



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, January 19, 2022, 6:00pm
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in 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 December 15, 2021 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for December 2021
 - B. Action Item: Accounts Payable for December 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. Action Requested: Approval of Administration Job Descriptions
 - i. Library Director
 - ii. Patron Services Manager
 - iii. Access Services Manager
 - iv. Business Manager

XI. New Business

- A. Action Requested: Transfer of ARPA Funds from Fund Balance to Operating Budget
- B. Action Requested: Approval of 5 Year Service Agreement with Milwaukee Alarm Company

XII. Trustee Training & System/State Library Update

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: February 16, 2022, 6:00pm
- B. Other Meetings: Personnel Committee Meeting, February 2, 2022, 11:00am

XIV. Adjourn

JanaLee Hitchcock, President

Posted: January 14, 2022



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees December 15, 2021 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on December 15, 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 6:00 pm.

Posting of notice as of December 10, 2021 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jennifer Bogli, Treasurer; Jennifer Abraham, Rachel Burner, Jeridon Clark (arrived 6:44 p.m), Maria Gonzalez-Cerra, Jefferey Hansher and Tedd Lookatch.

Trustee Absent: Mimi Rosing.

Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Patron Services Manager; Amanda Kloppmann, Access Services Manager and Craig Jacobson, Business Manager.

III. Announcements

None at this time.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the November 17, 2021 Meeting

Maria Gonzalez-Cerra moved to approve the minutes of the November 17, 2021 Board of Trustees Meeting. Rachel Burner seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for November 2021

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

- B. Action Item: Accounts Payable Statement for November 2021
Rachel Burner moved to approve the Accounts Payable Statement for November 2021 in the amount of \$91,196.64. Jennifer Abraham seconded. Motion carried.

VII. Committee Reports

- A. Finance
Ms. Bogli reported that a meeting was held on November 29, 2021. The committee discussed the end of the 2021 fiscal year, reviewed the 2022 budget and discussed cash handling procedures.
- B. Advocacy
Mr. Hansher reported that no meeting was held.
- C. Personnel
No meeting was held.

VIII. President's Report

Ms. Hitchcock reported on an open records request that was received and processed by the Library. Ms. Hitchcock spoke on potential projects for the Children's Department.

IX. Staff Reports

- A. Library Operations Report
The statistical summary 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, including discussions on the City of Mequon's discussions regarding the sign ordinance, potential shared services with the City of Mequon, the Library's positioning on the Monarch Library System's materials pull list and its impact on operations and American Rescue Plan Act funds awarded to the Monarch Library System.
- C. Staff Reports:
 - i. Access Services Manager
The written report was included in the Board Packet.
 - ii. Business Manager
The written report was included in the Board Packet.
 - iii. Patron Services Manager
The written report was included in the Board Packet.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

No action was taken at this time.

B. Discussion: Fiscal Agency

To be discussed with officials from the City of Mequon at a later time.

XI. New Business

A. Action Requested: Amendment for the 2021 Budget

The proposed budget amendment was included in the Board Packet. Unutilized funds in Salaries and Benefits is being moved to Technology and Office Supplies so it may be expended on needed items before the end of the fiscal year.

Tedd Lookatch moved to approve the Amendment to the 2021 Budget. Jennifer Bogli seconded. Motion carried.

XII. Trustee Training & System/State Library Update

A section of the Trustee Training manual was included in the Board Packet. Ms. Muchin Young highlighted items from the section.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, January 19, 2022 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jennifer Abraham and seconded by Maria Gonzalez-Cerra. Motion carried and meeting was adjourned at 6:49 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: DECEMBER 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	DECEMBER 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	\$15,224.00	\$7,954.00	-\$15,224.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$51,775.00	\$51.00	-\$51,775.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$66,999.00	\$8,005.00	-\$66,999.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$66,999.00	\$8,005.00	-\$66,999.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$66,999.00	\$8,005.00	-\$66,999.00	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	\$0.00	-\$37,216.40	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$37,216.40	\$0.00	-\$37,216.40	0.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVEN	\$0.00	\$37,216.40	\$0.00	-\$37,216.40	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$18,417.72	\$4,229.43	-\$9,417.72	204.64%
DEPT 006 FINES & FORFEITURES	\$9,000.00	\$18,417.72	\$4,229.43	-\$9,417.72	204.64%
MAJ CLS 42 REGULATION & COMPLIANCE	\$9,000.00	\$18,417.72	\$4,229.43	-\$9,417.72	204.64%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$613.28	\$40.74	\$886.72	40.89%
DEPT 013 INTEREST INCOME	\$1,500.00	\$613.28	\$40.74	\$886.72	40.89%

Account Descr	2021 YTD Budget	2021 YTD Amt	DECEMBER 2021 Amt	Balance	2021 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$1,500.00	\$613.28	\$40.74	\$886.72	40.89%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$7,281.68	\$1,191.51	\$1,718.32	80.91%
DEPT 014 SALE INCOME	\$9,000.00	\$7,281.68	\$1,191.51	\$1,718.32	80.91%
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	\$9,241.66	\$1,191.51	\$1,407.34	86.78%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$1,247,340.32	\$5,461.68	-\$44,340.32	103.69%
	\$1,203,000.00	\$1,314,339.32	\$13,466.68	-\$111,339.32	109.26%

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

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Account Descr	2021 YTD Budget	2021 YTD Amt	DECEMBER 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	\$5,997.06	\$501.72	-\$5,997.06	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,781.72	\$228.72	-\$1,781.72	0.00%
DEPT 551 LIBRARY	\$0.00	\$7,778.78	\$730.44	-\$7,778.78	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$7,778.78	\$730.44	-\$7,778.78	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$7,778.78	\$730.44	-\$7,778.78	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	\$585,250.00	\$571,729.15	\$68,853.44	\$13,520.85	97.69%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$1,963.60	\$897.46	\$36.40	98.18%
E 99-91-551-1-199 FRINGE BENEFITS	\$215,000.00	\$208,764.95	\$18,527.57	\$6,235.05	97.10%
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	\$808,850.00	\$788,078.23	\$88,278.47	\$20,771.77	97.43%
MAJ CLS 91 LIBRARY STAFFING	\$808,850.00	\$788,078.23	\$88,278.47	\$20,771.77	97.43%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$816.25	\$0.00	-\$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	\$6,101.83	\$100.58	\$548.17	91.76%
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	\$20,000.00	\$8,437.51	\$479.98	\$11,562.49	42.19%
E 99-92-551-2-287 MILEAGE	\$600.00	\$459.42	\$225.41	\$140.58	76.57%
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	\$3,239.03	\$247.94	\$260.97	92.54%
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	\$11,500.00	\$11,217.03	\$1,882.78	\$282.97	97.54%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$2,461.77	\$29.50	\$13.23	99.47%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$5,025.34	\$523.57	-\$75.34	101.52%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$572.80	\$53.70	-\$247.80	176.25%

Account Descr	2021 YTD Budget	2021 YTD Amt	DECEMBER 2021 Amt	Balance	2021 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$15,558.93	\$0.00	\$1,941.07	88.91%
DEPT 551 LIBRARY	\$100,650.00	\$86,018.91	\$3,543.46	\$14,631.09	85.46%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$100,650.00	\$86,018.91	\$3,543.46	\$14,631.09	85.46%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$4,036.11	\$339.20	-\$36.11	100.90%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$23,139.42	\$1,645.14	\$8,185.58	73.87%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$36,111.28	\$1,252.93	\$3,388.72	91.42%
E 99-93-551-3-373 PRINT	\$86,600.00	\$80,165.55	\$7,306.79	\$6,434.45	92.57%
DEPT 551 LIBRARY	\$161,425.00	\$143,452.36	\$10,544.06	\$17,972.64	88.87%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$143,452.36	\$10,544.06	\$17,972.64	88.87%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$28,800.00	\$0.00	\$0.00	100.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$19,768.65	\$1,342.00	\$1,481.35	93.03%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$2,510.62	\$72.91	-\$10.62	100.42%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$18,558.82	\$0.00	\$8,666.18	68.17%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$42,926.97	\$3,347.58	-\$2,926.97	107.32%
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	\$5,283.20	\$319.20	\$3,216.80	62.16%
DEPT 551 LIBRARY	\$132,075.00	\$119,274.38	\$5,081.69	\$12,800.62	90.31%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$119,274.38	\$5,081.69	\$12,800.62	90.31%
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	\$1,136,823.88	\$107,447.68	\$66,176.12	94.50%
	\$1,203,000.00	\$1,144,602.66	\$108,178.12	\$58,397.34	95.15%

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	\$8,005.00	\$730.44	\$67,011.85	\$7,791.63	\$60,156.53	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	\$8,005.00	\$0.00	\$66,999.00	-\$66,999.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$730.44	\$0.00	\$7,791.63	\$12.85	\$7,778.78	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	\$8,735.44	\$8,735.44	\$74,803.48	\$74,803.48	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$2,212.11	\$135,062.22	\$172,548.53	\$2,929,087.60	\$2,929,635.05	\$1,664.66	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$13.81	\$13.81	\$5,593.59	\$5,593.59	\$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	\$48,365.80	\$48,365.80	\$422,786.34	\$422,786.34	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$40.74	\$60,000.00	\$1,044,613.28	\$1,064,000.00	\$258,505.03	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	\$2,709.32	\$2,709.32	\$24,184.72	\$24,184.72	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$4,553.72	\$4,553.72	\$41,363.76	\$41,363.76	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$4,928.07	\$4,928.07	\$43,452.89	\$43,452.89	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$13.81	\$3,175.22	\$15,601.35	\$18,425.21	-\$5,516.48	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	\$4,237.32	\$36,435.39	\$37,877.13	-\$4,237.22	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$62.94	\$62.94	\$618.00	\$618.00	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$72.02	\$72.02	\$801.32	\$801.32	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,453.26	\$1,453.26	\$15,994.56	\$15,994.56	-\$388.72	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.54	\$15.54	\$186.08	\$186.08	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$37.98	\$37.98	\$389.10	\$389.10	\$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	\$5,461.68	\$1,250.24	\$1,248,590.56	-\$1,247,340.32	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$107,477.77	\$30.09	\$1,179,950.53	\$43,126.65	\$1,136,823.88	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	\$307,665.30	\$307,665.30	\$5,899,012.20	\$5,899,012.20	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$316,400.74	\$316,400.74	\$5,973,815.68	\$5,973,815.68	\$0.00	



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Batch: 1221 LIB AP,1221 LIB AP2,1221 LIB MN1,1221 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
672 e	12/03/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,489.58		FED/Wages Pd 12-3-21
G 99-21210		WISCONSIN WITHHOLDI	\$888.65		WI/Wages Pd 12-3-21
G 99-21230		SOCIAL SECURITY TAX	\$1,669.11		SS & MED/Wages Pd 12-3-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,669.14		SS Employer/Wages Pd 12-3-21
G 99-11160		SPECIAL CLEARING AC	\$16,110.14		DirectDep/Wages Pd 12-3-21
		Total	\$21,826.62		
673 e 12/03/21 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$23,409.16		Salaries & Wages/Wages Pd 12-3-21
E 99-92-551-2-287		MILEAGE	\$114.43		PIKE Mileage/Wages Pd 12-3-21
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$40.38		PIKE Reimbursement/Wages Pd 12-3-21
G 99-21276		VISION INSURANCE WIT	\$5.72		DENNISON Vision Refund
G 99-21286		ACCIDENTAL INS WITH	\$6.26		DENNISON Accident Refund
G 99-21265		WI RETIREMENT	(\$1,445.05)		WRS Employees/Wages Pd 12-3-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,489.58)		FED/Wages Pd 12-3-21
G 99-21210		WISCONSIN WITHHOLDI	(\$888.65)		WI/Wages Pd 12-3-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,669.11)		SS & MED/Wages Pd 12-3-21
G 99-21245		FLEX BENEFIT	(\$1,058.31)		FLEX BEN/Wages Pd 12-3-21
G 99-21280		HEALTH INSURANCE WI	(\$726.63)		HEALTH/Wages Pd 12-3-21
G 99-21285		LIFE INSURANCE WITH	(\$15.54)		LIFE/Wages Pd 12-3-21
G 99-21275		DENTAL INSURANCE WI	(\$62.94)		DENTAL/Wages Pd 12-3-21
G 99-21276		VISION INSURANCE WIT	(\$72.02)		VISION/Wages Pd 12-3-21
G 99-21286		ACCIDENTAL INS WITH	(\$37.98)		ACCIDENT/Wages Pd 12-3-21
G 99-11160		SPECIAL CLEARING AC	(\$16,110.14)		Net Pay/Wages Pd 12-3-21
		Total	\$0.00		
674 e 12/10/21 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$88.32	593591598	Processing 12-3-21 Payroll
		Total	\$88.32		
677 e 12/16/21 CARDMEMBER SERVICE					
E 99-93-551-3-372		E CONTENT	\$5.26	1901	Apple
E 99-92-551-2-284		CONTRACTED SERVICE	\$93.98	2440	Mailchimp
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$347.31	2832	Hyatt Regency Green Bay
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$99.14	2936	Jimmy Johns
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$509.77	5154	Hyatt Regency Green Bay
E 99-93-551-3-371		MEDIA	\$126.58	5308	Gamestop
E 99-93-551-3-370		PROGRAMMING	\$19.99	5350	Target
E 99-93-551-3-370		PROGRAMMING	\$34.87	5570	Target
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$16.49	6333	Einstein's Bagels
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	7047	Amazon Web Services
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$10.24	7111	Piggly Wiggly
E 99-92-551-3-303		TELEPHONE	\$25.47	7504	AT&T
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$102.85	8673	Pizza Man
E 99-93-551-3-370		PROGRAMMING	\$1.84	9948	Target
		Total	\$1,395.13		
679 e 12/17/21 ADP					



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21220		FEDERAL WITHHOLDIN	\$1,493.20		FED/Wages Pd 12-17-21
G 99-21210		WISCONSIN WITHHOLDI	\$887.14		WI/Wages Pd 12-17-21
G 99-21230		SOCIAL SECURITY TAX	\$1,609.03		SS & MED/Wages Pd 12-17-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,609.00		SS Employer/Wages Pd 12-17-21
G 99-11160		SPECIAL CLEARING AC	\$16,235.65		DirectDep/Wages Pd 12-17-21
		Total	\$21,834.02		
680 e	12/17/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,817.76		Salaries & Wages/Wages Pd 12-17-21
E 99-92-551-2-287		MILEAGE	\$104.08		PIKE Mileage/Wages Pd 12-17-21
E 99-92-551-2-287		MILEAGE	\$6.90		JACOBSON Mileage/Wages Pd 12-17-21
E 99-92-551-2-286		COMPUTERS	\$479.98		JACOBSON Reimbursement/Wages 12-17-21
G 99-21265		WI RETIREMENT	(\$1,398.76)		WRS Employees/Wages Pd 12-17-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,493.20)		FED/Wages Pd 12-17-21
G 99-21210		WISCONSIN WITHHOLDI	(\$887.14)		WI/Wages Pd 12-17-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,609.03)		SS & MED/Wages Pd 12-17-21
G 99-21245		FLEX BENEFIT	(\$1,058.31)		FLEX BEN/Wages Pd 12-17-21
G 99-21280		HEALTH INSURANCE WI	(\$726.63)		HEALTH/Wages Pd 12-17-21
G 99-11160		SPECIAL CLEARING AC	(\$16,235.65)		Net Pay/Wages Pd 12-17-21
		Total	\$0.00		
685 e	12/23/21	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$10,657.06	202201	JAN Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,453.26	202201	JAN Health-Employee
		Total	\$12,110.32		
686 e	12/30/21	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,858.30	258779	NOV 2021 WRS-Employer
G 99-21265		WI RETIREMENT	\$2,858.30	258779	NOV 2021 WRS-Employee
		Total	\$5,716.60		
687 e	12/24/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27	591382848	Processing 12-17-21 Payroll
		Total	\$86.27		
689 e	12/30/21	ADP			
G 01-21220		FEDERAL WITHHOLDIN	\$1,570.94		FED/Wages Pd 12-30-21
G 99-21210		WISCONSIN WITHHOLDI	\$933.53		WI/Wages Pd 12-30-21
G 99-21230		SOCIAL SECURITY TAX	\$1,649.93		SS & MED/Wages Pd 12-30-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,649.90		SS Employer/Wages Pd 12-30-21
G 99-11160		SPECIAL CLEARING AC	\$16,020.01		DirectDep/Wages Pd 12-30-21
G 01-21220		FEDERAL WITHHOLDIN	(\$1,570.94)		FED/Wages Pd 12-30-21
G 99-21220		FEDERAL WITHHOLDIN	\$1,570.94		FED/Wages Pd 12-30-21
		Total	\$21,824.31		
690 e	12/30/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,626.52		Salaries & Wages/Wages Pd 12-30-21
G 99-21265		WI RETIREMENT	(\$1,393.51)		WRS Employees/Wages Pd 12-30-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,570.94)		FED/Wages Pd 12-30-21
G 99-21210		WISCONSIN WITHHOLDI	(\$933.53)		WI/Wages Pd 12-30-21



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21230		SOCIAL SECURITY TAX	(\$1,649.93)		SS & MED/Wages Pd 12-30-21
G 99-21245		FLEX BENEFIT	(\$1,058.60)		FLEX BEN/Wages Pd 12-30-21
G 99-11160		SPECIAL CLEARING AC	(\$16,020.01)		Net Pay/Wages Pd 12-30-21
		Total	\$0.00		
697 e	12/31/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.75		Time and Attendance Monthly
		Total	\$73.75		
25661	12/14/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	30594484	Monthly 2 Copiers Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	30623906	Admin Copier Lease
		Total	\$260.85		
25663	12/15/21	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,347.58	3908029144	DEC Electrical and Gas
		Total	\$3,347.58		
25669	12/20/21	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$1,273.72	2036306453	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$332.01	2036307766	Restricted Donations
E 99-93-551-3-373		PRINT	\$573.99	2036314308	Print Collection Materials
E 99-93-551-3-373		PRINT	\$594.70	2036317567	Print Collection Materials
E 99-93-551-3-373		PRINT	\$272.08	2036318270	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$106.46	2036330747	Restricted Donations
E 99-93-551-3-373		PRINT	\$454.96	2036330943	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$94.57	2036331084	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$538.25	2036334802	Print Collection Materials
E 99-93-551-3-373		PRINT	\$342.15	2036335503	Print Collection Materials
E 99-93-551-3-373		PRINT	\$375.93	2036348276	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$98.42	2036358800	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$24.75	2036358927	Restricted Donations
E 99-93-551-3-373		PRINT	\$1,574.51	2036360729	Print Collection Materials
E 99-93-551-3-373		PRINT	\$774.96	2036360765	Print Collection Materials
E 99-93-551-3-373		PRINT	\$180.70	2036367981	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$117.68	2036376154	Spoken Word Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$38.50	2036378493	Hotz Donation
E 99-93-551-3-371		MEDIA	\$20.93	C61894160	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	C62101290	Media Collection
E 99-93-551-3-371		MEDIA	\$124.47	H58252010	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H58252090	Media Collection
E 99-93-551-3-371		MEDIA	\$64.18	H58267350	Media Collection
E 99-93-551-3-371		MEDIA	\$173.92	H58269470	Media Collection
E 99-93-551-3-371		MEDIA	\$28.64	H58286020	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H58322180	Media Collection
E 99-93-551-3-371		MEDIA	\$28.74	H58324280	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H58345150	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H58364070	Media Collection
E 99-93-551-3-371		MEDIA	\$87.32	H58413680	Media Collection
E 99-93-551-3-371		MEDIA	\$38.85	H58435010	Media Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$32.50	H58445300	Media Collection
E 99-93-551-3-371		MEDIA	\$16.67	H58459130	Media Collection
E 99-93-551-3-371		MEDIA	\$24.53	H58474230	Media Collection
E 99-93-551-3-371		MEDIA	\$14.33	H58486070	Media Collection
E 99-93-551-3-371		MEDIA	\$15.92	H58547890	Media Collection
E 99-93-551-3-371		MEDIA	\$37.15	H58549190	Media Collection
E 99-93-551-3-371		MEDIA	\$90.92	H58549290	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H58575640	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H58674560	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H58711410	Media Collection
E 99-93-551-3-371		MEDIA	\$35.33	H58733910	Media Collection
E 99-93-551-3-371		MEDIA	\$22.37	H58735380	Media Collection
E 99-93-551-3-371		MEDIA	\$34.66	H58760550	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H58760590	Media Collection
E 99-93-551-3-371		MEDIA	\$43.30	H58785720	Media Collection
E 99-93-551-3-371		MEDIA	\$64.77	T24065730	Media Collection
E 99-93-551-3-371		MEDIA	\$25.19	T24068030	Media Collection
Total			\$8,976.23		
25670	12/20/21	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$4.03	254358055	DEC Long Distance
Total			\$4.03		
25671	12/20/21	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$62.94	1707235	JAN Dental-Employee
G 99-21276		VISION INSURANCE WIT	\$66.30	1709928	JAN Vision-Employee
Total			\$129.24		
25672	12/20/21	DEMCO			
E 99-92-551-3-300		OFFICE SUPPLIES	\$157.80	7043290	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$578.34	7043294	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$895.37	7054553	Work Supplies
Total			\$1,631.51		
25673	12/20/21	FRIENDS OF THE CCBC, INC.			
E 99-93-551-3-370		PROGRAMMING	\$123.00	12042021	CCBC Book Sale-For Prizes
Total			\$123.00		
25674	12/20/21	GECRB/AMAZON			
E 99-93-551-3-370		PROGRAMMING	\$38.13	43889576869	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$5.98	44847877647	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$67.36	45485986473	Office Supplies
E 99-93-551-3-370		PROGRAMMING	\$21.77	46969434564	Programming Supplies
E 99-93-551-3-373		PRINT	\$29.99	47356567953	Print Collection
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26	54883347578	Technology
E 99-94-551-3-306		JANITOR SUPPLIES	\$19.98	76499569389	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	\$24.93	84354995554	Programming Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	(\$29.69)	84639945593	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$29.69	84869446436	Work Supplies
E 99-93-551-3-373		PRINT	\$18.91	84947365843	Print Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-300		OFFICE SUPPLIES	\$6.99	86398389447	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$65.31	86748539776	Work Supplies
E 99-93-551-3-370		PROGRAMMING	\$9.58	87438479874	Programming Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$52.93	87666734584	Janitor Supplies
E 99-93-551-3-370		PROGRAMMING	\$65.09	96844845557	Programming Supplies
		Total	\$432.21		
25675	12/20/21	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$1,342.00	09-18303	Fall Final Cleanup
		Total	\$1,342.00		
25676	12/20/21	MADDEN & ASSOCIATES			
E 99-94-551-7-700		BUILDING PROJECTS	\$319.20	2231-2021 S	Misc Shelving Pieces
		Total	\$319.20		
25677	12/20/21	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,247.67	501353249	Hoopla-November 2021
		Total	\$1,247.67		
25678	12/20/21	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$11.13	AR155964	Toner Shipping Charges
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$251.59	AR156083	NOV Copy Charges
		Total	\$262.72		
25679	12/20/21	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$37.18	21028504	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$68.45	21655220	Office Supplies
		Total	\$105.63		
25680	12/20/21	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$31.72	122021-A	JAN Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$84.17	122021-L	JAN Life-Employer
G 99-21285		LIFE INSURANCE WITH	\$15.54	122021-L	JAN Life-Employee
		Total	\$131.43		
25681	12/20/21	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$53.70	607872	NOV 2021 Placements
		Total	\$53.70		
25682	12/20/21	VASHA-KNIGA.COM			
E 99-93-551-3-373		PRINT	\$301.94	126745	Print Collection
		Total	\$301.94		
11110		HARRIS GF -CHECKING	\$103,624.28		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

11110 HARRIS GF -CHECKING

01 GENERAL FUND	\$0.00
98 FLW LIB GIFTS & GRANTS FUND	\$730.44
99 F. L. WEYENBERG LIBRARY FUND	\$102,893.84
	\$103,624.28

2021 Activity Report

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
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
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
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
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
Exterior 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	246	352	598
2021	320	322	427	452	454	509	537	778	503	427	448	378	5,555
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	13,884	11,635	12,821	11,677	10,172	145,682
2020	11,690	11,636	6,245	0	0	4,229	7,596	8,544	8,083	8,217	7,212	7,071	80,523
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	8,004	106,783
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	16	20	22	18	18	14	11	13	20	21	18	13	204
attendance	154	115	315	255	169	143	131	106	195	274	270	110	2,237
2020	13	17	8	8	4	6	5	4	7	9	6	2	89
attendance	111	222	63	72	21	67	51	18	42	64	44	12	787
2021	6	9	6	9	7	8	7	8	11	11	11	9	102

2021 Activity Report

attendance	86	56	45	58	37	58	30	30	102	60	62	39	663
Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	2	1	4	4	1	1	1	1	2	1	3	1	22
participation	167	109	164	205	88	80	115	102	142	101	239	63	1,575
2020	2	1	4	0	0	0	0	0	1	3	3	1	15
attendance	183	147	169	38	58	37	6	16	21	57	45	80	857
2021	1	0	1	0	0	1	1	1	2	1	6	2	16
attendance	86	22	136	27	35	68	55	43	178	21	164	77	912
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
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	4	3	3	3	4	2	0	2	2	2	1	3	29
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
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	1438	1500	1014	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
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	9	10	9	11	6	11	12	8	6	5	5	6	98
attendance	324	496	346	436	325	1046	1184	869	622	1089	763	764	8,264

2021 Activity Report

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
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
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
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
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
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
Quick Pickup Appointments	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2020	0	0	0	226	961	1,140	176	92	74	68	70	72	2,879
2021	81	90	50	38	22	20	25	28	41	47	45	45	532

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

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 12/17/21, 1/7/22, 1/14/22
- RECURRING: Rotary Meetings, 1/4/22, 1/11/22
- Hook, Yarn & Stitch – Virtual, 12/16/21
- Meeting w/ Kohler Public Library Director Erin Coppersmith re: Friends, 1/3/22
- Hook, Yarn & Stitch – In-Person, 1/6/2022
- Village of Thiensville Board of Trustees, 1/10/22
- Mequon Common Council Meeting, 1/11/22
- Management Team Meeting, 1/12/22
- Monarch Library System Directors Council, 1/13/22
- Regular and As-Needed Adult and Children's Reference Desk shifts
- Occasional Circulation Desk shifts

PERSONNEL & CONTINUING EDUCATION:

Professional Development:

- Challenged Books at Your Library, 12/15/21
- Censorship and Mental Health: Dealing with the Emotional Fallout, ALA, 12/15/21
- Burnout & Stress: In case 2021 is as bad as 2020, Ryan Dowd, 12/17/21

Staffing at the end of the year was a bit challenging because of end of the year vacations, and Covid exposures. Thankfully, everyone is now well, and our staffing is back to normal levels. Shout out to our entire staff because everyone chipped in to make sure we operated during this hectic period.

Beginning with the January 19, 2022, Board of Trustees meeting, Patron Services and Access Services will no longer be required to regularly attend the meetings. Their monthly reports, as well as that of the Business Manager, will be included in the Board Packets. The Business Manager will continue to attend Board of Trustee meetings to record minutes. As always, managers (and all staff) are always welcome to attend meetings as members of the public.

Included in this packet are revised job descriptions for the Library Director and managers. The Personnel Committee will be reviewing all job descriptions during the next several months.

OPERATIONS ACTIVITIES:

Over the Christmas holiday weekend, I emptied book bins, checked in the material and set up carts to be shelved. This turned out to be great training because I helped in circulation throughout the following week. The Monday of that week Polaris (our ILS – Integrated Library

System) was down, creating a backlog. Fortunately, the Monarch IT department got the system back up and running by mid-day, and we were able to check in material, process the pull list, and upload the records of material checked out.

We are having ongoing issues with our alarm system caused by problems with our AT&T phone lines. Until January 11, the only faulty line appeared to be one the that connects our alarm system to Milwaukee Alarm Company. AT&T repeatedly said they were working on the lines, but the problem persisted for weeks. However, as of 1/11, we could not receive calls on either of our published lines. We quickly updated our website and social media with an alternative number. Many thanks to Trustee Tedd Lookatch who placed a call and got our main number forwarded to one of the working lines.

Milwaukee Alarm had long been suggesting we upgrade to a wireless connection instead of relying on the phone line. We have been resisting that change since there had not been a need, however, there certainly is now. We are going ahead with the installation of the wireless connections.

I have reached out to the City of Mequon Public Works Department to request a sign designating a parking spot for Quick Pickup. They will make a sandwich board sign to use temporarily until they are able to put a sing pole into the ground. We also discussed our phone system. I will let you know how that conversation develops.

PROGRAMMING:

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

We are looking at some changes to our scheduling because of the pandemic. Our next Cultural Conversation has been moved from February to May 1 at the request of the speaker. We are hoping that the spike in Covid cases will be in the past by then. The topic for that Conversation will be "How to Talk About Race," presented by Erica Turner, Executive Director of Bridge the Divide.

I have reached out to the Washington-Ozaukee County Public Health Department to offer our services as a distribution site for KN95 masks if they choose to follow Milwaukee's example. So far no plans to do so.

Our Fine Arts Series will resume Sunday, March 27, we welcome the Caravan Gypsy Swing Ensemble back to FLWL. Other Fine Arts Events are in the works.

Both Cultural Conversations and the Fine Arts Series are generously underwritten by the Weyenberg Public Library Foundation.

OTHER:

To date, the Weyenberg Public Library Foundation Fall 2021 Fund Drive has brought in \$23,438 from 150 donors. Last year, by mid-January, the campaign had brought in \$23,749 from 162 donors.

We are beginning to purchase items from our 2022 Wish List. We now have the OWL Pro which will enable us to have hybrid meetings and programs. We are also making plans for the Tolzman Room update.

I have been in touch with the City Attorney regarding the City's proposed new sign ordinance. The ordinance will allow us to use our electronic sign as we always have, exclusively to promote library events. The ordinance is still being discussed/debated by the Common Council.

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

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

- Interview for page – 1/4
- Interview for page – 1/5
- Interview for page – 1/6
- Interview for page – 1/10
- Willowbrook Visit (Val) – 1/10
- Hired Carrie Bezy – 1/11
- Management Meeting – 1/12
- Training Carrie – 1/13
- Training Carrie – 1/14

STATISTICS

Our end of year circulation statistics look good. We are almost back to our pre-covid numbers for checkouts.

We had more library cards opened in 2021 than we did in 2019 so that's great! Our overall door count has dropped a little, but it seems as though the people coming into the library now are new patrons getting cards.

Last month, we reported that we moved up on the holds routing list. The numbers are officially in: we sent 2597 items to other libraries in November and in December, we sent 4538. That's a huge increase!

We also had over 500 Quick Pickup appointments in 2021!

OTHER TASKS & TIDBITS

I did a lot of interviewing for pages. We have hired Inga Guseva, a Concordia University student. She will be working evenings and weekends. We have also hired Carrie Bezy for daytime page shifts. We had 3 pages in 2019 but chose to not fill the daytime position due to our decreased circulations in 2020. Now, we feel as though we need to fill the position to keep up with our added workload, particularly with the pull list. We are now fully staffed in Access Services.

Date: January 13, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, January 2022

- I attended the monthly MMAC meeting on January 12, 2022. This meeting was focused entirely on the Omicron-related COVID surge and its impact on operations and procedures for businesses and other facilities. Speakers at the meeting included Dr. John Raymond, President and CEO of the Medical College of Wisconsin and Dr. Ben Weston, Chief Health Policy Advisor for Milwaukee County.

One of the new suggestions from the group was to encourage the use of high-quality masks that have been approved by a national accrediting agency in place of cloth or disposable paper masks. While any mask is vastly more effective at preventing the spread of disease than no mask, a high-quality medical grade mask is exponentially more effective at both preventing transmission of disease and protecting the wearer from infection, as well. Several employers who participate in the meeting have begun supplying their employees with a number of masks on a regular basis, to both utilize them in the workplace as well as encourage them for use outside it.

Common types of accredited masks available now include N-95 (accredited by the United States), KN-95 (China), KF-94 (Korea) and FFP2/3 (Europe).

The full seminar can be watched here: <https://youtu.be/l3CHQfSq4io>

- With the majority of 2021 revenue and expenses now either processed or accounted for, we anticipate that our reserves will be between 13.5% and 14% of our overall budget. This greatly exceeds our target of 12% for the end of 2021 and is well within the recommended range of 12% to 15% suggested by our financial auditor.
- The initial fieldwork for the 2021 fiscal year is complete. Final fieldwork will take place on February 16 and 17, 2022. We do not anticipate anything out of the ordinary at this time.
- Repairs to the fire doors and fire alarm system are complete, and the fire doors are now behaving as they are designed to. With those repairs complete, the drop test of the fire doors was completed without issue. All items noted as needing correction on the fire inspection report have now been addressed and are working as expected.
- To resolve an unrelated issue with the fire alarm system, we will be upgrading our communication method from the fire panel to the central station with cellular communication, replacing the traditional phone line. This will also allow the fire panel to communicate in the event of a utility outage, such as loss of power, phone or internet.

- We have been having intermittent issues with our phone lines over the past several days that have interrupted phone service on one or more of our primary numbers. Fortunately, some of our lines have remained operating without interruption to this point, so we have been able to place outgoing calls. We changed our phone number on the website and updated the Google listing with the working phone number as soon as the issue was discovered. At this point, we have not received an ETA from AT&T as to when the issue might be resolved.

Date: January 13, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Ordered items for the Calming Room, 12/14
- Wrapping up Acquisitions for 2021, 12/16
- Program: M-T Community Book Club, 12/21
- Worked with new gallery artist for January/February, 1/4
- Set up Acquisitions for 2022, 1/4
- Ordered Collection Materials, 1/4, 1/10
- Ordered items for the Calming Room, 1/7
- Management Meeting, 1/12

MONTHLY STATISTICS

-Our end of the year reference statistics look good, along with our eCollections numbers. eCircs did drop a little from our 2020 numbers, but they surpass our 2019 numbers by a lot.

-For our programming numbers, the overall attendance at our regular Adult events has been smaller in 2021, since it is the first full year of COVID numbers. 2020 still had three months at the beginning of the year where the numbers were the 'old normal.' Our 2021 Adult drop-in numbers increased in comparison to 2020, with only one additional activity offered in 2021.

-Our teen programming numbers have increased in both regular and drop-in attendance for 2021 in comparison to 2020. We offered an additional 4 regular teen programs in 2021 and almost double the participation. We had 6 fewer drop-in programs in 2021, but still saw a small increase in participation compared to 2020.

- For our children's programming numbers, the overall attendance at our regular Children's events has been smaller in 2021, since it is the first full year of COVID numbers. Our 2021 Children's drop-in numbers increased significantly in comparison to 2020, with more than double the participation in 2021.

-We did see an increase in our Digitization Lab reservations in 2021, with about an additional 25 reservations for the year in comparison to 2020.

OTHER TASKS & TIDBITS

-With the collection purchasing slow-down in December, I started working on buying items for the Calming Room project. I have ordered items from two vendors, most of which has arrived at this time or is set to be delivered soon. I worked on clearing out the room on January 12 and 13, so now the room can be painted and we can start working on figuring the layout of the room.

-With the Calming Room project underway, we did have to put out the Children's and Teen iPads. My staff worked on updating the devices and refreshing the content during the week of January 9. The iPads were put out for the public on January 12.

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)
 - Philosophers in the Midst of History (quarterly starting in February, in-person)
 - Fine Arts Event: Caravan Gypsy Swing Ensemble (in-person, March)
 - Decorative Ironwork of Ozaukee County (in-person, April)
-
- Teen Take & Make Kits
 - Teen Exam Cram (in-person, March & June)
 - What's the Hullabaloo (in-person, March)
-
- 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)



Date: January 19, 2022

To: All Employees of Frank L. Weyenberg Library of Mequon-Thiensville

From: FLWL Board of Trustees

RE: **Updated** Pandemic-Related Employee Policies: COVID-19, effective January 20, 2022

In light of new variations of the COVID-19 virus, and new guidelines and recommendations from the Centers for Disease Control and Prevention (CDC), the Washington-Ozaukee Public Health Department (WOPHD), and other appropriate organizations, Frank L. Weyenberg Library staff shall follow the guidelines below as appropriate. As always, this Policy is subject to change as scientists learn more about this disease.

FLWL shall purchase and distribute two (2) medical grade face masks (N95, KN95, KF94, FFP2, or comparable) to each employee every week, until it is determined that they are no longer necessary for anyone fully vaccinated and boosted. The current CDC recommendation is that these masks are more effective than cloth masks. Furthermore, the masks may generally be used up to five times, though it is recommended they be rotated (thus two per week). They are *not washable*. Discontinue wearing the mask if it becomes wet, dirty or damaged. The mask must be worn upon entering the building.

The following are a synopsis of Quarantine and Isolation recommendations from the CDC. The complete information may be found here: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

When to Stay Home

IF YOU. . .	QUARANTINE*	AFTER QUARANTINE
Were exposed to COVID-19 and are NOT up-to-date on COVID-19 vaccinations	• Stay home. Quarantine for at least 5 full days. • Wear a well-fitted mask if you must be around others in your home. • Get tested at least 5 days after close contact with someone with COVID-19.	• Watch for symptoms until 10 days after close contact with someone with COVID-19. • If you develop symptoms Isolate immediately and get tested. Continue to stay home until you know the results. • Wear a well-fitted mask around others.
Were exposed to COVID-19 and are up-to-date on COVID-19 vaccinations	• You do not need to stay home unless you develop symptoms. • Get tested at least 5 days after close contact with someone with COVID-19.	If you develop symptoms • Isolate immediately and get tested. • Continue to stay home until you know the results. • Wear a well-fitted mask around others.

Were exposed to COVID-19 and are up-to-date on COVID-19 vaccinations (Continued)	• Watch for symptoms until 10 days after your last close contact with someone with COVID-19.	• Take precautions until day 10
Tested positive for COVID-19 or have symptoms, regardless of vaccination status	• Stay home for 5 days and isolate from others in your home • Wear a well-fitted mask if you must be around others in your home. •	If you had symptoms • End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving. If you did NOT have symptoms • End isolation after at least 5 full days after your positive test. If you were severely ill with COVID-19 • Isolate for at least 10 days. Consult your doctor before ending isolation.

*Calculating Quarantine and Isolation: The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19.

In all cases, **TAKE PRECAUTIONS UNTIL DAY 10**, as follows:

- Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public.
- Avoid travel
- Avoid being around people who are at high risk.

We realize this is confusing, and the recommendations are rapidly changing. Understand that we are doing the best we can to implement reasonable policies and procedures to keep our staff and community safe while maintaining unfettered access to information for everyone.

These work rules may be modified by the Library Director upon recommendations from the CDC and/or WOPHD, as the situation warrants.

Library Director

Reports to: Library Board of Trustees

Status: Exempt

Typical Responsibilities of Position

Plans, directs, and coordinates library operations in accordance with the policies established by the Library Board of Trustees. Responsible for advising the Library Board on technical matters and library trends.

Duties/Examples of Work

1. Acts as the Library Board's executive officer.
2. Implements the policies and goals of the library as established by the Library Board, in consultation with the Library Board President.
3. Develops the annual library budget proposal for review by the Library Board and participates in its presentation to local officials. Expends funds within established guidelines.
4. Implements board-approved capital improvement projects.
5. Researches, negotiates, and oversees the implementation of contracts in accordance with procedures established by the Library Board.
6. Oversees the recruitment, selection, hiring, supervision, evaluation, and termination of library staff. Oversees a staff training program. Recommends improvements in staffing, organization, salaries and benefits to the Library Board. Plans, schedules and conducts staff meetings.
7. Prepares Library Board meeting agendas and necessary reports in cooperation with the Library Board President and notifies Library Board members of scheduled meetings.
8. Directs and supervises the maintenance of the library building and grounds.
9. Informs and advises the Library Board as to local, regional, state and national developments in the library field and works to maintain communication with area libraries.
10. Serves as chief consultant to the Library Board in regard to technical matters and options; conducts ongoing evaluations of existing library programs, services, policies and procedures; submits recommendations for improvements to the Library Board.
11. Relates library objectives to community needs and represents the library on community boards and committees.
12. Oversees the library's ongoing collection development plan; supervises the selection, purchase and withdrawal of library materials in accordance with that plan. Participates in collection development meetings and efforts.
13. Develops and administers the library's overall public relations plan; may prepare or approve press releases and makes presentations to community groups as needed.
14. Represents the library at the system level and actively participates in other professional library organizations.
15. Serves as liaison between the Library, and the Library Foundation, and the Friends of the Library.

16. Serves as liaison between the Library and the City of Mequon and the Village of Thiensville.
17. Performs other work as required by the Library Board.

Knowledge and Abilities

1. Ability to establish and maintain effective working relationships with library trustees and staff, volunteer groups, local and state officials, the general public and community groups.
2. Ability to foster and maintain positive public relations for the Library within the community.
3. Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
4. Ability to guide and direct the growth and development of the Library.
5. Ability to hire, train, supervise, and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service.
6. Ability to interpret statistical data, analyze information, evaluate programs, and prepare clear and concise reports and recommendations.
7. Ability to understand, develop, interpret and enforce library policies, rules and procedures and to make recommendations to the Library Board.
8. Ability to apply technical knowledge.
9. Ability to deal with abstract and concrete variables.
10. Ability to interpret technical regulations and instructions.
11. Understanding of modern library techniques, methods and procedures as they apply to public library administration.
12. Demonstration of good character as determined through a background investigation.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
14. Working knowledge of English grammar and spelling.

Requirements of Position

1. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Communication skills: effectively communicate ideas and information both in written and verbal form.
3. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
4. Mathematical ability: calculate basic arithmetic problems without the aid of a calculator.
5. Planning & organizational skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
6. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
7. Reading ability: effectively read and understand information contained in memoranda, reports, articles and bulletins.

8. Time management: set priorities in order to meet assignment deadlines.
9. Supervisory skills: hire, schedule, train, motivate and evaluate employees.
10. Far vision at 20 feet or further, near vision at 20 inches or less.
11. Mobility: travel to meetings outside the library.
12. Talking and hearing; use of the telephone.
13. Keyboarding and computer skills.

Environmental/Working Conditions

1. Flexible work hours; evening and weekend hours
2. Inside work environment.

Equipment Used

Audiovisual equipment, book truck, building systems such as security and heating/air conditioning, calculator, cash register, computer workstation, cell phone, copy machine, fax machine, telephone, TTY.

Education and Experience

1. Master of Library Science degree from an American Library Association accredited institution.
2. Eligibility for grade 1 Wisconsin library certification.
3. Seven or more years of progressively responsible library experience.
4. Minimum of seven years of experience in library management and supervisory responsibilities.

Library Director

Reports to: Library Board of Trustees

Status: Exempt

Typical Responsibilities of Position

Plans, directs, and coordinates library operations in accordance with the policies established by the Library Board of Trustees. Responsible for advising the Library Board on technical matters and library trends.

Duties/Examples of Work

1. Acts as the Library Board's executive officer.
2. Implements the policies and goals of the library as established by the Library Board, in consultation with the Library Board President.
3. Develops the annual library budget proposal for review by the Library Board and participates in its presentation to local officials. Expends funds within established guidelines.
4. Implements board-approved capital improvement projects.
5. Researches, negotiates, and oversees the implementation of contracts in accordance with procedures established by the Library Board.
6. Oversees the recruitment, selection, hiring, supervision, evaluation, and termination of library staff. Oversees a staff training program. Recommends improvements in staffing, organization, salaries and benefits to the Library Board. Plans, schedules and conducts staff meetings.
7. Prepares Library Board meeting agendas and necessary reports in cooperation with the Library Board President and notifies Library Board members of scheduled meetings.
8. Directs and supervises the maintenance of the library building and grounds.
9. Informs and advises the Library Board as to local, regional, state and national developments in the library field and works to maintain communication with area libraries.
10. Serves as chief consultant to the Library Board in regard to technical matters and options; conducts ongoing evaluations of existing library programs, services, policies and procedures; submits recommendations for improvements to the Library Board.
11. Relates library objectives to community needs and represents the library on community boards and committees.
12. Oversees the library's ongoing collection development plan; supervises the selection, purchase and withdrawal of library materials in accordance with that plan. Participates in collection development meetings and efforts.
13. Develops and administers the library's overall public relations plan; may prepare or approve press releases and makes presentations to community groups as needed.
14. Represents the library at the system level and actively participates in other professional library organizations.
15. Serves as liaison between the Library, and the Library Foundation, and the Friends of the Library.

16. Serves as liaison between the Library and the City of Mequon and the Village of Thiensville.
17. Performs other work as required by the Library Board.

Knowledge and Abilities

1. Ability to establish and maintain effective working relationships with library trustees and staff, volunteer groups, local and state officials, the general public and community groups.
2. Ability to foster and maintain positive public relations for the Library within the community.
3. Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
4. Ability to guide and direct the growth and development of the Library.
5. Ability to hire, train, supervise, and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service.
6. Ability to interpret statistical data, analyze information, evaluate programs, and prepare clear and concise reports and recommendations.
7. Ability to understand, develop, interpret and enforce library policies, rules and procedures and to make recommendations to the Library Board.
8. Ability to apply technical knowledge.
9. Ability to deal with abstract and concrete variables.
10. Ability to interpret technical regulations and instructions.
11. Understanding of modern library techniques, methods and procedures as they apply to public library administration.
12. Demonstration of good character as determined through a background investigation.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
14. Working knowledge of English grammar and spelling.

Requirements of Position

1. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Communication skills: effectively communicate ideas and information both in written and verbal form.
3. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
4. Mathematical ability: calculate basic arithmetic problems without the aid of a calculator.
5. Planning & organizational skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
6. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
7. Reading ability: effectively read and understand information contained in memoranda, reports, articles and bulletins.

8. Time management: set priorities in order to meet assignment deadlines.
9. Supervisory skills: hire, schedule, train, motivate and evaluate employees.
10. Far vision at 20 feet or further, near vision at 20 inches or less.
11. Mobility: travel to meetings outside the library.
12. Talking and hearing; use of the telephone.
13. Keyboarding and computer skills.

Environmental/Working Conditions

1. Flexible work hours; evening and weekend hours
2. Inside work environment.

Equipment Used

Audiovisual equipment, book truck, building systems such as security and heating/air conditioning, calculator, cash register, computer workstation, cell phone, copy machine, fax machine, telephone.

Education and Experience

1. Master of Library Science degree from an American Library Association accredited institution.
2. Eligibility for grade 1 Wisconsin library certification.
3. Seven or more years of progressively responsible library experience.
4. Minimum of seven years of experience in library management and supervisory responsibilities.

Patron Services: Manager

Reports to: Director

Status: Exempt

Typical Responsibilities of Position

At the direction of the Director, oversees the operations of Patron Services.

Duties/Examples of Work

1. Supervises the work of the Patron Services department, including staff selection, training, scheduling and performance review.
2. Participates in budget development and implementation.
3. Helps develop overall library policies, goals, objectives and plans.
4. Evaluates effectiveness of library programs and results of output measurements.
5. Oversees staff development and training.
6. Plans, recommends and implements library policies for the Patron Services Department.
7. Serves as a member of the library's management team and as advisor to the Director in matters related to Patron Services.
8. Serves as backup to the Director in his/her absence.
9. Works a minimum of three rotations per week at the reference desk. In addition, works at least one evening and one weekend rotation per month at the reference desk, **as scheduled**.
10. Promotes library services and programs as assigned by the Director.
11. Schedules meeting rooms, gallery and display spaces. Makes arrangements for equipment needed.
12. Serves as liaison with area media as assigned.
13. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to direct and supervise the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to employ appropriate techniques to establish service needs and to see that they are met.
4. Ability to maintain confidentiality of library patron information.
5. Ability to gather statistics, analyze information, and write reports.
6. Ability to operate library business machines properly which may require knowledge of databases and search methods.
7. Ability to understand library policies and procedures and apply them to library operations.
8. Ability to use computer software and manage computerized files.
9. Ability to use knowledge and training to serve the needs of the library.
10. Ability to create and administer a budget effectively.
11. Ability to apply technical knowledge.

12. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
13. Ability to deal with abstract and concrete variables.
14. Ability to interpret technical regulations and instructions.
15. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
16. Advanced knowledge of library operations, services and materials.
17. Considerable knowledge of modern administrative theory and practices.
18. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
19. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
20. Mobility: travel to meetings outside the library.
21. Working knowledge of English grammar and spelling.
22. Demonstration of good character as determined through a background investigation.

Requirements of Position

1. Communication skills: effectively communicate ideas and information both in written and verbal form.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training without supervision.
3. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
4. Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
5. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
6. Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins.
7. Time management: set priorities in order to meet assignment deadlines.
8. Talking and hearing; use of the telephone.
9. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
10. Keyboarding and computer skills.
11. Some lifting and carrying, pushing and pulling required.

Environmental/Working Conditions

1. Flexible work hours; some evening and weekend hours.
2. Inside work environment.

Equipment Used

Media equipment, book truck, calculator, computer workstation, copy machine, fax machine, telephone ~~/TDD/TTY~~.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution.
2. Management and supervisory responsibility or at least three years of progressively more responsible library experience.

Patron Services: Manager

Reports to: Director

Status: Exempt

Typical Responsibilities of Position

At the direction of the Director, oversees the operations of Patron Services.

Duties/Examples of Work

1. Supervises the work of the Patron Services department, including staff selection, training, scheduling and performance review.
2. Participates in budget development and implementation.
3. Helps develop overall library policies, goals, objectives and plans.
4. Evaluates effectiveness of library programs and results of output measurements.
5. Oversees staff development and training.
6. Plans, recommends and implements library policies for the Patron Services Department.
7. Serves as a member of the library's management team and as advisor to the Director in matters related to Patron Services.
8. Serves as backup to the Director in his/her absence.
9. Works a minimum of three rotations per week at the reference desk. In addition, works at least one evening and one weekend rotation per month at the reference desk, **as scheduled**.
10. Promotes library services and programs as assigned by the Director.
11. Schedules meeting rooms, gallery and display spaces. Makes arrangements for equipment needed.
12. Serves as liaison with area media as assigned.
13. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to direct and supervise the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to employ appropriate techniques to establish service needs and to see that they are met.
4. Ability to maintain confidentiality of library patron information.
5. Ability to gather statistics, analyze information, and write reports.
6. Ability to operate library business machines properly which may require knowledge of databases and search methods.
7. Ability to understand library policies and procedures and apply them to library operations.
8. Ability to use computer software and manage computerized files.
9. Ability to use knowledge and training to serve the needs of the library.
10. Ability to create and administer a budget effectively.
11. Ability to apply technical knowledge.

12. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
13. Ability to deal with abstract and concrete variables.
14. Ability to interpret technical regulations and instructions.
15. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
16. Advanced knowledge of library operations, services and materials.
17. Considerable knowledge of modern administrative theory and practices.
18. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
19. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
20. Mobility: travel to meetings outside the library.
21. Working knowledge of English grammar and spelling.
22. Demonstration of good character as determined through a background investigation.

Requirements of Position

1. Communication skills: effectively communicate ideas and information both in written and verbal form.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training without supervision.
3. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
4. Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
5. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
6. Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins.
7. Time management: set priorities in order to meet assignment deadlines.
8. Talking and hearing; use of the telephone.
9. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
10. Keyboarding and computer skills.
11. Some lifting and carrying, pushing and pulling required.

Environmental/Working Conditions

1. Flexible work hours; some evening and weekend hours.
2. Inside work environment.

Equipment Used

Media equipment, book truck, calculator, computer workstation, copy machine, fax machine, telephone.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution.
2. Management and supervisory responsibility or at least three years of progressively more responsible library experience.

Access Services: Manager

Reports to: Director

Status: Exempt

Typical Responsibilities of Position

At the direction of the Director, oversees the operations of Access Services.

Duties/Examples of Work

1. Supervises the work of the Access Services department, including staff selection, training, scheduling, and performance review.
2. Participates in budget development and implementation.
3. Helps develop overall library policies, goals, objectives, and plans.
4. Evaluates effectiveness of department activities and results of output measurements.
5. Oversees staff development and training of department staff.
6. Plans, recommends, and implements library policies for the Access Services department.
7. Serves as a member of the library's management team and as advisor to the Director in matters related to Access Services.
8. Works a minimum of three rotations per week at the circulation desk. In addition, works at least one evening and one weekend rotation per month at the circulation desk, as scheduled.
9. Performs other related work as assigned.

Knowledge and Abilities

1. Ability to direct and supervise the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to employ appropriate techniques to establish service needs and to see that they are met.
4. Ability to maintain confidentiality of library patron information.
5. Ability to gather statistics, analyze information and write reports.
6. Ability to operate library business machines properly which may require knowledge of databases and search methods.
7. Ability to understand library policies and procedures and apply them to library operations.
8. Ability to use computer software and manage computerized files.
9. Ability to use knowledge and training to serve the needs of the library productively.
10. Ability to create and administer a budget effectively.
11. Ability to apply technical knowledge.
12. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
13. Ability to deal with abstract and concrete variables.
14. Ability to interpret technical regulations and instructions.
15. Advanced knowledge of library operations, services, and materials.
16. Considerable knowledge of modern administrative theory and practices.
17. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
18. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

19. Mobility: travel to meetings outside the library.
20. Working knowledge of English grammar and spelling.
21. Demonstration of good character as determined through a background investigation.

Requirements of Position

1. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Communication skills: effectively communicate ideas and information both in written and verbal form.
3. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training without supervision.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) **with or** without the aid of a calculator.
5. Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
6. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
7. Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins.
8. Time management: set priorities in order to meet assignment deadlines.
9. Talking and hearing; use of the telephone.
10. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
11. Keyboarding and computer skills.
12. Some lifting and carrying, pushing and pulling required.

Environmental/Working Conditions

1. Flexible work hours; some evening and weekend hours.
2. Inside work environment.

Equipment Used

Media equipment, book truck, calculator, cash register, computer work station, copy machine, fax machine, telephone ~~/TDD/TTY~~.

Education and Experience

1. Bachelor's degree required. Master of Library Science degree from an American Library Association accredited institution preferred.
2. Management and supervisory responsibility or at least three years of progressively more responsible library experience.

Access Services: Manager

Reports to: Director

Status: Exempt

Typical Responsibilities of Position

At the direction of the Director, oversees the operations of Access Services.

Duties/Examples of Work

1. Supervises the work of the Access Services department, including staff selection, training, scheduling, and performance review.
2. Participates in budget development and implementation.
3. Helps develop overall library policies, goals, objectives, and plans.
4. Evaluates effectiveness of department activities and results of output measurements.
5. Oversees staff development and training of department staff.
6. Plans, recommends, and implements library policies for the Access Services department.
7. Serves as a member of the library's management team and as advisor to the Director in matters related to Access Services.
8. Works a minimum of three rotations per week at the circulation desk. In addition, works at least one evening and one weekend rotation per month at the circulation desk, as scheduled.
9. Performs other related work as assigned.

Knowledge and Abilities

1. Ability to direct and supervise the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to employ appropriate techniques to establish service needs and to see that they are met.
4. Ability to maintain confidentiality of library patron information.
5. Ability to gather statistics, analyze information and write reports.
6. Ability to operate library business machines properly which may require knowledge of databases and search methods.
7. Ability to understand library policies and procedures and apply them to library operations.
8. Ability to use computer software and manage computerized files.
9. Ability to use knowledge and training to serve the needs of the library productively.
10. Ability to create and administer a budget effectively.
11. Ability to apply technical knowledge.
12. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
13. Ability to deal with abstract and concrete variables.
14. Ability to interpret technical regulations and instructions.
15. Advanced knowledge of library operations, services, and materials.
16. Considerable knowledge of modern administrative theory and practices.
17. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
18. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

19. Mobility: travel to meetings outside the library.
20. Working knowledge of English grammar and spelling.
21. Demonstration of good character as determined through a background investigation.

Requirements of Position

1. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Communication skills: effectively communicate ideas and information both in written and verbal form.
3. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training without supervision.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) **with or** without the aid of a calculator.
5. Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
6. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
7. Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins.
8. Time management: set priorities in order to meet assignment deadlines.
9. Talking and hearing; use of the telephone.
10. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
11. Keyboarding and computer skills.
12. Some lifting and carrying, pushing and pulling required.

Environmental/Working Conditions

1. Flexible work hours; some evening and weekend hours.
2. Inside work environment.

Equipment Used

Media equipment, book truck, calculator, cash register, computer work station, copy machine, fax machine, telephone.

Education and Experience

1. Bachelor's degree required. Master of Library Science degree from an American Library Association accredited institution preferred.
2. Management and supervisory responsibility or at least three years of progressively more responsible library experience.

Business Manager

Reports to: Director

Status: Exempt

Typical Responsibilities of Position

Performs variety of business operations to support the Library's administration, including accounts payable, and ~~personnel records creation and maintenance employee onboarding, and payroll and benefits.~~ ~~Serves as confidential secretary to the Board of Trustees.~~ Together with Library Director, manages building operations and contracts, ~~and creation and analysis of~~ ~~Maintains~~ personnel and financial records and reports. Maintains library website.

Duties/Examples of Work

1. Creates and maintains correspondence and reports, including confidential data relating to personnel records, ~~evaluations, employee discipline,~~ and finances as assigned by Director.
2. ~~May be called upon to record minutes of Library Board of Trustees meetings, staff meetings, and other special meetings.~~
2. ~~Records minutes, agendas and related materials for Library Board and staff meetings and other special meetings. Types, files, and distributes minutes.~~ Posts notice of all Library Board of Trustees and Committee meetings; distributes meeting packets, as appropriate.
3. Records cash receipts and donations, and prepares deposits.
4. ~~Validates Processes~~ invoices for accounts payables for approval by Director and Board of Trustees. Prepares detailed financial reports for Director and Board of Trustees. Aids Director in development of annual budget.
5. Handles enrollments and creates reports on employee benefit programs, including such areas as health and life insurances, retirement and disability programs.
6. Maintains the library website and its ancillary components.
7. Aids Director with preparation of State Annual Report.
8. Orders office and building supplies.
9. Maintains building and contents depreciation schedule.
10. Administers pay plan and fringe benefit programs. Orients new employees on personnel policies.
11. Analyzes and maintains building contracts in conjunction with Director.
13. Works with City and Village personnel as necessitated by duties.
14. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to understand current library record keeping and filing systems.
2. Ability to maintain and hold in confidence personnel and patron information.
3. Ability to perform assigned office and clerical tasks with minimum of supervision.
4. Ability to use word processing and spreadsheet software efficiently and accurately, and manage computerized files.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
6. Ability to comprehend and follow instructions.
7. Ability to interpret technical regulations and instructions, and apply as is reasonable.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
9. Demonstration of good character as determined through a background investigation.

10. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
11. Working knowledge of English grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Bending, twisting, feeling, and reaching.
3. Far vision of 20 feet or further; near vision at 20 inches or less, with or without correction.
4. Handling: picking up and shelving books and other library materials.
5. Lifting and carrying: 50 pounds or less.
6. Fingering: keyboarding, writing, filing, sorting, shelving, and processing.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of the telephone.
10. Frequent movement inside and outside library.

Mental Requirements of Position

1. Communication skills: effectively communicate ideas and information both in written and verbal form.
2. Ability to analyze many variables and handle novel and diverse work problems daily.
3. Ability to resolve problems, handle conflict, and make decisions.
4. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, and division) **with or** without the aid of a calculator.
5. Planning and organization skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods of accomplishing goals.
6. Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins.
7. Time management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Full-time. Regular evening hours at least once per month; other evening, early morning, or weekend hours possible as assigned.
2. Inside work environment.

Equipment Used

Calculator, cash register, computer hardware and software, multifunction printer/copier, telephone system, digital camera.

Education and Experience

1. Bachelor's degree required.
2. Experience with desktop publishing; basic knowledge of HTML and website editing.
3. Previous experience working for senior level management requiring independent decision making.
4. Prefer three to five years of experience in financial reporting and accounts payable.

Business Manager

Reports to: Director

Status: Exempt

Typical Responsibilities of Position

Performs variety of business operations to support the Library's administration, including accounts payable, and **employee onboarding, and payroll and benefits**. Together with Library Director, manages building operations and contracts. **Maintains** personnel and financial records and reports. Maintains library website.

Duties/Examples of Work

1. Creates and maintains correspondence and reports, including confidential data relating to personnel records, and finances as assigned by Director.
2. **May be called upon to record minutes of Library Board of Trustees meetings, staff meetings, and other special meetings.**
2. **Types, files, and distributes minutes. Posts notice of all Library Board of Trustees and Committee meetings; distributes meeting packets, as appropriate.**
3. Records cash receipts and donations, and prepares deposits.
4. **Validates processes** invoices for accounts payables for approval by Director and Board of Trustees. Prepares detailed financial reports for Director and Board of Trustees. Aids Director in development of annual budget.
5. Handles enrollments and creates reports on employee benefit programs, including such areas as health and life insurances, retirement and disability programs.
6. Maintains the library website and its ancillary components.
7. Aids Director with preparation of State Annual Report.
8. Orders office and building supplies.
9. Maintains building and contents depreciation schedule.
10. Administers pay plan and fringe benefit programs. Orients new employees on personnel policies.
11. Analyzes and maintains building contracts in conjunction with Director.
13. Works with City and Village personnel as necessitated by duties.
14. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to understand current library record keeping and filing systems.
2. Ability to maintain and hold in confidence personnel and patron information.
3. Ability to perform assigned office and clerical tasks with minimum of supervision.
4. Ability to use word processing and spreadsheet software efficiently and accurately, and manage computerized files.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
6. Ability to comprehend and follow instructions.
7. Ability to interpret technical regulations and instructions, and apply as is reasonable.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
9. Demonstration of good character as determined through a background investigation.
10. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.

11. Working knowledge of English grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Bending, twisting, feeling, and reaching.
3. Far vision of 20 feet or further; near vision at 20 inches or less, with or without correction.
4. Handling: picking up and shelving books and other library materials.
5. Lifting and carrying: 50 pounds or less.
6. Fingering: keyboarding, writing, filing, sorting, shelving, and processing.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of the telephone.
10. Frequent movement inside and outside library.

Mental Requirements of Position

1. Communication skills: effectively communicate ideas and information both in written and verbal form.
2. Ability to analyze many variables and handle novel and diverse work problems daily.
3. Ability to resolve problems, handle conflict, and make decisions.
4. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, and division) **with or** without the aid of a calculator.
5. Planning and organization skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods of accomplishing goals.
6. Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins.
7. Time management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Full-time. Regular evening hours at least once per month; other evening, early morning, or weekend hours possible as assigned.
2. Inside work environment.

Equipment Used

Calculator, cash register, computer hardware and software, multifunction printer/copier, telephone system, digital camera.

Education and Experience

1. Bachelor's degree required.
2. Experience with desktop publishing; basic knowledge of HTML and website editing.
3. Previous experience working for senior level management requiring independent decision making.
4. Prefer three to five years of experience in financial reporting and accounts payable.

Proposed Amendments to the 2022 Library Operating Budget

REVENUE		CURRENT	REVISED	CHANGE
99-45-015-280	Miscellaneous Revenue	\$39,266	\$2,266	\$37,000
99-45-015-520	Fund Balance Applied	\$0	\$37,000	\$37,000

This action also authorizes transferring \$37,000 from the Library's Reserve funds to the current year operating budget. These funds were part of the Library's American Rescue Plan Act funds and were previously received in the 2021 fiscal year.

Authorized by the Board of Trustees, January 19, 2022

JanaLee Hitchcock, Library Board President

Date

Rachel Muchin Young, Library Director

Date

Effective Board Meetings and Trustee Participation

4

Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached [Sample Board Meeting Agenda](#).) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.) Also, be sure to avoid conflict of interest situations. (See [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) for more information.)

At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.)

More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see [Trustee Essential #15: The Library Board and the Public Records Law](#) for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made 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.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See [Trustee Essential #18: Library Board Appointments and Composition](#) for further details on the legally required process. [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) discusses certain impermissible appointments under Wisconsin’s “incompatibility doctrine,” such as the appointment of a library director to the library board.)

Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library*

Standards. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for other ideas.)

Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a “refresher” on certain issues? What issues?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Attached [Sample Board Meeting Agenda](#)
- Attached [Sample Annual Library Board Calendar](#)
- OWLS webpage on meetings at owlsnet.org/l4l/meetings (See especially the links on effective meetings.)
- *Robert’s Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

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 Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information on agenda, notice, and posting requirements of the law.)

NOTICE

Hometown Public Library Board Meeting

Date,
Time,
Place

Note: Please contact _____ at _____ if you need accommodations to attend the meeting.

1. Call to Order *Board President*
2. Roll call and introduction of guests *Board President*
3. Approval of minutes of previous meeting
[Provide copy of minutes to board members in advance of the meeting.]
4. Director's report and statistical report *Library Director*
[Provide copy of reports to board members in advance of the meeting.]
5. Financial report
Library Director and/or Board Treasurer or Financial Secretary
[Provide copy of report to board members in advance of the meeting.]
6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]
7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]
8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law
12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).
13. Reconvene in open session
14. Approval of the performance evaluation and compensation of the library director.
15. Adjournment

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Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].
- Board conducts annual performance review of director.

February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.
- Nominating committee appointed.
- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.
- Library strategic plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.
- Appointments of new board members made by the municipality/county.
- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.
- Continue discussion of budget goals/needs for next year.

May

- May 1. New member board terms begin.
- Orientation sessions held for new board members.
- Board annual meeting held, board officers elected.
- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

July

- July 1. Due date for providing prior year usage and expenditure statistics to county.
- Budget and funding request approved for upcoming year.

August

- Discussion of needed trustee continuing education.

September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.
- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality [or county] approves library appropriation.

November

- Budget revised, if necessary, based on actual funding approved.
- Library policies reviewed and revised if necessary.
- Strategic planning committee appointed, if necessary, and given charge and timetable.
- Trustee continuing education session held during meeting.

December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Trustee continuing education session held during meeting.