



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, January 18, 2023, 6:00pm
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in the prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of the December 21, 2022 Meeting
- VI. Financial Reports**
 - a. Revenue and Expense for December 2022
 - b. Action Item: Accounts Payable for December 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
- b. Discussion: Children's Department Art Feature

X. New Business

- a. Discussion and Action Requested: Annual Contract with Vanguard Cleaning Systems

XI. Trustee Training & System/State Library Update

- a. TE14: The Library Board and the Open Meeting Laws
- b. TE15: The Library Board and the Public Records Law

XII. Future Meeting Dates

- a. Board of Trustees Meeting: February 15, 2023
- b. Other Meetings:

XIII. Adjourn

JanaLee Hitchcock, President

Posted: January 13, 2023



11345 North Cedarburg Road, Mequon, Wisconsin 53092

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

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on December 21, 2022 immediately following the conclusion of the Committee of the Whole meeting. 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 6:58 pm.

Posting of notice as of December 16, 2022 was verified.

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

Trustees Absent: Kevin Deering and Alex Lemke.

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

III. Announcements

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the November 16, 2022 Meeting

The minutes of the November 16, 2022 meeting were included in the packet. Hearing no objections, the minutes were approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for November 2022

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

B. Action Item: Accounts Payable Statement for November 2022

Mr. Hansher moved to approve the Accounts Payable Statement for November 2022 in the amount of \$87,246.62. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock reported on the most recent Mequon City Council meeting and expressed her pleasure with the outcome and with the work Ms. Muchin Young and Mr. Baxter had done in preparation of it.

B. Finance

Mr. Baxter reported that no meeting was held. Mr. Baxter complimented Ms. Muchin Young on her presentation at the City of Mequon Committee of the Whole meeting.

C. Advocacy

Mr. Hansher reported that no meeting was held.

D. Personnel

Ms. Abraham reported that a meeting was held on December 7, 2022. Items from the meeting will be presented further in the agenda.

VIII. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young discussed statistical trends as we approach the end of the year.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young provided updates on the budget process and reported that she had worked with officials from the City of Mequon to ensure the process went smoothly. Ms. Muchin Young also announced that Amanda Kloppmann, Circulation Services Manager, has resigned to accept the Director's job at the USS Liberty Memorial Public Library in Grafton. Ms. Muchin Young also provided an update on Monarch system services.

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. Ms. Muchin Young read Ashley Pike's update to the report.

IX. Unfinished Business

A. Discussion: Classification and Compensation Study Update

The final report by the consultant should be ready some time in January. They will be available to make a report to the Board of Trustees in February.

B. Action Required: 2022 Budget Adjustments

The proposed budget adjustment was included in the Board Packet.

Mr. Lookatch moved to approve the 2022 Budget Adjustments. Motion carried.

X. New Business

A. Action Required: Approval of 2023 FLW Library Budget

Ms. Hitchcock reported on the discussion at the Committee of the Whole meeting prior to this meeting. The Committee recommended approval of the draft budget as presented.

Jennifer Abraham moved to approve the 2023 FLW Library Budget. Motion carried.

B. Discussion and Possible Action: AT&T Office@Hand Contract

Mr. Lookatch recused himself from this item on the agenda. The options for a new phone system were presented to and discussed by the Board of Trustees.

Jeffrey Hansher moved to approve a 36-month agreement with AT&T Office@Hand for VoIP phone service. Motion carried.

C. Discussion and Possible Action: RFID Security Gate and Entrance Remodel

Funds made available via the American Rescue Plan Act are proposed to be utilized to install RFID security gates and remodel the front entrance to accommodate them.

Mr. Lookatch moved to approve the RFID Security Gate and Entrance Remodel project at a cost not to exceed \$25,000. Motion carried.

XI. Closed Session

Ms. Hitchcock announced the intention for the Board of Trustees to enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene into open session to continue the agenda and take action on topics discussed in closed session.

Ms. Abraham moved to enter into closed session. A request for a roll call vote was acknowledged. Ms. Hitchcock, Ms. Perry, Mr. Hansher, Mr. Baxter, Ms. Abraham, Ms. Burner, Mr. Lookatch and Ms. Wagner voted Aye. The motion carried and the Board entered closed session.

XII. Reconvene in Open Session

A board member moved to reconvene into open session to continue the agenda and take action on topics discussed in closed session. Motion carried.

Ms. Abraham moved to approve a 3% compensation adjustment for the Library Director as well as authorize an additional one-week paid vacation (in addition to current allowance) annually, beginning January 1, 2023, and to pay a one-time appreciation bonus of \$2,500.00 payable in the first pay cycle of 2023. Motion carried.

XIII. Trustee Training & System/State Library Update

None at this time.

XIV. Future Meeting Dates

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

XV. Adjournment

There being no further business before the Board, a motion to adjourn was made by a board member. Motion carried and meeting was adjourned at 7:58 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

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VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: DECEMBER 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	DECEMBER 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 RESTRICTE	\$0.00	\$1,290.00	\$790.00	-\$1,290.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$0.00	\$35,631.96	\$0.00	-\$35,631.96	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$36,921.96	\$790.00	-\$36,921.96	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$36,921.96	\$790.00	-\$36,921.96	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$36,921.96	\$790.00	-\$36,921.96	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	\$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	\$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	\$0.00	-\$0.94	100.00%
MAJ CLS 40 TAXES	\$1,184,734.00	\$1,184,734.94	\$0.00	-\$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	\$16,795.66	\$940.72	\$1,204.34	93.31%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$16,795.66	\$940.72	\$1,204.34	93.31%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$16,795.66	\$940.72	\$1,204.34	93.31%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$4,497.42	\$849.17	-\$3,997.42	899.48%
DEPT 013 INTEREST INCOME	\$500.00	\$4,497.42	\$849.17	-\$3,997.42	899.48%

Account Descr	2022 YTD Budget	2022 YTD Amt	DECEMBER 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$4,497.42	\$849.17	-\$3,997.42	899.48%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$10,182.05	\$862.75	-\$2,682.05	135.76%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$2,342.35	\$136.50	-\$2,342.35	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$12,524.40	\$999.25	-\$5,024.40	166.99%
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	\$70,350.00	\$0.00	\$0.00	\$70,350.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$72,616.00	\$1,490.72	\$0.00	\$71,125.28	2.05%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$80,116.00	\$14,015.12	\$999.25	\$66,100.88	17.49%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,283,350.00	\$1,220,043.14	\$2,789.14	\$63,306.86	95.07%
	\$1,283,350.00	\$1,256,965.10	\$3,579.14	\$26,384.90	97.94%

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

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Account Descr	2022 YTD Budget	2022 YTD Amt	DECEMBER 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	\$3,542.69	\$120.84	-\$3,542.69	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$2,651.81	\$143.08	-\$2,651.81	0.00%
DEPT 551 LIBRARY	\$0.00	\$6,194.50	\$263.92	-\$6,194.50	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$6,194.50	\$263.92	-\$6,194.50	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$6,194.50	\$263.92	-\$6,194.50	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	\$596,900.00	\$583,852.04	\$71,504.08	\$13,047.96	97.81%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$4,456.16	\$1,611.59	-\$956.16	127.32%
E 99-91-551-1-199 FRINGE BENEFITS	\$197,500.00	\$192,114.59	\$18,709.94	\$5,385.41	97.27%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$3,169.95	\$80.00	\$330.05	90.57%
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	\$804,800.00	\$787,013.34	\$91,905.61	\$17,786.66	97.79%
MAJ CLS 91 LIBRARY STAFFING	\$804,800.00	\$787,013.34	\$91,905.61	\$17,786.66	97.79%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$816.25	\$0.00	\$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-TECHNOLOG	\$12,000.00	\$10,099.69	\$1,188.60	\$1,900.31	84.16%
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	\$7,834.39	\$548.24	\$2,165.61	78.34%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$1,022.94	\$85.25	\$477.06	68.20%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$7,000.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$3,357.33	\$260.49	\$392.67	89.53%
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	\$4,173.47	\$552.53	\$2,326.53	64.21%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$17,500.00	\$11,749.03	\$2,155.00	\$5,750.97	67.14%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$2,454.91	\$230.41	\$295.09	89.27%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$6,579.93	\$615.67	-\$1,079.93	119.64%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$827.85	\$104.85	-\$327.85	165.57%

Account Descr	2022 YTD Budget	2022 YTD Amt	DECEMBER 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$15,811.96	\$11.77	-\$311.96	102.01%
DEPT 551 LIBRARY	\$110,000.00	\$98,577.75	\$5,752.81	\$11,422.25	89.62%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$110,000.00	\$98,577.75	\$5,752.81	\$11,422.25	89.62%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$6,237.78	\$163.35	-\$237.78	103.96%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$21,709.20	\$1,505.54	\$8,290.80	72.36%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$34,479.48	\$2,046.57	\$5,520.52	86.20%
E 99-93-551-3-373 PRINT	\$85,000.00	\$79,049.06	\$6,036.50	\$5,950.94	93.00%
DEPT 551 LIBRARY	\$161,000.00	\$141,475.52	\$9,751.96	\$19,524.48	87.87%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$141,475.52	\$9,751.96	\$19,524.48	87.87%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$26,955.00	\$5,355.00	\$1,845.00	93.59%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$22,000.00	\$20,896.81	\$0.00	\$1,103.19	94.99%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$2,649.59	\$0.00	-\$149.59	105.98%
E 99-94-551-3-308 BUILDING SUPPLIES	\$50,000.00	\$25,381.85	\$1,129.95	\$24,618.15	50.76%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$45,244.34	\$4,097.20	-\$2,744.34	106.46%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$1,235.82	\$0.00	\$564.18	68.66%
E 99-94-551-3-374 HEALTH & SAFETY SUPPLIES	\$0.00	\$538.14	\$0.00	-\$538.14	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$59,950.00	\$0.00	\$0.00	\$59,950.00	0.00%
DEPT 551 LIBRARY	\$207,550.00	\$122,901.55	\$10,582.15	\$84,648.45	59.22%
MAJ CLS 94 LIBRARY BUILDING	\$207,550.00	\$122,901.55	\$10,582.15	\$84,648.45	59.22%
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	\$1,283,350.00	\$1,149,968.16	\$117,992.53	\$133,381.84	89.61%
	\$1,283,350.00	\$1,156,162.66	\$118,256.45	\$127,187.34	90.09%

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	\$790.00	\$263.92	\$41,921.96	\$96,958.24	\$5,120.25	98
G 98-11210 INVESTMENTS	\$0.00	\$0.00	\$0.00	\$85,000.00	\$5,000.00	\$80,000.00	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	\$790.00	\$0.00	\$36,921.96	-\$36,921.96	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$263.92	\$0.00	\$6,314.50	\$120.00	\$6,194.50	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$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	\$1,053.92	\$1,053.92	\$139,000.20	\$139,000.20	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$159,852.25	\$187,396.57	\$2,786,282.70	\$2,784,478.51	\$3,468.85	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$239.58	\$239.58	\$4,518.76	\$4,518.76	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$51,982.93	\$51,982.93	\$429,128.81	\$429,128.81	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$849.17	\$86,000.00	\$999,497.42	\$970,500.00	\$287,502.45	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$28,817.05	\$0.00	\$0.00	\$28,817.05	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDIN	\$0.00	\$2,397.73	\$2,397.73	\$19,508.08	\$19,508.08	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$4,788.13	\$4,788.13	\$39,443.18	\$39,443.18	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$5,281.92	\$5,281.92	\$43,227.93	\$43,227.93	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$206.16	\$1,293.91	\$12,117.99	\$11,339.64	-\$4,738.13	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	\$2,820.61	\$4,241.10	\$34,736.38	\$34,740.16	-\$4,241.10	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$113.98	\$113.98	\$596.52	\$596.52	\$0.00	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$113.98	\$113.98	\$831.84	\$831.84	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,433.70	\$1,433.70	\$16,105.26	\$16,105.26	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$17.95	\$17.95	\$230.85	\$230.85	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$37.98	\$37.98	\$398.82	\$398.82	\$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	\$2,789.14	\$0.00	\$1,220,043.14	-\$1,220,043.14	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$118,201.50	\$208.97	\$1,170,176.24	\$20,208.08	\$1,149,968.16	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$348,337.57	\$348,337.57	\$5,595,299.58	\$5,595,299.58	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$349,391.49	\$349,391.49	\$5,734,299.78	\$5,734,299.78	\$0.00	



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Batch: 1222 LIB MN1,1222 LIB AP,1222 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
999 e	12/02/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,558.49		FED/Wages Pd 12-2-22
G 99-21210		WISCONSIN WITHHOLDI	\$781.44		WI/Wages Pd 12-2-22
G 99-21230		SOCIAL SECURITY TAX	\$1,738.25		SS & MED/Wages Pd 12-2-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,738.26		SS Employer/Wages Pd 12-2-22
G 99-11160		SPECIAL CLEARING AC	\$16,782.67		DirectDep/Wages Pd 12-2-22
		Total	\$22,599.11		
1000 e 12/02/22 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$23,602.00		Salaries & Wages/Wages Pd 12-2-22
G 99-21265		WI RETIREMENT	(\$1,423.16)		WRS Employees/Wages Pd 12-2-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,558.49)		FED/Wages Pd 12-2-22
G 99-21210		WISCONSIN WITHHOLDI	(\$781.44)		WI/Wages Pd 12-2-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,738.25)		SS & MED/Wages Pd 12-2-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 12-2-22
G 99-21280		HEALTH INSURANCE WI	(\$716.85)		HEALTH/Wages Pd 12-2-22
G 99-21285		LIFE INSURANCE WITH	(\$17.95)		ILIFE/Wages Pd 12-2-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 12-2-22
G 99-21276		VISION INSURANCE WIT	(\$72.02)		VISION/Wages Pd 12-2-22
G 99-21286		ACCIDENTAL INS WITH	(\$37.98)		ACCIDENT/Wages Pd 12-2-22
G 99-11160		SPECIAL CLEARING AC	(\$16,782.67)		Net Pay/Wages Pd 12-2-22
		Total	\$0.00		
1008 e 12/09/22 CARDMEMBER SERVICE					
E 99-93-551-3-373		PRINT	\$37.00		Seabear Press
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$455.86		Grand Geneva Resort
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$13.75		Hogs and Kisses
E 99-92-551-2-284		CONTRACTED SERVICE	\$87.00		Mailchimp
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$663.39		Hyatt Regency Indianapolis
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$18.00		Illinois Tollway
E 99-93-551-3-370		PROGRAMMING	\$81.88		Penzey's Spices
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	(\$10.89)		Grand Geneva Resort
E 99-92-551-2-286		COMPUTERS	(\$15.81)		Walgreens
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34		Amazon Web Services
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$26.89		Next Door Pizza
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$138.89		Grand Geneva Resort
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$26.52		Point Burger
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$256.00		Grand Geneva Resort
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$23.18		DoorDash
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26		Apple
E 99-92-551-3-303		TELEPHONE	\$55.34		AT&T
		Total	\$1,863.60		
1009 e 12/09/22 AT&T					
E 99-92-551-3-303		TELEPHONE	\$172.62	26224259311	DEC Phone Service
		Total	\$172.62		
1012 e 12/16/22 ADP					
G 99-21220		FEDERAL WITHHOLDIN	\$1,563.85		FED/Wages Pd 12-16-22



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Batch: 1222 LIB MN1,1222 LIB AP,1222 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21210		WISCONSIN WITHHOLDI	\$781.49		WI/Wages Pd 12-16-22
G 99-21230		SOCIAL SECURITY TAX	\$1,734.40		SS & MED/Wages Pd 12-16-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,734.40		SS Employer/Wages Pd 12-16-22
G 99-11160		SPECIAL CLEARING AC	\$17,183.20		DirectDep/Wages Pd 12-16-22
		Total	\$22,997.34		
1013 e	12/16/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$23,820.23		Salaries & Wages/Wages Pd 12-16-22
G 99-21265		WI RETIREMENT	(\$1,409.21)		WRS Employees/Wages Pd 12-16-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,563.85)		FED/Wages Pd 12-16-22
G 99-21210		WISCONSIN WITHHOLDI	(\$781.49)		WI/Wages Pd 12-16-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,734.40)		SS & MED/Wages Pd 12-16-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 12-16-22
G 99-21280		HEALTH INSURANCE WI	(\$716.85)		HEALTH/Wages Pd 12-16-22
G 99-11160		SPECIAL CLEARING AC	(\$17,183.20)		Net Pay/Wages Pd 12-16-22
		Total	\$0.00		
1019 e	12/30/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,820.61	277685	NOV 2022 WRS-Employer
G 99-21265		WI RETIREMENT	\$2,820.61	277685	NOV 2022 WRS-Employee
		Total	\$5,641.22		
1020 e	12/27/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$10,513.50	202301	JAN Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,433.70	202301	JAN Health-Employee
		Total	\$11,947.20		
1021 e	12/23/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$93.57	621309918	Processing 12-16-22 Payroll
		Total	\$93.57		
1022 e	12/30/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	622141282	Time and Attendance Monthly
		Total	\$73.35		
1029 e	12/30/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,665.79		FED/Wages Pd 12-30-22
G 99-21210		WISCONSIN WITHHOLDI	\$834.80		WI/Wages Pd 12-30-22
G 99-21230		SOCIAL SECURITY TAX	\$1,809.27		SS & MED/Wages Pd 12-30-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,809.27		SS Employer/Wages Pd 12-30-22
G 99-11160		SPECIAL CLEARING AC	\$18,017.06		DirectDep/Wages Pd 12-30-22
		Total	\$24,136.19		
1030 e	12/30/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$24,081.85		Salaries & Wages/Wages Pd 12-30-22
E 99-92-551-2-287		MILEAGE	\$85.25		MUCHIN YOUNG Mileage/Wages Pd 12-30-22
G 99-21265		WI RETIREMENT	(\$1,408.73)		WRS Employees/Wages Pd 12-30-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,665.79)		FED/Wages Pd 12-30-22
G 99-21210		WISCONSIN WITHHOLDI	(\$834.80)		WI/Wages Pd 12-30-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,809.27)		SS & MED/Wages Pd 12-30-22
G 99-21245		FLEX BENEFIT	(\$431.45)		FLEX BEN/Wages Pd 12-30-22



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-11160		SPECIAL CLEARING AC	(18,017.06)		Net Pay/Wages Pd 12-30-22
		Total	\$0.00		
26853	12/08/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$4,097.20	4384521582	DEC Electrical and Gas Service
		Total	\$4,097.20		
26854	12/08/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$259.38	32868221	Monthly Admin Copier Lease/Orig
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	32956307	Monthly 2 Copiers Lease
		Total	\$378.23		
26916	12/21/22	ADVANCED CHILLER SERVICES			
E 99-94-551-3-308		BUILDING SUPPLIES	\$963.79	4586	HVAC Repair
		Total	\$963.79		
26917	12/21/22	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$998.12	2037104928	Print Collection Materials
E 99-93-551-3-373		PRINT	\$304.91	2037113046	Print Collection Materials
E 99-93-551-3-373		PRINT	\$514.11	2037116173	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$89.49	2037118999	Lions Club Donation
E 99-93-551-3-371		MEDIA	\$283.26	2037126015	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$199.78	2037127777	Print Collection Materials
E 99-93-551-3-373		PRINT	\$361.26	2037130486	Print Collection Materials
E 99-93-551-3-373		PRINT	\$143.43	2037139221	Print Collection Materials
E 99-93-551-3-373		PRINT	\$297.04	2037143218	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,502.57	2037145644	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$117.75	2037152031	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$341.21	2037154435	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$31.35	2037158356	Lions Club Donation
E 99-93-551-3-371		MEDIA	\$51.14	H62815110	Media Collection
E 99-93-551-3-371		MEDIA	\$16.61	H62861740	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H62876710	Media Collection
E 99-93-551-3-371		MEDIA	\$47.67	H62885460	Media Collection
E 99-93-551-3-371		MEDIA	\$85.92	H62909100	Media Collection
E 99-93-551-3-371		MEDIA	\$16.61	H62913670	Media Collection
E 99-93-551-3-371		MEDIA	\$198.28	H62921900	Media Collection
E 99-93-551-3-371		MEDIA	\$21.65	H62963140	Media Collection
E 99-93-551-3-371		MEDIA	\$119.72	H62982300	Media Collection
E 99-93-551-3-371		MEDIA	\$66.35	H62983140	Media Collection
E 99-93-551-3-371		MEDIA	\$88.01	H63055310	Media Collection
		Total	\$5,913.54		
26918	12/21/22	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$2.45	620469635	NOV 2022 long distance
		Total	\$2.45		
26919	12/21/22	CLEAN SOURCE LLC			
E 99-94-551-2-282		JANITORIAL SERVICE	\$3,600.00	113122-FLW	Final Janitorial Service
		Total	\$3,600.00		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
26920	12/21/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$72.02	188339	JAN Vision Insurance-Employee
G 99-21276		VISION INSURANCE WIT	\$41.96	1885366	JAN Dental Insurance-Employee
		Total	\$113.98		
26921	12/21/22	DEPARTMENT OF ADMINISTRATION			
E 99-92-551-2-284		CONTRACTED SERVICE	\$600.00	505-74893	TEACH Data Service 7-1 - 12-31-22
		Total	\$600.00		
26922	12/21/22	FORWARD TS			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$21.26	AR184435	Final Copy Charges-4070N
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$216.18	AR185542	NOV Copy Charges
		Total	\$237.44		
26923	12/21/22	FRIENDS OF THE CCBC, INC.			
E 99-93-551-3-370		PROGRAMMING	\$182.00		CCBC book sale items-for prizes
		Total	\$182.00		
26924	12/21/22	GECRB/AMAZON			
E 99-93-551-3-373		PRINT	\$13.99	43345436997	Kindle Titles
E 99-93-551-3-371		MEDIA	\$34.99	43398497549	Video Game Collection
E 99-93-551-3-373		PRINT	\$14.99	43845737993	Kindle Titles
E 99-92-551-2-286		COMPUTERS	\$57.99	44668838439	Technology
E 99-93-551-3-373		PRINT	\$14.99	45734848559	Kindle Titles
E 99-92-551-3-300		OFFICE SUPPLIES	\$10.05	47768363588	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$25.98	48764586799	Technology
E 99-93-551-3-371		MEDIA	\$47.38	48884764968	Video Game Collection
E 99-93-551-3-371		MEDIA	(\$0.11)	53977848359	Video Game Collection
E 99-93-551-3-373		PRINT	\$14.99	55384395833	Kindle Titles
E 99-93-551-3-371		MEDIA	\$47.29	64945487379	Video Game Collection
E 99-93-551-3-371		MEDIA	(\$0.08)	66778338566	Video Game Collection
E 99-92-551-2-286		COMPUTERS	\$35.88	67449386367	Technology
E 99-93-551-3-371		MEDIA	\$86.13	69793473995	Video Game Collection
E 99-93-551-3-373		PRINT	\$14.99	74474596874	Kindle Titles
E 99-93-551-3-371		MEDIA	\$119.76	74969694856	Video Game Collection
E 99-93-551-3-370		PROGRAMMING	\$61.64	75364598643	Programming
E 99-93-551-3-371		MEDIA	(\$0.08)	78444984494	Video Game Collection
E 99-93-551-3-373		PRINT	\$14.99	83569677389	Kindle Titles
E 99-92-551-2-286		COMPUTERS	\$15.19	83898576986	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$8.99	85684566453	Office Supplies
E 99-93-551-3-373		PRINT	\$31.18	88446486645	Print Collection
E 99-92-551-3-300		OFFICE SUPPLIES	\$13.05	94685367655	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$16.51	99925512286	Technology
E 99-93-551-3-373		PRINT	\$17.95	BofmfWwnvq	Print Collection
E 99-93-551-3-371		MEDIA	\$39.99	CThkpaHkEA	Video Game Collection
E 99-93-551-3-370		PROGRAMMING	\$13.85	XilJgNaObDA	Programming
		Total	\$772.47		
26925	12/21/22	INFOCOR			
E 99-92-551-2-284		CONTRACTED SERVICE	\$495.00	15016-IN	Brightsign Annual Subscription



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Batch: 1222 LIB MN1,1222 LIB AP,1222 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$495.00		
26926	12/21/22	JEWISH DATA			
E 99-93-551-3-372		E CONTENT	\$500.00	191	1 Yr Database Sub (1-1 - 12-31-22)
		Total	\$500.00		
26927	12/21/22	MEICHER TECHNICAL SERVICES			
E 99-92-551-2-286		COMPUTERS	\$412.50	16263	Unitrends Support
		Total	\$412.50		
26928	12/21/22	MEQUON-THIENSVILLE HISTORICAL			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$80.00	12202022	Annual Membership
		Total	\$80.00		
26929	12/21/22	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,546.57	503038976	Hoopla - NOV 2022
		Total	\$1,546.57		
26930	12/21/22	MONARCH LIBRARY SYSTEM			
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$143.08	415807	Summer Reading T-shirts
E 99-92-551-3-359		MONARCH FEES	\$11.77	415821	Telephony Charges (Q2)
		Total	\$154.85		
26931	12/21/22	PIEPER POWER			
E 99-94-551-3-308		BUILDING SUPPLIES	\$166.16	853309	Electrical Service
		Total	\$166.16		
26932	12/21/22	PIGGLY WIGGLY			
E 99-93-551-3-370		PROGRAMMING	\$5.98	1070980838	Programming Supplies
		Total	\$5.98		
26933	12/21/22	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$281.92	29345547	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$86.98	29636592	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$151.54	29678460	Office Supplies
		Total	\$520.44		
26934	12/21/22	REGENTS OF THE UNIVERSITY			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$2,155.00	2170000439	RFID Hub Tags
		Total	\$2,155.00		
26935	12/21/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$37.98	012023-A	JAN Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$93.90	012023-L	JAN Life Insurance-Employer
G 99-21285		LIFE INSURANCE WITH	\$17.95	012023-L	JAN Life Insurance-Employee
		Total	\$149.83		
26936	12/21/22	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$104.85	6107185	DEC 2022 Placements
		Total	\$104.85		
26937	12/21/22	VANGUARD CLEANING SYSTEMS			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-94-551-2-282		JANITORIAL SERVICE	\$1,755.00	404	NOV Partial Janitorial Svc
		Total	\$1,755.00		
26938	12/21/22	WORLD BOOK, INC			
E 99-93-551-3-373		PRINT	\$1,199.00	1645543	Reference Collection
		Total	\$1,199.00		
914392	12/09/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$93.57	620326800	Processing 12-2-22 Payroll
		Total	\$93.57		
		11110 HARRIS GF -CHECKING	\$115,724.05		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$263.92
99 F. L. WEYENBERG LIBRARY FUND	\$115,460.13
	\$115,724.05

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	21,121	21,112	19,001	259,583
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	5,135	5,499	5,635	62,449
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	26,256	26,611	24,636	322,032
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	3,788	1,605	1,371	25,124
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	1,293	1,053	974	14,521
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	1,512	1,352	1,044	16,683
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	2	7	2	39
2022 attendance	0	1	63	102	257	171	19	80	0	5	50	7	755
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	3	3	4	45
2022 participants	13	72	101	77	98	147	88	100	66	77	79	87	1,005
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	24	22	15	203
2022 attendance	144	266	559	437	1,133	747	883	628	469	710	681	575	7,232
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	1	4	3	48
2022 participants	679	902	1,053	1,022	1,044	562	833	479	343	779	290	720	8,706
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	3	8	12	179
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	20	16	16	247
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	15	9	13	222
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	101	99	86	1,325
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	3,316	3,205	2,498	46,585
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	3,585	3,895	3,435	46,612

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

Meetings Attended:

- Check in meetings with managers, 11/16 and 12/21
- Emptied Outdoor Bookdrops. 12/24, 12/25, 1/31
- Monarch Directors' Chat, 1/5
- Hook, Yarn & Stitch, 1/5
- Monarch Governance Committee Meeting, 1/3
- HVAC Control System Training, 1/9
- Evening Readers, 1/9
- Monarch Directors' Council meeting, 1/12
- Regular and As-Needed Adult and Children's Reference and Circulation Desk shifts

PERSONNEL & CONTINUING EDUCATION

I conducted three Zoom interviews with promising candidates for Access Services Manager. All three asked if we have any big projects on the horizon and were very pleased to hear about our RFID project. In person interviews begin Thursday, January 19.

Our 20-hour per week Patron Services Associate will be leaving us for a full-time job at another library. We will be advertising to fill this position as soon as possible.

OPERATIONS ACTIVITIES:

We have signed a contract for the remodeling of the inside entrance to the library to accommodate the RFID security gates, which have been ordered. We are also deciding on which outdoor book drops will best meet our need for the next decade or so. ARPA funds will be used for these projects.

I am temporarily taking over the duties of Access Services Manager. I will be making some minor procedural changes. Once the new manager is in place there will undoubtedly be more, but we will address those issues at a later date.

The new phone system is up and running. There were a few hiccups in the transition, but Craig Jacobson managed the project successfully.

The HVAC Control System is in and operating. Some adjustments need to be made, but we now know how to do so. Adding the building exterior lighting to the system will make that easier to control as well.

And speaking of lighting, the parking lot lighting project should be completed in April. Meanwhile Public Works is adjusting photocells and timers on our current lights.

OTHER:

We are ending our subscription to Hoopla at the end of this month. Not only is the monthly investment more than we'd like to be making, but the company's Collection Policies are not in line with ours. Therefore, we will begin offering Kanopy which provides downloadable films. Patrons have been asking for this and have even registered for borrower cards at other Monarch libraries so they could access the Kanopy collection of streaming video. Our monthly investment is estimated to be about half our current Hoopla expenditures.

Monarch Library System has discontinued their contract with Gale Courses and replaced it with Universal Class which is available from your computer, or on any device from the Libby App. These on-demand downloadable lessons cover a wide range of topics, offer CE credit for some, and are offered at about \$20,000 less than Gale Courses. Our investment is only \$568.20 per year.

We are preparing for Staff Development Day. The highlight will undoubtedly be dementia-friendly training with ADRC. We will also be discussing Intellectual Freedom and Open Access to information.

FOUNDATION:

The Foundation fundraiser has topped \$25,000, though we know some checks will continue to come in during January and even February. There will be a Foundation Investment Committee meeting Thursday, January 26, at 11am.

FRIENDS:

The Friends meet monthly, the third Thursday of each month at 10am. The core group is getting larger, so we will move the meetings to the Tolzman Room this month. Membership currently stands at about two dozen, including several life members.

Date: January 11, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, January, 2023

- The approved 2023 operating budget was provided to the Village of Thiensville and they have stated there will be no problems presenting it in the format we preferred, including the section on ARPA & Capital funds. In regard to the Gift accounts, there were no changes between the December 21, 2022 Board of Trustees meeting and the end of the year.
- The phone system hardware was received and installed, and the number porting took place Thursday, January 12 (the telecom companies choose what time and date number porting will be completed on and cannot be changed by us). The final transition from the old system to the new is now complete, and most patrons should not notice an immediate change. All of the Library's previous phone numbers (including any unlisted numbers) were ported over and remain operational. Some services, such as SMS texting, may not be immediately available to all users due to the provisioning requirements and process required, but will eventually be available to everyone.
- The principal work on the HVAC controls system is complete. Rachel and I have been granted permissions to and been trained in the operations of the system and can now control most of the building's HVAC functions directly. We took the opportunity to add several uncontrolled spaces, such as the electric heaters in the foyer and stairwell, to the controls system. While there was a cost involved to do so, the savings on utility costs from those devices should pay-back the expense (an uncontrolled electric heater will run until it reaches its setpoint, 24 hours a day, 365 days a year). We will also be able to control exterior building lights (parking lot lights are under the care and control of the City of Mequon) as well as receive building emergency alarms, not just HVAC related but for high water and other building-related concerns.
- The WRS Annual Reconciliation is compiled, there were no discrepancies between the final earnings records for all eligible employees and the monthly transaction ledgers. The state Department of Employee Trust Funds has not opened the annual reconciliation for submissions at this time, but when they do so we will be able to submit them without any issues.
- The work on the 2022 fiscal year audit is underway. While we have yet to receive a list of expected items from the auditor, we are operating under the assumption that they will request similar items as they have in previous years, and that they will inform us of any changes in a timely manner.
- I now have the ability to reset email account passwords and multifactor authentication, so there is no need for staff and board members to request password resets from the system IT office. I can also ensure that our best practice recommendations regarding passwords and security are being properly enforced.

Date: January 12, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: M-T Community Book Club, 12/20
- Program: Mini-Golf, 12/27
- Program: Yule Ball, 12/29
- Program: Friday Movie Matinee, 1/6
- Management Meeting, 1/11
- Program: Saturday LEGO Club, 1/14
- Program: M-T Community Book Club, 1/17
- Passive Program: Spice of the Month Kit, 1/1
- Evening Shifts, 1/13
- Weekend Shifts, 1/14, 1/15, 1/28
- Vacation, 12/22

YEAR-END STATISTICS

-Our 2022 eCircs ended on a high note! December 2022 had the highest number of eCircs in comparison to the rest of the year. And our end of year total for eCircs beat what we saw in 2020 & 2021.

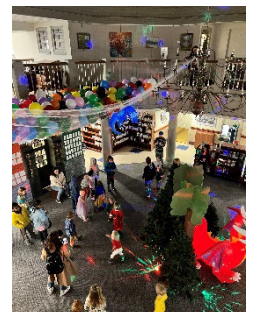
-Our 2022 eCollections total has overwhelmingly surpassed our 2021 and 2020 totals. We had over 6,500 more uses for the eCollection databases than 2021.

-Our programming numbers for 2022 were great! We offered 31 more adult in-person programs, 22 more teen in-person programs, and 85 more children's in-person programs than in 2021. Attendance has definitely increased since 2020, but we are still building up to our 2019 in-person numbers, except for teens. Our drop-in program total statistics are the best they have been the last 3 years, and very close or better than our pre-pandemic numbers in 2019.

OTHER TASKS & TIDBITS

-We held several events in the 3-day period between Christmas and New Year's. Our first event (Tuesday) was Library Mini-Golf. 122 people signed up for tee times and played. Wednesday was more low-key with an Unlock-the-Box event and Nintendo Switch Day. Thursday was our first Yule Ball, and it was a great success! 145 people participated in the event. We also had many people comment for the two days prior to the event about the decorations, since we started decorating after the mini-golf was taken down. Our activities during the Yule Ball included a wand-making craft, Harry Potter button making, the Harry Potter and the Goblet of Fire movie, a Tri-Wizard hunt, and a dance party. The Yule Ball ended with a noon balloon drop and it was very cute!

-We started ordering books & media materials once again. I have done cart orders, so we will resume our regular ordering process.



two test

-I received a letter of resignation for my part-time Patron Services Associate on Thursday, January 12, 2023. Sarah received a full-time position at the Cedarburg Public Library. While we are sad to see her leave, we wish her well in her new position in the Adult Services department at Cedarburg.

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (3-4 each month)
- Evening Readers Book Club (monthly)
- Genealogy Interest Group (monthly)
- History Book Club (monthly)
- Hook, Yarn & Stitch Club (monthly)
- Marvelous Mystical Messages Author Talk (February)
- Monarch Memory Café (quarterly)
- Movie Matinees (1st & 3rd Fridays monthly)
- Throwback Movie Matinees (Last Saturdays, monthly)
- M-T Book Club (monthly)
- Ozaukee County Talks About Race Book Discussion (January)
- Philosophy Lectures series (quarterly)
- Spice of the Month Kits (monthly)
- Marvelous Mystical Messages, Local Author event (February)
- Monarch Memory Café (February)
- Tips & Tricks for Caregivers with Compassus Hospice (March)
- Acupuncture Awareness (March)
- Advanced Directives with Compassus Hospice (April)

- Read It! Make It! Book Discussion & Craft (monthly)
- Dungeons & Dragons (biweekly)
- Teen Craft Take & Make Kits (monthly)
- Teen Exam Cram (February)

- 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)
- Little Scientists (monthly)
- Unlock the Box (December, February, March)
- Graphic Novel Book Club (monthly)
- Throwback Family Movie Matinee (select Saturdays, monthly)
- Winter Reading Challenge Pizza Party (February)
- Crazy 8s Math Club (February-April)
- Tea with the Tooth Fairy with Mequon Smile Design (February)
- Super Smash Bros. Tournament (March)



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VANGUARD CLEANING SYSTEMS CLEANING SERVICE AGREEMENT AND SERVICE SCHEDULE (2023)

The undersigned Client hereby accepts the proposal for janitorial services with the following terms and conditions as defined by
SAINT CROIX MANAGEMENT - dba VANGUARD CLEANING SYSTEMS OF WISCONSIN

ACCOUNT/LOCATION

CITY OF MEQUON
FRANK L. WEYENBERG LIBRARY
11345 N CEDARBURG RD, MEQUON, WI 53092

1. **EFFECTIVE 01/01/2023 – 12/31/2023**, VANGUARD CLEANING SYSTEMS OF WISCONSIN ("Company") will arrange for delivery of the professional commercial cleaning services described on the preceding "Service Schedule" as follows: **(Plus applicable Sales Tax unless ST3/Tax Exempt certificate provided)**

Initial here

SERVICE FREQUENCY:
5X/WEEK (SUNDAY - FRIDAY)

SERVICE TYPE: NIGHT CLEANING
SUNDAYS AFTER 4pm
MONDAY – THURSDAY AFTER 8PM
FRIDAYS AFTER 6PM

MONTHLY RATE:
\$3,510.00

2. Client accepts that the services and all associated responsibilities for performance to be provided under the Service Schedule will be transferred by Company to an independently-owned Vanguard Cleaning Systems of WI Service Provider ("Service Provider"). The Service Provider will execute services outlined in this Service Contract in accordance with the Service Schedule as agreed upon by the Client and the Company. Client further acknowledges and agrees that the Company does not dictate or monitor the Service Provider's labor hours; they manage and operate their independently owned businesses.
3. The contract price shown in the above Monthly Rate is applicable for one year from the date of this Agreement for the services identified on, and to be delivered at the intervals provided in the Service Schedule. The price is subject to adjustment based upon substantial changes in cleanable square footage, occupancy, or cleaning requirements. After one year from the service start date, Company reserves the right to apply a 3.0-6.0% cost of living increase; such increases would be provided in writing 30-days prior to implementation.
4. Either Client or Company can cancel this Agreement by issuing a 30-Day advance written notice of cancellation to the other party. Any modification to this Agreement must be in writing and signed by the Client and Company. Company reserves the right to cancel or suspend services for non-payment at any time.
5. Monthly Rate is inclusive of labor, cleaning equipment (vacuums, mops, brooms, buckets, etc.) and supplies (chemicals, cloths, etc.).
6. Carpet Shampoo, Stripping/Waxing of VCT, Scrubbing/Recoating of VCT, and Window Cleaning services are available upon request at an additional charge.
7. Optional consumable supply procurement is available as a value-add, and Client would be invoiced for the items purchased on a separate line itemed invoice.
8. Standard terms are Net-30 from the date of invoice for recurring monthly cleaning services. **NEW CUSTOMERS MUST COMPLETE AND RETURN THE NEW ACCOUNT FORM PRIOR TO START OF SERVICES.** Client will be invoiced each month for that month's service, with payment due by the 5th of the following month. Payments not received by the 10th of the month in which they are due are delinquent and subject to a service charge or immediate suspension of services without liability. Credit cards are accepted for payment with a **3.5% administrative fee** added to each transaction processed. For accounting and communication purposes, please provide the appropriate billing contact information below:

BILLING CONTACT

BILLING CONTACT EMAIL

BILLING CONTACT PHONE

9. **Services are not provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless separate arrangements are made at an additional charge to include noted holidays. The contract price is not prorated or reduced for non-performance of services on the noted holidays.**
10. Client will deliver to Company with a signed copy of this Agreement and the Company will provide Client with a copy of the fully executed agreement.
11. Client understands that Service Provider cannot make an agreement on Company's behalf or bill the Client directly for any services and that all discussions regarding invoicing and billing of services must come through the Vanguard Cleaning Systems office.
12. Client understands that during the term of this Agreement and for a period of one (1) year after the expiration or termination of this Agreement, Client and its affiliates may not contract for the services referenced in the above Service Schedule directly or indirectly with the Service Provider, or any individual or entity that directly or indirectly, whether partially or fully, owns or is owned or operated by the Service Provider.
13. Vanguard Cleaning Systems of Wisconsin, Inc. has an unrestricted right to transfer this Agreement, and any or all of Vanguard's rights and/or obligations under it, in whole or in part, without customer's consent.
14. Client will issue the Vanguard Cleaning Systems Service Provider:

___ SET(s) OF KEYS WITH

___ KEYS PER SET

___ KEY CARD(s)/KEY FOB(s)

___ NO KEYS/ACCESS GRANTED

TERMS ACCEPTED BY:

CITY OF MEQUON - FRANK L. WEYENBERG LIBRARY

VANGUARD CLEANING SYSTEMS OF WISCONSIN

Signer's Title

Signer's Title

Date Signed

Date Signed

Legal Business Name

Federal Tax ID #

The Library Board and the Open Meetings Law

14

Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

Email, “Walking Quorums” and Other Potential Open Meetings Violations

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [*Trustee Essential #15: The Library Board and the Public Records Law*](#).

Meeting Minutes

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a

roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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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The Library Board and the Public Records Law

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Wisconsin's public records law provides that almost all records of state and local government (which includes public libraries) be available for inspection and/or copying by the public.

Responding to Requests

Your library must respond to all requests to view or copy public records made by any person (except most requests from individuals who are committed or incarcerated). The request need not be in writing, and the requester need not be a resident of the state. Generally, you cannot require the requester to give his/her name or the purpose of his/her request. Acceptable identification may be required only when necessary for security reasons or when required by federal law or regulation.

Public records requests must be responded to “as soon as practicable and without delay.” Any denial of a written request for records must include a written statement of the reasons for denying the request and must inform the requester that the determination is subject to review by mandamus (a writ from a court ordering performance of an act) or upon application to the attorney general or district attorney.

What Records must be Made Available for Viewing or Copying?

Except as otherwise provided by law, any requester has the right to inspect or receive a copy of any public record. This applies to records in any format—paper, computer file, recording, email, etc.

An important exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30). This information can be released only with the consent of the individual or by court order, to other libraries for interlibrary loan purposes (under certain circumstances), or to a collection agency or law enforcement agency (in the case of delinquent accounts of any individual who borrows or uses library materials or services). Any record produced in response to a public records request that contains patron information in addition to information which must be disclosed must first be edited to remove any information which could identify an individual library patron, such as a patron's name, address, or phone number, and any release of records to a collection agency or law enforcement agency must be limited to the individual's name, contact information, and the amount owed to the library.

The law does not require public access to staff notes, drafts, and similar items prepared for staff personal use. Also excluded are purely personal property having

In This Trustee Essential

- Actions all boards must take to comply with the law—before and after receiving records requests
- Records that must be available to the public—and records that are confidential

no relation to the owner's public office and material to which access is limited by copyright, patent, or bequest.

Records Custodian Responsibilities

Every public library board must approve a resolution designating one or more legal custodians to respond to public records requests. If the board has failed to make such a designation, the library board president and the director are responsible for responding to public records requests. The mayor, village president, or town chair of your community may have the option of appointing the legal custodian for library records. The records custodian(s) must designate one or more deputies to act in his or her absence.

The library board must also approve and prominently display in the library a notice identifying the legal records custodian(s), establishing the time, place, and method for requesting records, and indicating any copying costs. Generally, public records must be available for inspection during all regular office hours.

Personnel Records

Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.

The records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure. See the League of Wisconsin Municipalities [page on personnel records and the public records law](#) for more information.

If, after conducting the balancing test, you determine that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, you should contact your municipal or county attorney. It is likely that you will be required to notify the person who is the subject of the records and give that person an opportunity to contest the release of the records in court.

You should also be aware that employees and former employees have the right to inspect some of the records in their personnel file. The limits to this right are spelled out in [Wisconsin Statutes Section 103.13](#).

If you receive any request for access to personnel records, requests for information about applicants for a library position, or any other request that involves personal privacy interests, it is recommended that you consult with your municipal or county attorney.

Personal Information Practices Act

This part of the Wisconsin public records law (Sections [19.62 to 19.80](#)) requires state and local government organizations (including libraries) to develop procedures to protect the privacy of personal information kept by the organization.

Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. You are also required to ensure that employees handling such records “know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.”

Can We Charge for Copying and Other Costs?

You may charge a fee not to exceed “the actual, necessary and direct cost” of reproduction and mailing. A locating fee may be charged only if the “the actual, necessary and direct cost” of locating the records exceeds \$50.

Records Retention

The law strictly prohibits destruction of records that are the subject of a pending or recently handled records request.

Municipal and county governing bodies can adopt ordinances that provide for the destruction of obsolete public records. However, the period of time for retention provided by these ordinances cannot be less than seven years for most records. Library system official records need to be retained at least ten years, as required by the Wisconsin Administrative Code.

Libraries are advised to adopt a record retention schedule. The Wisconsin Public Records Board has approved a retention policy that may be used by local libraries. A library board must first formally adopt the [Record Retention Schedule](#), with or without modifications. Then, the [Notification of Adoption](#) can be completed and submitted, with two copies, to the State Archivist. Once the form is returned with approval of the State Historical Society of Wisconsin and the Wisconsin Public Records Board, the library may dispose of records in accordance with the approved schedule.

Tape recordings of meetings may be destroyed 90 days after the minutes have been approved and published, if the purpose of the recording was to make written minutes of the meeting.

Prior to destroying public records, you must give the State Historical Society at least 60 days written notice. The Historical Society may, upon application, waive this notice requirement. The Historical Society will preserve any records it determines to be of historical interest.

Penalties for Violations

An organization or legal custodian that improperly denies or delays a request may be ordered to pay the requester’s attorney fees and other actual costs, besides damages of not less than \$100. In addition, an organization or legal custodian that arbitrarily and capriciously denies or delays response to a request, or charges excessive fees, may be required to forfeit not more than \$1,000 in punitive damages. In addition, there are criminal penalties for destruction or concealment of public records with intent to injure or defraud or for deliberately altering public records.

Discussion Questions

1. What purpose is served by Wisconsin's public records law?
2. Why are library patron records kept confidential?
3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?
4. How long do we *need* to retain library board meeting minutes? How long *should* we retain library board meeting minutes?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Public records / open meetings information from the Wisconsin Department of Justice at www.doj.state.wi.us/dls/open-government
- League of Wisconsin Municipalities FAQs on the public records law at tinyurl.com/8jvks3o
- The State Historical Society's Wisconsin Municipal Records Manual at www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806
- Your municipal or county attorney, your district attorney, or the Wisconsin Attorney General

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