



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, December 15, 6:00pm
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Business Manager's Office via email at cjacobson@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the November 17, 2021 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for November 2021
 - B. Action Item: Accounts Payable for November 2021
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – J. Hitchcock**
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Staff Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager

X. Other Business

- A. Discussion and Possible Action: COVID-19 Protocols
- B. Discussion: Fiscal Agency

XI. New Business

- A. Action Requested: Amendment to 2021 Budget

XII. Trustee Training & System/State Library Update

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: January 19, 2022, 6:00pm
- B. Other Meetings:

XIV. Adjourn

JanaLee Hitchcock, President

Posted: December 10, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees November 17, 2021 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held November 17, 2021 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 6:06 pm.

Posting of notice as of November 12, 2021 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Rachel Burner, Jeridon Clark, Jefferey Hansher and Tedd Lookatch.

Trustees Absent: Jennifer Abraham and Maria Gonzalez-Cerra.

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

III. Announcements

Dr. Clark introduced himself to the Board. He had previously served on the Library Board of Trustees and is representing the Mequon-Thiensville School District.

The Board took a moment to recognize the passing of Don Molyneux. Mr. Molyneux first served on the Board of Trustees in 1971, and was an invaluable contributor to the Library for many years.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the October 20, 2021 Meeting

Rachel Burner moved to approve the minutes of the October 20, 2021 Board of Trustees Meeting. Tedd Lookatch seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for October 2021

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

B. Action Item: Accounts Payable Statement for October 2021

Jeffrey Hansher moved to approve the Accounts Payable Statement for October 2021 in the amount of \$86,549.04. Rachel Burner seconded. Motion carried.

VII. Committee Reports

A. Finance

Ms. Bogli reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Rosing reported that a meeting was held November 16, 2021. Items discussed at that meeting will be discussed at the December Board of Trustees meeting.

VIII. President's Report

Ms. Hitchcock appointed Mr. Clark to the Finance Committee.

IX. Staff Reports

A. Library Operations Report

The statistical summary for October was included in the Board Packet.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on her activities for the month.

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. Craig Jacobson reported on his activities for the month.

iii. Patron Services Manager

The written report was included in the Board Packet.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

No action was taken at this time.

B. Discussion: Fiscal Agency

Ms. Muchin Young discussed preliminary meetings that had taken place with officials from the City of Mequon and the Village of Thiensville. More information will be provided when it is available.

C. Discussion: Digitization of Library Files

The Board was updated on the progress of Monarch Connect and Share. Investigation into the feasibility of that service as a digital platform will be done.

XI. New Business

A. Discussion and Possible Action: 2022 Library Holiday Calendar

The 2022 Library Holiday Calendar was included in the Board Packet.

Jennifer Bogli moved to approve the 2022 Library Holiday Calendar. Catherine Perry seconded. Motion carried.

B. Discussion and Possible Action: 2022 Board of Trustees Meeting Schedule

An updated 2022 Board of Trustees Meeting Schedule was emailed to Board members on November 17, 2021, and replaced the one included in the Board Packet.

Rachel Burner moved to approve the updated 2022 Board of Trustees Meeting Schedule. Catherine Perry seconded. Motion carried.

XII. Trustee Training & System/State Library Update

Ms. Muchin Young reported on matters of the Monarch Library System and provided an update on potential utilization of the American Rescue Plan act funds.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be Wednesday, December 15, 2021 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jeffrey Hansher and seconded by Mimi Rosing. Motion carried and meeting was adjourned at 6:55 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

Library - Revenue Guideline

Current Period: NOVEMBER 2021

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Account Descr	2021 YTD Budget	2021 YTD Amt	NOVEMBER 2021 Amt	Balance	2021 % 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	\$7,270.00	\$0.00	-\$7,270.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$51,724.00	\$500.00	-\$51,724.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$58,994.00	\$500.00	-\$58,994.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$58,994.00	\$500.00	-\$58,994.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$58,994.00	\$500.00	-\$58,994.00	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	\$1,058,000.00	\$1,058,000.00	\$0.00	\$0.00	100.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$110,740.00	\$0.00	\$0.00	100.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$13,111.00	\$13,111.26	\$0.00	-\$0.26	100.00%
DEPT 001 LOCAL PROPERTY TAXES	\$1,181,851.00	\$1,181,851.26	\$0.00	-\$0.26	100.00%
MAJ CLS 40 TAXES	\$1,181,851.00	\$1,181,851.26	\$0.00	-\$0.26	100.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVENUES					
DEPT 003 GRANTS & AIDS					
R 99-41-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$37,216.40	\$37,216.40	-\$37,216.40	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$37,216.40	\$37,216.40	-\$37,216.40	0.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVEN	\$0.00	\$37,216.40	\$37,216.40	-\$37,216.40	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$14,188.29	\$0.00	-\$5,188.29	157.65%
DEPT 006 FINES & FORFEITURES	\$9,000.00	\$14,188.29	\$0.00	-\$5,188.29	157.65%
MAJ CLS 42 REGULATION & COMPLIANCE	\$9,000.00	\$14,188.29	\$0.00	-\$5,188.29	157.65%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$572.54	\$57.08	\$927.46	38.17%
DEPT 013 INTEREST INCOME	\$1,500.00	\$572.54	\$57.08	\$927.46	38.17%

Account Descr	2021 YTD Budget	2021 YTD Amt	NOVEMBER 2021 Amt	Balance	2021 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$1,500.00	\$572.54	\$57.08	\$927.46	38.17%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$6,090.17	\$0.00	\$2,909.83	67.67%
DEPT 014 SALE INCOME	\$9,000.00	\$6,090.17	\$0.00	\$2,909.83	67.67%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,649.00	\$1,959.98	\$0.00	-\$310.98	118.86%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$1,649.00	\$1,959.98	\$0.00	-\$310.98	118.86%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$10,649.00	\$8,050.15	\$0.00	\$2,598.85	75.60%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$1,241,878.64	\$37,273.48	-\$38,878.64	103.23%
	\$1,203,000.00	\$1,300,872.64	\$37,773.48	-\$97,872.64	108.14%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
 Current Period: NOVEMBER 2021

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Account Descr	2021 YTD Budget	2021 YTD Amt	NOVEMBER 2021 Amt	Balance	2021 % 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	\$5,495.34	\$199.85	-\$5,495.34	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,553.00	\$0.00	-\$1,553.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$7,048.34	\$199.85	-\$7,048.34	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$7,048.34	\$199.85	-\$7,048.34	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$7,048.34	\$199.85	-\$7,048.34	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	\$597,250.00	\$502,875.71	\$45,521.10	\$94,374.29	84.20%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$1,066.14	\$0.00	\$933.86	53.31%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$190,237.38	\$17,282.84	\$27,762.62	87.26%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$2,387.13	\$0.00	\$912.87	72.34%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,400.00	\$1,355.00	\$0.00	\$45.00	96.79%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,878.40	\$0.00	\$21.60	98.86%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$823,850.00	\$699,799.76	\$62,803.94	\$124,050.24	84.94%
MAJ CLS 91 LIBRARY STAFFING	\$823,850.00	\$699,799.76	\$62,803.94	\$124,050.24	84.94%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$816.25	\$250.00	-\$216.25	136.04%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$6,550.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$19,579.00	\$0.00	\$421.00	97.90%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$6,650.00	\$6,001.25	\$573.99	\$648.75	90.24%
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	\$7,957.53	\$125.00	\$2,042.47	79.58%
E 99-92-551-2-287 MILEAGE	\$600.00	\$234.01	\$30.80	\$365.99	39.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$6,000.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$2,991.09	\$245.34	\$508.91	85.46%
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	\$9,334.25	\$1,628.18	-\$2,834.25	143.60%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$2,432.27	\$202.92	\$42.73	98.27%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$4,501.77	\$580.04	\$448.23	90.94%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$519.10	\$89.50	-\$194.10	159.72%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$15,558.93	\$0.00	\$1,941.07	88.91%

Account Descr	2021 YTD Budget	2021 YTD Amt	NOVEMBER 2021 Amt	Balance	2021 % of Budget
DEPT 551 LIBRARY	\$85,650.00	\$82,475.45	\$3,725.77	\$3,174.55	96.29%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$85,650.00	\$82,475.45	\$3,725.77	\$3,174.55	96.29%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$3,696.91	\$70.94	\$303.09	92.42%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$21,494.28	\$2,140.93	\$9,830.72	68.62%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$34,858.35	\$1,362.06	\$4,641.65	88.25%
E 99-93-551-3-373 PRINT	\$86,600.00	\$72,858.76	\$6,487.01	\$13,741.24	84.13%
DEPT 551 LIBRARY	\$161,425.00	\$132,908.30	\$10,060.94	\$28,516.70	82.33%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$132,908.30	\$10,060.94	\$28,516.70	82.33%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$28,800.00	\$7,200.00	\$0.00	100.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$18,426.65	\$2,013.57	\$2,823.35	86.71%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$2,437.71	\$0.00	\$62.29	97.51%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$18,558.82	\$3,932.74	\$8,666.18	68.17%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$39,579.39	\$3,247.88	\$420.61	98.95%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$1,226.61	\$0.00	\$573.39	68.15%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$2,000.00	\$199.51	\$0.00	\$1,800.49	9.98%
E 99-94-551-7-700 BUILDING PROJECTS	\$8,500.00	\$4,964.00	\$0.00	\$3,536.00	58.40%
DEPT 551 LIBRARY	\$132,075.00	\$114,192.69	\$16,394.19	\$17,882.31	86.46%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$114,192.69	\$16,394.19	\$17,882.31	86.46%
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	\$1,203,000.00	\$1,029,376.20	\$92,984.84	\$173,623.80	85.57%
	\$1,203,000.00	\$1,036,424.54	\$93,184.69	\$166,575.46	86.15%

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	\$936.31	\$500.00	\$199.85	\$59,006.85	\$7,061.19	\$52,881.97	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	\$500.00	\$0.00	\$58,994.00	-\$58,994.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$199.85	\$0.00	\$7,061.19	\$12.85	\$7,048.34	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$115.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$115.81	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$820.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$820.50	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$699.85	\$699.85	\$66,068.04	\$66,068.04	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$2,212.11	\$177,874.02	\$137,586.54	\$2,794,025.38	\$2,757,086.52	\$39,150.97	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$287.19	\$287.19	\$5,579.78	\$5,579.78	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$1,250.24	\$1,250.24	\$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	\$31,216.00	\$31,216.00	\$374,420.54	\$374,420.54	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$57.08	\$95,000.00	\$1,044,572.54	\$1,004,000.00	\$318,464.29	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$737.00	\$0.00	\$0.00	\$0.00	\$737.00	\$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	-\$103,920.01	\$0.00	\$0.00	\$103,920.01	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$1,765.60	\$1,765.60	\$21,475.40	\$21,475.40	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$2,980.81	\$2,980.81	\$36,810.04	\$36,810.04	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,215.88	\$3,215.88	\$38,524.82	\$38,524.82	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$932.13	\$1,988.05	\$15,587.54	\$15,249.99	-\$2,355.07	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	-\$2,795.48	\$2,858.30	\$2,858.30	\$33,577.09	\$33,639.81	-\$2,858.20	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$50.46	\$50.46	\$555.06	\$555.06	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$729.30	\$729.30	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,363.04	\$1,363.04	\$14,541.30	\$14,541.30	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.54	\$15.54	\$170.54	\$170.54	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$351.12	\$351.12	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$31,533.20	\$0.00	\$0.00	\$31,533.20	\$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	-\$142,010.80	\$0.00	\$0.00	\$0.00	\$0.00	-\$142,010.80	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$37,273.48	\$1,250.24	\$1,243,128.88	-\$1,241,878.64	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$93,090.56	\$105.72	\$1,072,472.76	\$43,096.56	\$1,029,376.20	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	\$315,804.83	\$315,804.83	\$5,591,346.90	\$5,591,346.90	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$316,504.68	\$316,504.68	\$5,657,414.94	\$5,657,414.94	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
636 e	11/05/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,489.81		FED/Wages Pd 11-5-21
G 99-21210		WISCONSIN WITHHOLDI	\$882.22		WI/Wages Pd 11-5-21
G 99-21230		SOCIAL SECURITY TAX	\$1,605.93		SS & MED/Wages Pd 11-5-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,605.98		SS Employer/Wages Pd 11-5-21
G 99-11160		SPECIAL CLEARING AC	\$15,554.18		DirectDep/Wages Pd 11-5-21
		Total	\$21,138.12		
637 e 11/05/21 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$22,736.77		Salaries & Wages/Wages Pd 11-5-21
G 99-21265		WI RETIREMENT	(\$1,429.15)		WRS Employees/Wages Pd 11-5-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,489.81)		FED/Wages Pd 11-5-21
G 99-21210		WISCONSIN WITHHOLDI	(\$882.22)		WI/Wages Pd 11-5-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,605.93)		SS & MED/Wages Pd 11-5-21
G 99-21245		FLEX BENEFIT	(\$929.74)		FLEX BEN/Wages Pd 11-5-21
G 99-21280		HEALTH INSURANCE WI	(\$681.52)		HEALTH/Wages Pd 11-5-21
G 99-21285		LIFE INSURANCE WITH	(\$15.54)		LIFE/Wages Pd 11-5-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 11-5-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 11-5-21
G 99-21286		ACCIDENTAL INS WITH	(\$31.92)		ACCIDENT/Wages Pd 11-5-21
G 99-11160		SPECIAL CLEARING AC	(\$15,554.18)		Net Pay/Wages Pd 11-5-21
		Total	\$0.00		
644 e 11/05/21 CARDMEMBER SERVICE					
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99		Mailchimp
E 99-93-551-3-371		MEDIA	\$63.29		Gamestop
E 99-93-551-3-371		MEDIA	\$126.58		Gamestop
E 99-93-551-3-370		PROGRAMMING	\$70.94		Penzey's Spices
E 99-93-551-3-371		MEDIA	\$421.91		Gamestop
E 99-92-551-2-286		COMPUTERS	\$125.00		Techsoup
E 99-92-551-3-303		TELEPHONE	\$25.47		AT&T
E 99-94-551-3-308		BUILDING SUPPLIES	\$17.74		Easeykeys
E 99-93-551-3-372		E CONTENT	\$5.26		Apple
		Total	\$935.18		
645 e 11/12/21 WE ENERGIES					
E 99-94-551-3-360		UTILITIES	\$3,247.88	3908029144	NOV Electrical & Gas Service
		Total	\$3,247.88		
649 e 11/12/21 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27	591809457	Processing 11-12-21 Payroll
		Total	\$86.27		
650 e 11/19/21 ADP					
G 99-21220		FEDERAL WITHHOLDIN	\$1,491.00		FED/Wages Pd 11-19-21
G 99-21210		WISCONSIN WITHHOLDI	\$883.38		WI/Wages Pd 11-19-21
G 99-21230		SOCIAL SECURITY TAX	\$1,609.95		SS & MED/Wages Pd 11-19-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,609.91		SS Employer/Wages Pd 11-19-21
G 99-11160		SPECIAL CLEARING AC	\$15,661.82		DirectDep/Wages Pd 11-19-21



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Batch: 1121 LIB AP,1121 LIB MN1,1121 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$21,256.06		
651 e	11/19/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,784.33		Salaries & Wages/Wages Pd 11-19-21
E 99-92-551-2-287		MILEAGE	\$30.80		MUCHIN YOUNG Mileage/Wages Pd 11-19-21
G 99-21265		WI RETIREMENT	(\$1,429.15)		WRS Employees/Wages Pd 11-19-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,491.00)		FED/Wages Pd 11-19-21
G 99-21210		WISCONSIN WITHHOLDI	(\$883.38)		WI/Wages Pd 11-19-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,609.95)		SS & MED/Wages Pd 11-19-21
G 99-21245		FLEX BENEFIT	(\$1,058.31)		FLEX BEN/Wages Pd 11-19-21
G 99-21280		HEALTH INSURANCE WI	(\$681.52)		HEALTH/Wages Pd 11-19-21
G 99-11160		SPECIAL CLEARING AC	(\$15,661.82)		Net Pay/Wages Pd 11-19-21
Total			\$0.00		
652 e	11/24/21	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$11,124.48	202112	DEC Health - Employer
G 99-21280		HEALTH INSURANCE WI	\$1,363.04	202112	DEC Health - Employee
Total			\$12,487.52		
653 e	11/30/21	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,858.30	257217	OCT 2021 WRS - Employer
G 99-21265		WI RETIREMENT	\$2,858.30	257217	OCT 2021 WRS - Employee
Total			\$5,716.60		
661 e	11/26/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$88.32	592787297	Processing 11-26-21 Payroll
Total			\$88.32		
667 e	11/26/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$70.75	592916063	Time and Attendance Monthly
Total			\$70.75		
25497	11/11/21	PURCHASE POWER			
E 99-92-551-2-201		POSTAGE	\$250.00	11212021	Postage
Total			\$250.00		
25576	11/17/21	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		DEC Phone Svc-Paid in Advance
Total			\$172.62		
25577	11/17/21	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$1,147.40	2036242802	Print Collection Materials
E 99-93-551-3-373		PRINT	\$460.22	2036244415	Print Collection Maerials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$91.81	2036247914	Schmit Donation
E 99-93-551-3-373		PRINT	\$490.48	2036247926	Print Collection Materials
E 99-93-551-3-373		PRINT	\$494.61	2036247955	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$16.49	2036258455	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$238.79	2036260864	Print Collection Maerials
E 99-93-551-3-373		PRINT	\$1,033.08	2036263930	Print Collection Materials
E 99-93-551-3-373		PRINT	\$138.38	2036263951	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$16.49	2036274741	Schmit Donation



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Batch: 1121 LIB AP,1121 LIB MN1,1121 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$185.19	2036277313	Print Collection Maerials
E 99-93-551-3-373		PRINT	\$1,337.13	2036280682	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$22.00	2036282986	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$451.82	2036292593	Print Collection Maerials
E 99-93-551-3-371		MEDIA	\$60.49	2036296935	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$91.55	2036300163	Hotz Donation
E 99-93-551-3-373		PRINT	\$330.74	2036304770	Print Collection Maerials
E 99-93-551-3-371		MEDIA	\$24.50	H57686350	Media Collection
E 99-93-551-3-371		MEDIA	\$174.59	H57724760	Media Collection
E 99-93-551-3-371		MEDIA	\$206.10	H57742280	Media Collection
E 99-93-551-3-371		MEDIA	\$35.25	H57747810	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H57749460	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H57749520	Media Collection
E 99-93-551-3-371		MEDIA	\$10.85	H57770320	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H57805730	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H57828400	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H57838320	Media Collection
E 99-93-551-3-371		MEDIA	\$129.90	H57838410	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H57858540	Media Collection
E 99-93-551-3-371		MEDIA	\$49.02	H57863810	Media Collection
E 99-93-551-3-371		MEDIA	\$68.53	H57907540	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H57965300	Media Collection
E 99-93-551-3-371		MEDIA	\$115.38	H57965400	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H57992450	Media Collection
E 99-93-551-3-371		MEDIA	\$34.66	H57994000	Media Collection
E 99-93-551-3-371		MEDIA	\$59.86	H58008500	Media Collection
E 99-93-551-3-371		MEDIA	\$49.06	H58021830	Media Collection
E 99-93-551-3-371		MEDIA	\$29.62	H58047010	Media Collection
E 99-93-551-3-371		MEDIA	\$15.89	H58048700	Media Collection
E 99-93-551-3-371		MEDIA	\$47.62	H58060670	Media Collection
E 99-93-551-3-371		MEDIA	\$50.50	H58118660	Media Collection
E 99-93-551-3-371		MEDIA	\$30.29	H58175710	Media Collection
E 99-93-551-3-371		MEDIA	\$84.39	H58199980	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H58228460	Media Collection
Total			\$8,036.84		
25578	11/17/21	BERN OFFICE SYSTEMS LLC			
E 99-94-551-3-308		BUILDING SUPPLIES	\$3,915.00	13417	Office Furniture-Chairs
Total			\$3,915.00		
25579	11/17/21	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$4.83	250397495	OCT Long Distance
Total			\$4.83		
25580	11/17/21	CINTAS FAS LOCKBOX 636525			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$2,013.57	OF36645484	Ext/Emg Light Insp & Svc
Total			\$2,013.57		
25581	11/17/21	CLEAN SOURCE LLC			
E 99-94-551-2-282		JANITORIAL SERVICE	\$7,200.00	103121-FLW	QTLY Janitorial Svc (4 of 4)



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Batch: 1121 LIB AP,1121 LIB MN1,1121 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$7,200.00		
25582	11/17/21	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$50.46	1693041	DEC Dental - Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1695526	DEC Vision - Employee
Total			\$116.76		
25583	11/17/21	DEMCO			
E 99-92-551-3-300		OFFICE SUPPLIES	(\$105.72)		Work Supplies Refund
E 99-92-551-3-300		OFFICE SUPPLIES	\$684.01	7025297	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$478.51	7031526	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$314.44	7036077	Work Supplies
Total			\$1,371.24		
25584	11/17/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$208.35	30401563	Monthly 2 Copiers Lease + Orig Fee
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	30431692	Monthly Color Copier Lease
Total			\$350.35		
25585	11/17/21	INFOCOR			
E 99-92-551-2-284		CONTRACTED SERVICE	\$495.00	0014388-IN	Brightsign Annual Sub
Total			\$495.00		
25586	11/17/21	KOL AMI			
E 99-93-551-3-373		PRINT	\$93.35	91021111512	Print Collection
Total			\$93.35		
25587	11/17/21	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,356.80	501210529	Hoopla - OCT 2021
Total			\$1,356.80		
25588	11/17/21	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$229.69	AR153687	OCT Copy Charges
Total			\$229.69		
25589	11/17/21	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$256.94	20692352	Office Supplies
Total			\$256.94		
25590	11/17/21	SECURIAN FINANCIAL GROUP, INC			
E 99-91-551-1-199		FRINGE BENEFITS	\$84.17		DEC Life - Employer
G 99-21285		LIFE INSURANCE WITH	\$15.54		DEC Life - Employee
G 99-21286		ACCIDENTAL INS WITH	\$31.92		DEC Accident - Employee
Total			\$131.63		
25591	11/17/21	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$89.50	606836	OCT 2021 Placements
Total			\$89.50		
25592	11/17/21	VASHA-KNIGA.COM			
E 99-93-551-3-373		PRINT	\$85.82	123254	Print Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$85.82	
11110 HARRIS GF -CHECKING				\$91,196.64	

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$199.85
99 F. L. WEYENBERG LIBRARY FUND	\$90,996.79
	\$91,196.64

2021 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	25,583	23,730	284,581
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	21,961	22,825	21,760	192,885
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	246,538
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	3,747	3,626	3,731	41,435
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064	5,062	5,268	5,168	55,966
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	53,540
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	1,682	1,263	1,452	16,028
2020	1,145	1,151	811	1,376	2,013	956	1,073	1,460	1,315	1,235	1,193	13,728
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	17,324
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	1,591	1,605	1,493	20,385
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327	1,424	1,415	1,118	13,915
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	14,688
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	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
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,388	1,388
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	1,137	1,314	1,224	14,526
Exterior WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	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
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	246	246
2021	320	322	427	452	454	509	537	778	503	427	448	5,177
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	13,884	11,635	12,821	11,677	135,510
2020	11,690	11,636	6,245	0	0	4,229	7,596	8,544	8,083	8,217	7,212	73,452
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	98,779
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	16	20	22	18	18	14	11	13	20	21	18	191
attendance	154	115	315	255	169	143	131	106	195	274	270	2,127
2020	13	17	8	8	4	6	5	4	7	9	6	87
attendance	111	222	63	72	21	67	51	18	42	64	44	775
2021	6	9	6	9	7	8	7	8	11	11	11	93
attendance	86	56	45	58	37	58	30	30	102	60	62	624

2021 Activity Report

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	2	1	4	4	1	1	1	1	2	1	3	21
participation	167	109	164	205	88	80	115	102	142	101	239	1,512
2020	2	1	4	0	0	0	0	0	1	3	3	14
attendance	183	147	169	38	58	37	6	16	21	57	45	777
2021	1	0	1	0	0	1	1	1	2	1	6	14
attendance	86	22	136	27	35	68	55	43	178	21	164	835
Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	2	2	5	3	2	9	5	1	1	1	2	33
attendance	7	7	33	7	3	430	83	0	18	0	41	629
2020	0	1	3	0	0	2	1	2	0	1	2	12
attendance	0	1	30	0	0	14	11	35	0	0	16	107
2021	0	0	2	0	0	5	6	0	1	1	2	17
attendance	0	0	10	0	0	158	52	0	0	9	18	247
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	3	2	4	5	1	1	2	2	2	2	2	26
attendance	72	57	82	115	58	141	52	53	87	81	56	854
2020	2	2	4	0	1	6	8	2	2	3	4	34
attendance	39	82	111	0	5	138	119	42	19	30	30	615
2021	4	3	3	3	4	2	0	2	2	2	1	26
attendance	72	58	51	45	65	83	12	66	59	54	45	610
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	17	29	26	34	27	29	28	25	19	28	28	290
attendance	372	731	840	794	954	1438	1500	1014	572	894	787	9,896
2020	18	25	15	17	12	5	6	1	9	9	8	125
attendance	619	755	370	801	544	337	469	155	336	177	129	4,692
2021	6	11	10	6	0	10	10	6	11	18	19	107
attendance	123	117	213	106	0	756	582	437	196	317	473	3,320
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	3	2	4	5	2	3	5	1	2	2	2	31
attendance	420	271	354	342	510	421	550	270	444	528	728	4,838
2020	4	3	4	4	0	10	11	8	7	6	6	63
attendance	356	315	283	47	24	289	313	318	235	267	211	2,658
2021	9	10	9	11	6	11	12	8	6	5	5	92
attendance	324	496	346	436	325	1046	1184	869	622	1089	763	7,500

2021 Activity Report

Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	17	9	11	10	3	5	13	8	4	8	17	105
2020	10	19	9	0	0	6	17	23	16	25	22	147
2021	22	24	29	26	26	16	7	7	6	7	6	176
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	38	37	26	31	22	27	38	34	31	40	28	352
2020	47	42	17	0	0	0	0	20	21	36	24	207
2021	27	18	17	21	23	21	30	29	14	28	25	253
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	Sept	Oct	Nov	YTD
2019	38	36	28	38	26	15	24	37	34	38	38	352
2020	36	30	6	0	0	0	0	18	32	26	19	167
2021	21	18	22	12	15	21	12	25	13	22	22	203
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	85	88	140	109	97	160	145	122	124	98	98	1,266
2020	95	91	67	35	30	63	88	103	73	67	78	790
2021	80	89	90	84	96	155	196	112	108	117	93	1,220
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	3,634	3,861	3,329	40,476
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818	3,297	3,353	2,840	30,341
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	2,779	2,620	2,597	31,428
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	Sept	Oct	Nov	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	3,881	4,263	3,640	44,036
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420	4,745	4,629	3,859	40,302
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	3,758	3,644	3,497	43,380
Quick Pickup Appointments	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
2020	0	0	0	226	961	1,140	176	92	74	68	70	2,807
2021	81	90	50	38	22	20	25	28	41	47	45	487

Date: December 10, 2021
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, December 2021

Crazy month. On the one hand, we responded to a stressful Open Records Request. On the other hand, that was put into perspective by my daughter receiving a kidney transplant. Thank you all for your good wishes and prayers. They mean the world to us!

I've had the opportunity to work on the adult and children's reference desks, and the checkout desk throughout the month. Additionally, I have attended the following meetings, either in person or online.

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 12/3, 12/10
- RECURRING: Rotary Meeting, 11/16
- Monarch Library System ILS Committee, 11/23
- Hook, Yarn & Stitch in person, 12/2
- Monarch Library System Directors Council Meeting, 12/9
- Mequon Common Council Meeting, 12/14

PERSONNEL & CONTINUING EDUCATION:

Staff is taking their final vacations of the year. Ashley and Amanda have worked hard to staff desks, and accommodate vacations and holidays.

My schedule is particularly unpredictable as I am taking vacation as needed to address my daughter's post-transplant needs. I am, however, always available by phone, text, and email.

The Personnel Committee has reviewed job descriptions for the Library Director and Managers, but I'd like to revisit them before bringing them to the Board of Trustees for approval. This will be on the agenda in January.

OPERATIONS ACTIVITIES:

Responding to the Open Records Request dated November 22, 2021, required a significant coordinated effort involving Trustee Jeffrey Hansher, the City of Mequon Clerk, the City of Mequon Attorney, and Board President JanaLee Hitchcock. I spent at least 23 hours on the project. My thanks to all involved, especially Jana who used her considerable skills to respond appropriately to the request. To date we have not heard back from the person who requested the open records.

Now that the Mequon Community Foundation has funded our grant for a Calming Room in the children's department, we will work to make that room a reality within the coming months. And since the Weyenberg Public Library Foundation agreed to fund our 2022 Wish List, we will also be installing new bubblers with water bottle fillers, and redecorating the Tolzman Room, including new flooring. We will let you know how these projects progress.

As I mentioned last month, we have now moved up in the Monarch Library System routing list which means that when items are placed on hold FLWL if the items are not available from the

system's In Demand collection, or from the first library on the list, the request comes to us. This change significantly increases our workload in regard to our "Pull List." Amanda is currently working on ways to streamline the process, and is looking at modifying staffing schedules to accommodate the longer lists.

PROGRAMMING:

Our calendar, which can be found at <http://www.flwlib.org/Calendar.aspx>, is full of activities.

We are also scheduling Fine Arts Events and Cultural Conversations for 2022. The new year may not be the same as 2019, but we are ramping up programming to near pre-pandemic levels. Watch our calendars for more information.

OTHER:

Foundation fund drive mailings were sent in November (prior to Thanksgiving). To date, \$14,708 has been received from 88 donors. We are pleased to see new names on our donor list, and larger contributions from some of our regulars. We need to remember that we are appreciated by our community, in spite of some very vocal naysayers.

Many thanks to Nancy Camden for her thoughtful Letter to the Editor of the *News Graphic*, published Thursday, December 2, 2021. Included in this packet is the alderman's response.

We have had no further contact with the person who visited our November meeting.

Date: December 10, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, December 2021

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

- Circulation Committee meeting – 12/1
- UMS Sync Report submitted – 12/1
- Interview for page – 12/6
- Interview for page – 12/8
- Director's Council meeting – 12/9
- Willowbrook Visit (Val) – 12/13
- Challenged books webinar – 12/15
- Board meeting – 12/15

STATISTICS

Our checkouts were 400 less than our 2020 checkouts for November. It looks like our checkouts for 2021 have been consistently right around the 2020 numbers.

Our door counts were at 8752 this last month, which is right around September and October's numbers. Not quite our pre-pandemic numbers but higher than our 2020 numbers.

It appears as though, the address checks have been cleared out. We still get them from time to time, but not quite as frequently as we were last month. That has increased our self-checkout usage because those blocks have since been removed.

We had 45 Quick Pickup appointments this month, compared to 47 last month. So we have seen patrons consistently using the service. I have also seen a steady increase in app usage. I think as that rises, more people will utilize the window. Our Quick Pickup window was used heavily in the early winter months of 2021, dropped a bit in summer, but appears to be on the rise throughout fall.

OTHER TASKS & TIDBITS

We have lined up our 2022 dates to visit Willowbrook Place. They are looking forward to having us visit them every 4 weeks. Val will continue to do these visits for me until I'm back from maternity leave late spring of 2022.

We are looking to hire a daytime page. Ashley has opened a form on our website to allow for applications to come in via email. I have also posted flyers at all the checkout locations. I would like to hire one of the applicants I interviewed for the evenings, but we would like someone to be available during the day as well.

The Monarch Library System has bumped us up to the 2nd position on our holds routing list as of the week after Thanksgiving. This has resulted in a dramatic increase in the number of items we are pulling for holds at other libraries. MEAD was at the top of the list prior and has moved down. But it sounds like the ILS committee will be determining if they will move MEAD back up to the top to help with the additional workload at libraries who have seen an increase.

Date: December 10, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, December 2021

- The needed part for the fire door repairs is in and is scheduled to be installed and tested on Tuesday, December 21. We also learned that the fire doors we have installed have a heat-sensitive fail-safe system, so even in their current state, in the event of a fire, the doors would still drop and perform their necessary function.
- The approved American Rescue Plan Act (ARPA) funds were received by the Village of Thiensville, acting as our fiscal agent, and are recorded in our 2021 financial reports. To utilize these funds in 2022, as initially intended, the Board will need to take action to transfer these funds from reserves after the first of next year.
- The November deposit for Fines and Fees was not included on the monthly reports due to me being out sick at the end of the month. The third quarter e-commerce fees were included in that deposit and were significant. We are currently projected to exceed our budgeted revenues by approximately \$8,000 for the year. Our reserves entering 2022 will greatly exceed our goal amount.
- All of the letters for the Foundation's annual appeal are now out, with the mailing coming in at 1, 591 pieces for 2021. Initial returns on the mailing are very promising.
- The initial fieldwork for the 2021 fiscal year audit is scheduled to take place at the Library on Friday, December 17, 2021.
- The COVID-19 case burden remains high, and health experts expect to see an increase in activity during the winter seasons. At current, mitigation recommendations for the emerging Omicron variant remain the same as for previous strains, which focuses on wearing masks while indoors and increasing the percentage of population that is fully vaccinated. Currently, 66.7% of all Ozaukee county residents are fully vaccinated, with that number increasing to 75.9% when considering only those 12 and older.

Date: December 15, 2021
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:

- WLA Conference in Green Bay, 11/16-11/19
- Program: Storytimes, 11/20
- Brightboard Display Updates: 11/22, 11/29, 12/3, 12/10
- Material Orders, 11/29, 11/30, 12/2
- Monarch Youth Services Meeting, 12/3
- CCBC Friends Book Sale, 12/4
- Program: M-T Community Book Club, 12/21

MONTHLY STATISTICS

-Reference statistics are looking good, along with our eCircs and eCollections numbers. eCollections is surpassing our 2019 and 2020 totals. I don't think our eCircs number will surpass our 2020 totals, but we have already beaten our 2019 numbers. For our programming numbers, we are seeing a smaller turnout for our Adult programs, but we are still slowly increasing our publicity and program offerings. Our Teen numbers are looking great. Our children's programs are still slowly increasing, and we will be adding some programs in January that we did pre-pandemic. We also had a big jump in our drop-in children's numbers, with an increase in families doing coloring activities in the Children's area.

OTHER TASKS & TIDBITS

-I attended the WLA Annual Conference in Green Bay from November 17-19. It was nice to see so many people in-person and I was able to talk with many of the staff and directors from the Monarch Library System. I did speak to some of the presenters after their sessions, as well, to ask questions that were specific to our library or situation. One component that was fun to partake in this year was the virtual communication/social aspect of the conference app.

Below are the sessions I attended:

- "Barriers to Equitable Hiring Practices in Libraries and How to Unmake Them"
- "Public Libraries and Fake News"
- "Making Your Library Binge-worthy"
- "20 New Ideas for Community Outreach"
- "Onboarding Success – Training New Employees"
- "Social Justice Programming in the Children's Department"
- "Genrifying"

-My department changed one of our current programs, Wednesday 1-0-1, to a new service called 'Book a Librarian.' Rather than only offering one chance each month to get technology help, we are now allowing patrons to sign up for an available time slot each week to receive one-on-one help with one of three librarians. We started the service in mid-November, so it is still fairly new, but we

have had three appointments already. (We do still offer quick technology help at the Adult Info Desk – this service is for more involved appointments that require extra time and attention.)

-This past month, I purchased our 2022 summer reading supplies from the iRead program, which has the theme “Camp iRead: Read Beyond the Beaten Path.” We should receive our shipment from the iRead program sometime in March 2022.



UPCOMING LIBRARY PROGRAMS

- Genealogy Interest Group (monthly, in-person)
 - iCan! classes (monthly, in-person)
 - M-T Book Club (monthly, in-person)
 - AM Hook, Yarn & Stitch Club (monthly, in-person)
 - PM Hook, Yarn & Stitch Club (monthly, virtual)
 - Spice of the Month Kits (monthly)
 - Cultural Conversations with Bridge the Divide (February, in-person)
 - Philosophers in the Midst of History (quarterly starting in February, in-person)
-
- Teen Take & Make Kits
 - Teen Exam Cram (March & June)
-
- 4-H Project Learning: Watercolor Painting Class (December)
 - Make It! Craft Kits (monthly)
 - Make It! STEAM Kits (monthly)
 - Family Storytimes on Tuesdays & Wednesdays (weekly, in-person)
 - Monday LEGO Club (monthly, in-person)
 - Saturday LEGO Club (monthly, in-person)
 - Parachute Play (monthly, in-person)
 - Crazy 8s Math Club (March, 8 sessions, in-person)
 - Community Youth Art Show (mid-March for 5 weeks, Artists' Reception on March 17)
 - Super Smash Bros Tournament (Spring Break)
 - Family Board Game Demonstration (Spring Break)

Proposed Amendments to the 2021 Library Operating Budget

MONEY OUT		CURRENT	REVISED	CHANGE
99-91-551-1-100	Salaries & Wages	\$597,250	\$585,250	\$12,000
99-91-551-1-199	Fringe Benefits	\$218,000	\$215,000	\$3,000
TOTAL				\$15,000
MONEY IN		CURRENT	REVISED	CHANGE
99-92-551-2-286	Computers	\$10,000	\$20,000	\$10,000
99-92-551-3-300	Office Supplies	\$6,500	\$11,500	\$5,000
TOTAL				\$15,000

Note – The total Money Out must be equal to Money In.

Authorized by the Board of Trustees, December 15, 2021

JanaLee Hitchcock, President

Rachel Muchin Young, Library Director

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

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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Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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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**AMENDED AND RESTATED BYLAWS
OF
THE FRANK L. WEYENBERG LIBRARY OF MEQUON-THIENSVILLE**

ARTICLE I

PURPOSES

1.01 Purpose. These Bylaws provide for the governance of the Frank L. Weyenberg Library of Mequon-Thiensville (the “Library”) by a Board of Trustees.

1.02 Existence. The Library exists by virtue of an agreement between the City of Mequon, Ozaukee County, Wisconsin, and the Village of Thiensville, Ozaukee County, Wisconsin (the “Agreement”) and the provisions of Wis. Stat. §43.53.

ARTICLE II

PRINCIPAL OFFICE

The Library shall maintain a principal office in the State of Wisconsin, which shall be located in the City of Mequon, Ozaukee County, Wisconsin.

ARTICLE III

BOARD OF TRUSTEES

3.01 General Powers. The affairs of the Library shall be managed by the Board of Trustees, which shall have the powers and duties enumerated in Wis. Stat. §43.58 and those incidental thereto, including, without limitation, the power and duty to determine rules and regulations governing the operations and services of the Library.

3.02 Appointment of Trustees. Appointment to the Board of Trustees shall be made pursuant to the terms of the Agreement.

3.03 Number, Qualifications and Term.

(a) The number, qualifications, method of appointment and term of office of Trustees shall be in accordance with the Agreement and the requirements of Wis. Stat. ch. 43 and, in the case of the Trustees representing the City of Mequon, in accordance with Chapter 2, Article IX of the Mequon Code of Ordinances (the “Mequon Ordinance”).

(b) The Trustees specified in this Section 3.03, other than the School District Member, shall at all times be residents of the municipality from which they were appointed.

3.04 Resignation. A Trustee may resign at any time by filing a written resignation with the President or Secretary of the Board of Trustees. A change in the municipal residence of a Trustee shall constitute a resignation.

3.05 Vacancies. In the event a vacancy occurs in the Board of Trustees, from any cause, a successor shall be selected in accordance with the Agreement and, in the case of the Trustees representing the City of Mequon, in accordance with the Mequon Ordinance.

3.06 Compensation. Trustees shall not receive compensation for serving as a Trustee or for providing other personal services to the Board of Trustees or the Library. However, Trustees may receive reimbursement for reasonable expenses incurred in connection with Library matters, provided that such reimbursement is authorized by the Board of Trustees.

ARTICLE IV

MEETINGS OF THE BOARD OF TRUSTEES

4.01 Annual Meeting. The annual meeting of the Board of Trustees shall be held in the month of May in each year, at such time and place as the Board of Trustees may determine, for the purpose of electing officers and transacting such business as may come before the meeting.

4.02 Regular Meetings. The Board of Trustees may provide by resolution for regular meetings of the Board of Trustees, to be held at a fixed time and place, upon the passage of any such resolution such meetings shall be held at the stated time and place.

4.03 Special Meetings. Special meetings of the Board of Trustees may be held at any time and place for any purpose or purposes, unless otherwise prescribed by statute, on call of the President and shall be called by the Secretary on the written request of not less than three (3) Trustees. Special meetings of the Board of Trustees may be called by the President upon providing not less than twenty-four (24) hours notice and may be called upon the request of not less than three (3) Trustees upon providing not less than three (3) business days notice.

4.04 Agendas. Any member of the Board of Trustees may request in writing, at least five business days prior to a meeting, that an item germane to the purpose, duties or powers of the Board of Trustees, be placed on an agenda. If the President fails to place such item on the agenda for a meeting, the proposing member may, at any meeting, move the Board of Trustees to have the item placed on the next agenda.

4.05 Posting and Notice of Meetings. Posting of meetings of the Board of Trustees shall be provided in compliance with the Wisconsin Open Meetings Law and the Mequon Ordinance. Any notice to Trustees shall be sent in writing and either

(a) delivered personally; (b) sent by reputable, overnight courier service, charges prepaid and signature required; (c) sent by registered or certified first-class or air mail, postage prepaid and signature required; (d) sent by facsimile, or (e) sent by email, in each case according to the applicable addresses on record with the Library.

4.06 Waiver of Notice. A Trustee may waive any notice before or after the date and time stated in the notice. The waiver shall be in writing and signed by the Trustee entitled to the notice and be delivered to the Library for inclusion in the records. A Trustee's attendance at a meeting waives objection to lack of notice or defective notice of the meeting, unless the Trustee at the beginning of the meeting or promptly upon arrival objects to holding the meeting or transacting business at the meeting.

4.07 Quorum. Five (5) Trustees then in office shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of five (5) Trustees present and voting at a duly called meeting of the Board of Trustees shall be the act of the Board of Trustees unless otherwise provided by statute or these Bylaws. The act of a majority of Trustees present and voting at any committee shall be the act of that committee, unless otherwise provided by statute or these Bylaws.

4.08 Voting. Voting on any question shall be by the means announced by the presiding officer prior to the vote, or by the method of voting prescribed by law for any particular question.

4.09 Attendance at Meetings. Trustees are expected to regularly attend all meetings of the Board of Trustees and of their respective assigned committees. Regular noncompliance with this provision may be a basis for removal from the Board of Trustees. Trustees representing the City of Mequon who fail to attend meetings may be subject to removal under the provisions of the Mequon Ordinance.

4.10 Rules. The Board of Trustees may adopt rules governing its procedures, not inconsistent with these Bylaws, which rules may be amended or modified by the Board of Trustees at any meeting without advance notice.

4.11 Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings in all cases in which they are not inconsistent with these Bylaws and any statutes applicable to the Board of Trustees.

4.12 Open Meetings Law Compliance. All Board of Trustees meetings and all committee meetings shall be held in compliance with Wis. Stat. §§19.81 through 19.98.

ARTICLE V

COMMITTEES OF THE BOARD OF TRUSTEES

5.01 Committees Generally. Committees are vehicles of the Board of Trustees, which are designed to facilitate the actions of the Board of Trustees. As such, they engage in acts of governance or engage in actions which are a necessary prelude to an act of governance. Committees do not expand or contract the responsibilities or authority of the Board of Trustees, but instead enable the Board of Trustees to function more efficiently and effectively. Committees shall meet at the time and place designated by the Committee Chair.

5.02 Types of Committees. Committees may be created or terminated at any time by resolution of the Board of Trustees, and shall serve as long as the purposes for which they were created continues to exist, unless dissolved prior thereto by the Board of Trustees.

5.03 Responsibilities. Authority and Accountability of Committees. Except as otherwise provided, or as specifically determined by the Board of Trustees, standing committees shall have the responsibility of achieving their purposes as described in these Bylaws, shall exercise authority reasonably necessary to achieve these responsibilities, and shall account to the Board of Trustees. The purposes of special committees as well as their responsibility, authority and accountability shall be set forth in the action creating such committees.

5.04 Nondelegable Powers: Alternative Members; Rules of Committees. No committee of Trustees shall be empowered to act in lieu of the entire Board of Trustees in respect to election of officers or the filling of vacancies in the committees of Trustees created pursuant to this Article. All members of the Board of Trustees who are not members of a given committee shall be alternate members of such committee and may take the place of any absent member or members at any meeting of such committee, upon request of the President or the chairman of such meeting. Each committee of Trustees shall fix its own rules governing the conduct of its activities, not inconsistent with rules promulgated by the Board of Trustees, and shall make such reports to the Board of Trustees of its activities as the Board of Trustees may request.

5.05 Ex-Officio Members of Committees. The President shall be an ex-officio voting member of all committees.

5.06 Meetings and Minutes of Committees. All committees shall keep minutes which shall be approved in the ordinary course and filed with the permanent records of the Library. Committees shall report on their deliberations and actions at the next regularly scheduled meeting of the Board of Trustees.

ARTICLE VI

OFFICERS OF THE BOARD OF TRUSTEES

6.01 Number. The principal officers of the Board of Trustees shall be President, Vice President, Secretary and Treasurer, each of whom shall be elected by

the Board of Trustees. The Board of Trustees may elect such other officers and assistant officers and agents as may be deemed necessary. Any two or more offices may be held by the same person, except the offices of President and Secretary, or President and Vice President. Officers shall be members of the Board of Trustees.

6.02 Election and Term of Office. The officers of the Board of Trustees shall be elected annually by the Board of Trustees at its annual meeting. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office from the close of the annual meeting for a term of one (1) year, or until a qualified successor is elected upon expiration of the term of that officer, or until that officer's death, or until that officer shall resign, be disqualified or shall have been removed in the manner hereinafter provided.

6.03 Removal. Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board of Trustees, whenever, in its judgment, the best interests of the Library will be served thereby.

6.04 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Trustees for the unexpired portion of the term.

6.05 President. The President shall, when present, preside at all meetings of the Board of Trustees. The President shall have authority, subject to such rules as may be prescribed by the Board of Trustees, to appoint all committees, execute all documents authorized by the Board of Trustees and serve as an ex-officio voting member of all committees (except the nominating committee). In general, the President shall perform all duties incident to that office, and such other duties as may be prescribed by the Board of Trustees from time-to-time.

6.06 Vice President. In the absence of the President, or in the event of the President's death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time-to-time may be assigned by the President or by the Board of Trustees.

6.07 Secretary. The Secretary shall: (a) keep the minutes of the Board of Trustees meetings in one (1) or more books provided for that purpose; (b) see that all notices are duly given in accordance with provisions of these Bylaws or as required by law; (c) be custodian of the Board of Trustees' records; and (d) in general, perform all duties incident to the office of the Secretary and such other duties as from time-to-time may be assigned by the President or by the Board of Trustees. In the absence of the President and Vice President, the Secretary shall preside at meetings of the Board of Trustees.

6.08 Treasurer. The Treasurer shall: (a) have the oversight responsibility for all funds and securities of the Library, and for moneys due and payable to the Library from any source whatsoever, including the deposit of such moneys in the name of the Library in such banks, trust companies or other depositories as shall be selected in accordance with provisions of these Bylaws; and (b) in general, perform all of the duties incident to the office of Treasurer and such other duties as from time-to-time may be assigned by the President or by the Board of Trustees. In the absence of the President, Vice President and Secretary, the Treasurer shall preside at meetings of the Board of Trustees.

6.09 Assistants and Acting Officers. The Board of Trustees shall have the power to appoint any person to act as assistant to any officer, or to perform the duties of such officer whenever for any reason it is impracticable for such officer to act personally, and such assistant or acting officer so appointed by the Board of Trustees shall have the power to perform all the duties of the office to which such person is so appointed to be assistant, or as to which such person is so appointed to be assistant, or as to which such person is so appointed to act, except as such power may otherwise be defined or restricted by the Board of Trustees. A presiding officer shall be appointed pursuant to this section if none of the officers are available to conduct a meeting of the Board of Trustees.

6.10 Additional Officers. Any additional officer not specified above shall have only such authority, duties and responsibilities as shall be specifically authorized and designated by the Board of Trustees.

6.11 Compensation. Officers of the Board of Trustees shall not receive compensation for serving as officers or for providing other personal services to the Board of Trustees or the Library. However, officers may receive reimbursement of reasonable expenses incurred in connection with Library matters, provided that such reimbursement is authorized by the Board of Trustees.

ARTICLE VII

CONFLICTS OR DUALITY OF INTEREST

No member of the Board of Trustees shall use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself and each member of the Board of Trustees shall abide by and follow the code of ethics for local government officials, employees and candidates pursuant to Wis. Stat. §19.59 or as may thereafter be amended or renumbered from time-to-time.

ARTICLE VIII

LIBRARY DIRECTOR AND STAFF

The Library Director shall be appointed by the Board of Trustees and shall be

responsible to the Board of Trustees. The Library Director shall be considered the executive officer of the Library under the direction and review of the Board of Trustees, and subject to the policies established by the Board of Trustees. The Director shall be responsible for the care and maintenance of the Library facilities and equipment, for the selection of adequate Library materials and resources, for the employment and direction of all other employees, for the efficiency of the Library's service to the public, and for the operation of the Library in accordance with the financial parameters established by the Board of Trustees. The Director shall, unless excused, attend all Board of Trustees meetings but shall have no vote.

ARTICLE IX

FISCAL MATTERS

9.01 Fiscal Year. The fiscal year of the Library shall commence on the first day of January of each year and every year thereafter.

9.02 Library Acts. The President shall have authority to sign, execute and acknowledge on behalf of the Library, all contracts, reports and all other documents or instruments necessary or proper to be executed in the course of the Library's regular business, or which shall be authorized by resolution of the Board of Trustees. Except as otherwise provided by law or directed by the Board of Trustees, the President may authorize in writing any officer or agent of the Library to sign, execute and acknowledge such documents and instruments in his or her place and stead. The Secretary of the Board of Trustees is authorized and empowered to sign in attestation all documents so signed, and to certify and issue copies of any such document and of any resolution adopted by the Board of Trustees; provided, however, that an attestation is not required to enable a document to be an act of the Library.

9.03 Loans. No moneys shall be borrowed on behalf of the Library and no evidence of such indebtedness shall be issued in its name unless authorized by a resolution of the Board of Trustees and the governing bodies of the City of Mequon and the Village of Thiensville. Such authority may be general or confined to specific instances.

9.04 Deposits. All funds of the Library, not otherwise employed, shall be deposited from time-to-time to the credit of the Library in such banks or other depositories as the Board of Trustees may select.

9.05 Maintenance of Records. The Board of Trustees shall ensure that correct and complete books and records of account and other records of the activities of the Library as may be appropriate. All such records shall be open to inspection upon the demand of any member of the Board of Trustees.

ARTICLE X

NONDISCRIMINATION

The Library recognizes the rights of all persons to equal opportunity in employment, compensation, promotion, education, positions of leadership and power, and shall not at any time discriminate against any employee, applicant for employment, director, officer, contractor or any other person with whom it deals, because of race, creed, color, sex, national origin, handicap, disability or any other category of person protected under state or federal law if otherwise qualified.

ARTICLE XI

INDEMNIFICATION OF TRUSTEES

The Library shall indemnify all of its Trustees pursuant to Wis. Stat. §895.46 or as may thereafter be amended or renumbered from time-to-time.

ARTICLE XII

AMENDMENTS

12.01 By the Trustees. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of all of the members of the Board of Trustees at any regular or special meeting thereof.

12.02 Implied Amendments. Any action taken or authorized by the Board of Trustees, which would be inconsistent with the Bylaws then in effect but is taken or authorized by affirmative vote of not less than the number of Trustees required to amend the Bylaws so that the Bylaws would be consistent with such action, shall be given the same effect as though the Bylaws had been temporarily amended or suspended so far, but only so far, as is necessary to permit the specific action so taken or authorized.

These Amended Bylaws were approved at a meeting of the Board of Trustees on April 21, 2020.