



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, October 19, 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 September 21, 2022 Meeting
- VI. Financial Reports**
 - a. Revenue and Expense for September 2022
 - b. Action Item: Accounts Payable for September 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

X. New Business

- a. Action Requested: Moving November Board of Trustees Meeting to avoid conflict with Village of Thiensville Volunteer Appreciation Event
- b. Action Requested: Foundation Wish List

XI. Trustee Training & System/State Library Update

- a. TE12
- b. TE13

XII. Future Meeting Dates

- a. Board of Trustees Meeting: November 16, 2022
- b. Other Meetings:

XIII. Adjourn

JanaLee Hitchcock, President

Posted: October 14, 2022



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees September 21, 2022 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on September 21, 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 September 16, 2022 was verified.

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

Trustee Absent: None.

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

III. Announcements

Ms. Hitchcock announced that the Board will now use small board parliamentary procedures in their meetings.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the August 17, 2022 Meeting

The minutes of the August 17 meeting were included in the packet. Hearing no objections, the minutes were approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for August 2022

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

B. Action Item: Accounts Payable Statement for August 2022

Mr. Hansher moved to approve the Accounts Payable Statement for August 2022 in the amount of \$94,782.14. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock reported on the Trustee Training Week seminars and encouraged other Board members to watch the recorded sessions if they have not done so already. Ms. Hitchcock provided an update on the Library's funding requests to the City of Mequon and Village of Thiensville.

B. Finance

Mr. Baxter reported that no meeting was held. Mr. Baxter reported that he had a meeting with Mr. Jacobson and received valuable knowledge of the Library's financial operations.

C. Advocacy

Mr. Hansher reported that a meeting took place on September 14, 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 October 13, 2022.

D. Personnel

Ms. Abraham reported that no meeting was held.

VIII. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young updated the Board on year-to-year trends. The Library is increasing recovering from slowdowns induced by the COVID-19 pandemic.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported on the Trustee Training week seminars. Ms. Muchin Young further provided details on her presentation to the Village of Thiensville regarding the Library's financial concerns.

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.

IX. Unfinished Business

A. Discussion: Classification and Compensation Study

Ms. Muchin Young provided an update on the Library's involvement in the Classification and Compensation study with the City of Mequon. The virtual interviews with select library staff are complete. A draft report is expected in October and a final report should be received in November.

B. Discussion and Possible Action: Maya Angelou Plaque

The project introduced by Mr. Ryan Lucas at a previous meeting was discussed. A mockup of the proposed sign was presented to the Board. It was emphasized that there would be no cost to the Library and the Library would have final approval of the design.

Mr. Hansher moved to move ahead with the project. Motion carried.

X. New Business

A. Discussion and Possible Action: Circulation Services Policy

A draft revised Circulation Services policy was included in the Board Packet. Ms. Muchin Young reported that the goal of the changes was to reduce barriers to services. The fee for replacement library cards was removed. There were language and context updates throughout the document.

Ms. Burner moved to approve the updated Circulation Services Policy. Motion carried.

B. Discussion and Possible Action: Mequon-Thiensville Community Foundation Grant

The proposed grant request was included in the Board Packet. The proposal updates the periodical section to make it more accessible. The estimated cost of the project is between \$10,000 and \$12,000.

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

XI. Trustee Training & System/State Library Update

A. TE10

The section "Developing Essential Library Policies" was presented and reviewed by the Board.

B. TE11

The section "Planning for the Library's Future" was presented and reviewed by the Board. The Library's strategic planning process was discussed.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, October 19 at 6:00 p.m.

XIII. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Burner. Motion carried and meeting was adjourned at 7:16 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: SEPTEMBER 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	SEPTEMBER 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	\$33,290.75	\$625.83	-\$33,290.75	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$33,790.75	\$625.83	-\$33,790.75	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$33,790.75	\$625.83	-\$33,790.75	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$33,790.75	\$625.83	-\$33,790.75	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	\$1,061,000.00	\$265,250.00	\$0.00	100.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$110,740.00	\$27,685.00	\$0.00	100.00%
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	\$1,184,734.94	\$292,935.00	-\$0.94	100.00%
MAJ CLS 40 TAXES	\$1,184,734.00	\$1,184,734.94	\$292,935.00	-\$0.94	100.00%
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	\$11,497.44	\$460.49	\$6,502.56	63.87%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$11,497.44	\$460.49	\$6,502.56	63.87%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$11,497.44	\$460.49	\$6,502.56	63.87%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$1,993.89	\$930.80	-\$1,493.89	398.78%
DEPT 013 INTEREST INCOME	\$500.00	\$1,993.89	\$930.80	-\$1,493.89	398.78%

Account Descr	2022 YTD Budget	2022 YTD Amt	SEPTEMBER 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$1,993.89	\$930.80	-\$1,493.89	398.78%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$7,596.24	\$773.50	-\$96.24	101.28%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$1,864.55	\$161.95	-\$1,864.55	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$9,460.79	\$935.45	-\$1,960.79	126.14%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,266.00	\$1,490.72	\$0.00	\$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	\$0.00	\$37,775.28	3.80%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$46,766.00	\$10,951.51	\$935.45	\$35,814.49	23.42%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$1,209,177.78	\$295,261.74	\$40,822.22	96.73%
	\$1,250,000.00	\$1,242,968.53	\$295,887.57	\$7,031.47	99.44%

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

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Account Descr	2022 YTD Budget	2022 YTD Amt	SEPTEMBER 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	\$2,682.14	\$464.99	-\$2,682.14	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$2,508.73	\$1,032.97	-\$2,508.73	0.00%
DEPT 551 LIBRARY	\$0.00	\$5,190.87	\$1,497.96	-\$5,190.87	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$5,190.87	\$1,497.96	-\$5,190.87	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$5,190.87	\$1,497.96	-\$5,190.87	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	\$416,638.77	\$46,601.73	\$215,261.23	65.93%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$2,086.35	\$365.00	\$1,413.65	59.61%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$140,827.99	\$16,148.65	\$61,672.01	69.54%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$2,792.85	\$248.85	\$707.15	79.80%
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	\$565,766.56	\$63,364.23	\$279,033.44	66.97%
MAJ CLS 91 LIBRARY STAFFING	\$844,800.00	\$565,766.56	\$63,364.23	\$279,033.44	66.97%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$816.25	\$33.75	\$33.75	96.03%
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	\$8,723.89	\$2,929.27	-\$1,723.89	124.63%
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	\$6,610.12	\$3,731.93	\$3,389.88	66.10%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$656.31	\$0.00	\$843.69	43.75%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$7,000.00	\$1,750.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$2,580.63	\$344.95	\$1,169.37	68.82%
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	\$3,020.71	\$620.60	\$3,479.29	46.47%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$8,758.47	\$974.03	-\$6,258.47	350.34%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$1,792.21	\$201.34	\$957.79	65.17%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$5,111.32	\$550.03	\$388.68	92.93%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$571.55	\$104.85	-\$71.55	114.31%

Account Descr	2022 YTD Budget	2022 YTD Amt	SEPTEMBER 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	\$88,291.65	\$11,240.75	\$1,708.35	98.10%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$90,000.00	\$88,291.65	\$11,240.75	\$1,708.35	98.10%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$5,741.99	\$969.90	\$258.01	95.70%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$15,159.62	\$1,558.74	\$14,840.38	50.53%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$29,341.29	\$2,332.71	\$10,658.71	73.35%
E 99-93-551-3-373 PRINT	\$85,000.00	\$58,445.67	\$13,784.47	\$26,554.33	68.76%
DEPT 551 LIBRARY	\$161,000.00	\$108,688.57	\$18,645.82	\$52,311.43	67.51%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$108,688.57	\$18,645.82	\$52,311.43	67.51%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$21,600.00	\$0.00	\$7,200.00	75.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$22,000.00	\$16,333.91	\$723.00	\$5,666.09	74.25%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$2,555.02	\$1,290.31	-\$55.02	102.20%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$20,229.41	\$1,498.97	\$9,770.59	67.43%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$34,043.55	\$3,939.79	\$8,456.45	80.10%
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	\$96,105.09	\$7,452.07	\$58,094.91	62.32%
MAJ CLS 94 LIBRARY BUILDING	\$154,200.00	\$96,105.09	\$7,452.07	\$58,094.91	62.32%
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	\$858,851.87	\$100,702.87	\$391,148.13	68.71%
	\$1,250,000.00	\$864,042.74	\$102,200.83	\$385,957.26	69.12%

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	\$625.83	\$86,497.96	\$33,790.75	\$95,954.61	-\$2,007.33	98
G 98-11210 INVESTMENTS	\$0.00	\$85,000.00	\$0.00	\$85,000.00	\$0.00	\$85,000.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	-\$5,763.74	\$0.00	\$0.00	\$5,763.74	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$625.83	\$0.00	\$33,790.75	-\$33,790.75	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$1,497.96	\$0.00	\$5,310.87	\$120.00	\$5,190.87	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	\$87,123.79	\$87,123.79	\$129,865.36	\$129,865.36	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$440,932.67	\$411,532.59	\$2,363,782.41	\$2,328,891.29	\$36,555.78	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$119.67	\$119.67	\$3,681.18	\$3,681.18	\$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	\$33,487.09	\$33,487.09	\$307,661.81	\$307,661.81	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$265,930.80	\$100,000.00	\$996,993.89	\$724,500.00	\$530,998.92	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	\$1,537.71	\$1,537.71	\$13,968.29	\$13,968.29	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$3,023.22	\$3,023.22	\$28,416.93	\$28,416.93	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,385.54	\$3,385.54	\$30,983.25	\$30,983.25	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$119.67	\$862.46	\$11,313.83	\$8,320.81	-\$2,523.46	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,237.32	\$2,759.02	\$2,788.24	\$26,310.07	\$24,860.99	-\$2,788.24	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$41.96	\$41.96	\$398.62	\$398.62	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$585.26	\$585.26	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,352.16	\$1,352.16	\$11,967.24	\$11,967.24	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$23.45	\$23.45	\$166.00	\$166.00	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$33.60	\$33.60	\$293.64	\$293.64	\$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	\$295,261.74	\$0.00	\$1,209,177.78	-\$1,209,177.78	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$100,702.87	\$0.00	\$878,849.74	\$19,997.87	\$858,851.87	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	\$853,515.73	\$853,515.73	\$4,713,870.96	\$4,713,870.96	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$940,639.52	\$940,639.52	\$4,843,736.32	\$4,843,736.32	\$0.00	



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Batch: 0922 LIB MN1,0922 LIB AP,0922 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
927 e	09/02/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40		Processing 8-26-22 Payroll
		Total	\$91.40		
934 e	09/09/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,479.80		FED/Wages Pd 9-9-22
G 99-21210		WISCONSIN WITHHOLDI	\$754.01		WI/Wages Pd 9-9-22
G 99-21230		SOCIAL SECURITY TAX	\$1,671.30		SS & MED/Wages Pd 9-9-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,671.30		SS Employer/Wages Pd 9-9-22
G 99-11160		SPECIAL CLEARING AC	\$16,528.76		DirectDep/Wages Pd 9-9-22
		Total	\$22,105.17		
935 e	09/09/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$23,086.00		Salaries & Wages/Wages Pd 9-9-22
G 99-21265		WI RETIREMENT	(\$1,379.51)		WRS Employees/Wages Pd 9-9-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,479.80)		FED/Wages Pd 9-9-22
G 99-21210		WISCONSIN WITHHOLDI	(\$754.01)		WI/Wages Pd 9-9-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,671.30)		SS & MED/Wages Pd 9-9-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 9-9-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 9-9-22
G 99-21285		LIFE INSURANCE WITH	(\$23.45)		LIFE/Wages Pd 9-9-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 9-9-22
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 9-9-22
G 99-21286		ACCIDENTAL INS WITH	(\$33.60)		ACCIDENT/Wages Pd 9-9-22
G 99-11160		SPECIAL CLEARING AC	(\$16,528.76)		Net Pay/Wages Pd 9-9-22
		Total	\$0.00		
936 e	09/14/22	CARDMEMBER SERVICE			
E 99-92-551-2-284		CONTRACTED SERVICE	\$87.00	0636	Mailchimp
E 99-93-551-3-370		PROGRAMMING	\$23.07	2655	OTC Brands
E 99-93-551-3-370		PROGRAMMING	\$80.73	2962	OTC Brands
E 99-93-551-3-370		PROGRAMMING	\$52.14	3157	Penzeys
E 99-92-551-3-303		TELEPHONE	\$25.47	3181	AT&T
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26	4867	Apple
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$357.03	7505	4Imprint.com
		Total	\$630.70		
937 e	09/14/22	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		SEPT Phone Service
		Total	\$172.62		
938 e	09/16/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40	614272893	Processing 6-9-22 Payroll
		Total	\$91.40		
944 e	09/30/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,759.02	272894	AUG 2022 WRS Contribution-Employer
G 99-21265		WI RETIREMENT	\$2,759.02	272894	AUG 2022 WRS Contribution-Employee
		Total	\$5,518.04		



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Batch: 0922 LIB MN1,0922 LIB AP,0922 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
945 e	09/26/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$9,915.66	36420002022	OCT Health Insurance-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,352.16	36420002022	OCT Health Insurance-Employee
		Total	\$11,267.82		
946 e	09/23/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,543.42		FED/Wages Pd 9-23-22
G 99-21210		WISCONSIN WITHHOLDI	\$783.70		WI/Wages Pd 9-23-22
G 99-21230		SOCIAL SECURITY TAX	\$1,714.24		SS & MED/Wages Pd 9-23-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,714.27		SS Employer/Wages Pd 9-23-22
G 99-11160		SPECIAL CLEARING AC	\$16,958.33		DirectDep/Wages Pd 9-23-22
		Total	\$22,713.96		
947 e	09/23/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$23,515.73		Salaries & Wages/Wages Pd 9-23-22
G 99-21265		WI RETIREMENT	(\$1,408.73)		WRS Employees/Wages Pd 9-23-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,543.42)		FED/Wages Pd 9-23-22
G 99-21210		WISCONSIN WITHHOLDI	(\$783.70)		WI/Wages Pd 9-23-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,714.24)		SS & MED/Wages Pd 9-23-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 9-23-22
G 99-21280		HEALTH INSURANCE WI	(\$676.08)		HEALTH/Wages Pd 9-23-22
G 99-11160		SPECIAL CLEARING AC	(\$16,958.33)		Net Pay/Wages Pd 9-23-22
		Total	\$0.00		
949 e	09/30/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40	615379259	Processing 9-23-22 Payroll
		Total	\$91.40		
950 e	09/30/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$70.75	615574120	Time and Attendance
		Total	\$70.75		
26556	09/13/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	32355639	Monthly 2 Copiers Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	32365244	Admin Copier Lease
		Total	\$260.85		
26557	09/13/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,939.79	427487514	SEPT Electrical & Gas Service
		Total	\$3,939.79		
26565	09/27/22	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$462.54	2036892388	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$117.73	2036906066	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,212.22	2036909668	Print Collection Materials
E 99-93-551-3-373		PRINT	\$126.95	2036918170	Print Collection Materials
E 99-93-551-3-373		PRINT	\$766.36	2036922069	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,131.24	2036929750	Print Collection Materials
E 99-93-551-3-373		PRINT	\$340.15	2036936737	Print Collection Materials
E 99-93-551-3-373		PRINT	\$748.79	2036941827	Print Collection Materials



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$88.58	2036942509	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$553.59	2036944546	Print Collection Materials
E 99-93-551-3-373		PRINT	\$144.81	2036947771	Print Collection Materials
E 99-93-551-3-373		PRINT	\$285.18	2036951751	Print Collection Materials
E 99-93-551-3-373		PRINT	\$385.42	2036955351	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$25.97	H62121850	Media Collection
E 99-93-551-3-371		MEDIA	\$134.90	H62122650	Media Collection
E 99-93-551-3-371		MEDIA	\$73.59	H62139060	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H62179840	Media Collection
E 99-93-551-3-371		MEDIA	\$16.61	H62179880	Media Collection
E 99-93-551-3-371		MEDIA	\$77.78	H62186760	Media Collection
E 99-93-551-3-371		MEDIA	\$133.45	H62231950	Media Collection
E 99-93-551-3-371		MEDIA	\$23.08	H62245500	Media Collection
Total			\$6,866.27		
26566	09/27/22	BOOKBROWSE LLC			
E 99-93-551-3-372		E CONTENT	\$790.00	3648	Bookbrowse Annual Sub
Total			\$790.00		
26567	09/27/22	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$3.25	601084486	AUG 2022 Long Distance
Total			\$3.25		
26568	09/27/22	CIVICPLUS			
E 99-92-551-2-284		CONTRACTED SERVICE	\$2,837.01	240565	Annual Website Hosting inc. SSL
Total			\$2,837.01		
26569	09/27/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$41.96	1840345	OCT Dental-Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1843051	OCT Vision-Employee
Total			\$108.26		
26570	09/27/22	DEMCO			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$314.91	7173156	Processing Supplies
Total			\$314.91		
26571	09/27/22	E-Z WINDOW CLEANING			
E 99-94-551-3-308		BUILDING SUPPLIES	\$804.00	44276	Exterior Power Washing
Total			\$804.00		
26572	09/27/22	GECRB/AMAZON			
E 99-93-551-3-372		E CONTENT	\$9.99	44568793685	Kindle Titles
E 99-93-551-3-371		MEDIA	\$199.97	44638658844	Video Game Collection
E 99-92-551-2-286		COMPUTERS	\$19.34	44739885383	Technology
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$188.85	45365898879	Business Prime Subscription
E 99-94-551-3-306		JANITOR SUPPLIES	\$9.98	45369954464	Janitor Supplies
E 99-93-551-3-373		PRINT	\$73.95	45386459368	Print Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$31.60	45758836395	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$13.85	45889835547	Programming Supplies
E 99-93-551-3-371		MEDIA	\$89.97	47388995478	Video Game Collection
E 99-93-551-3-370		PROGRAMMING	\$9.26	49334664358	Programming Supplies



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Batch: 0922 LIB MN1,0922 LIB AP,0922 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-372		E CONTENT	\$14.99	49694499887	Kindle Titles
E 99-92-551-3-300		OFFICE SUPPLIES	\$59.36	53745765844	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$8.90	54387459838	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$197.99	57547337955	Technology
E 99-93-551-3-372		E CONTENT	\$14.99	57563936455	Kindle Titles
E 99-92-551-2-286		COMPUTERS	\$39.58	57588753863	Technology
E 99-92-551-2-286		COMPUTERS	\$1,214.65	58539539434	Technology
E 99-93-551-3-373		PRINT	\$29.14	58897573777	Print Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$464.99	59386977755	Gifts and Grants Restricted-Safety Grant
E 99-92-551-3-301		PROCESSING SUPPLIES	\$31.08	63643636948	Processing Supplies
E 99-92-551-2-286		COMPUTERS	\$17.81	64457697749	Technology
E 99-93-551-3-372		E CONTENT	\$3.99	64669968373	Kindle Titles
E 99-92-551-2-286		COMPUTERS	\$75.19	65473498665	Technology
E 99-93-551-3-373		PRINT	\$14.84	66368886674	Print Collection
E 99-93-551-3-372		E CONTENT	\$14.99	67577373465	Kindle Titles
E 99-92-551-2-286		COMPUTERS	\$91.96	69575447789	Technology
E 99-92-551-2-286		COMPUTERS	\$30.27	74876378335	Technology
E 99-93-551-3-372		E CONTENT	\$14.99	75539735654	Kindle Titles
E 99-92-551-2-286		COMPUTERS	\$1,899.00	75768789336	Technology
E 99-93-551-3-371		MEDIA	\$49.95	76348587335	Video Game Collection
E 99-94-551-3-308		BUILDING SUPPLIES	\$179.95	76575865478	Building Supplies
E 99-93-551-3-371		MEDIA	\$49.99	76654749355	Video Game Collection
E 99-93-551-3-371		MEDIA	\$79.98	76844544473	Video Game Collection
E 99-92-551-3-301		PROCESSING SUPPLIES	\$332.04	77438889669	Processing Supplies
E 99-92-551-2-286		COMPUTERS	\$7.56	77864333738	Technology
E 99-92-551-2-286		COMPUTERS	\$14.84	78436979899	Technology
E 99-92-551-2-286		COMPUTERS	\$123.74	79747863853	Technology
E 99-93-551-3-370		PROGRAMMING	\$38.46	86736595399	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$76.11	88567747587	Programming Supplies
E 99-93-551-3-373		PRINT	\$156.56	88843473849	Print Collection
E 99-94-551-3-306		JANITOR SUPPLIES	\$27.21	88993558448	Janitor Supplies
E 99-93-551-3-373		PRINT	\$31.90	89836838566	Print Collection
E 99-93-551-3-370		PROGRAMMING	\$13.50	89853375378	Programming Supplies
E 99-93-551-3-371		MEDIA	\$119.97	93443893757	Video Game Collection
E 99-93-551-3-371		MEDIA	\$19.93	93489593783	Media Collection
E 99-93-551-3-373		PRINT	\$40.58	95464865844	Print Collection
E 99-93-551-3-372		E CONTENT	\$14.99	95768749843	Kindle Titles
E 99-93-551-3-370		PROGRAMMING	\$79.70	96998474693	Programming Supplies
E 99-93-551-3-371		MEDIA	\$239.96	99585756496	Video Game Collection
Total			\$6,582.39		
26573	09/27/22	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$723.00	09-19242	SEPT Regular Service
Total			\$723.00		
26574	09/27/22	MEQUON-THIENSVILLE CHAMBER OF			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$60.00	26532	Annual Chamber Membership
Total			\$60.00		
26575	09/27/22	MIDWEST TAPE			



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Batch: 0922 LIB MN1,0922 LIB AP,0922 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-372		E CONTENT	\$1,453.78	502614843	AUG 2022 Hoopla
		Total	\$1,453.78		
26576	09/27/22	MYRON CORP			
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$675.94	132073248	Tote Bags-Unrestrict Gift
		Total	\$675.94		
26577	09/27/22	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$1,253.12	6206311	Regular Janitorial Supplies
		Total	\$1,253.12		
26578	09/27/22	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$289.18	AR178010	AUG 2022 Copy Charges
		Total	\$289.18		
26579	09/27/22	PIEPER POWER			
E 99-94-551-3-308		BUILDING SUPPLIES	\$515.02	842722	Electrical Service
		Total	\$515.02		
26580	09/27/22	PIGGLY WIGGLY			
E 99-93-551-3-370		PROGRAMMING	\$24.18	22040360832	Programming Supplies
		Total	\$24.18		
26581	09/27/22	PITNEY BOWES, INC.			
E 99-92-551-2-201		POSTAGE	\$33.75	1021580158	Smart Postage Subscription (Q3)
		Total	\$33.75		
26582	09/27/22	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$29.99	27660076	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$499.65	27675272	Office Supplies
		Total	\$529.64		
26583	09/27/22	REGENTS OF THE UNIVERSITY			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$296.00	2170000296	RFID Tag Dispensers
		Total	\$296.00		
26584	09/27/22	RIVISTAS SUBSCRIPTION SERVICES			
E 99-93-551-3-373		PRINT	\$7,280.25	15214	Newspaper & Mag Sub Renewals
		Total	\$7,280.25		
26585	09/27/22	SCHLITZ AUDOBON NATURE CENTER			
E 99-93-551-3-370		PROGRAMMING	\$400.00	10142023	Raptors in Conservation 10-14-22
		Total	\$400.00		
26586	09/27/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$33.60	102022-A	OCT Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$88.40	102022-L	OCT Life-Employer
G 99-21285		LIFE INSURANCE WITH	\$23.45	102022-L	OCT Life-Employee
		Total	\$145.45		
26587	09/27/22	TINA BEAIRD			
E 99-93-551-3-370		PROGRAMMING	\$150.00	9192021	Military Genealogy Resources 9-29-2022



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$150.00		
26588	09/27/22	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$104.85	6104215	AUG 2022 Placements
Total			\$104.85		
26589	09/27/22	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$365.00	15377	WLA Conference Registration
Total			\$365.00		
11110 HARRIS GF -CHECKING			\$99,559.15		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$1,497.96
99 F. L. WEYENBERG LIBRARY FUND	\$98,061.19
	\$99,559.15

INCLUSIVE SERVICES ASSESSMENT RUBRIC

Frank L. Weyenberg Library of Mequon-Thiensville

Advocacy Committee/Rachel Muchin Young, Library Director

SECTION/TOPIC	MAXIMUM POINTS	ADDITIONAL ASSESSMENT DATES		
		9/30/2022	SECTION AVG	
		POINTS	TOPIC %	%
SECTION 1: WHO IS RESPONSIBLE				86%
Governance	25	21.0	84%	
Administration	14	13.0	93%	
Staffing	19	15.5	82%	
SECTION 2: WHAT THE LIBRARY HAS TO OFFER				80%
Collections	23	20.0	87%	
Programming	18	13.5	75%	
Services	23	18.0	78%	
SECTION 3: WHERE THE INTERACTIONS TAKE PLACE				82%
Facility - Outdoor Spaces	21	19.0	90%	
Facility - Indoor Space (General)	43	41.0	95%	
Facility - Meeting Room/Event Space	5	5.0	100%	
Facility - Computers and Technology	32	22.0	69%	
Facility - Collection Spaces	15	10.0	67%	
Facility - Restrooms	6	4.0	67%	
Facility - Staff Areas	7	5.0	71%	
Access - Location, Hours, and Services	4	4.0	100%	
Access - Library Card Registration	8	7.5	94%	
Access - Online Access (Website and Catalog)	10	7.0	70%	
SECTION 4: HOW THE LIBRARY ENGAGES WITH THE COMMUNITY				95%
Marketing	6	6.0	100%	
Community Engagement	13	13.0	100%	
Funding	9	8.5	94%	
Self Care for Library Workers	8	7.0	88%	
Inclusive Culture at the Library	11	10.0	91%	
OVERALL AVERAGE:				85%

REFLECTION WORKSHEET

	TOPIC %	SEC- TION %	CONCERNS
WHO IS RESPONSIBLE?		86%	
GOVERNANACE	84%		Most IP items require revising documents.
ADMINISTRATION	93%		
STAFFING	82%		Staff training re: inclusivity is needed.
WHAT THE LIBRARY HAS TO OFFER		80%	
COLLECTIONS	87%		Collection development policy needs revisions.
PROGRAMMING	75%		Director, librarians must meet to discuss inclusion.
SERVICES	78%		Need to provide adaptive technologies, information about sensitive issues, possibly in other languages.
WHERE THE INTERACTIONS TAKE PLACE		82%	
FACILITY	90%		Need to install pictograms.
INDOOR SPACES (GENERAL)	95%		Need to install pictograms.
MEETING ROOM/EVENT SPACES	100%		
COMPUTERS AND TECHNOLOGY	69%		Consider more adaptive devices, written transcripts.
COLLECTION SPACES	67%		Need better signage, visual cues.
RESTROOMS	67%		Pictograms, adult changing stations.
STAFF AREAS	71%		White noise machines; ergonomic workstations?
ACCESS	100%		
LIBRARY CARD REGISTRATION	94%		Need some more policy updates.
ONLINE ACCESS	70%		Need options to convert to accessible formats.
HOW THE LIBRARY ENGAGES WITH THE COMMUNITY		95%	
MARKETING	100%		
COMMUNITY ENGAGEMENT	100%		
FUNDING	94%		Need to keep encouraging advocacy.
SELF CARE FOR LIBRARY WORKERS	88%		Need to encourage staff to slow down, reflect.
INCLUSIVE CULTURE AT THE LIBRARY	91%		We have no tracking measures.
OVERALL SCORE		85%	

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	21,148				198,349
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	4,987				46,180
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	26,135	0	0	0	244,529
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	2,181				18,360
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	1,132				11,201
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	1,234				12,775
Red = Estimated Total													

[illegible]

Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	2	2	5	3	2	9	5	1	1	1	2	0	33
attendance	7	7	33	7	3	430	83	0	18	0	41	0	629
2020	0	1	3	0	0	2	1	2	0	1	2	1	13
attendance	0	1	30	0	0	14	11	35	0	0	16	0	107
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6	9	3	2	0				28
2022 attendance	0	1	63	102	257	171	19	80	0				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	3				35
2022 participants	13	72	101	77	98	147	88	100	66				762
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	17				142
2022 attendance	144	266	559	437	1,133	747	883	628	469				5,266
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	2				40
2022 participants	679	902	1,053	1,022	1,044	562	833	479	343				6,917
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	2				156
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	23				195
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	18				185
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	112				1,039
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	3,313				37,566
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	3,843				35,697

Date: October 14, 2022
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report October, 2022

Meetings Attended:

- RECURRING: Monarch Library System Virtual Directors Chats, 9/23, 9/30, 10/6
- RECURRING: Rotary Meetings
- MTHS Board Meeting, 9/28/22
- MLS ILS Committee, 9/29/22
- Hook, Yarn & Stitch – In Person, 10/6
- City of Mequon Budget Meeting, 10/6
- Weyenberg Public Library Foundation Meeting, 10/12
- Advocacy Committee Meeting, 10/12
- Management Team, 10/13
- Monarch Directors' Council, 10/13
- Virtual meeting with GovHR, and City of Mequon Administration, 10/13
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION

The WLA Outreach Services Roundtable hosted a training event, 9/28, via Zoom. I was one of the presenters. I talked about our Cultural Conversations program, how the program started here and how it could be implemented at other libraries. The other speaker addressed Conversation Cafés, a format for facilitating discussions. It was well received, and I received several messages seeking more information and/or dates for our upcoming events.

GovHR reviewed their methodology with Mequon Admin/HR personnel and me. I will have more specific information by our Board of Trustees meeting. The final report will be available no later than November 9, when it will formally be presented to the Mequon Common Council.

OPERATIONS ACTIVITIES:

Our cleaning service, Clean Source, cannot continue to clean the library. They have insufficient staff, and the lack of public transportation is an added impediment. We are searching for a replacement.

We now have start dates for some of the projects we discussed earlier in the year. Weather permitting, our HVAC contractor will begin replacing the system Monday, October 17. Temperatures may be a bit fickle while the work is in progress. New bubblers (with bottle fillers) will be installed beginning November 1. The latter project is funded by the Weyenberg Public Library Foundation.

Amanda Kloppmann facilitated October's Evening Readers Book Discussion because I was on vacation.

We have ordered RFID media tags (which were not part of the System-provided supplies). The media tags will double as ownership labels. When Audiobooks on CD, BluRays and DVDs, and Music CD collections are weeded, we will begin tagging those items with the custom hub tags.

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:

The Advocacy Committee has reviewed the Inclusive Services Assessment and Guide for Wisconsin Public Libraries. The assessment rubric is included in this packet. Advocacy Chair Jeff Hansher will provide more information in his report.

I met with the Weyenberg Public Library Foundation and presented a rather unusual Wish List. Though the items are on the list our typical of our requests, we have written grants for some items, and are awaiting information regarding ARPA disbursements from the City for other items.

The Foundation has committed to \$17,265, as noted with “ok” in the table below. Depending on the amount of our ARPA distribution, we may be able to cover both the Entrance Remodel with RFID Security Gates and new Outdoor Book Drops. The new Periodical Space may be funded (in all or in part) by the Mequon-Thiensville Community Foundation. Here is our overall ask:

#	Description	Details	Est. Cost.	OK
# 1	Entrance Remodel	w/ RFID Security Gates	\$ 25,000	
2	Updated Technology	Digitization Lab and Local History	\$ 5,000	ok
# 3	Outdoor Book Drops		\$ 19,000	
4	Strategic Planning Facilitation		\$ 1,000	ok
# 5	Teen Graphic Novel Shelving	Re-purpose the Teen study room	\$ 10,000	
* 6	Periodical Space	Shelving for newspapers and magazines	\$ 9,900	
& 7	Landscaping	Quarterly Changes to Exterior Planters	\$ 3,000	ok
& 8	Adventure Passes		\$ 3,165	ok
		Milwaukee Art Museum (\$600/4 Annual pass)		
		Milwaukee County Zoo (\$1,000/2 Annual passes)		
		Betty Brinn Children's Museum (\$1,000/2 Annual Passes)		
		Mitchell Park Domes (\$500/1 Annual pass + 5 add'l tickets)		
		Schlitz Audobon Center (\$65/1 Annual Pass)		
& 9	Fine Arts Series	4 Programs & Marketing	\$ 3,000	ok
& 10	Cultural Conversations	4 Programs & Marketing	\$ 1,500	ok
& 11	4K Movies	For Adult, Children, and Teen Film Events	\$ 600	ok

		Totals	\$ 81,165	
# If we receive ARPA funds from the City of Mequon, we will be able to use those funds for this project.				
* A grant has been submitted to the Mequon-Thiensville Community Foundation for this project.				
We are asking the Foundation to cover any portion of this that may remain unfunded.				
% The Foundation traditionally supports regular programming and collections in the amount of \$11,265.				

When we know more about alternate funding sources, remaining projects will be forwarded to the Foundation for approval.

We will prepare the Foundation Fall Fundraising mailing over the next several weeks with hopes of mailing in late November. The Foundation is interested in expanding the mailing list. I may need two pens.

The Friends of Weyenberg Library continue to organize the group. We are beginning work on their webpage on the flwlib.org site.

Date: October 13, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, October 2022

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

- Check In Meeting with Rachel – 9/21
- Circulation Committee – 9/22
- Vacation – 9/26-9/27
- Foundation Wishlist meeting – 10/19
- Evening Readers Book Club – 10/10
- Director's Council meeting – 10/13
- Vacation – 10/4-10/21

STATISTICS

I took a look at the year-to-date numbers for Adventure Passes. Here are the circulation numbers:

- Milwaukee Zoo – 78
- Schlitz Audubon – 7
- Art Museum – 4
- Betty Brinn – 9

OTHER TASKS & TIDBITS

RFID Project Update

Weeding is nearly done! We are now able to tag items in the entire collection except for: Media, Adult Fiction and JV Non-Fiction! We are tagging items that are going on carts to be shelved so we are getting the things that are actively circulating. We have a few volunteers who come throughout the week who tag for a few hours. They are currently tagging in Picture Books and Adult Non-Fiction.

September was Library Card Sign Up Month. We collected food for fines. A few patrons donated some items for the Ozaukee Food Pantry in order to erase their overdue fines. We also gave away keychains for new cards, which was 112 for last month.

Date: October 14, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, October 2022

- The annual inspections of the fire doors and the smoke detection system took place in October. After some operator error on the part of the fire alarm company, both the fire doors and the smoke detectors passed inspection without issues.
- Open enrollment began on September 26, 2022, and runs until October 21, 2022. Changes selected by employees will be effective January 1, 2023. Employees cannot make changes to benefits outside of open enrollment unless there is a qualifying life event.
- The information and technology workgroup meeting took place on October 6, 2022.
- We will have new computers installed at both reference desks and the print release station soon, which should improve the level of service that patrons will receive at all of those stations.
- We have begun putting together a draft 2023 operating budget using the best possible data at this time for revenue and expenses. The cost-of-living adjustment (COLA) for 2023 has been announced as 8.7%, though some categories, such as utility fuels, have increased significantly more than that. For general categories, we are using that 5-6% as a baseline when we prepare our early drafts of the 2023 operating budget.
- The annual inspection of the library's roofs took place on October 14, 2022. There are some tiles that are cracked and damaged that will need to be replaced, but nothing that would be considered unusual or unexpected given the age of the building and the weather conditions for this area. There were two areas that needed repair due to flying or loose debris but that has been resolved. The roof system is generally in very good condition.
- The HVAC controls system will begin on Monday, October 17. The HVAC installers will work around the weather conditions at the time to attempt to minimize the impact on the temperature inside, though some fluctuations from normal would still be expected. The project is expected to last a couple of weeks. The Library's budget will need to be amended before the end of the year to account for the cost of the project.
- We have meetings scheduled with multiple vendors regarding the potential of switching to VOIP phone service now that the rules have been amended to allow providers to utilize VOIP over TEACH lines. We are currently investigating what services are available and what the Library could potentially utilize.
- Installation of the new bubblers, that include the ability to fill water bottles, will begin on November 1. This project is made possible by a gift from the Weyenberg Public Library Foundation.

Date: October 19, 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:

- Ordered Collection Materials, 9/26, 10/3, 10/10, 10/17
- Monarch Public Information Workgroup, 9/27
- Program: Genealogy Interest Group, 9/29, 10/1
- Passive Program: Spice of the Month Kit, 10/1
- Program: Storytimes, 10/4, 10/5, 10/18, 10/19
- Program: Movie Matinee, 10/5
- Management Meeting: 10/13
- Program: Memory Cafe, 10/17
- Program: M-T Community Book Club, 10/18
- Program: Handling the Holidays, 10/19
- Evening Shifts, 9/30, 10/3, 10/17
- Weekend Shifts, 9/24, 10/1, 10/8

MONTHLY STATISTICS

- Our e-circulation and e-collection numbers continue to do very well. We saw higher use for September than in previous years in both e-circs and e-collections.
- Reference statistics were almost equal to last year's September number. We are still lower than we were pre-pandemic, but it does feel like we are gaining ground again.
- Use of the Digitization Lab was minimal for September 2022. We've had a few new people express interest in it, but not a lot of reservation requests have come in for it.
- Programming continues to go well for all ages.

OTHER TASKS & TIDBITS

- The W.J. Niederkorn Public Library reached out to the Ozaukee County libraries to discuss doing a Community Reads program again. One of the Patron Services Librarians attended the meeting, since they will be doing the book club meeting for the Community Read. The book we will be discussing at FLWL is "How the Word is Passed: A Reckoning with the History of Slavery Across America" by Clint Smith. We are also looking at doing some supplemental programs around the time frame as the overarching Community Reads.
- We will be participating in the Thiensville Business Trick or Treat on Thursday, October 27 from 4-6 PM once again.
- We will be doing some drop-in programs for National Novel Writing Month, or NaNoWriMo. We will have a children's drop-in writing activity for the entire month, possibly with different writing prompts each week. For adults, we will be doing the 6-word memoirs again in the rotunda.

-I have been training our new Patron Services Associate for the last two weeks. Things are going well and she has started to work solo on the desks.

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)
- Ancient Aztalan (November)
- Tabletop & RPG Social (monthly)
- 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)
- Mask Parade & Storytime (October)
- Family Library Mini Golf (December)
- Yule Ball (December)
- Read It! Make It! Book Discussion & Craft (monthly)
- Dungeons & Dragons (biweekly)
- Teen Exam Cram (Nov/Dec)
- Yule Ball (December)

2023 Wish List

#	Description	Details	Est. Cost.	lu
# 1	Entrance Remodel	w/ RFID Security Gates	\$ 25,000	
2	Updated Technology	Digitization Lab and Local History	\$ 5,000	ok
# 3	Outdoor Book drops		\$ 19,000	
4	Strategic Planning Facilitation		\$ 1,000	ok
# 5	Teen Graphic Novel Shelving	Re-purpose the Teen study room	\$ 10,000	
* 6	Periodical Space	Shelving for newspapers and magazines	\$ 9,900	
& 7	Landscaping	Quarterly Changes to Exterior Planters	\$ 3,000	ok
& 8	Adventure Passes		\$ 3,165	ok
		Milwaukee Art Museum (\$600/4 Annual pass)		
		Milwaukee County Zoo (\$1,000/2 Annual passes)		
		Betty Brinn Children's Museum (\$1,000/2 Annual Passes)		
		Mitchell Park Domes (\$500/1 Annual pass + 5 add'l tickets)		
		Schlitz Audobon Center (\$65/1 Annual Pass)		
& 9	Fine Arts Series	4 Programs & Marketing	\$ 3,000	ok
& 10	Cultural Conversations	4 Programs & Marketing	\$ 1,500	ok
& 11	4K Movies	For Adult, Children, and Teen Film Events	\$ 600	ok
		Totals	\$ 81,165	

If we receive ARPA funds from the City of Mequon, we will be able to use those funds for this project.

* A grant has been submitted to the Mequon-Thiensville Community Foundation for this project.

We are asking the Foundation to cover any portion of this that may remain unfunded.

% The Foundation traditionally supports regular programming and collections in the amount of \$11,265.

Estimated figures as of 10/7/22

Library Standards

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The development of the publication [Wisconsin Public Library Standards](#) was guided by the belief that Wisconsin's public libraries play a critical role in providing free access to knowledge, information, and diversity of ideas to all residents of the state. All Wisconsin residents need and deserve at least a basic level of library service. The standards provide a way to measure a basic level of quality for public library service and also provide a pathway to excellence in library service.

Thanks to tremendous advances in information technology and to the cooperation of all types of libraries in Wisconsin, even the smallest library can offer access to an almost unimaginable quantity of both electronic and traditional information resources. But while this new environment presents great opportunities, it also presents great challenges. Today's library staff must master not only the skills and knowledge necessary to provide traditional library services, but also the new and constantly changing skills and knowledge required to utilize the latest in information technologies. Challenges also face the trustees and other government officials responsible for securing the funding and other resources necessary to provide library service that meets current needs and expectations.

[Wisconsin Public Library Standards](#) attempts to cover the services, resources, and other requirements for basic library service that should be available to *all* residents of the state, including those who face physical or other barriers to their use of public libraries. Wisconsin's public library standards are entirely voluntary, but every library in Wisconsin is encouraged to meet the standards covered by the checklists in the *Standards* publication. Counties can establish minimum operating standards for libraries within the county under Wisconsin Statutes Section 43.11(3)(d). Libraries that fail to meet county standards may be denied exemption from the county library tax. For more information on county library standards, see <http://dpi.wi.gov/pld/legislation-funding/county-library>.

How to Use the *Standards*

The simplest way to use the *Standards* is to provide a photocopy of the checklists in the *Standards* document to each library board member and review those checklists at your board meetings. If one chapter is covered per board meeting, it will take five meetings to review the *Standards* checklists completely. If your library does not meet certain standards, you can work with your library director to develop a plan to work toward achieving those standards in the future.

Libraries that already meet the minimums represented by the standards can develop service goals based on local needs.

Quantitative standards are provided for a number of library service parameters, such as hours open, staffing levels, collection size, and collection expenditures. Quantitative standards are established at four levels of effort: basic, moderate, enhanced, and excellent. Your library can establish service targets by selecting the appropriate level of effort to apply to each standard or can use the levels to plan for progressive improvements over a period of time.

In This Trustee Essential

- How your library might benefit from use of library standards
- Different ways to use library standards
- How standards relate to library planning

A handy tool developed by Rick Krumwiede, former Director of the Outagamie Waupaca Library System, automatically calculates service targets for your library. All you need to input is your library name, municipal population, and library service population. You can download this tool from: owlsnet.org/l4l/standards.

Library Planning and the *Standards*

It is most effective to use the *Standards* as a tool to assist with a locally developed planning process. In the context of a local planning process, your planning committee can use the checklists to gather information about the library and the community during the information-gathering phase of the planning process. The *Standards* can also help the planning committee establish objectives for the plan. [Chapter 2](#) of the *Standards* discusses in more detail how to use the *Standards* as part of a planning process. See also [Trustee Essential #11: Planning for the Library's Future](#) for more information about the planning process.

Discussion Questions

1. Why should our library be concerned about state standards when those standards are voluntary?
2. Do new technologies reduce the need for your library to provide traditional library services? Why or why not?

Additional Sources of Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- Outagamie Waupaca Library System (OWLS) Public Library Standards webpage (owlsnet.org/l4l/standards)
- [Wisconsin public library service data](#)
- IMLS national public library data (www.imls.gov/research/public-libraries-in-the-united-states-survey.aspx)

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Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

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In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- 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.*](#))
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wlwf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

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