



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, February 15, 2023, 6:00pm
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in the prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of the January 18, 2023 Meeting
- VI. Financial Reports**
 - a. Unaudited End of Year Revenue and Expense Reports for 2022
 - b. Revenue and Expense Reports for January 2023
 - c. Action Item: Accounts Payable for January 2023
- VII. Board Reports**
 - a. President's Report – J. Hitchcock
 - b. Finance – G. Baxter
 - c. Advocacy – J. Hansher
 - d. Personnel – J. Abraham
- VIII. Staff Reports**
 - a. Library Operations
 - b. Director's Report – R. Muchin Young
 - c. Managers' Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager

IX. Unfinished Business

- a. Classification and Compensation Study – R. Skaggs
- b. Discussion and Action Requested: Annual Contract with Vanguard Cleaning Systems

X. New Business

- a. Action Requested: Approval of 2022 Public Library Annual Report to the State of Wisconsin

XI. Trustee Training & System/State Library Update

- a. TE16: Ethics and Conflict of Interest Laws Applying to Trustees
- b. TE17: Membership in the Library System

XII. Future Meeting Dates

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

XIII. Adjourn

JanaLee Hitchcock, President

Posted: February 10, 2023



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees January 18, 2023 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on January 18, 2023 at 6:00 pm 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 6:01 pm.

Posting of notice as of January 13, 2022 was verified.

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

Trustees Absent: None.

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

III. Announcements

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the December 21, 2022 Meeting

The minutes of the December 21, 2022 meeting were included in the packet. A revised version was emailed to the Board on January 18, 2023. Hearing no objections, the revised minutes were approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for December 2022

The reports were included in the Board Packet. These preliminary reports do not include Period 13 2022 activity. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for December 2022

Ms. Burner moved to approve the Accounts Payable Statement for November 2022 in the amount of \$115,724.05. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock is pleased that a draft design of the Children's art project is being presented.

- B. Finance
Mr. Baxter reported that no meeting was held.
- C. Advocacy
Mr. Hansher reported that no meeting was held.
- D. Personnel
Ms. Abraham reported that no meeting was held.

VIII. Staff Reports

- A. Library Operations Report
The statistical summary was included in the Board Packet. This report represents the end of the 2022 year. Ms. Muchin Young reported that most activities were on par with or had exceeded the previous year. Ms. Muchin Young also reported on upcoming changes to digital collections.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young commented further on her activities.
- C. Staff Reports:
 - i. Access Services Manager
There is no report for this month.
 - ii. Business Manager
The written report was included in the Board Packet.
 - iii. Patron Services Manager
The written report was included in the Board Packet.

IX. Unfinished Business

- A. Classification and Compensation Study Update
Ms. Muchin Young reported that a report to the Board by the consultant will be done at the February meeting.
- B. Discussion: Children's Art Feature
The design for the proposed art feature to be installed at the entrance to the Children's Department was presented. The cost of the project will not exceed \$20,000. The Library will recognize the donor, if the donor's estate would approve of doing so. The expected lead time of the project is between 120 and 160 days from time of signing.

Ms. Perry moved to approve the Children's Art Feature. Motion carried.

X. New Business

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

The annual contract was included in the Board Packet. Vanguard Cleaning Systems has been cleaning the Library for the past two months and staff have generally been pleased with the service.

The Board requested the contract be updated to accurately state that cleaning takes place 6 days a week. The Board requested that Vanguard Cleaning Systems provide proof of insurance coverage to the Library.

Mr. Hansher moved to approve the revised contract, on the condition that adequate proof of insurance is received by the Library. Motion carried.

XI. Trustee Training & System/State Library Update

A. TE14: The Library Board and the Open Meeting Laws

Ms. Muchin Young presented the topic on open meeting laws.

B. TE15: The Library Board and the Public Records Law

Ms. Muchin Young presented the topic on public records law.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, February 15, 2023.

XIII. Adjournment

There being no further business before the Board, a motion to adjourn was made by Mr. Lookatch. Motion carried and meeting was adjourned at 6:57 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

02/09/23 12:12 PM

Library - Revenue Guideline

Page 1

Current Period: CLOSING ENTRIES 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	CLOSING ENTRIES 2022 Amt	Balance	2022 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTE	\$0.00	\$1,290.00	\$0.00	-\$1,290.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$0.00	\$35,631.96	\$0.00	-\$35,631.96	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$36,921.96	\$0.00	-\$36,921.96	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$36,921.96	\$0.00	-\$36,921.96	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$36,921.96	\$0.00	-\$36,921.96	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,061,000.00	\$1,061,000.00	\$0.00	\$0.00	100.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$110,740.00	\$0.00	\$0.00	100.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$12,994.00	\$12,994.94	\$0.00	-\$0.94	100.01%
DEPT 001 LOCAL PROPERTY TAXES	\$1,184,734.00	\$1,184,734.94	\$0.00	-\$0.94	100.00%
MAJ CLS 40 TAXES	\$1,184,734.00	\$1,184,734.94	\$0.00	-\$0.94	100.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVENUES					
DEPT 003 GRANTS & AIDS					
R 99-41-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$18,000.00	\$16,795.66	\$0.00	\$1,204.34	93.31%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$16,795.66	\$0.00	\$1,204.34	93.31%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$16,795.66	\$0.00	\$1,204.34	93.31%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$4,497.42	\$0.00	-\$3,997.42	899.48%
DEPT 013 INTEREST INCOME	\$500.00	\$4,497.42	\$0.00	-\$3,997.42	899.48%

Account Descr	2022 YTD Budget	2022 YTD Amt	CLOSING ENTRIES 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$4,497.42	\$0.00	-\$3,997.42	899.48%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$9,632.04	-\$550.01	-\$2,132.04	128.43%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$2,342.35	\$0.00	-\$2,342.35	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$11,974.39	-\$550.01	-\$4,474.39	159.66%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,266.00	\$1,522.91	\$32.19	\$743.09	67.21%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$70,350.00	\$0.00	\$0.00	\$70,350.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$72,616.00	\$1,522.91	\$32.19	\$71,093.09	2.10%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$80,116.00	\$13,497.30	-\$517.82	\$66,618.70	16.85%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,283,350.00	\$1,219,525.32	-\$517.82	\$63,824.68	95.03%
	\$1,283,350.00	\$1,256,447.28	-\$517.82	\$26,902.72	97.90%

VILLAGE OF THIENSVILLE

Library - Expenditure Guideline

02/09/23 12:12 PM

Page 1

Current Period: CLOSING ENTRIES 2022

Account Descr	2022 YTD Budget	2022 YTD Amt	CLOSING ENTRIES 2022 Amt	Balance	2022 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$3,542.69	\$0.00	-\$3,542.69	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRIC	\$0.00	\$2,651.81	\$0.00	-\$2,651.81	0.00%
DEPT 551 LIBRARY	\$0.00	\$6,194.50	\$0.00	-\$6,194.50	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$6,194.50	\$0.00	-\$6,194.50	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$6,194.50	\$0.00	-\$6,194.50	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$596,900.00	\$595,485.47	\$11,633.43	\$1,414.53	99.76%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$4,484.16	\$28.00	-\$984.16	128.12%
E 99-91-551-1-199 FRINGE BENEFITS	\$197,500.00	\$196,355.69	\$4,241.10	\$1,144.31	99.42%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$3,169.95	\$0.00	\$330.05	90.57%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,500.00	\$1,416.00	\$0.00	\$84.00	94.40%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$2,004.60	\$0.00	-\$104.60	105.51%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$804,800.00	\$802,915.87	\$15,902.53	\$1,884.13	99.77%
MAJ CLS 91 LIBRARY STAFFING	\$804,800.00	\$802,915.87	\$15,902.53	\$1,884.13	99.77%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$850.00	\$33.75	\$0.00	100.00%
E 99-92-551-2-206 AUDIT	\$6,650.00	\$6,550.00	\$0.00	\$100.00	98.50%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$20,300.00	\$0.00	-\$300.00	101.50%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOG	\$12,000.00	\$10,194.63	\$94.94	\$1,805.37	84.96%
E 99-92-551-2-285 WEPCO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$10,000.00	\$12,821.49	\$4,987.10	-\$2,821.49	128.21%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$1,022.94	\$0.00	\$477.06	68.20%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$7,000.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$3,357.33	\$0.00	\$392.67	89.53%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$6,500.00	\$4,181.88	\$8.41	\$2,318.12	64.34%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$17,500.00	\$11,749.03	\$0.00	\$5,750.97	67.14%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$2,512.62	\$57.71	\$237.38	91.37%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$6,709.75	\$129.82	-\$1,209.75	122.00%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$979.30	\$151.45	-\$479.30	195.86%

Account Descr	2022 YTD Budget	2022 YTD Amt	CLOSING ENTRIES 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$16,416.30	\$604.34	-\$916.30	105.91%
DEPT 551 LIBRARY	\$110,000.00	\$104,645.27	\$6,067.52	\$5,354.73	95.13%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$110,000.00	\$104,645.27	\$6,067.52	\$5,354.73	95.13%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$6,433.24	\$195.46	-\$433.24	107.22%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$22,552.42	\$843.22	\$7,447.58	75.17%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$36,039.07	\$1,559.59	\$3,960.93	90.10%
E 99-93-551-3-373 PRINT	\$85,000.00	\$82,342.42	\$3,293.36	\$2,657.58	96.87%
DEPT 551 LIBRARY	\$161,000.00	\$147,367.15	\$5,891.63	\$13,632.85	91.53%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$147,367.15	\$5,891.63	\$13,632.85	91.53%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$30,465.00	\$3,510.00	-\$1,665.00	105.78%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$22,000.00	\$22,629.31	\$1,732.50	-\$629.31	102.86%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$2,663.45	\$13.86	-\$163.45	106.54%
E 99-94-551-3-308 BUILDING SUPPLIES	\$50,000.00	\$43,709.01	\$18,327.16	\$6,290.99	87.42%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$45,244.34	\$0.00	-\$2,744.34	106.46%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$1,658.18	\$422.36	\$141.82	92.12%
E 99-94-551-3-374 HEALTH & SAFETY SUPPLIES	\$0.00	\$538.14	\$0.00	-\$538.14	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$59,950.00	\$59,950.00	\$59,950.00	\$0.00	100.00%
DEPT 551 LIBRARY	\$207,550.00	\$206,857.43	\$83,955.88	\$692.57	99.67%
MAJ CLS 94 LIBRARY BUILDING	\$207,550.00	\$206,857.43	\$83,955.88	\$692.57	99.67%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,283,350.00	\$1,261,785.72	\$111,817.56	\$21,564.28	98.32%
	\$1,283,350.00	\$1,267,980.22	\$111,817.56	\$15,369.78	98.80%

VILLAGE OF THIENSVILLE

02/09/23 12:11 PM

Page 1

Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$60,156.53	\$0.00	\$0.00	\$41,921.96	\$96,958.24	\$5,120.25	98
G 98-11210 INVESTMENTS	\$0.00	\$0.00	\$0.00	\$85,000.00	\$5,000.00	\$80,000.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	-\$5,763.74	\$0.00	\$0.00	\$5,763.74	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$36,921.96	\$0.00	\$36,921.96	\$36,921.96	\$0.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$0.00	\$6,194.50	\$6,314.50	\$6,314.50	\$0.00	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$3,600.51	\$2,252.69	\$0.00	\$2,252.69	\$0.00	-\$1,347.82	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$50,792.28	\$0.00	\$32,980.15	\$0.00	\$32,980.15	-\$83,772.43	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$39,174.65	\$39,174.65	\$178,174.85	\$178,174.85	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$96,425.76	\$96,425.76	\$2,882,708.46	\$2,880,904.27	\$3,468.85	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$0.00	\$0.00	\$4,518.76	\$4,518.76	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$0.00	\$0.00	\$429,128.81	\$429,128.81	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$0.00	\$0.00	\$999,497.42	\$970,500.00	\$287,502.45	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$28,817.05	\$0.00	\$100,734.14	\$28,817.05	\$100,734.14	-\$100,734.14	99
G 99-21210 WISCONSIN WITHHOLDIN	\$0.00	\$0.00	\$0.00	\$19,508.08	\$19,508.08	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$0.00	\$0.00	\$39,443.18	\$39,443.18	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$0.00	\$0.00	\$43,227.93	\$43,227.93	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$32.19	\$0.00	\$12,150.18	\$11,339.64	-\$4,705.94	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,237.32	\$0.00	\$0.00	\$34,736.38	\$34,740.16	-\$4,241.10	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$0.00	\$0.00	\$596.52	\$596.52	\$0.00	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$0.00	\$0.00	\$831.84	\$831.84	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$0.00	\$0.00	\$16,105.26	\$16,105.26	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$0.00	\$0.00	\$230.85	\$230.85	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$0.00	\$0.00	\$398.82	\$398.82	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$9,681.75	\$0.00	\$11,633.43	\$9,681.75	\$11,633.43	-\$11,633.43	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$214,417.09	\$42,260.40	\$0.00	\$42,260.40	\$0.00	-\$172,156.69	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$1,220,075.33	\$32.19	\$1,220,075.33	\$1,220,075.33	\$0.00	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$112,109.61	\$1,262,077.77	\$1,282,285.85	\$1,282,285.85	\$0.00	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$1,470,903.29	\$1,470,903.29	\$7,066,202.87	\$7,066,202.87	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$1,510,077.94	\$1,510,077.94	\$7,244,377.72	\$7,244,377.72	\$0.00	

VILLAGE OF THIENSVILLE

02/09/23 5:10 PM

Library - Revenue Guideline

Page 1

Current Period: JANUARY 2023

Account Descr	2023 YTD Budget	2023 YTD Amt	JANUARY 2023 Amt	Balance	2023 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTE	\$1,347.82	\$300.00	\$300.00	\$1,047.82	22.26%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$83,772.43	\$23.00	\$23.00	\$83,749.43	0.03%
DEPT 015 OTHER INCOME	\$85,120.25	\$323.00	\$323.00	\$84,797.25	0.38%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$85,120.25	\$323.00	\$323.00	\$84,797.25	0.38%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$323.00	\$323.00	\$84,797.25	0.38%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,106,716.00	\$276,679.00	\$276,679.00	\$830,037.00	25.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$27,685.00	\$27,685.00	\$83,055.00	25.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$15,976.00	\$0.00	\$0.00	\$15,976.00	0.00%
DEPT 001 LOCAL PROPERTY TAXES	\$1,233,432.00	\$304,364.00	\$304,364.00	\$929,068.00	24.68%
MAJ CLS 40 TAXES	\$1,233,432.00	\$304,364.00	\$304,364.00	\$929,068.00	24.68%
MAJ CLS 41 INTER-GOVERNMENTAL REVENUES					
DEPT 003 GRANTS & AIDS					
R 99-41-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$19,932.00	\$6,627.84	\$6,627.84	\$13,304.16	33.25%
DEPT 006 FINES & FORFEITURES	\$19,932.00	\$6,627.84	\$6,627.84	\$13,304.16	33.25%
MAJ CLS 42 REGULATION & COMPLIANCE	\$19,932.00	\$6,627.84	\$6,627.84	\$13,304.16	33.25%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$2,668.00	\$971.49	\$971.49	\$1,696.51	36.41%
DEPT 013 INTEREST INCOME	\$2,668.00	\$971.49	\$971.49	\$1,696.51	36.41%

Account Descr	2023 YTD Budget	2023 YTD Amt	JANUARY 2023 Amt	Balance	2023 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$2,668.00	\$971.49	\$971.49	\$1,696.51	36.41%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,880.00	\$1,359.24	\$1,359.24	\$8,520.76	13.76%
R 99-45-014-906 PHOTOCOPIER	\$2,534.00	\$222.55	\$222.55	\$2,311.45	8.78%
DEPT 014 SALE INCOME	\$12,414.00	\$1,581.79	\$1,581.79	\$10,832.21	12.74%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,554.00	\$0.00	\$0.00	\$1,554.00	0.00%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$21,554.00	\$0.00	\$0.00	\$21,554.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$33,968.00	\$1,581.79	\$1,581.79	\$32,386.21	4.66%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$313,545.12	\$313,545.12	\$976,454.88	24.31%
	\$1,375,120.25	\$313,868.12	\$313,868.12	\$1,061,252.13	22.82%

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

02/09/23 5:09 PM

Page 1

Account Descr	2023 YTD Budget	2023 YTD Amt	JANUARY 2023 Amt	Balance	2023 % 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	\$1,347.82	\$0.00	\$0.00	\$1,347.82	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$83,772.43	\$0.00	\$0.00	\$83,772.43	0.00%
DEPT 551 LIBRARY	\$85,120.25	\$0.00	\$0.00	\$85,120.25	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$85,120.25	\$0.00	\$0.00	\$85,120.25	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$0.00	\$0.00	\$85,120.25	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	\$670,300.00	\$37,986.27	\$37,986.27	\$632,313.73	5.67%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 99-91-551-1-199 FRINGE BENEFITS	\$215,600.00	\$12,330.88	\$12,330.88	\$203,269.12	5.72%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$297.10	\$297.10	\$3,202.90	8.49%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,325.00	\$663.00	\$663.00	\$662.00	50.04%
E 99-91-551-7-715 FLEX BENEFIT	\$2,100.00	\$0.00	\$0.00	\$2,100.00	0.00%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$895,325.00	\$51,277.25	\$51,277.25	\$844,047.75	5.73%
MAJ CLS 91 LIBRARY STAFFING	\$895,325.00	\$51,277.25	\$51,277.25	\$844,047.75	5.73%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 99-92-551-2-206 AUDIT	\$6,750.00	\$0.00	\$0.00	\$6,750.00	0.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$21,525.00	\$16,652.50	\$16,652.50	\$4,872.50	77.36%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOG	\$9,300.00	\$348.00	\$348.00	\$8,952.00	3.74%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$5,000.00	\$102.19	\$102.19	\$4,897.81	2.04%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$8,000.00	\$2,000.00	\$2,000.00	\$6,000.00	25.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,725.00	\$260.49	\$260.49	\$3,464.51	6.99%
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	\$3,500.00	\$7.88	\$7.88	\$3,492.12	0.23%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
E 99-92-551-3-303 TELEPHONE	\$4,000.00	\$172.62	\$172.62	\$3,827.38	4.32%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$6,000.00	\$288.73	\$288.73	\$5,711.27	4.81%
E 99-92-551-3-358 DEBT COLLECTION	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%

Account Descr	2023 YTD Budget	2023 YTD Amt	JANUARY 2023 Amt	Balance	2023 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$17,150.00	\$0.00	\$0.00	\$17,150.00	0.00%
DEPT 551 LIBRARY	\$91,950.00	\$19,832.41	\$19,832.41	\$72,117.59	21.57%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$91,950.00	\$19,832.41	\$19,832.41	\$72,117.59	21.57%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 99-93-551-3-371 MEDIA	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
E 99-93-551-3-372 E CONTENT	\$37,000.00	\$0.00	\$0.00	\$37,000.00	0.00%
E 99-93-551-3-373 PRINT	\$85,000.00	\$127.45	\$127.45	\$84,872.55	0.15%
DEPT 551 LIBRARY	\$152,000.00	\$127.45	\$127.45	\$151,872.55	0.08%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$152,000.00	\$127.45	\$127.45	\$151,872.55	0.08%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$42,120.00	\$0.00	\$0.00	\$42,120.00	0.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$24,000.00	\$840.00	\$840.00	\$23,160.00	3.50%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,605.00	\$0.00	\$0.00	\$2,605.00	0.00%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	-\$175.25	-\$175.25	\$30,175.25	-0.58%
E 99-94-551-3-360 UTILITIES	\$45,000.00	\$4,124.18	\$4,124.18	\$40,875.82	9.16%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
E 99-94-551-3-374 HEALTH & SAFETY SUPPLIES	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
DEPT 551 LIBRARY	\$150,725.00	\$4,788.93	\$4,788.93	\$145,936.07	3.18%
MAJ CLS 94 LIBRARY BUILDING	\$150,725.00	\$4,788.93	\$4,788.93	\$145,936.07	3.18%
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	\$1,290,000.00	\$76,026.04	\$76,026.04	\$1,213,973.96	5.89%
	\$1,375,120.25	\$76,026.04	\$76,026.04	\$1,299,094.21	5.53%

VILLAGE OF THIENSVILLE

02/09/23 5:07 PM

Page 1

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	\$5,120.25	\$323.00	\$0.00	\$323.00	\$0.00	\$5,443.25	98
G 98-11210 INVESTMENTS	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,000.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$323.00	\$0.00	\$323.00	-\$323.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$1,347.82	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,347.82	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$83,772.43	\$0.00	\$0.00	\$0.00	\$0.00	-\$83,772.43	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$323.00	\$323.00	\$323.00	\$323.00	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$3,468.85	\$556,609.68	\$520,307.24	\$556,609.68	\$520,307.24	\$39,771.29	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$390.13	\$390.13	\$390.13	\$390.13	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$36,006.99	\$36,006.99	\$36,006.99	\$36,006.99	\$0.00	99
G 99-11210 INVESTMENTS	\$287,502.45	\$277,650.49	\$190,000.00	\$277,650.49	\$190,000.00	\$375,152.94	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$100,734.14	\$100,734.14	\$0.00	\$100,734.14	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDIN	\$0.00	\$1,713.25	\$1,713.25	\$1,713.25	\$1,713.25	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$3,407.15	\$3,407.15	\$3,407.15	\$3,407.15	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,662.15	\$3,662.15	\$3,662.15	\$3,662.15	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$4,705.94	\$588.82	\$481.84	\$588.82	\$481.84	-\$4,598.96	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,241.10	\$4,241.10	\$3,056.10	\$4,241.10	\$3,056.10	-\$3,056.10	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$0.00	\$41.96	\$0.00	\$41.96	-\$41.96	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$0.00	\$51.44	\$0.00	\$51.44	-\$51.44	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,169.96	\$1,169.96	\$1,169.96	\$1,169.96	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$3.20	\$3.20	\$3.20	\$3.20	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$25.66	\$25.66	\$25.66	\$25.66	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$11,633.43	\$11,633.43	\$0.00	\$11,633.43	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$172,156.69	\$0.00	\$0.00	\$0.00	\$0.00	-\$172,156.69	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$313,545.12	\$0.00	\$313,545.12	-\$313,545.12	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$92,075.82	\$16,049.78	\$92,075.82	\$16,049.78	\$76,026.04	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$1,089,911.97	\$1,089,911.97	\$1,089,911.97	\$1,089,911.97	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$1,090,234.97	\$1,090,234.97	\$1,090,234.97	\$1,090,234.97	\$0.00	



VILLAGE OF THIENSVILLE

02/09/23 5:13 PM

Page 1

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Batch: 0123 LIB MN1,0123 LIB AP,0123 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
1031 e	01/06/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$93.57	622426249	Processing 12-30-22 Payroll
		Total	\$93.57		
1032 e	01/10/23	CARDMEMBER SERVICE			
G 99-21110		ACCOUNTS PAYABLE	\$28.00		Wisconsin Library Association
G 99-21110		ACCOUNTS PAYABLE	\$87.00		Mailchimp
G 99-21110		ACCOUNTS PAYABLE	\$77.02		Breakout Inc.
G 99-21110		ACCOUNTS PAYABLE	\$1.34		Amazon Web Services-NOV
G 99-21110		ACCOUNTS PAYABLE	\$5.26		Apple
G 99-21110		ACCOUNTS PAYABLE	\$104.00		Techsoup
G 99-21110		ACCOUNTS PAYABLE	\$55.37		AT&T
G 99-21110		ACCOUNTS PAYABLE	\$1.34		Amazaon Web Services-DEC
		Total	\$359.33		
1033 e	01/10/23	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		JAN 2023 Phone Service
		Total	\$172.62		
1034 e	01/13/23	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,964.67		FED/Wages Pd 1-13-23
G 99-21210		WISCONSIN WITHHOLDI	\$942.85		WI/Wages Pd 1-13-23
G 99-21230		SOCIAL SECURITY TAX	\$1,974.66		SS & MED/Wages Pd 1-13-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,974.66		SS Employer/Wages Pd 1-13-23
G 99-11160		SPECIAL CLEARING AC	\$19,236.37		DirectDep/Wages Pd 1-13-23
		Total	\$26,093.21		
1035 e	01/13/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$11,633.43		2022 Salaries & Wages/Wages Pd 1-13-23
E 99-91-551-1-100		SALARIES & WAGES	\$15,101.57		2023 Salaries & Wages/Wages Pd 1-13-23
G 99-21265		WI RETIREMENT	(\$1,668.29)		WRS Employees/Wages Pd 1-13-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,964.67)		FED/Wages Pd 1-13-23
G 99-21210		WISCONSIN WITHHOLDI	(\$942.85)		WI/Wages Pd 1-13-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,974.66)		SS & MED/Wages Pd 1-13-23
G 99-21245		FLEX BENEFIT	(\$240.92)		FLEX BEN/Wages Pd 1-13-23
G 99-21280		HEALTH INSURANCE WI	(\$584.98)		HEALTH/Wages Pd 1-13-23
G 99-21285		LIFE INSURANCE WITH	(\$3.20)		LIFE/Wages Pd 1-13-23
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 1-13-23
G 99-21276		VISION INSURANCE WIT	(\$51.44)		VISION/Wages Pd 1-13-23
G 99-21286		ACCIDENTAL INS WITH	(\$25.66)		ACCIDENT/Wages Pd 1-13-23
G 99-11160		SPECIAL CLEARING AC	(\$19,236.37)		Net Pay/Wages Pd 1-13-23
		Total	\$0.00		
1048 e	01/20/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$93.57	623440573	Processing 1-13-23 Payroll
		Total	\$93.57		
1050 e	01/24/23	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$8,579.44	202302	FEB Health-Employer



VILLAGE OF THIENSVILLE

02/09/23 5:13 PM

Page 2

*Check Detail Register©

Batch: 0123 LIB MN1,0123 LIB AP,0123 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21280		HEALTH INSURANCE WI	\$1,169.96	202302	FEB Health-Employee
		Total	\$9,749.40		
1051 e	01/31/23	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$4,241.10	279111	DEC 2022 WRS Contribution-Employer
G 99-21265		WI RETIREMENT	\$4,241.10	279111	DEC 2022 WRS Contribution-Employee
E 99-91-551-1-199		FRINGE BENEFITS	(\$4,241.10)	279111	DEC 2022 WRS Contribution-Employer
G 99-21110		ACCOUNTS PAYABLE	\$4,241.10	279111	DEC 2022 WRS Contribution-Employer
		Total	\$8,482.20		
1052 e	01/27/23	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,442.48		FED/Wages Pd 1-27-23
G 99-21210		WISCONSIN WITHHOLDI	\$770.40		WI/Wages Pd 1-27-23
G 99-21230		SOCIAL SECURITY TAX	\$1,687.49		SS & MED/Wages Pd 1-27-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,687.50		SS Employer/Wages Pd 1-27-23
G 99-11160		SPECIAL CLEARING AC	\$16,770.62		DirectDep/Wages Pd 1-27-23
		Total	\$22,358.49		
1053 e	01/27/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,884.70		Salaries & Wages/Wages Pd 1-27-23
G 99-21265		WI RETIREMENT	(\$1,387.81)		WRS Employees/Wages Pd 1-27-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,442.48)		FED/Wages Pd 1-27-23
G 99-21210		WISCONSIN WITHHOLDI	(\$770.40)		WI/Wages Pd 1-27-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,687.49)		SS & MED/Wages Pd 1-27-23
G 99-21245		FLEX BENEFIT	(\$240.92)		FLEX BEN/Wages Pd 1-27-23
G 99-21280		HEALTH INSURANCE WI	(\$584.98)		HEALTH/Wages Pd 1-27-23
G 99-11160		SPECIAL CLEARING AC	(\$16,770.62)		Net Pay/Wages Pd 1-27-23
		Total	\$0.00		
1054 e	01/27/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	624114902	Time and Attendance Monthly
		Total	\$73.35		
26990	01/09/23	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$169.88	33144850	Monthly Admin Copier Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	33144851	Monthly 2 Copiers Lease
		Total	\$288.73		
26991	01/09/23	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$4,124.18	4421475575	JAN 2023 Electrical & Gas
		Total	\$4,124.18		
27048	01/24/23	AMAZON CAPITAL SERVICES			
E 99-93-551-3-373		PRINT	\$127.45	1DLR-HQ9V-	Print Collection
E 99-92-551-2-286		COMPUTERS	\$34.19	1DMK-9PW7-	Technology
E 99-92-551-2-286		COMPUTERS	\$68.00	1PTK-FN9L-L	Technology
E 99-92-551-3-300		OFFICE SUPPLIES	\$7.88	1TD7-HMGK-	Office Supplies
		Total	\$237.52		
27049	01/24/23	MILWAUKEE ALARM COMPANY			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$840.00	247149	Central Station Monitoring-Annual



VILLAGE OF THIENSVILLE

02/09/23 5:13 PM

Page 3

*Check Detail Register©

Batch: 0123 LIB MN1,0123 LIB AP,0123 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-94-551-3-308		BUILDING SUPPLIES	(\$175.25)	247149	Credit Memo
		Total	\$664.75		
27050	01/24/23	MUNICIPAL PROPERTY INSURANCE C			
E 99-92-551-2-243		ALL OTHER INSURANCE	\$11,315.00	01042023	2023 Property & Equipment Insurance
		Total	\$11,315.00		
27051	01/24/23	R & R INSURANCE SERVICES, INC.			
E 99-92-551-2-243		ALL OTHER INSURANCE	\$465.00	2758160	Crime Insurance
E 99-91-551-2-237		WORKER S COMPENSA	\$663.00	2760545	Workers Comp Insurance (1 of 2)
E 99-92-551-2-243		ALL OTHER INSURANCE	\$4,872.50	2760612	Liability Insurance (1 of 2)
		Total	\$6,000.50		
27052	01/24/23	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$25.66	022023-A	FEB Accident Insurance-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$89.28	022023-L	FEB Life Insurance-Employer
G 99-21285		LIFE INSURANCE WITH	\$3.20	022023-L	FEB Life Insurance-Employee
		Total	\$118.14		
27053	01/24/23	SIDECAR PUBLICATIONS LLC			
E 99-92-551-2-284		CONTRACTED SERVICE	\$348.00	3017	Gimlet Reference Service Yearly
		Total	\$348.00		
27054	01/24/23	THIENSVILLE-MEQUON ROTARY CLUB			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$297.10	01012023	Quarterly Dues (1 of 4)
		Total	\$297.10		
		11110 HARRIS GF -CHECKING	\$90,869.66		

Fund Summary

11110 HARRIS GF -CHECKING

99 F. L. WEYENBERG LIBRARY FUND	\$90,869.66
	\$90,869.66

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497	21,861	21,148	21,121	21,112	19,001	259,583
2023	23,469												23,469
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199	5,338	4,987	5,135	5,499	5,635	62,449
2023	6,156												6,156
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	27,199	26,135	26,256	26,611	24,636	322,032
2023	29,625	0	0	0	0	0	0	0	0	0	0	0	29,625
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052	2,828	2,181	3,788	1,605	1,371	25,124
2023	1,462												1,462
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498	1,242	1,132	1,293	1,053	974	14,521
2023	1,548												1,548
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	8,004	106,783
2022	8,947	8,296	9,593	9,844	9,659	11,182	11,810	11,448	9,563	10,336	9,924	7,944	118,546
2023	10,714												10,714
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116	112	101	99	86	1,325
2023	114												114
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	9	6	9	7	8	7	8	11	11	11	9	102
attendance	86	56	45	58	37	58	30	30	102	60	62	39	663
2022 in person programs	10	9	6	14	11	8	9	9	13	17	16	9	131
2022 attendance	71	74	105	107	83	75	76	45	84	91	109	66	986
2023 in person programs	14												14
2023 attendance	67												67

[illegible]

Date: February 9, 2023
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report February 2023

Meetings Attended:

- Friends of Weyenberg Library, 1/19
- Monarch Directors' Chat, 1/19, 2/2
- Monarch ILS Committee Meeting, 1/26
- Ozaukee County Rotary Mixer, 1/25
- Thiensville Mequon Rotary Meetings, 1/31, 2/7
- Hook, Yarn & Stitch, 2/2
- Monarch Library System Resource Advisory Workgroup meeting, 2/8
- Manager Check-Ins, 2/8
- Mid-Moraine Legislative Committee, 2/8
- Met w/ Jennifer Bogli to transition Foundation Finances, 2/9
- Evening Readers, 2/13
- Regular and As-Needed Adult and Children's Reference and Circulation Desk shifts

PERSONNEL & CONTINUING EDUCATION

Ashley Pike, Craig Jacobson, and I conducted three in-person interviews for a new Access Services Manager. We are happy to welcome back Emily Vosberg in this position. Emily worked for us as an Access Services Associate, but left us when she was offered a full-time position as a Library when she completed her MLIS. She started Monday. We're glad she's back.

I attended the following Professional Development Webinars:

- Wild Wisconsin Winter Web Conference: The Future is Unwritten
- WWWWC: 10 Rules to Successfully Manage Change

Related to that, I also attended a Certification Workshop presented by Monarch Library System, particularly salient because I need to renew my license in October. To do so I need 100 hours of continuing development, at least 10 of which are in areas of technology.

Staff Development Day was a success. Breakfast was particularly appreciated but we also discussed our Collection Development and Challenged Materials Policies, a new log-in procedure, and our new phone system. Sarah Prohuska from the Ozaukee County Aging and Disability Resource Center offered training on how to serve older patrons and those who may be living with dementia. It was enlightening.

I have completed annual evaluations of our managers and most of our Access Services personnel. I am particularly pleased that we added a question about what we can do to improve the library. Among the changes suggested are the following:

- Better shelving for video games (collection has already been relocated)
- Better lighting in the Rotunda (working on it)

- Switch to recyclable receipt paper (found a vendor and are comparing prices to determine feasibility)
- More materials displays
- Cross training for Circ and Patron Services Staff
- Designated Manager on Duty for Weekends

OPERATIONS ACTIVITIES:

Here's an update from David regarding our RFID tagging project:

The following collections have been fully tagged (and we try to catch what gets returned):

<i>Adult new books</i>	<i>Adult Paperbacks</i>	<i>Large type fiction & nonfiction</i>
<i>JV new</i>	<i>YA new</i>	<i>JV board books</i>
<i>JV fiction</i>	<i>JV graphic novels</i>	<i>JV Early Readers</i>
<i>YA fiction</i>	<i>YA graphic novels</i>	<i>JV series</i>
<i>Video Games</i>		

The following collections are in process:

<i>Adult fiction (currently in the Ds)</i>	<i>Adult nonfiction (currently in the early 900s)</i>
<i>JV Picture books (currently in the Bs)</i>	<i>AD & JV magazines (I tag them as they arrive)</i>
<i>New AV (tagged as cataloged)</i>	

Collections yet to be tagged:

<i>All AV</i>	<i>JV nonfiction (not yet weeded)</i>
<i>JV holiday</i>	<i>JV foreign language</i>
<i>JV puppets</i>	<i>Book discussion kits</i>
<i>Non-circulating collections</i>	

OTHER:

I'm putting together a request for ARPA funds and sent it to the City for this project.

Frank L. Weyenberg Library was featured on the front page of the February 2 edition of the *News Graphic*. The reporter pulled several recommended titles from our many booklists published on our website and available for pickup throughout the library.

FOUNDATION:

The Foundation Investment Committee met in January. I have taken over Foundation accounting responsibilities.

FRIENDS:

The Library has designated an underutilized space in the Access Services Department (in the Quick Pickup Room) for the Friends to take photos of books and post them on eBay. Several members are excited to get started. The Friends membership is growing.

Date: February 8, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, February 2023

- The phone system number porting successfully took place on Thursday, January 12, and patrons were able to complete calls to the new system without interruption. We have received confirmation that our analog AT&T account has been closed and have received a credit for the final unused portion of the monthly service on that account. Our initial bill from AT&T for VoIP service is front-loaded, as we were billed for hardware, however credits on future bills will reduce our amount paid in future months. All expected services, including SMS texting, is operating as we expected. We will have the elevator emergency service line installed at a future time, though the analog line is currently still operating.
- The HVAC controls system installation is complete for the time being. Additional contracted work will take place once cooling season begins, as controls configuration strictly concerning cooling can only take place in appropriate weather conditions.
- The WRS Annual Reconciliation is complete and has been filed with the state without any issues.
- The auditor has informed the Village of Thiensville that they will be moving up their site visit to February 15. While I still have not received any communication from the auditor, I am planning on having the same list of items prepared for previous years audits complete by that time. I do not anticipate any issues or challenges in completing the audit items successfully this year.
- Amy Langlois, the Village of Thiensville Clerk and Deputy Treasurer (and the staff member at the Village whom I have worked most closely with on the Library's financials and reports) will be departing the Village at the end of February. Amy is an extremely hard worker who always made sure our reports were done to our satisfaction and made the Library's invoice process much easier, and she will be deeply missed. I am working with her to ensure that the transition goes smoothly with as little strain to the Village and the Library as possible.
- The monthly IT tech workgroup meeting took place on February 2, 2023. Due to conferences and holidays, this was our first meeting since October. Among the relevant items discussed:
 - There is currently no update on the Gmail bounce-back issues, and these in fact have been an issue for library systems across the country. There is hope that a future platform update will resolve this issue, but there is no guarantee of that.
 - With that system update, we will be able to begin the process of updating our staff and public computers to Windows 11, as time allows. This is important as Microsoft has announced they will no longer be selling Windows 10 licenses, though support for Window 10 will remain for several years.
 - WhoFi, the platform that currently provides wireless activity statistics, has asked for a renewal fee that is unaffordable. System staff will be able to run annual wireless use statistics for items such as the DPI annual report, monthly reports may no longer be available.
- I am excited to welcome Emily Vosberg back as our new Access Services Manager and am looking forward to working with her again!

Date: February 15, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: Saturday LEGO Club, 1/14
- Program: Family Storytimes, 1/17, 1/18, 1/31, 2/1, 2/14, 2/15
- Program: Friday Movie Matinee, 1/20
- Program: Throwback Movie Matinee, 1/28
- Program: Winter Reading Challenge Pizza Party, 2/17
- Program: Friday Movie Matinee, 2/17
- Program: Monarch Memory Café, 2/20
- Program: M-T Community Book Club, 2/21
- Passive Program: Spice of the Month Kit, 2/1
- Monarch Meeting: Public Information Workgroup, 2/24
- Management Meeting, 2/15

MONTHLY STATISTICS

-Both the eCircs and eCollections monthly statistics were high in January. Our digital offerings continue to grow, which is great! Our Reference statistics were much higher in January than in previous months, which is also reflected in our increased door count and program offerings and attendance.

OTHER TASKS & TIDBITS

-Programming has started for 2023 and we have been getting fairly good attendance with our programs. Storytimes continue to draw in a good crowd, but the Friday movie matinees have also grown in attendance. Our first February movie matinee had 25 people at the showing, which has been the largest we have had for quite some time.

-Ordering new materials has started without any issues and we have been getting regular shipments in.

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (3-4 each month)
- Evening Readers Book Club (monthly)
- Genealogy Interest Group (monthly)
- History Book Club (monthly)
- Hook, Yarn & Stitch Club (monthly)
- Monarch Memory Café (quarterly)
- Movie Matinees (1st & 3rd Fridays monthly)
- Throwback Movie Matinees (Last Saturdays, monthly)
- M-T Book Club (monthly)
- Philosophy Lectures series (quarterly)
- Spice of the Month Kits (monthly)

- Monarch Memory Café (February)
- Tips & Tricks for Caregivers with Compassus Hospice (March)
- Acupuncture Awareness (March)
- Advanced Directives with Compassus Hospice (April)

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

- Family Storytimes (2x weekly)
- Monday LEGO Club (monthly)
- Saturday LEGO Club (monthly)
- Parachute Play (monthly)
- Nintendo Switch Days (monthly)
- Shake & Shimmy Storytime (biweekly)
- Card Game Club for Kids (monthly)
- Little Scientists (monthly)
- Unlock the Box (December, February, March)
- Graphic Novel Book Club (monthly)
- Throwback Family Movie Matinee (select Saturdays, monthly)
- Winter Reading Challenge Pizza Party (February)
- Crazy 8s Math Club (February-April)
- Super Smash Bros. Tournament (March)

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

The undersigned Client hereby accepts the proposal for janitorial services with the following terms and conditions as defined by

SAINT CROIX MANAGEMENT - dba VANGUARD CLEANING SYSTEMS OF WISCONSIN

ACCOUNT/LOCATION

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

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

Initial here

SERVICE FREQUENCY:
6X/WEEK (SUNDAY - FRIDAY)

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

MONTHLY RATE:
\$3,510.00

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

BILLING CONTACT

BILLING CONTACT EMAIL

BILLING CONTACT PHONE

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

2 SET(s) OF KEYS WITH _____ KEYS PER SET _____ KEY CARD(s)/KEY FOB(s) _____ NO KEYS/ACCESS GRANTED

TERMS ACCEPTED BY:

CITY OF MEQUON - FRANK L. WEYENBERG LIBRARY

VANGUARD CLEANING SYSTEMS OF WISCONSIN

Signer's Title

Signer's Title

Date Signed

Date Signed

Legal Business Name

Federal Tax ID #



VANGCLE-01

NCHUNG

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/8/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 HUB International Insurance Services Inc. PO Box 4047 Concord, CA 94524-4047	CONTACT NAME: Allison Scher PHONE (A/C, No, Ext): (415) 276-2801 FAX (A/C, No): (951) 231-2572 E-MAIL ADDRESS: cal.cpu@hubinternational.com
INSURED Saint Croix Management, Inc. dba Vanguard Cleaning Systems of Wisconsin & its Unit Franchisees 11220 West Burleigh Street, Suite #100 Wauwatosa, WI 53222	INSURER(S) AFFORDING COVERAGE INSURER A : Everest National Insurance Company 10120 INSURER B : James River Insurance Company 12203 INSURER C : Federal Insurance Company 20281 INSURER D : National Union Fire Insurance Company of Pittsburgh, PA 19445 INSURER E : INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ PD Ded: \$2,000 ☒ Per Occurrence GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:	X		RM2GL00001-221	5/1/2022	5/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			CA43600360-07	5/1/2022	5/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			9363-96-89	5/1/2022	5/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Crime			06-071-07-19	5/1/2022	5/1/2023	EmplThft/Forgery/Alt 1,000,000
D	Crime			06-071-07-19	5/1/2022	5/1/2023	Clients Prop 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*Please Note: Workers Compensation and Owned Auto is handled by the individual Vanguard office, not HUB International. Please contact your service representative for certificate requirements on these policies.

City of Mequon - Frank L. Weyenberg Library - 11345 North Cedarburg Road, Mequon, Wisconsin 53092 is an Additional Insured with regard to General Liability when required by written contract per the attached endorsement form CG2037 04/13.

CERTIFICATE HOLDER

CANCELLATION

City of Mequon - Frank L. Weyenberg Library 11345 North Cedarburg Road Mequon, WI 53092	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
ANY PERSON OR ORGANIZATION THAT ENTERED INTO A WRITTEN CONTRACT WITH THE NAMED INSURED REQUIRING SUCH PERSON(S) OR ORGANIZATION(S) TO BE NAMED AS AN ADDITIONAL INSURED.	ANY LOCATION FOR WHICH THE NAMED INSURED'S WORK WAS PERFORMED FOR SUCH PERSON(S) OR ORGANIZATION(S) FOR ANY COMPLETED OPERATIONS.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to
Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 01-23)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library Frank L. Weyenberg Library		2. Public Library System Monarch Library System			
3a. Head Librarian First Name Rachel	3b. Head Librarian Last Name Muchin Young	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 10/31/2023	
6a. Street Address 11345 N. Cedarburg Rd.	6b. Mailing Address or PO Box 11345 N. Cedarburg Rd.	7. City / Village / Town Mequon	8a. ZIP 53092	8b. ZIP4 1998	9. County Ozaukee
10. Library Phone Number 2622422593	11. Fax Number (262)478-3200	12. Library E-mail Address of Director rmuchinyoung@flwlib.org			
13. Library Website URL www.flwlib.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? Yes				
20. Square Footage of Public Library 33,600	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number 125240820	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	64		
19b. Number of winter weeks	35		
19c. Summer hours open per week	60		
19d. Number of summer weeks	17		
19e. Total weeks per year	52		0
19f. Total hours per year for this location	3,260		0

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	Yes
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
2020-03-16	2020-06-15

Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION									
						a. Number Owned / Leased	b. Number Added		
1. Books in Print <i>Non-periodical printed publications</i>						84,074	4,980		
2. Electronic Books <i>E-books</i>						173,264			
3. Audio Materials						6,269	259		
4. Electronic Audio Materials <i>Downloadable</i>						72,315			
5. Video Materials						9,568	586		
6. Electronic Video Materials <i>Downloadable</i>						817			
7. Other Materials Owned <i>Describe</i> Adventure Passes, Digital Lab, Discovery Kits, Laptops, Puppets, Puzzles, Virtual Reality, Vid. Game						853			
8a. Electronic Collections <i>Locally Owned or Leased</i>						7			
8b. Electronic Collections <i>Purchased by library system or consortia</i>						3			
8c. Electronic Collections <i>Provided through BadgerLink</i>						63			
9. Total Electronic Collections <i>Local, regional, and state</i>						73			
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>						105			
III. LIBRARY SERVICES									
1. Circulation Transactions			c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans		b. Items Received <i>Received from</i>		
a. Total Circulation	b. Children's Materials				a. Items Loaned <i>Provided to</i>				
258,715	117,920		5,811		46,832		46,832		
					Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)				46,585		46,610			
WISCAT				247		222			
Other (includes OCLC, manual tracking or other methods)				0		0			
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits			
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count		
12,177	107	12,284	Yes	Actual Count	14,521	Actual Count	118,546		
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet				
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method	b. Annual Count			
13	9		Actual Count	4,179	Actual Count	16,683			
8. Website Visits		9. Electronic Collection Retrieval		c. Statewide		d. Total			
70,239		a. Local	b. Other	1,440		30,125			
		23,413	5,272						
10. Uses of Electronic Materials by Users of Your Library					d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials		
a. E-Books	b. E-Audio	c. E-Video							
30,649	24,997	1,622			57,268		4,692		

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	117	82	39	129	6	373
Total Attendance	4,425	2,416	755	983	394	8,973

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	117	82	39	122	6
Total Attendance	4,425	2,416	755	939	394
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	366	0	366		
Total Attendance	8,929	0	8,929		

11i. Describe the library's in-person programs: Genealogy programs, storytimes, book discussions, fiber arts group, technology classes, movie matinees, exam cram, lectures, Memory Cafes, LEGO Club, crafts, Fine Arts Events, Cultural Conversations

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	7	0	7
Total Live Virtual Attendance	0	0	0	44	0	44
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	

12g. Which platforms does the library use to host the library's live, virtual programs: Zoom

12h. Describe the library's live, virtual programs: Genealogy presentations

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs: N/A

13h. Describe the library's pre-recorded programs: N/A

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. JanaLee	Hitchcock	11065 North Pebble Lane	Mequon	53092	jhitchcock@flwlib.org
2. Jennifer	Abraham	211 Riverview Drive	Thiensville	53092	jabraham@flwlib.org
3. Graham	Baxter	1219 Pippin Court	Mequon	53092	gbaxter@flwlib.org
4. Rachel	Burner	102 East White Oak Way	Mequon	53092	rburner@flwlib.org
5. Kevin	Deering	5000 West Mequon Road	Mequon	53092	kdeering@flwlib.org
6. Jeffrey	Hansher	9948 North Concord	Mequon	53097	jhansher@flwlib.org
7. Alex	Lemke	301 Madero Drive	Thiensville	53092	alemke@flwlib.org
8. Tedd	Lookatch	11116 North Riverland Court	Mequon	53092	tlookatch@flwlib.org
9. Catherine	Perry	4131 West Rudella Road	Mequon	53092	cperry@flwlib.org
10. Cathrine	Wagner	9834 North Auburn Court	Mequon	53092	cwagner@flwlib.org
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count		10			

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Mequon	\$1,061,000
Village	Thiensville	\$110,740
Subtotal 1		\$1,171,740

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$9,284

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Sheboygan	\$781		
Washington	\$2,930		
Subtotal 2b			\$3,711

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

0

Subtotal 3 \$0

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$70,350

7. All Other Operating Income

\$35,340

8. Total Operating Income Add 1 through 7

\$1,290,425

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$1,217,456

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations	
\$595,485		\$196,356	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$82,342	\$36,039	\$22,552	\$486
			Subtotal 3
			\$141,419
4. Contracts for Services include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Amount	Provider	Amount
Monarch Library System	\$16,416		
			Subtotal 4
			\$16,416
5. Other Operating Expenditures			\$312,110
6. Total Operating Expenditures Add 1 through 5			\$1,261,786
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year \$257,277

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year \$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$95,971	40.00				
Patron Services Manager	MLS (ALA)	\$66,560	40.00				
Access Services Manager	MLS (ALA)	\$57,200	40.00				
Business Manager	Other	\$60,320	40.00				
Patron Services Librarian	MLS (ALA)	\$52,624	40.00				
Patron Services Librarian	MLS (ALA)	\$48,880	40.00				
Patron Services Librarian	MLS (ALA)	\$45,760	40.00				

b. Other Paid Staff *See Instructions*

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Patron Services Associates	Other	\$55,338	60.00				
Access Services Technician	Other	\$41,080	40.00				
Access Services Associates	Other	\$96,034	120.00				
Pages	Other	\$17,254	36.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

6.00

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

6.00

b. All Other Paid Staff (FTE)

Include maintenance, plant operations, and security

7.40

c. Total Library Staff (FTE)

13.40

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			29,434
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in the Library's County		14,711	1,931
3. Circulation to Nonresidents Living in Another County in the Library System		3,271	1,323
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		7,832	0
5. Circulation to All Other Wisconsin Residents		366	6. Circulation to Persons from Out of the State
			0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No		
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Sheboygan	394	f.	
b. Washington	928	g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i>	3. Is the library CIPA compliant ?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes	Yes a. State TEACH line No b. Other broadband connection Local, cable, telco, community network, etc.	

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	27	21	45
Total Self-Directed Activity Participation	7,055	1,647	1,004
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	31		124
Total Self-Directed Activity Participation	1,435		11,141
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Chelsea	Gilman	cgilman@flwlib.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Ashley	Pike	apike@flwlib.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	JanaLee Hitchcock	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Rachel Muchin Young	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Ozaukee

The Frank L. Weyenberg Library Board of Trustees hereby states that in 2022 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	JanaLee Hitchcock	

COMMENTS

SECTION II**2. Electronic Books (E-books)**

System prefill 171,226 plus Hoopa ebooks 1862 and comics 176--2023-02-08

4. Electronic Audio Materials (downloadable)

Includes Hoopla Digital Audiobooks--2023-02-08

System Prefill 68,917 plus unique Hoopla Titles Audiobooks 3205 and Music 193--2023-02-08

6. Electronic Video Materials (downloadable)

Hoopla Movies and Television--2023-02-08

Unique Hoopla Titles 817--2023-02-08

SECTION III**Wireless Internet Uses**

According to WhoFi statistics our WiFi uses tota 16,683, not 14,875--2023-01-26

Uses of E-Books By Users of Your Library

System prefill 28582 plus hoopla--2023-02-08

Uses of E-Audio by Users of Your Library

System prefill 20194 plus hoopla--2023-02-08

Uses of E-Video by Users of Your Library

system prefill 20 plus hoopla--2023-02-08

Ethics and Conflict of Interest Laws Applying to Trustees

16

Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section [19.59](#)), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the "incompatibility doctrine" prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board *and* the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

In This Trustee Essential

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section [946.13\(1\)\(b\)](#) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your **private** capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin's criminal law (Section [946.12](#)) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and “Incompatible” Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section [43.17\(1\)](#), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin's code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the “private interests in public contracts” law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

- Your municipal attorney, local ethics board, or county corporation counsel.
- The Wisconsin Ethics Board overview of ethics and conflict of interest laws for local officials at ethics.state.wi.us/LocalOfficials/LocalOfficial1.htm

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

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Membership in the Library System

17

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

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

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

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

In This Trustee Essential

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other *Trustee Essentials* for details on these requirements, including [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #18: Library Board Appointments and Composition](#).)
2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a consolidated county public library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see [Trustee Essential #19: Library Director Certification](#) for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, your library annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

1. Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections [43.11\(3\)](#) and [43.13\(1\)](#) and provides the financial support needed to administer the plan (see <http://dpi.wi.gov/pld/legislation-funding/county-library> for details of these requirements).
2. Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see [*Trustee Essential #26: The Public Library System Trustee—the Broad Viewpoint.*](#))

Discussion Questions

1. What are examples of ways your community's residents have benefited from library system services?
2. What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

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