)

FW: 4/19/23 Meeting Update (Sent Registered)

Wuenne, Nancy <Nancy.Wuenne@rrins.com>

Tue 9/19/2023 9:39 AM

To: Rachel Muchin-Young <rmuchinyoung@flwlib.org>; Craig Jacobson <cjacobson@flwlib.org>

Hi Rachel and Craig,

Thank you for your time last week to meet/fact find regarding the insurance. Per the meeting we were asked to provide some information and hopefully below answers it all:

1. Quote adding a deductible to the LWMMI Liability- currently you have no deductible:
 - a. \$1,000 deductible would save approximately \$555 annually
 - b. \$2,500 deductible would save approximately \$957 annually
 - c. \$5,000 deductible would save approximately \$1,478 annually
 - d. \$10,000 deductible would save approximately \$2,185 annually
2. Quote higher property deductibles for the MPIC Property Insurance-currently you have a \$1,000 deductible:
 - a. \$2,500 deductible would save approximately \$519 annually
 - b. \$5,000 deductible would save approximately \$985 annually
 - c. \$10,000 deductible would save approximately \$1,558 annually(There have been 5 claims with MPIC and have incurred more than \$180,000 in losses)
3. Loss Histories for LWMMI Libraries:

LWMMI looked at loss histories for the libraries we insure and there have been no liability or work comp losses. The accounts we have, by searching for Library in their name, are:

 - Community Library
 - Frank L. Weyenburg Library
 - Hudson Area Joint Library System
 - Prairie Lakes Library System
 - Village of Sussex and Pauline Haas Library (looked at village claims history and saw no claims regarding the library)
 - Village of Suring and Suring Public Library (looked at village claims history and saw no claims regarding the library)

Obviously there are more libraries within municipalities but no way of knowing which ones and filtering loss information by that exposure.
4. Challenged materials for LWMMI Libraries:

LWMMI indicated it wouldn't surprise me that even if these incidents are occurring that they don't manifest themselves into claims. I would guess any complainant would be just looking for the material to be removed and not filing suit or looking for monetary damages.
5. Costs to be added to Thiensville: Scott Huibregtse will provide this to Thiensville.

Please feel free to share this with whomever you feel comfortable with and please let me know if you have any other questions or need any further information.

Always a pleasure!

Sincerely,

Nancy

Nancy Wuenne CPIA | R&R Insurance Services, Inc.

Program Specialist

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The Public Library System Board—the Broad Viewpoint

26

This *Trustee Essential* is primarily addressed to library system trustees.

As a library system trustee, you occupy a unique position in Wisconsin's pattern of library services. You can benefit from virtually all the other *Trustee Essentials* and the *Trustee Tools* (see in particular [Trustee Essential #1: The Trustee Job Description](#)), yet you must deal with relationships, authorities, and specific responsibilities that deserve separate treatment. Perhaps most important of all, when you represent the library system, you need to consider not only your community or your county, but the entire region served by your library system and the many libraries and users of that region.

Background

Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

In return for agreeing to the membership requirements, membership in a system brings benefits to libraries and their patrons because state aid:

- expands and improves the interlibrary loan network
- provides specialized staff assistance and continuing education opportunities to local library staff and trustees

In This Trustee Essential

- Background on the creation of public library systems
- System services and accountability
- Responsibilities of the library system board

- facilitates delivery services and communications
- guarantees mutual borrowing privileges
- expands the use of new technologies
- supports various other cooperative services and projects

The creation of public library systems fostered the establishment of a strong network of resource sharing and mutually beneficial interdependence. Wisconsin's seventeen public library systems developed in distinct ways in response to the needs of their member libraries and area residents. The systems have continued to evolve as changes in society, resources, and technology create new demands and opportunities.

System Services and Accountability

In Section [43.24\(2\)](#) the statutes clearly state the services a public library system must provide. (For a list of these services, see [Trustee Essential #17: Membership in the Library System](#).) However, considerable flexibility is allowed in setting priorities so that each system can meet the needs of its particular geographic area and member libraries. As a system trustee, you are called on to use your insight and judgment to the fullest in establishing your system's priorities.

The fact that systems receive significant funding directly from the state sets them apart from other public library institutions. It means that system boards are accountable to the Division for Libraries and Technology and must focus on the mandates of service itemized in Wisconsin Statutes Section 43.24(2). In addition to its participation in a statewide sharing network, the system's accountability to the state for funding means that system boards must maintain a broader view of the development and provision of services.

Many of you will also be serving on the boards of member libraries or on county governing boards. (See also [Trustee Essential #17: Membership in the Library System](#).) Each of you has a responsibility to represent your constituency by bringing questions or concerns to the attention of the system board. At the same time, when that board deliberates and acts, it does so on behalf of the entire service area; and that service area is part of the larger statewide network. Thus, to be effective as a system trustee, you must strive for fairness and consider system-wide goals and the interests of all residents served by the system.

Responsibilities of the Public Library System Board

A public library system board of trustees has the same legal powers as a municipal library board with respect to system-wide functions and services that a municipal library board has with respect to local functions and services. Therefore, most of the other *Trustee Essentials* dealing with library board responsibilities also apply to system library boards.

Each public library system board of trustees must hire a thoroughly qualified system director to carry out the system's often-complex responsibilities. The director should possess a detailed knowledge of the profession and of the state's

overall library program so that information, options, and explanations can be clearly presented for board deliberation. Library system directors must hold Grade I Certification from the Division for Libraries and Technology. (See also [*Trustee Essential #5: Hiring a Library Director*](#) and [*Trustee Essential #19: Library Director Certification*](#).)

Library system boards have significant responsibilities for fiscal policy-making, fiscal planning, and fiscal oversight. In single-county public library systems (with the statutory exception of the Milwaukee County Federated Library System) the county's officers maintain custody of most funds and pay system bills. All other library systems, however, must develop and maintain their own policies and procedures for handling fiscal matters. Each operates its own business office, paying bills and wages, keeping personnel records, complying with state and federal tax regulations, and maintaining full records of income and disbursements. Library systems are required to have annual audits of their financial activities. All system employees involved in handling funds should be bonded appropriately. (See also [*Trustee Essential #8: Developing the Library Budget*](#), [*Trustee Essential #9: Managing the Library's Money*](#), and [*Trustee Essential #11: Planning for the Library's Future*](#).)

Under Wisconsin law, public library system employees are eligible to participate in state retirement and insurance programs. If the system does not choose those options, it must provide its own coverage.

Public library systems must comply with Wisconsin and federal laws dealing with equal opportunity and nondiscrimination. In addition, the system must develop its own job descriptions, wage scales, vacation and sick leave policies, and other personnel policies. (See [*Trustee Essential #7: The Library Board and Library Personnel*](#) and [*Trustee Essential #10: Developing Essential Library Policies*](#).)

Relationships to Member Libraries and Member Counties

Like your counterparts at other service levels, you are policy-makers. As a system trustee, however, you cannot make policies for any system member libraries. You should avoid any unnecessary interference with the autonomy of member libraries. (See also [*Trustee Essential #10: Developing Essential Library Policies*](#).)

On the other hand, public library systems do have the power to expel, or reduce aid or service to, any member municipality or county that does not meet the system membership requirements (see [*Trustee Essential #17: Membership in the Library System*](#)).

For purposes of governmental cooperation, a public library system is defined as a "municipality" (Wisconsin Statutes Section [66.0301\(1\)\(a\)](#)) and therefore is able to enter into contracts with other "municipalities" (cities, towns, villages, counties, other library systems). Contracts entered into by public library systems include those for access and services with all member libraries, counties, adjacent and other systems, and the system's resource library. These contracts form a large part of the operational structure of each system. You should be aware of the content, purpose, and effect of each contract entered into by the board.

You and the other system trustees, together with the system director, should be willing to meet with boards of member libraries whenever invited to explore topics of mutual concern, to explain system objectives and procedures, and to build strong bridges of communication. (See also [*Trustee Essential #17: Membership in the Library System.*](#))

Public library systems are expected to take a leadership role in studying and implementing new capabilities and technologies which can help all members extend and enhance services to their customers. You need to develop your skills as a visionary and an evaluator in order to be open to opportunities for improvements in regional services. You will also need to help your board determine what priority will be placed on library enterprises of a regional nature which might require system investment. This is an area of responsibility where the broader viewpoint of the library system trustee is crucial.

Additional Responsibilities

Effective public library system trustees should be willing to assume a leadership role in legislative lobbying or advocacy at the state and federal level. Like other library trustees, you should recognize that the political process, at all levels, is the means by which scarce financial resources are distributed. Those who make the best case for their funding needs are heeded. “Lobbying” need not carry a negative connotation; informative communications (written and/or in person) to local, state, and federal representatives will keep them aware of citizen concern for access to high-quality library service. These elected representatives are, in the final analysis, just that: representatives. For them to represent the public, they will need to hear about public desires, needs, and values. (See also [*Trustee Essential #13: Library Advocacy.*](#))

Public library systems are firmly in place as examples of effective resource sharing among public libraries. The systems are also vehicles for exploring means of cooperation among other types of libraries. You will need to become familiar with the other types of library organizations in your region.

These types can be defined as follows:

- *Academic libraries* are an integral part of a college, university, or other academic institution for postsecondary education. They are organized and administered to meet the learning and research needs of students, faculty, and affiliated staff of the institution.
- *School libraries/media centers* support the curricular needs of a single elementary or secondary school. Their collections and related equipment serve students, teachers, and affiliated staff.
- *Special libraries* can be found in business firms, professional associations, government agencies, research laboratories, and other organized groups and are established to serve a specialized clientele.

The degree to which formal agreements and contracts have been developed between a public library system and any or all of the other types of libraries within the system’s service area varies greatly. You should recognize that investigations

and decisions about this form of cooperation are part of your responsibility as a system trustee.

Sources of Additional Information

- 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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