



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, March 20, 2024, 6:00pm
Tolzman Community Room

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the 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 February 21, 2024, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for Fiscal 2023
 - b. Revenue and Expense Reports for January 2024
 - c. Action Item: Accounts Payable for January 2024
 - d. Revenue and Expense Reports for February 2024
 - e. Action Item: Accounts Payable for February 2024
- VII. President's Report – C. Perry**
- VIII. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- IX. Staff Reports**
 - a. Library Operations
 - b. Director's Report – Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business:**
 - a. Discussion and Possible Action: Working Meetings (Committee of the Whole)

XI. New Business

- a. Strategic Plan Planning Update – A. Buchanan
- b. Action Requested: Approval of updated job descriptions – J. Abraham

XII. Trustee Training & System/State Library Update

- a. Principal Activities of Wisconsin Public Library Trustees – R. Muchin Young

XIII. Future Meeting Dates

- a. Board of Trustees Meeting: April 17, 2024, 6pm
- b. Other Meetings:

XIV. Adjourn

Catherine Perry

Posted: March 15, 2024



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees February 21, 2024 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held February 21, 2024 at 5:30 pm in the Library's Tolzman Community Room.

I. Pledge of Allegiance

Catherine Perry led the Pledge of Allegiance.

II. Call to Order, Verification of Posting, Roll Call

Ms. Perry called the meeting to order at 5:30 pm.

Posting of notice as of February 19, 2024, was verified.

Trustees present: Catherine Perry, President; Tedd Lookatch, Vice President; Jeffrey Hansher, Secretary; Amy Abbott (online), Jennifer Abraham, Ali Buchanan (online), Ellen Nagy, and Cathrine Wagner online).

Trustees Absent: Graham Baxter

Staff Present: Rachel Muchin Young, Library Director.

III. Announcements

Ms. Perry asked that Personnel Committee schedule a March Committee meeting in March.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the January 17, 2024, Meeting

The minutes of the January 17, 2024, meeting were included in the packet. Two changes were noted. Tedd Lookatch led the Pledge of Allegiance. The spelling of his name was also corrected. The minutes were approved as corrected.

VI. Financial Reports

A. Revenue and Expense Reports for December 2023

Dr. Abraham moved and Mr. Hansher seconded that the approval of the financial reports be tabled until the March meeting. Motion carried.

B. Action Item: Accounts Payable Statement for December 2023

Dr. Nagy moved and Mr. Lookatch seconded that the approval of Accounts Payable be tabled until the March meeting. Motion carried.

C. Action Item: Revenue and Expense Reports for January 2024

Mr. Hansher and Dr. Abraham seconded that the approval of the financial reports be tabled until the March meeting. Motion carried.

- D. Mr. Lookatch and Dr. Nagy seconded that the approval of Accounts Payable be tabled until the March meeting. Motion carried.

VII. President's Report

Ms. Perry reported that there was a Personnel Committee meeting which included the Director's annual review.

Library Legislative Day was attended by Ms. Perry, Mr. Lookatch, and Ms. Muchin Young. Ms. Perry and Dr. Abraham met with Mr. Alex Lemke, our Thiensville Trustee at Large. Mr. Lemke has resigned.

Ms. Perry attended the Annual Meeting of the Friends of the Weyenberg Library, February 15.

VIII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported the committee reviewed the Library Director and set goals for the coming year. There will be a personnel committee meeting in March.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet.

B. Director's Report

The written Library Director's report was included in the Board Packet.

C. Managers' Reports

The written reports were included in the Board Packet.

X. Unfinished Business

Mr. Lookatch reviewed Library Legislative Day. He shared that he mentioned the unique funding model that applies only to Joint Libraries. He will follow up with a conversation with the Library Legislative Committee, Wisconsin Library Association's lobbyist, and Rep. Deb Andraca.

XI. New Business

- A. Action Requested: Approval of the 2023 Annual Report for the State of Wisconsin, Department of Public Instruction. The Board agrees that the Monarch Library System has provided effective leadership and adequately met the needs of the Library.

Mr. Hansher moved that the 2023 Annual Report be approved as submitted. Dr. Nagy seconded the motion. Motion carried.

- B. Working Meetings. Is it the purview of the Committees to tackle individual meetings or should another meeting be Added as a working meeting? This will be addressed as part of the Strategic Plan.

XII. Trustee Training & System/State Library Update

A. Principal Activities of Wisconsin Public Library Trustees

Trustee Training was tabled until the March Board of Trustees meeting.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, March 20, 2024, at 6pm.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Mr. Hansher. Dr. Abraham seconded the motion. Motion carried and the meeting was adjourned at 6:47 p.m.

Respectfully submitted,

R. Muchin Young

Rachel Muchin Young, Library Director

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 12/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 (Normal (Abnormal))	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 Normal (Abnormal)	% Bdgt Used
Fund: 97 FLW AMERICAN RESCUE PLAN ACT						
Account Category: Revenues						
Department: 08-003 GRANTS & AIDS						
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS	0.00	31,160.54	0.00	(31,160.54)	100.00
	Total Dept 08-003 - GRANTS & AIDS	0.00	31,160.54	0.00	(31,160.54)	100.00
	Revenues	0.00	31,160.54	0.00	(31,160.54)	100.00
Account Category: Expenditures						
Department: 94-551 LIBRARY BUILDING						
97-94-551-57700	BUILDING PROJECTS	0.00	31,160.54	0.00	(31,160.54)	100.00
	Total Dept 94-551 - LIBRARY BUILDING	0.00	31,160.54	0.00	(31,160.54)	100.00
	Expenditures	0.00	31,160.54	0.00	(31,160.54)	100.00
Fund 97 - FLW AMERICAN RESCUE PLAN ACT:						
	TOTAL REVENUES	0.00	31,160.54	0.00	(31,160.54)	
	TOTAL EXPENDITURES	0.00	31,160.54	0.00	(31,160.54)	
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	0.00	0.00	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 12/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 (Normal) (Abnormal)	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Revenues						
Department: 45-015 OTHER INCOME						
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED	1,347.82	3,700.00	0.00	(2,352.18)	274.52
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	83,772.43	5,498.00	0.00	78,274.43	6.56
Total Dept 45-015 - OTHER INCOME		85,120.25	9,198.00	0.00	75,922.25	10.81
Revenues		85,120.25	9,198.00	0.00	75,922.25	10.81
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	1,347.82	5,278.72	921.45	(3,930.90)	391.65
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	83,772.43	19,609.73	114.42	64,162.70	23.41
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		85,120.25	24,888.45	1,035.87	60,231.80	29.24
Expenditures		85,120.25	24,888.45	1,035.87	60,231.80	29.24
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		85,120.25	9,198.00	0.00	75,922.25	
TOTAL EXPENDITURES		85,120.25	24,888.45	1,035.87	60,231.80	
NET OF REVENUES & EXPENDITURES:		0.00	(15,690.45)	(1,035.87)	15,690.45	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 12/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 (Normal (Abnormal))	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 Normal (Abnormal)	% Bdg Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,106,716.00	1,106,716.00	0.00	0.00	100.00
99-40-001-41322	THIENSVILLE TAXES	110,740.00	110,740.00	0.00	0.00	100.00
99-40-001-41323	COUNTY REIMBURSEMENT	15,976.00	15,976.06	0.00	(0.06)	100.00
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,233,432.00	1,233,432.06	0.00	(0.06)	100.00
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	19,932.00	19,483.40	387.75	448.60	97.75
Total Dept 42-006 - FINES & FORFEITURES		19,932.00	19,483.40	387.75	448.60	97.75
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	2,668.00	12,665.70	1,353.70	(9,997.70)	474.73
Total Dept 44-013 - INTEREST INCOME		2,668.00	12,665.70	1,353.70	(9,997.70)	474.73
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	9,880.00	9,082.49	538.00	797.51	91.93
99-45-014-46712	PHOTOCOPIER	2,534.00	2,332.45	112.25	201.55	92.05
Total Dept 45-014 - SALE INCOME		12,414.00	11,414.94	650.25	999.06	91.95
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	1,554.00	1,297.66	0.00	256.34	83.50
99-45-015-49300	FUND BALANCE APPLIED	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 45-015 - OTHER INCOME		21,554.00	1,297.66	0.00	20,256.34	6.02
Revenues		1,290,000.00	1,278,293.76	2,391.70	11,706.24	99.09
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	663,300.00	661,708.00	68,347.88	1,592.00	99.76
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	2,500.00	3,261.07	50.00	(761.07)	130.44
99-91-551-51199	FRINGE BENEFITS	214,600.00	214,331.79	25,479.74	268.21	99.88
99-91-551-52202	DUES & SUBSCRIPTIONS	3,500.00	3,190.00	527.40	310.00	91.14
99-91-551-52237	WORKER S COMPENSATION	1,325.00	1,257.00	0.00	68.00	94.87
99-91-551-57715	FLEX BENEFIT	2,100.00	1,888.68	0.00	211.32	89.94
Total Dept 91-551 - LIBRARY STAFFING		887,325.00	885,636.54	94,405.02	1,688.46	99.81
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	1,111.45	145.20	(111.45)	111.15
99-92-551-52206	AUDIT	6,750.00	6,750.00	0.00	0.00	100.00
99-92-551-52243	ALL OTHER INSURANCE	21,525.00	21,525.00	0.00	0.00	100.00
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	11,300.00	11,116.24	896.18	183.76	98.37
99-92-551-52286	COMPUTERS	5,000.00	2,060.64	914.97	2,939.36	41.21
99-92-551-52287	MILEAGE	1,500.00	708.08	120.91	791.92	47.21
99-92-551-52288	FISCAL AGENT FEE	8,000.00	8,000.00	0.00	0.00	100.00
99-92-551-52289	PAYROLL PROCESSING	3,725.00	3,612.61	308.15	112.39	96.98
99-92-551-52290	CONSULTANTS	0.00	269.00	0.00	(269.00)	100.00
99-92-551-53300	OFFICE SUPPLIES	5,500.00	5,961.66	314.36	(461.66)	108.39
99-92-551-53301	PROCESSING SUPPLIES	5,500.00	6,208.06	807.83	(708.06)	112.87
99-92-551-53303	TELEPHONE	5,000.00	5,154.64	435.65	(154.64)	103.09
99-92-551-53307	SUPPLIES-COPY MACHINE	7,000.00	7,029.62	729.36	(29.62)	100.42
99-92-551-53358	DEBT COLLECTION	1,000.00	978.60	256.30	21.40	97.86
99-92-551-53359	MONARCH FEES	17,150.00	16,388.39	0.00	761.61	95.56

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 12/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 (Normal) (Abnormal)	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 92-551 LIBRARY ADMINISTRATION						
Total Dept 92-551 - LIBRARY ADMINISTRATION		99,950.00	96,873.99	4,928.91	3,076.01	96.92
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	6,157.15	331.70	(1,157.15)	123.14
99-93-551-53371	MEDIA	18,000.00	17,051.27	3,061.99	948.73	94.73
99-93-551-53372	E CONTENT	32,000.00	31,561.01	351.93	438.99	98.63
99-93-551-53373	PRINT	85,000.00	81,895.55	8,496.02	3,104.45	96.35
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		140,000.00	136,664.98	12,241.64	3,335.02	97.62
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	42,120.00	41,838.75	3,510.00	281.25	99.33
99-94-551-52283	CONTRACTED-BUILDING	24,000.00	23,751.61	1,900.05	248.39	98.97
99-94-551-53306	JANITOR SUPPLIES	2,605.00	4,043.37	67.41	(1,438.37)	155.22
99-94-551-53308	BUILDING SUPPLIES	39,000.00	39,963.76	2,538.30	(963.76)	102.47
99-94-551-53360	UTILITIES	48,000.00	47,856.62	3,965.15	143.38	99.70
99-94-551-53361	SEWER & WATER	1,800.00	1,952.00	498.08	(152.00)	108.44
99-94-551-53374	HEALTH & SAFETY SUPPLIES	200.00	0.00	0.00	200.00	0.00
99-94-551-57700	BUILDING PROJECTS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		162,725.00	159,406.11	12,478.99	3,318.89	97.96
Expenditures		1,290,000.00	1,278,581.62	124,054.56	11,418.38	99.11
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,290,000.00	1,278,293.76	2,391.70	11,706.24	
TOTAL EXPENDITURES		1,290,000.00	1,278,581.62	124,054.56	11,418.38	
NET OF REVENUES & EXPENDITURES:		0.00	(287.86)	(121,662.86)	287.86	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,375,120.25	1,318,652.30	2,391.70	56,467.95	
TOTAL EXPENDITURES - ALL FUNDS		1,375,120.25	1,334,630.61	125,090.43	40,489.64	
NET OF REVENUES & EXPENDITURES:		0.00	(15,978.31)	(122,698.73)	15,978.31	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 12/31/2023

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		12/31/2023	12/31/2023	12/31/2023	12/31/2023
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 97 FLW AMERICAN RESCUE PLAN ACT					
Account Category: Fund Equity					
Department: 00-000					
97-00-000-33900	UNAPPROPRIATED				
Total Department 00-000:		0.00		0.00	
Fund Equity		0.00		0.00	
Account Category: Revenues					
Department: 08-003 GRANTS & AIDS					
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS				31,160.54
Total Department 08-003:		0.00		31,160.54	
Revenues		0.00		31,160.54	
Account Category: Expenditures					
Department: 94-551 LIBRARY BUILDING					
97-94-551-57700	BUILDING PROJECTS			31,160.54	
Total Department 94-551:		31,160.54			0.00
Expenditures		31,160.54			0.00
Total Fund 97:		31,160.54			31,160.54
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Account Category: Assets					
Department: 00-000					
98-00-000-11710	INVESTMENTS			69,500.00	
Total Department 00-000:		69,500.00			0.00
Assets		69,500.00			0.00
Account Category: Fund Equity					
Department: 00-000					
98-00-000-34155	GIFTS & GRANTS RESTRICTED				4,587.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED				83,786.43
Total Department 00-000:		0.00			88,374.25
Fund Equity		0.00			88,374.25
Account Category: Revenues					
Department: 45-015 OTHER INCOME					
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED				3,700.00
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT				5,498.00
Total Department 45-015:		0.00			9,198.00
Revenues		0.00			9,198.00
Account Category: Expenditures					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED			5,278.72	
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT			19,609.73	
Total Department 95-551:		24,888.45			0.00
Expenditures		24,888.45			0.00
Total Fund 98:		94,388.45			97,572.25
OUT OF BALANCE		0.00			(3,183.80)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Assets					
Department: 00-000					
99-00-000-11140	SAVINGS - PWBS/HARRIS				
99-00-000-11160	SPECIAL CLEARING ACCOUNT				
99-00-000-11710	INVESTMENTS			222,347.15	
99-00-000-11800	PETTY CASH				
99-00-000-13900	ALLOWANCE FOR DOUBTFUL ACCTS				
99-00-000-16220	PREPAID EXPENSES				
99-00-000-16230	DEFERRED EXPENDITURE				
Total Department 00-000:		222,347.15			0.00
Assets		222,347.15			0.00
Account Category: Liabilities					
Department: 00-000					
99-00-000-21511	SOCIAL SECURITY TAX				
99-00-000-21512	FEDERAL WITHHOLDING TAX				

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 12/31/2023

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		12/31/2023	12/31/2023	12/31/2023	12/31/2023
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Liabilities					
Department: 00-000					
99-00-000-21513	WISCONSIN WITHHOLDING				
99-00-000-21520	WI RETIREMENT				
99-00-000-21530	HEALTH INSURANCE WITHHOLDING				
99-00-000-21531	DENTAL INSURANCE WITHHOLDING				
99-00-000-21532	VISION INSURANCE WITHHOLDING				
99-00-000-21533	LIFE INSURANCE WITHHOLDING				
99-00-000-21534	ACCIDENTAL INS WITHHOLDING				
99-00-000-21560	WISCONSIN DEFERRED COMP				
99-00-000-21590	FLEX BENEFIT				4,278.40
99-00-000-21700	ACCRUED PAYROLL				15,483.44
Total Department 00-000:		0.00			19,761.84
Liabilities		0.00			19,761.84
Account Category: Fund Equity					
Department: 00-000					
99-00-000-33900	UNAPPROPRIATED				172,156.69
99-00-000-34155	GIFTS & GRANTS RESTRICTED				
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED				
Total Department 00-000:		0.00			172,156.69
Fund Equity		0.00			172,156.69
Account Category: Revenues					
Department: 40-001 LOCAL PROPERTY TAXES					
99-40-001-41321	MEQUON TAXES				1,106,716.00
99-40-001-41322	THIENSVILLE TAXES				110,740.00
99-40-001-41323	COUNTY REIMBURSEMENT				15,976.06
Total Department 40-001:		0.00			1,233,432.06
Department: 42-006 FINES & FORFEITURES					
99-42-006-46710	FINES & FEES				19,483.40
Total Department 42-006:		0.00			19,483.40
Department: 44-013 INTEREST INCOME					
99-44-013-48100	INVESTMENT INTEREST				12,665.70
Total Department 44-013:		0.00			12,665.70
Department: 45-014 SALE INCOME					
99-45-014-46711	BOOK SALES				9,082.49
99-45-014-46712	PHOTOCOPIER				2,332.45
Total Department 45-014:		0.00			11,414.94
Department: 45-015 OTHER INCOME					
99-45-015-48000	MISCELLANEOUS				1,297.66
99-45-015-48593	LIBRARY GIFTS & GRANTS				
99-45-015-48594	GIFTS & GRANTS				
99-45-015-49300	FUND BALANCE APPLIED				
Total Department 45-015:		0.00			1,297.66
Revenues		0.00			1,278,293.76
Account Category: Expenditures					
Department: 91-551 LIBRARY STAFFING					
99-91-551-51100	SALARIES & WAGES	661,708.00			
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,261.07			
99-91-551-51199	FRINGE BENEFITS	214,331.79			
99-91-551-52202	DUES & SUBSCRIPTIONS	3,190.00			
99-91-551-52237	WORKER S COMPENSATION	1,257.00			
99-91-551-57715	FLEX BENEFIT	1,888.68			
99-91-551-57730	UNEMPLOYMENT COMPENSATION				
Total Department 91-551:		885,636.54			0.00
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE	1,111.45			
99-92-551-52206	AUDIT	6,750.00			
99-92-551-52243	ALL OTHER INSURANCE	21,525.00			
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	11,116.24			
99-92-551-52285	WEPCO LEASE				
99-92-551-52286	COMPUTERS	2,060.64			
99-92-551-52287	MILEAGE	708.08			

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 12/31/2023

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		12/31/2023	12/31/2023	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Expenditures					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52288	FISCAL AGENT FEE	8,000.00			
99-92-551-52289	PAYROLL PROCESSING	3,612.61			
99-92-551-52290	CONSULTANTS	269.00			
99-92-551-53300	OFFICE SUPPLIES	5,961.66			
99-92-551-53301	PROCESSING SUPPLIES	6,208.06			
99-92-551-53303	TELEPHONE	5,154.64			
99-92-551-53307	SUPPLIES-COPY MACHINE	7,029.62			
99-92-551-53358	DEBT COLLECTION	978.60			
99-92-551-53359	MONARCH FEES	16,388.39			
Total Department 92-551:		96,873.99			0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	6,157.15			
99-93-551-53371	MEDIA	17,051.27			
99-93-551-53372	E CONTENT	31,561.01			
99-93-551-53373	PRINT	81,895.55			
Total Department 93-551:		136,664.98			0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	41,838.75			
99-94-551-52283	CONTRACTED-BUILDING	23,751.61			
99-94-551-53306	JANITOR SUPPLIES	4,043.37			
99-94-551-53308	BUILDING SUPPLIES	39,963.76			
99-94-551-53360	UTILITIES	47,856.62			
99-94-551-53361	SEWER & WATER	1,952.00			
99-94-551-53374	HEALTH & SAFETY SUPPLIES				
99-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:		159,406.11			0.00
Expenditures		1,278,581.62			0.00
Total Fund 99:		1,500,928.77			1,470,212.29
OUT OF BALANCE		30,716.48			0.00
Total All Funds		1,626,477.76			1,598,945.08

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024 (Abnormal)	Activity For 01/31/2024 Increase (Decrease)	Available Balance 01/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	410.68	410.68	(410.68)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	410.68	410.68	(410.68)	100.00
Expenditures		0.00	410.68	410.68	(410.68)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		0.00	410.68	410.68	(410.68)	
NET OF REVENUES & EXPENDITURES:		0.00	(410.68)	(410.68)	410.68	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024 (Abnormal)	Activity For 01/31/2024 Increase (Decrease)	Available Balance 01/31/2024 Normal (Abnormal)	% Bdg Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,131,716.00	0.00	0.00	1,131,716.00	0.00
99-40-001-41322	THIENSVILLE TAXES	111,351.00	27,837.75	27,837.75	83,513.25	25.00
99-40-001-41323	COUNTY REIMBURSEMENT	14,512.00	0.00	0.00	14,512.00	0.00
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,257,579.00	27,837.75	27,837.75	1,229,741.25	2.21
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	22,000.00	1,384.71	1,384.71	20,615.29	6.29
Total Dept 42-006 - FINES & FORFEITURES		22,000.00	1,384.71	1,384.71	20,615.29	6.29
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	20,000.00	1,141.11	1,141.11	18,858.89	5.71
Total Dept 44-013 - INTEREST INCOME		20,000.00	1,141.11	1,141.11	18,858.89	5.71
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	1,372.98	1,372.98	10,127.02	11.94
99-45-014-46712	PHOTOCOPIER	2,600.00	380.55	380.55	2,219.45	14.64
Total Dept 45-014 - SALE INCOME		14,100.00	1,753.53	1,753.53	12,346.47	12.44
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	7,693.00	0.00	0.00	7,693.00	0.00
99-45-015-49300	FUND BALANCE APPLIED	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 45-015 - OTHER INCOME		27,693.00	0.00	0.00	27,693.00	0.00
Revenues		1,341,372.00	32,117.10	32,117.10	1,309,254.90	2.39
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	703,355.00	62,785.26	62,785.26	640,569.74	8.93
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,500.00	0.00	0.00	3,500.00	0.00
99-91-551-51199	FRINGE BENEFITS	235,115.00	13,409.79	13,409.79	221,705.21	5.70
99-91-551-52202	DUES & SUBSCRIPTIONS	2,890.00	1,262.60	1,262.60	1,627.40	43.69
99-91-551-52237	WORKER S COMPENSATION	1,415.00	708.00	708.00	707.00	50.04
99-91-551-57715	FLEX BENEFIT	1,900.00	0.00	0.00	1,900.00	0.00
Total Dept 91-551 - LIBRARY STAFFING		948,175.00	78,165.65	78,165.65	870,009.35	8.24
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	0.00	0.00	1,000.00	0.00
99-92-551-52206	AUDIT	3,750.00	0.00	0.00	3,750.00	0.00
99-92-551-52243	ALL OTHER INSURANCE	21,743.00	17,297.50	17,297.50	4,445.50	79.55
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	13,672.00	843.00	843.00	12,829.00	6.17
99-92-551-52286	COMPUTERS	6,500.00	0.00	0.00	6,500.00	0.00
99-92-551-52287	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
99-92-551-52288	FISCAL AGENT FEE	8,000.00	2,000.00	2,000.00	6,000.00	25.00
99-92-551-52289	PAYROLL PROCESSING	2,700.00	420.68	420.68	2,279.32	15.58
99-92-551-53300	OFFICE SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	15.99	15.99	4,984.01	0.32
99-92-551-53303	TELEPHONE	5,100.00	435.87	435.87	4,664.13	8.55
99-92-551-53307	SUPPLIES-COPY MACHINE	7,700.00	315.31	315.31	7,384.69	4.09
99-92-551-53358	DEBT COLLECTION	720.00	0.00	0.00	720.00	0.00
99-92-551-53359	MONARCH FEES	15,166.00	0.00	0.00	15,166.00	0.00
Total Dept 92-551 - LIBRARY ADMINISTRATION		96,051.00	21,328.35	21,328.35	74,722.65	22.21

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024 (Normal (Abnormal))	Activity For 01/31/2024 Increase (Decrease)	Available Balance 01/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	8.99	8.99	4,991.01	0.18
99-93-551-53371	MEDIA	20,000.00	0.00	0.00	20,000.00	0.00
99-93-551-53372	E CONTENT	30,000.00	0.00	0.00	30,000.00	0.00
99-93-551-53373	PRINT	85,000.00	20.98	20.98	84,979.02	0.02
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		140,000.00	29.97	29.97	139,970.03	0.02
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	44,432.00	3,510.00	3,510.00	40,922.00	7.90
99-94-551-52283	CONTRACTED-BUILDING	24,716.00	2,959.61	2,959.61	21,756.39	11.97
99-94-551-53306	JANITOR SUPPLIES	4,000.00	0.00	0.00	4,000.00	0.00
99-94-551-53308	BUILDING SUPPLIES	31,998.00	0.00	0.00	31,998.00	0.00
99-94-551-53360	UTILITIES	45,000.00	4,451.18	4,451.18	40,548.82	9.89
99-94-551-53361	SEWER & WATER	2,000.00	0.00	0.00	2,000.00	0.00
99-94-551-57700	BUILDING PROJECTS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		157,146.00	10,920.79	10,920.79	146,225.21	6.95
Expenditures		1,341,372.00	110,444.76	110,444.76	1,230,927.24	8.23
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,341,372.00	32,117.10	32,117.10	1,309,254.90	
TOTAL EXPENDITURES		1,341,372.00	110,444.76	110,444.76	1,230,927.24	
NET OF REVENUES & EXPENDITURES:		0.00	(78,327.66)	(78,327.66)	78,327.66	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,341,372.00	32,117.10	32,117.10	1,309,254.90	
TOTAL EXPENDITURES - ALL FUNDS		1,341,372.00	110,855.44	110,855.44	1,230,516.56	
NET OF REVENUES & EXPENDITURES:		0.00	(78,738.34)	(78,738.34)	78,738.34	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 01/31/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		01/31/2024	01/31/2024	01/31/2024	01/31/2024
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 97 FLW AMERICAN RESCUE PLAN ACT					
Account Category: Fund Equity					
Department: 00-000					
97-00-000-33900	UNAPPROPRIATED				
Total Department 00-000:		0.00		0.00	
Fund Equity		0.00		0.00	
Account Category: Revenues					
Department: 08-003 GRANTS & AIDS					
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS				
Total Department 08-003:		0.00		0.00	
Revenues		0.00		0.00	
Account Category: Expenditures					
Department: 94-551 LIBRARY BUILDING					
97-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:		0.00		0.00	
Expenditures		0.00		0.00	
Total Fund 97:		0.00		0.00	
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Account Category: Assets					
Department: 00-000					
98-00-000-11710	INVESTMENTS	69,500.00			
Total Department 00-000:		69,500.00		0.00	
Assets		69,500.00		0.00	
Account Category: Fund Equity					
Department: 00-000					
98-00-000-34155	GIFTS & GRANTS RESTRICTED		7,137.82		
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		83,798.43		
Total Department 00-000:		0.00	90,936.25		
Fund Equity		0.00	90,936.25		
Account Category: Revenues					
Department: 45-015 OTHER INCOME					
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED				
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT				
Total Department 45-015:		0.00	0.00		
Revenues		0.00	0.00		
Account Category: Expenditures					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	410.68			
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT				
Total Department 95-551:		410.68		0.00	
Expenditures		410.68		0.00	
Total Fund 98:		69,910.68		90,936.25	
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45		0.00	
		85,601.13		90,936.25	
OUT OF BALANCE		0.00		(5,335.12)	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Assets					
Department: 00-000					
99-00-000-11140	SAVINGS - PWBS/HARRIS				
99-00-000-11160	SPECIAL CLEARING ACCOUNT		18,672.24		
99-00-000-11710	INVESTMENTS	148,488.26			
99-00-000-11800	PETTY CASH				
99-00-000-13900	ALLOWANCE FOR DOUBTFUL ACCTS				
99-00-000-16220	PREPAID EXPENSES				
99-00-000-16230	DEFERRED EXPENDITURE				
Total Department 00-000:		148,488.26	18,672.24		
Assets		148,488.26	18,672.24		
Account Category: Liabilities					
Department: 00-000					

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 01/31/2024

GL Number	Description	Balance 01/31/2024		Balance 01/31/2024	
		Debit Normal	(Abnormal)	Credit Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Liabilities					
Department: 00-000					
99-00-000-21511	SOCIAL SECURITY TAX			1,904.74	
99-00-000-21512	FEDERAL WITHHOLDING TAX			1,706.23	
99-00-000-21513	WISCONSIN WITHHOLDING			924.36	
99-00-000-21520	WI RETIREMENT			5,005.39	
99-00-000-21530	HEALTH INSURANCE WITHHOLDING			765.50	
99-00-000-21531	DENTAL INSURANCE WITHHOLDING				
99-00-000-21532	VISION INSURANCE WITHHOLDING			62.88	
99-00-000-21533	LIFE INSURANCE WITHHOLDING			3.28	
99-00-000-21534	ACCIDENTAL INS WITHHOLDING			74.10	
99-00-000-21560	WISCONSIN DEFERRED COMP				
99-00-000-21590	FLEX BENEFIT			4,453.46	
99-00-000-21700	ACCRUED PAYROLL				
Total Department 00-000:			0.00		14,899.94
Liabilities			0.00		14,899.94
Account Category: Fund Equity					
Department: 00-000					
99-00-000-33900	UNAPPROPRIATED			172,156.69	
99-00-000-34155	GIFTS & GRANTS RESTRICTED				
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED				
Total Department 00-000:			0.00		172,156.69
Fund Equity			0.00		172,156.69
Account Category: Revenues					
Department: 40-001 LOCAL PROPERTY TAXES					
99-40-001-41321	MEQUON TAXES				
99-40-001-41322	THIENSVILLE TAXES			27,837.75	
99-40-001-41323	COUNTY REIMBURSEMENT				
Total Department 40-001:			0.00		27,837.75
Department: 42-006 FINES & FORFEITURES					
99-42-006-46710	FINES & FEES			1,384.71	
Total Department 42-006:			0.00		1,384.71
Department: 44-013 INTEREST INCOME					
99-44-013-48100	INVESTMENT INTEREST			1,141.11	
Total Department 44-013:			0.00		1,141.11
Department: 45-014 SALE INCOME					
99-45-014-46711	BOOK SALES			1,372.98	
99-45-014-46712	PHOTOCOPIER			380.55	
Total Department 45-014:			0.00		1,753.53
Department: 45-015 OTHER INCOME					
99-45-015-48000	MISCELLANEOUS				
99-45-015-48593	LIBRARY GIFTS & GRANTS				
99-45-015-48594	GIFTS & GRANTS				
99-45-015-49300	FUND BALANCE APPLIED				
Total Department 45-015:			0.00		0.00
Revenues			0.00		32,117.10
Account Category: Expenditures					
Department: 91-551 LIBRARY STAFFING					
99-91-551-51100	SALARIES & WAGES	62,785.26			
99-91-551-51115	TRAVEL/TRAINING/SEMINARS				
99-91-551-51199	FRINGE BENEFITS	13,409.79			
99-91-551-52202	DUES & SUBSCRIPTIONS	1,262.60			
99-91-551-52237	WORKER S COMPENSATION	708.00			
99-91-551-57715	FLEX BENEFIT				
99-91-551-57730	UNEMPLOYMENT COMPENSATION				
Total Department 91-551:		78,165.65			0.00
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE				
99-92-551-52206	AUDIT				
99-92-551-52243	ALL OTHER INSURANCE	17,297.50			
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	843.00			
99-92-551-52285	WEPCO LEASE				

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 01/31/2024

GL Number	Description	Balance		Balance	
		Debit 01/31/2024		Credit 01/31/2024	
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Expenditures					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52286	COMPUTERS				
99-92-551-52287	MILEAGE				
99-92-551-52288	FISCAL AGENT FEE		2,000.00		
99-92-551-52289	PAYROLL PROCESSING		420.68		
99-92-551-52290	CONSULTANTS				
99-92-551-53300	OFFICE SUPPLIES				
99-92-551-53301	PROCESSING SUPPLIES		15.99		
99-92-551-53303	TELEPHONE		435.87		
99-92-551-53307	SUPPLIES-COPY MACHINE		315.31		
99-92-551-53358	DEBT COLLECTION				
99-92-551-53359	MONARCH FEES				
Total Department 92-551:			21,328.35		0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING		8.99		
99-93-551-53371	MEDIA				
99-93-551-53372	E CONTENT				
99-93-551-53373	PRINT		20.98		
Total Department 93-551:			29.97		0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE		3,510.00		
99-94-551-52283	CONTRACTED-BUILDING		2,959.61		
99-94-551-53306	JANITOR SUPPLIES				
99-94-551-53308	BUILDING SUPPLIES				
99-94-551-53360	UTILITIES		4,451.18		
99-94-551-53361	SEWER & WATER				
99-94-551-53374	HEALTH & SAFETY SUPPLIES				
99-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:			10,920.79		0.00
Expenditures			110,444.76		0.00
Total Fund 99:			258,933.02		237,845.97
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023			287.86		0.00
			259,220.88		237,845.97
OUT OF BALANCE			21,374.91		0.00
Total All Funds			328,843.70		328,782.22
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023			15,978.31		
			344,822.01		328,782.22

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 01/01/2024 - 01/31/2024

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	ILLINOIS LIBRARY ASSOCIATI	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	560.38	1408
98-95-551-57298	SUMMER PROGRAM	TALEWISE LLC	SCIENCE HEROES SUMMER PROGRAM	350.00	28129
98-95-551-57298	MEMORY CAFE	AMAZON CAPITAL SERVICES	MEMORY CAFE	60.68	28114
Total Department 95-551 LIBRARY GIFTS & GRANTS				971.06	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				971.06	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	DIRECT DEPOSIT/WAGES PD 1-	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	18,672.24	1404
99-00-000-11160	DIRECT DEPOSIT/WAGES PD 1-	ADP, LLC	PAYROLL TAX	19,103.06	1425
99-00-000-21511	FICA/WAGES PD 1-12-2024	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	1,904.74	1404
99-00-000-21511	FICA/WAGES PD 1-26-2024	ADP, LLC	PAYROLL TAX	1,926.01	1425
99-00-000-21512	FED/WAGES PD 1-12-2024	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	1,706.23	1404
99-00-000-21512	FED/WAGES PD 1-26-2024	ADP, LLC	PAYROLL TAX	1,724.21	1425
99-00-000-21513	WI/WAGES PD 1-12-2024	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	924.36	1404
99-00-000-21513	WI/WAGES PD 1-26-2024	ADP, LLC	PAYROLL TAX	933.96	1425
99-00-000-21520	WRS EMPLOYEE CONTRIBUTIONS	WISCONSIN RETIREMENT SYSTE	DECEMBER 2023 WRS CONTRIBUTIONS	4,969.06	1414
99-00-000-21530	HEALTH INSURANCE	DEPT. OF EMPLOYEE TRUST FU	FEBRUARY 2024 HEALTH INSURANCE	1,294.08	1409
99-00-000-21531	DENTAL SELECT PLUS	DELTA DENTAL OF WISCONSIN	FEBRUARY 2024 DENTAL SELECT PLUS	43.22	28118
99-00-000-21531	DENTAL SELECT	DELTA DENTAL OF WISCONSIN	FEBRUARY 2024 DENTAL SELECT	9.08	28118
99-00-000-21532	VISION INSURANCE	DELTA DENTAL OF WISCONSIN	FEBRUARY 2024 VISION INSURANCE	62.88	28118
99-00-000-21533	LIFE EMPLOYEE PORTION	SECURIAN FINANCIAL GROUP,	FEBRUARY 2024 LIFE INSURANCE	3.28	28127
99-00-000-21534	ACCIDENT INSURANCE	SECURIAN FINANCIAL GROUP,	FEBRUARY 2024 ACCIDENT INSURANCE	21.80	28127
Total Department 00-000				53,298.21	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	THE GRUN HEXE	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	50.00	1408
99-91-551-51199	FRINGES/WAGES PD 1-12-2024	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	1,904.74	1404
99-91-551-51199	WRS CONTRIBUTIONS	WISCONSIN RETIREMENT SYSTE	DECEMBER 2023 WRS CONTRIBUTIONS	4,969.06	1414
99-91-551-51199	HEALTH INSURANCE	DEPT. OF EMPLOYEE TRUST FU	FEBRUARY 2024 HEALTH INSURANCE	9,489.68	1409
99-91-551-51199	LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	FEBRUARY 2024 LIFE INSURANCE	89.36	28127
99-91-551-51199	EMPLOYER TAXES/WAGES PD 1-	ADP, LLC	PAYROLL TAX	1,926.01	1425
99-91-551-52202	WLA DUES	WISCONSIN LIBRARY ASSOCIAT	WLA DUES RENEWAL RMY	250.00	28134
99-91-551-52202	TS360 SUBSCRIPTION	BAKER & TAYLOR	2024 TS360 SUBSCRIPTION	544.50	28116
99-91-551-52202	ROTARY DUES	THIENSVILLE-MEQUON ROTARY	2024 Q1 ROTARY DUES	297.10	28130
99-91-551-52202	TAX ON BOOK SALES	WI DEPARTMENT OF REVENUE	2023 ANNUAL SALES TAX	527.40	28133
99-91-551-52202	BUSINESS TAX REGISTRATION	WI DEPARTMENT OF REVENUE	BUSINESS TAX REGISTRATION	10.00	None
99-91-551-52202	WLA DUES	WISCONSIN LIBRARY ASSOCIAT	WLA DUES EV	171.00	28134
99-91-551-52237	WORKERS COMPENSATION INSUR	R & R INSURANCE	2024 WORKERS COMPENSATION (1/2)	708.00	28126
Total Department 91-551 LIBRARY STAFFING				20,936.85	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52243	PROPERTY INSURANCE	MUNICIPAL PROPERTY INSURAN	2024 PROPERTY INSURANCE	12,389.00	28122
99-92-551-52243	CRIME INSURANCE	R & R INSURANCE	2024 CRIME INSURANCE	464.00	28126
99-92-551-52243	PACKAGE INSURANCE	R & R INSURANCE	2024 PACKAGE INSURANCE (1/2)	4,444.50	28126
99-92-551-52284	BRIGHTSIGN SUBSCRIPTION	INFOCOR	1 YEAR BRIGHTSIGN PASS	495.00	28120
99-92-551-52284	MAILCHIMP	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	154.00	1408
99-92-551-52284	GIMLET ANNUAL SUBSCRIPTION	SIDECAR PUBLICATIONS LLC	GIMLET ANNUAL SUBSCRIPTION	348.00	28128
99-92-551-52289	DEC 2023 TIME & ATTENDANCE	ADP, LLC	DEC 2023 TIME & ATTENDANCE	73.35	1392
99-92-551-52289	PROCESSING DECEMBER 29 PAY	ADP, LLC	PROCESSING DECEMBER 29 PAYROLL	61.24	1403

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	JANUARY 12 PAYROLL PROCESSING	61.24	1405
99-92-551-52289	TIME & ATTENDANCE	ADP	JANUARY 2024 TIME & ATTENDANCE	70.75	1424
99-92-551-52289	W2 PROCESSING	ADP	W2 PROCESSING	227.45	1426
99-92-551-52289	PAYROLL PROCESSING	ADP	PROCESSING 1-26 PAYROLL	61.24	1431
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	96.90	28125
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	108.35	28125
99-92-551-53301	PROCESSING SUPPLIES RETURN	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES RETURN	(50.05)	28114
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	15.99	28114
99-92-551-53303	PHONE SERVICE	AT&T (OFFICE@HAND)	JANUARY 2024 PHONE SERVICE	435.87	1406
99-92-551-53307	COPY CHARGES	FORWARD TS	DECEMBER 2023 COPY CHARGES	201.76	28119
99-92-551-53307	TONER SHIPPING	FORWARD TS	TONER SHIPPING	13.10	28119
99-92-551-53307	2 COPIERS LEASE	GREATAMERICA	2 COPIERS LEASE	118.85	1410
99-92-551-53307	ADMIN COPIER LEASE	GREATAMERICA	ADMIN COPIER LEASE	169.88	1411
99-92-551-53307	TONER SHIPPING	FORWARD TS	TONER SHIPPING	13.48	28119
99-92-551-53358	COLLECTION PLACEMENTS	UNIQUE MANAGEMENT SERVICES	DEC 2023 PLACEMENTS	58.25	28131
Total Department 92-551 LIBRARY ADMINISTRATION				20,032.15	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	41.15	28114
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	15.98	28114
99-93-551-53370	PROGRAMMING SUPPLIES	PIGGLY WIGGLY	2023 PROGRAMMING SUPPLIES	22.84	28124
99-93-551-53370	PROGRAMMING SUPPLIES	PIGGLY WIGGLY	2023 PROGRAMMING SUPPLIES	6.38	28124
99-93-551-53370	TARGET	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	15.95	1408
99-93-551-53370	PROGRAMMING SUPPLIES	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	8.99	28114
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	102.44	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	84.39	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	65.78	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	880.88	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	143.40	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	62.07	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	317.40	28116
99-93-551-53372	MONTHLY CHARGES	KANOPY INC	DECEMBER KANOPY CHARGES	187.20	28121
99-93-551-53372	APPLE	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	7.37	1408
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	518.69	28114
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	114.09	28114
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	277.80	28116
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	158.66	28116
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	107.36	28116
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	157.08	28116
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	122.87	28116
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	20.98	28114
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				3,439.75	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	CLEANING SERVICE	VANGUARD CLEANING SYSTEMS	JANUARY 2024 CLEANING SERVICE	3,510.00	28132
99-94-551-52283	ELEVATOR SERVICE	ASCEND ELEVATOR LLC	ELEVATOR REGULAR SERVICE	275.00	28115
99-94-551-52283	HVAC SERVICE CONTRACT	ADVANCED CHILLER SERVICES	HVAC SERVICE CONTRACT (1/2)	2,760.00	28113
99-94-551-52283	PEST CONTROL	ORKIN LLC	JANUARY 2024 PEST CONTROL	108.99	28123
99-94-551-52283	ELEVATOR PHONE LINE	AT&T (OFFICE@HAND)	JANUARY 2024 ELEVATOR LINE	90.62	1407
99-94-551-53308	HVAC SERVICE	ADVANCED CHILLER SERVICES	DEC 2023 HVAC SERVICE	1,524.31	28113

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 94-551 LIBRARY BUILDING					
99-94-551-53360	ELECTRICAL SERVICE	WE ENERGIES	JANUARY 2024 ELECTRICITY	3,656.99	1412
99-94-551-53360	GAS SERVICE	WE ENERGIES	JANUARY 2024 GAS	794.19	1413
99-94-551-53361	WATER BILL	CITY OF MEQUON	Q4 2023 WATER BILL	498.08	28117
Total Department 94-551 LIBRARY BUILDING				13,218.18	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				110,925.14	

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	971.06	
		99	F. L. WEYENBERG LIBRARY FUND	110,925.14	
		Total For All Funds:		111,896.20	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 02/01/2024 - 02/29/2024

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OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIONS CLUB GIFT	BAKER & TAYLOR	LIONS CLUB GIFT	138.93	28229
98-95-551-57298	MEMORY CAFE	PIGGLY WIGGLY	MEMORY CAFE RESTRICTED GIFT	99.91	28238
98-95-551-57299	UNRESTRICTED GIFT	AMAZON CAPITAL SERVICES	UNRESTRICTED GIFT	299.99	None
Total Department 95-551 LIBRARY GIFTS & GRANTS				538.83	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				538.83	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	DIRECT DEP/WAGES PD 2-9-20	ADP, LLC	PAYROLL TAX/WAGES PD 2-9-2024	18,795.48	1437
99-00-000-21511	FICA/WAGES PD 2-9-2024	ADP, LLC	PAYROLL TAX/WAGES PD 2-9-2024	1,911.33	1437
99-00-000-21512	FED/WAGES PD 2-9-2024	ADP, LLC	PAYROLL TAX/WAGES PD 2-9-2024	1,709.53	1437
99-00-000-21513	WI/WAGES PD 2-9-2024	ADP, LLC	PAYROLL TAX/WAGES PD 2-9-2024	927.19	1437
99-00-000-21520	JANUARY 24 WRS - EMPLOYEE	WISCONSIN RETIREMENT SYSTE	JANUARY 24 WRS	3,336.28	1459
99-00-000-21530	MARCH HEALTH INSURANCE - E	DEPT. OF EMPLOYEE TRUST FU	MARCH HEALTH INSURANCE	1,412.54	1454
99-00-000-21531	DENTAL SUPPLEMENTAL SELECT	DELTA DENTAL OF WISCONSIN	MARCH DENTAL SUPPLEMENTAL SELECT	9.08	None
99-00-000-21531	DENTAL SUPPLEMENTAL SELECT	DELTA DENTAL OF WISCONSIN	MARCH DENTAL SUPPLEMENTAL SELECT PLUS	43.22	None
99-00-000-21532	DELTAVISION	DELTA DENTAL OF WISCONSIN	MARCH DELTAVISION	62.88	None
99-00-000-21533	MARCH LIFE INS - EMPLOYEE	SECURIAN FINANCIAL GROUP,	MARCH LIFE INSURANCE	3.28	28241
99-00-000-21534	MARCH ACCIDENT INSURANCE -	SECURIAN FINANCIAL GROUP,	MARCH ACCIDENT INSURANCE	21.80	28241
Total Department 00-000				28,232.61	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	LIBRARY LEGISLATIVE DAY	CARDMEMBER SERVICE	JANUARY CREDIT CARD	90.00	1443
99-91-551-51115	M-T CHAMBER OF COMMERCE	CARDMEMBER SERVICE	JANUARY CREDIT CARD	40.00	1443
99-91-551-51199	/WAGES PD 2-9-2024	ADP, LLC	PAYROLL TAX/WAGES PD 2-9-2024	1,911.34	1437
99-91-551-51199	MARCH LIFE INS - EMPLOYER	SECURIAN FINANCIAL GROUP,	MARCH LIFE INSURANCE	89.36	28241
99-91-551-51199	JANUARY 24 WRS - EMPLOYER	WISCONSIN RETIREMENT SYSTE	JANUARY 24 WRS	3,336.28	1459
99-91-551-51199	MARCH HEALTH INSURANCE - E	DEPT. OF EMPLOYEE TRUST FU	MARCH HEALTH INSURANCE	10,358.34	1454
99-91-551-52202	MEMBERSHIP DUES	WISCONSIN LIBRARY ASSOCIAT	MEMBERSHIP DUES	180.00	28245
99-91-551-52202	ALA ANNUAL RENEWAL	AMERICAN LIBRARY ASSOCIATI	ALA ANNUAL RENEWAL	332.00	None
99-91-551-57715	FLEX BENEFIT ADMINISTRATIO	DIVERSIFIED BENEFIT SERVIC	FLEX BENEFIT ADMINISTRATION	1,877.30	28231
Total Department 91-551 LIBRARY STAFFING				18,214.62	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	USPS	CARDMEMBER SERVICE	JANUARY CREDIT CARD	204.00	1443
99-92-551-52206	AUDIT PROGRESS BILLING	BAKER TILLY VIRCHOW KRAUSE	AUDIT PROGRESS BILLING #1	684.00	None
99-92-551-52284	MAILCHIMP	CARDMEMBER SERVICE	JANUARY CREDIT CARD	132.00	1443
99-92-551-52284	AMAZON WEB SERVICES	CARDMEMBER SERVICE	JANUARY CREDIT CARD	1.34	1443
99-92-551-52286	COSTCO.COM	CARDMEMBER SERVICE	JANUARY CREDIT CARD	316.38	1443
99-92-551-52289	PAYROLL PROCESSING	ADP	PROCESSING 2-9 PAYROLL	61.24	1438
99-92-551-52289	TIME & ATTENDANCE	ADP	FEBRUARY TIME & ATTENDANCE	70.75	1452
99-92-551-52289	PAYROLL PROCESSING	ADP	2-23-2024 PAYROLL PROCESSING	62.86	None
99-92-551-53300	PAPER ROLLS	POS SUPPLY SOLUTIONS	PAPER ROLLS	1,315.50	28239
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	168.92	28240
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	110.60	None
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	88.24	None
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	76.88	None
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	48.69	None
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	59.98	None
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	461.42	28230

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Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-53301	WORK SUPPLIES	AMAZON CAPITAL SERVICES	WORK SUPPLIES	60.82	None
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	48.46	None
99-92-551-53303	PHONE SERVICE	AT&T (OFFICE@HAND)	FEBRUARY PHONE SERVICE	435.87	None
99-92-551-53307	2 COPIER LEASE + PROPERTY	GREATAMERICA	2 COPIER LEASE + PROPERTY TAX	176.25	1455
99-92-551-53307	COLOR COPIER LEASE + PROPE	GREATAMERICA	COLOR COPIER LEASE + PROPERTY TAX	271.08	1456
99-92-551-53307	COPY METER CHARGES	FORWARD TS	COPY METER CHARGES	196.67	28232
99-92-551-53358	JANUARY 24 PLACEMENTS	UNIQUE MANAGEMENT SERVICES	JANUARY 24 PLACEMENTS	69.90	28242
99-92-551-53359	TELEPHONY SERVICES	MONARCH LIBRARY SYSTEM	TELEPHONY SERVICES	18.05	28235
Total Department 92-551 LIBRARY ADMINISTRATION				5,139.90	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	TARGET	CARDMEMBER SERVICE	JANUARY CREDIT CARD	35.49	1443
99-93-551-53370	PENZEYS	CARDMEMBER SERVICE	JANUARY CREDIT CARD	26.07	1443
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	103.45	None
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	50.24	None
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	54.43	None
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	83.00	28229
99-93-551-53371	MEDIA COLLECTION	AMAZON CAPITAL SERVICES	MEDIA COLLECTION	442.98	None
99-93-551-53372	KANOPY SERVICE	KANOPY INC	JAN KANOPY SERVICE	171.00	28233
99-93-551-53372	VALE LINE LIBRARY ELITE 3-	VALUE LINE PUBLISHING LLC	VALUE LINE LIBRARY ELITE 3-YEAR	7,350.00	28243
99-93-551-53372	APPLE	CARDMEMBER SERVICE	JANUARY CREDIT CARD	7.37	1443
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	LIONS CLUB GIFT	5.46	28229
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	1,588.83	28229
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	1,291.77	28229
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	1,189.26	28229
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	503.14	28229
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	365.52	28229
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	262.30	28229
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	234.61	28229
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	262.22	28229
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	440.02	28229
99-93-551-53373	COLLECTION	AMAZON CAPITAL SERVICES	COLLECTION	16.95	None
99-93-551-53373	COLLECTION	AMAZON CAPITAL SERVICES	COLLECTION	(12.30)	None
99-93-551-53373	COLLECTION	AMAZON CAPITAL SERVICES	COLLECTION	23.44	None
99-93-551-53373	COLLECTION	AMAZON CAPITAL SERVICES	COLLECTION	10.33	None
99-93-551-53373	COLLECTION	AMAZON CAPITAL SERVICES	COLLECTION	17.20	None
99-93-551-53373	COLLECTION	AMAZON CAPITAL SERVICES	COLLECTION	158.08	None
99-93-551-53373	COLLECTION	AMAZON CAPITAL SERVICES	COLLECTION	16.95	None
99-93-551-53373	COLLECTION	AMAZON CAPITAL SERVICES	COLLECTION	22.80	None
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				14,720.61	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	CLEANING SERVICE	VANGUARD CLEANING SYSTEMS	FEB CLEANING SERVICE	3,510.00	28244
99-94-551-52283	ANNUAL ALARM MONITORING	MILWAUKEE ALARM COMPANY	ANNUAL ALARM MONITORING	840.00	28234
99-94-551-52283	PEST CONTROL ANNUAL	ORKIN LLC	2024 PEST CONTROL ANNUAL	1,439.88	28237
99-94-551-52283	ELEVATOR LINE	AT&T (OFFICE@HAND)	FEBRUARY ELEVATOR LINE	90.62	None
99-94-551-53306	JANITORIAL SUPPLIES	NASSCO	JANITORIAL SUPPLIES	562.27	28236
99-94-551-53306	JANITOR SUPPLIES	AMAZON CAPITAL SERVICES	JANITOR SUPPLIES	18.75	None
99-94-551-53360	ELECTRICAL SERVICE	WE ENERGIES	FEB ELECTRICAL SERVICE	3,375.30	1457
99-94-551-53360	GAS SERVICE	WE ENERGIES	FEB GAS SERVICE	1,135.76	1458

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Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 94-551 LIBRARY BUILDING					
Total Department 94-551 LIBRARY BUILDING				10,972.58	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				77,280.32	

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--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	538.83	
		99	F. L. WEYENBERG LIBRARY FUND	77,280.32	
		Total For All Funds:		77,819.15	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 02/29/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		02/29/2024	02/29/2024	02/29/2024	02/29/2024
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 97 FLW AMERICAN RESCUE PLAN ACT					
Account Category: Fund Equity					
Department: 00-000					
97-00-000-33900	UNAPPROPRIATED				
Total Department 00-000:		0.00		0.00	
Fund Equity		0.00		0.00	
Account Category: Revenues					
Department: 08-003 GRANTS & AIDS					
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS				
Total Department 08-003:		0.00		0.00	
Revenues		0.00		0.00	
Account Category: Expenditures					
Department: 94-551 LIBRARY BUILDING					
97-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:		0.00		0.00	
Expenditures		0.00		0.00	
Total Fund 97:		0.00		0.00	
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Account Category: Assets					
Department: 00-000					
98-00-000-11710	INVESTMENTS	69,500.00			
Total Department 00-000:		69,500.00		0.00	
Assets		69,500.00		0.00	
Account Category: Fund Equity					
Department: 00-000					
98-00-000-34155	GIFTS & GRANTS RESTRICTED		7,137.82		
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		83,798.43		
Total Department 00-000:		0.00		90,936.25	
Fund Equity		0.00		90,936.25	
Account Category: Revenues					
Department: 45-015 OTHER INCOME					
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED				
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT				
Total Department 45-015:		0.00		0.00	
Revenues		0.00		0.00	
Account Category: Expenditures					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	649.52			
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT				
Total Department 95-551:		649.52		0.00	
Expenditures		649.52		0.00	
Total Fund 98:		70,149.52		90,936.25	
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45		0.00	
		85,839.97		90,936.25	
OUT OF BALANCE		0.00		(5,096.28)	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Assets					
Department: 00-000					
99-00-000-11140	SAVINGS - PWBS/HARRIS				
99-00-000-11160	SPECIAL CLEARING ACCOUNT	19,746.65			
99-00-000-11710	INVESTMENTS	148,488.26			
99-00-000-11800	PETTY CASH				
99-00-000-13900	ALLOWANCE FOR DOUBTFUL ACCTS				
99-00-000-16220	PREPAID EXPENSES				
99-00-000-16230	DEFERRED EXPENDITURE				
Total Department 00-000:		168,234.91		0.00	
Assets		168,234.91		0.00	
Account Category: Liabilities					
Department: 00-000					

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 02/29/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Liabilities					
Department: 00-000					
99-00-000-21511	SOCIAL SECURITY TAX		1,992.54		
99-00-000-21512	FEDERAL WITHHOLDING TAX		1,738.12		
99-00-000-21513	WISCONSIN WITHHOLDING		951.30		
99-00-000-21520	WI RETIREMENT				1,669.11
99-00-000-21530	HEALTH INSURANCE WITHHOLDING		647.04		
99-00-000-21531	DENTAL INSURANCE WITHHOLDING				
99-00-000-21532	VISION INSURANCE WITHHOLDING				62.88
99-00-000-21533	LIFE INSURANCE WITHHOLDING				
99-00-000-21534	ACCIDENTAL INS WITHHOLDING				52.30
99-00-000-21560	WISCONSIN DEFERRED COMP				
99-00-000-21590	FLEX BENEFIT				4,453.46
99-00-000-21700	ACCRUED PAYROLL				
Total Department 00-000:			5,329.00		6,237.75
Liabilities			5,329.00		6,237.75
Account Category: Fund Equity					
Department: 00-000					
99-00-000-33900	UNAPPROPRIATED				172,156.69
99-00-000-34155	GIFTS & GRANTS RESTRICTED				
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED				
Total Department 00-000:			0.00		172,156.69
Fund Equity			0.00		172,156.69
Account Category: Revenues					
Department: 40-001 LOCAL PROPERTY TAXES					
99-40-001-41321	MEQUON TAXES				
99-40-001-41322	THIENSVILLE TAXES				27,837.75
99-40-001-41323	COUNTY REIMBURSEMENT				3,168.16
Total Department 40-001:			0.00		31,005.91
Department: 42-006 FINES & FORFEITURES					
99-42-006-46710	FINES & FEES				1,849.21
Total Department 42-006:			0.00		1,849.21
Department: 44-013 INTEREST INCOME					
99-44-013-48100	INVESTMENT INTEREST				1,141.11
Total Department 44-013:			0.00		1,141.11
Department: 45-014 SALE INCOME					
99-45-014-46711	BOOK SALES				1,985.18
99-45-014-46712	PHOTOCOPIER				708.35
Total Department 45-014:			0.00		2,693.53
Department: 45-015 OTHER INCOME					
99-45-015-48000	MISCELLANEOUS				
99-45-015-48593	LIBRARY GIFTS & GRANTS				
99-45-015-48594	GIFTS & GRANTS				
99-45-015-49300	FUND BALANCE APPLIED				
Total Department 45-015:			0.00		0.00
Revenues			0.00		36,689.76
Account Category: Expenditures					
Department: 91-551 LIBRARY STAFFING					
99-91-551-51100	SALARIES & WAGES		62,785.26		
99-91-551-51115	TRAVEL/TRAINING/SEMINARS		130.00		
99-91-551-51199	FRINGE BENEFITS		31,091.02		
99-91-551-52202	DUES & SUBSCRIPTIONS		1,442.60		
99-91-551-52237	WORKER S COMPENSATION		708.00		
99-91-551-57715	FLEX BENEFIT		1,877.30		
99-91-551-57730	UNEMPLOYMENT COMPENSATION				
Total Department 91-551:			98,034.18		0.00
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE		204.00		
99-92-551-52206	AUDIT				
99-92-551-52243	ALL OTHER INSURANCE		17,297.50		
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY		976.34		
99-92-551-52285	WEPCO LEASE				

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 02/29/2024

GL Number	Description	Balance		Balance	
		Debit 02/29/2024		Credit 02/29/2024	
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Expenditures					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52286	COMPUTERS		316.38		
99-92-551-52287	MILEAGE				
99-92-551-52288	FISCAL AGENT FEE		2,000.00		
99-92-551-52289	PAYROLL PROCESSING		552.67		
99-92-551-52290	CONSULTANTS				
99-92-551-53300	OFFICE SUPPLIES		1,484.42		
99-92-551-53301	PROCESSING SUPPLIES		477.41		
99-92-551-53303	TELEPHONE		435.87		
99-92-551-53307	SUPPLIES-COPY MACHINE		959.31		
99-92-551-53358	DEBT COLLECTION		69.90		
99-92-551-53359	MONARCH FEES		18.05		
Total Department 92-551:			24,791.85		0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING		70.55		
99-93-551-53371	MEDIA		83.00		
99-93-551-53372	E CONTENT		7,528.37		
99-93-551-53373	PRINT		6,164.11		
Total Department 93-551:			13,846.03		0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE		7,020.00		
99-94-551-52283	CONTRACTED-BUILDING		5,239.49		
99-94-551-53306	JANITOR SUPPLIES		562.27		
99-94-551-53308	BUILDING SUPPLIES				
99-94-551-53360	UTILITIES		8,962.24		
99-94-551-53361	SEWER & WATER				
99-94-551-53374	HEALTH & SAFETY SUPPLIES				
99-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:			21,784.00		0.00
Expenditures			158,456.06		0.00
Total Fund 99:			332,019.97		215,084.20
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023			287.86		0.00
			332,307.83		215,084.20
OUT OF BALANCE			117,223.63		0.00
Total All Funds			402,169.49		306,020.45
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023			15,978.31		
			418,147.80		306,020.45

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024 (Normal (Abnormal))	Activity For 02/29/2024 Increase (Decrease)	Available Balance 02/29/2024 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	649.52	238.84	(649.52)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	649.52	238.84	(649.52)	100.00
Expenditures		0.00	649.52	238.84	(649.52)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		0.00	649.52	238.84	(649.52)	
NET OF REVENUES & EXPENDITURES:		0.00	(649.52)	(238.84)	649.52	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 Increase (Decrease)	Available Balance 02/29/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,131,716.00	0.00	0.00	1,131,716.00	0.00
99-40-001-41322	THIENSVILLE TAXES	111,351.00	27,837.75	0.00	83,513.25	25.00
99-40-001-41323	COUNTY REIMBURSEMENT	14,512.00	3,168.16	3,168.16	11,343.84	21.83
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,257,579.00	31,005.91	3,168.16	1,226,573.09	2.47
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	22,000.00	1,849.21	464.50	20,150.79	8.41
Total Dept 42-006 - FINES & FORFEITURES		22,000.00	1,849.21	464.50	20,150.79	8.41
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	20,000.00	1,141.11	0.00	18,858.89	5.71
Total Dept 44-013 - INTEREST INCOME		20,000.00	1,141.11	0.00	18,858.89	5.71
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	1,985.18	612.20	9,514.82	17.26
99-45-014-46712	PHOTOCOPIER	2,600.00	708.35	327.80	1,891.65	27.24
Total Dept 45-014 - SALE INCOME		14,100.00	2,693.53	940.00	11,406.47	19.10
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	7,693.00	0.00	0.00	7,693.00	0.00
99-45-015-49300	FUND BALANCE APPLIED	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 45-015 - OTHER INCOME		27,693.00	0.00	0.00	27,693.00	0.00
Revenues		1,341,372.00	36,689.76	4,572.66	1,304,682.24	2.74
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	703,355.00	62,785.26	0.00	640,569.74	8.93
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,500.00	130.00	130.00	3,370.00	3.71
99-91-551-51199	FRINGE BENEFITS	235,115.00	31,091.02	17,681.23	204,023.98	13.22
99-91-551-52202	DUES & SUBSCRIPTIONS	2,890.00	1,442.60	180.00	1,447.40	49.92
99-91-551-52237	WORKER S COMPENSATION	1,415.00	708.00	0.00	707.00	50.04
99-91-551-57715	FLEX BENEFIT	1,900.00	1,877.30	1,877.30	22.70	98.81
Total Dept 91-551 - LIBRARY STAFFING		948,175.00	98,034.18	19,868.53	850,140.82	10.34
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	204.00	204.00	796.00	20.40
99-92-551-52206	AUDIT	3,750.00	0.00	0.00	3,750.00	0.00
99-92-551-52243	ALL OTHER INSURANCE	21,743.00	17,297.50	0.00	4,445.50	79.55
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	13,672.00	976.34	133.34	12,695.66	7.14
99-92-551-52286	COMPUTERS	6,500.00	316.38	316.38	6,183.62	4.87
99-92-551-52287	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
99-92-551-52288	FISCAL AGENT FEE	8,000.00	2,000.00	0.00	6,000.00	25.00
99-92-551-52289	PAYROLL PROCESSING	2,700.00	552.67	131.99	2,147.33	20.47
99-92-551-53300	OFFICE SUPPLIES	4,000.00	1,484.42	1,484.42	2,515.58	37.11
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	477.41	461.42	4,522.59	9.55
99-92-551-53303	TELEPHONE	5,100.00	435.87	0.00	4,664.13	8.55
99-92-551-53307	SUPPLIES-COPY MACHINE	7,700.00	959.31	644.00	6,740.69	12.46
99-92-551-53358	DEBT COLLECTION	720.00	69.90	69.90	650.10	9.71
99-92-551-53359	MONARCH FEES	15,166.00	18.05	18.05	15,147.95	0.12
Total Dept 92-551 - LIBRARY ADMINISTRATION		96,051.00	24,791.85	3,463.50	71,259.15	25.81

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024 (Normal (Abnormal))	Activity For 02/29/2024 Increase (Decrease)	Available Balance 02/29/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	70.55	61.56	4,929.45	1.41
99-93-551-53371	MEDIA	20,000.00	83.00	83.00	19,917.00	0.42
99-93-551-53372	E CONTENT	30,000.00	7,528.37	7,528.37	22,471.63	25.09
99-93-551-53373	PRINT	85,000.00	6,164.11	6,143.13	78,835.89	7.25
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		140,000.00	13,846.03	13,816.06	126,153.97	9.89
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	44,432.00	7,020.00	3,510.00	37,412.00	15.80
99-94-551-52283	CONTRACTED-BUILDING	24,716.00	5,239.49	2,279.88	19,476.51	21.20
99-94-551-53306	JANITOR SUPPLIES	4,000.00	562.27	562.27	3,437.73	14.06
99-94-551-53308	BUILDING SUPPLIES	31,998.00	0.00	0.00	31,998.00	0.00
99-94-551-53360	UTILITIES	45,000.00	8,962.24	4,511.06	36,037.76	19.92
99-94-551-53361	SEWER & WATER	2,000.00	0.00	0.00	2,000.00	0.00
99-94-551-57700	BUILDING PROJECTS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		157,146.00	21,784.00	10,863.21	135,362.00	13.86
Expenditures		1,341,372.00	158,456.06	48,011.30	1,182,915.94	11.81
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,341,372.00	36,689.76	4,572.66	1,304,682.24	
TOTAL EXPENDITURES		1,341,372.00	158,456.06	48,011.30	1,182,915.94	
NET OF REVENUES & EXPENDITURES:		0.00	(121,766.30)	(43,438.64)	121,766.30	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,341,372.00	36,689.76	4,572.66	1,304,682.24	
TOTAL EXPENDITURES - ALL FUNDS		1,341,372.00	159,105.58	48,250.14	1,182,266.42	
NET OF REVENUES & EXPENDITURES:		0.00	(122,415.82)	(43,677.48)	122,415.82	

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	21,854	25,303	22,481	21,857	26,060	25,608	25,819	21,674	22,380	21,242	20,314	278,061
2024	21,854	21,585											
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	5,589	6,028	5,233	5,292	5,228	5,683	5,592	5,597	6,191	6,054	6,089	68,732
2024	6,592	6,128											
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	27,443	31,331	27,714	27,149	31,288	31,291	31,411	27,271	28,571	27,296	26,403	346,793
2024													
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	1,384	1,368	1,609	1,724	1,847	1,369	1,837	1,682	1,742	1,700	2,203	19,927
2024	1,798	1,870											
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	1,213	1,432	1,228	1,133	2,188	1,528	1,441	1,233	1,186	1,138	1,230	16,498
2024	1,389	1,549											
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	10,035	11,761	10,730	11,140	13,098	12,404	13,061	9,942	10,820	10,687	10,031	134,423
2024	9,709	11,084											
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	117	112	75	90	149	111	151	113	102	96	86	1,316
2024	119	112											

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	13	12	16	16	13	11	12	10	16	11	11	155
2023 attendance	67	107	214	80	173	118	73	121	65	184	62	96	1,360
2024 in person programs	11	11											22
2024 attendance	98	83											181

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	2	0	1	0	0	1	1	1	2	1	6	2	17
attendance	86	22	136	27	35	68	55	43	178	21	164	77	912
2022 drop in programs	4	2	2	2	2	2	2	2	2	2	7	2	31
2022 participants	142	119	130	136	156	121	115	100	116	76	148	87	1,446
2023 drop in programs	4	2	6	4	2	2	2	2	3	3	3	2	35
2023 attendance	195	128	163	166	106	119	93	149	165	185	124	95	1,688
2024 drop in programs	4	2											6
2024 attendance	158	131											289

Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6	9	3	2	0	2	7	2	39
2022 attendance	0	1	63	102	257	171	19	80	0	5	50	7	755
2023 in person programs	2	3	3	2	2	14	8	7	4	5	7	5	62
2023 attendance	13	24	27	15	14	530	56	38	42	27	61	26	873
2024 in person programs	4	6											10
2024 attendance	32	29											61

Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7	3	3	3	4	2	0	2	2	2	1	3	32
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
2022 drop in programs	6	4	5	3	5	3	3	3	3	3	3	4	45
2022 participants	13	72	101	77	98	147	88	100	66	77	79	87	1,005
2023 drop in programs	7	4	8	6	4	4	4	4	4	4	4	3	56
2023 attendance	108	164	237	178	105	163	139	135	88	108	85	94	1,604
2024 drop in programs	4	2											6
2024 attendance	3	17											20

Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19	16	17	24	22	15	203

[illegible]

Date: March 15, 2024
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report March 2024

Meetings and Activities:

- Monarch ILS Committee, 2/22
- Civic Plus Website Development, 2/29
- FAS: Gershwin, 3/3 (*Great Attendance – 112*)
- Strategic Plan Planning, 3/4, 3/13,
- TM Rotary Meetings, 3/5, 3/19
- Jonathan Clark House Annual Meeting, 3/5
- FLWL Personnel Committee, 3/6
- MT Historical Society Meeting, 3/6
- Monarch Directors' Chat, 3/7
- Hook, Yarn & Stitch, 3/7
- Evening Readers, *Mad Honey* by Jodi Picoult and Jennifer Finney Boylan, 3/11 (*Highly recommend this book!*)
- Management Team, 3/12
- Mequon Committee of the Whole and Common Council, 3/12
- Manager Check-Ins, 3/19
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

Met with Personnel Committee and discussed employee appraisal forms. Decided to institute self-evaluations along with a shorter supervisor evaluation. I think it will be well received.

Preparing for Staff Development Day Friday. We have a full agenda that includes a brief Strategic Plan focus group, polling place information, an overview of the 2023 Annual Report, a preview of the Summer Reading Program (Read, Renew, Repeat), and more.

OPERATIONS ACTIVITIES:

We are modifying our cash handling procedures. The cash register will be balanced daily, however, will continue with just a single monthly deposit as is preferred by our fiscal agent.

We look forward to the exterminator being able to spray the outside of the building and the landscaper trimming the vegetation. The box elder bug infestation is a bit much.

FOUNDATION:

The rotunda furniture purchased by the Foundation has been delivered and looks great! It's nice to see people enjoying it.

The first 2024 Fine Arts Event was outstanding. Jeremy Stein, Mitchell Shiner, and three fellow musicians treated our packed house to the music of George and Ira Gershwin, and jazz interpretations of the music of Fiddler on the Roof.

The first 2024 Cultural Conversation entitled “Depolarizing Ourselves” reminded us that respect, not agreement, is necessary for healthy discussion.

Final count on the 2023 fall fundraising is \$ 28,725.

FRIENDS:

Mark your calendars for Sunday, May 19, when the Friends of Weyenberg Library sponsor an author talk featuring Milwaukee author Erica Ruth Neubauer. Along with Ms. Neubauer’s talk about her cozy historical mystery series, the Friends are having a Paperpie (formerly Usborne Books) book sale.

The new Friends’ administration is working diligently to put processes and procedures in place for the efficient operation of the organization. We anticipate good things ahead!

OTHER:

We are looking for a design for the Innovation Space sign. Here are a couple of choices:



The black serif letters match the lettering over the Tolzman Room, though I would like to see something more creative. I would also like to see us expand the offerings in the space to include, for example, recording equipment (podcast anyone?) or a green screen. Even if we go with the matching font, we can select a different color or colors. Or if we choose eclectic lettering, we can change colors.

As we are working on the website updates, we are talking about a logo redo. I’ve been playing with different designs (drawing on my prior experience in advertising), but they are not quite ready to share.

The colorful children’s sofas (clouds and blossom) purchased with funds from the Mequon-Thiensville Community Foundation are in the Children’s Porch and are being enjoyed by some of younger patrons.

Date: March 14th, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, March 2024

Activities since the last Board of Trustees meeting include:

- 2/21 – Cooperative Cataloging Workgroup Meeting
- 2/29 – Civic Plus website redesign meeting
- 3/7 – Willowbrook Outreach Event
- 3/12 – Management Meeting
- 3/19 – Director Checkin

Statistics: January 2024

- Checkouts: 21,585
- Door count: 11,084
- Library Card creations: 112
- Items received from other Libraries: 2,974
- Items sent to other Libraries: 2,599
- Interlibrary loans sent out: 21
- Interlibrary loans received: 22
- Quick Pickup Appointments: 8

Other:

- We received new furniture for the children's area and rotunda on 3/4 and 3/5. Staff and patron response has been overall positive.
- We will host food drive for National Library Week in April from the 7th through the 19th. This time around we will be forgiving \$2 in fines for every nonperishable item that is donated. Free will donations are always accepted as well.
- Management is preparing for our first staff development day of the year on Friday, March 22nd. We hope to cover a variety of topics such as the 2023 annual report, developing a strategic plan, and many more.
- The Cataloging Workgroup is planning on hosting a training session for Vega Discover in April. There are many cataloging related changes that will be coming as we prepare for Vega Discover to go live. David, Molly, and I plan on attending.
- We are in the process of changing our cash handling procedures to include a daily count performed by a member of the circulation department.

Date: March 15, 2024
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, March 2024

- The website redesign work continues. We had a Design Discovery meeting with the website artists on February 29, where we were able to discuss which sample sites we liked and what we would like to potentially see in the new site. Currently we are working to select a color palette that will be featured on the new site. Following this, the next meeting is a design concept meeting, scheduled for May 1. The new site is scheduled to go live on June 27.
- The second phase of audit documents have been requested and fulfilled from the auditors at Baker Tilly. We have not been asked for clarification or follow-up from any of the documents received, so we assume all is in good order. We will await additional requests or an update on the audit report.
- We have financial reports for Period 13 that include adjustments made by the auditors, as well as properly reflecting the budget amendments the Board approved in 2023. Some items were adjusted concerning what fiscal year the item appeared in. Following all adjustments, we now anticipate that the reserve balance will decrease by only \$287.86, less than what was originally anticipated. These adjusted reports from the Village's accounting software reconcile with my reports.
- Our 2024 revenues will be in a very advantageous position, as the most recent E-Commerce check received from the Monarch Library system included \$6,749.11 in additional Unaccounted Fees Disbursement, in addition to the regular revenues we anticipated receiving. With the vast majority of this revenue going into Book Sales, we will be close to our targeted book sale budget number very early in the year.
- There was a meeting of the Information Technology on March 7. Among the items discussed included the upcoming Polaris upgrade on Sunday, March 17, along with updated on the system switching to VoIP service and the impact it may have on the existing emergency line, possible resolution for libraries experiencing bounce-backs on their text message deliveries and updates to the Faronics software management platform. The next meeting is scheduled for April 4.

Date: March 14, 2024
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:

- Meeting: Vega Program Meeting, 2/21
- Program: Family Storytime, 2/20, 2/21, 2/27, 2/28
- Program: Throwback Movie Matinee, 2/24
- Meeting: Website Design Discovery Meeting, 2/29
- Program: Spice of the Month Kits, 3/1
- Program: Friday Movie Matinee, 3/1
- Program: Dealing with Grief, 3/14
- Program: Throwback Family Movie Matinee, 3/16
- Program: Mequon-Thiensville Community Book Club, 3/19

STATISTICS

--February was a really good month for Patron Services. eCircs and eCollections usage continues to increase in comparison to past Februarys. Our reference transactions for February show that we were incredibly busy and almost comparable to last year's summer months. Lastly, our programming numbers are amazing, especially our children's numbers. We have seen a significant increase in programming numbers for all ages, and while we are still building up our adult offerings to where we were pre-pandemic, we have definitely reached those levels with both teen and children's programs.

Adult Programs	Jan	Feb	YTD
2019	16	20	36
attendance	154	115	269
2024 in person programs	11	11	22
2024 attendance	98	83	181
Teen Programs	Jan	Feb	YTD
2019	2	2	4
attendance	7	7	14
2024 in person programs	4	6	10
2024 attendance	32	29	61
Childrens Programs	Jan	Feb	YTD
2019	17	29	46
attendance	372	731	1,103
2024 in person programs	20	28	48
2024 attendance	498	826	1,324

UPCOMING LIBRARY PROGRAMS

•Drop-In Tech Help (2-3 each month) •Evening Readers Book Club (monthly) •History Book Club (monthly) •Hook, Yarn & Stitch Club (monthly) •Monarch Memory Café (triannual, January, May, September) •Movie Matinees (1st & 3rd Fridays monthly) •Throwback Movie Matinees (Last Saturdays, monthly) •Mequon-Thiensville Community Book Club (monthly) •Philosophy Lectures series (quarterly) •Spice of the Month Kits (monthly) •Cultural Conversations: Sarah McKinnon (April) •Is Owning a Small Business a Good Fit & Small Business Banking Services presented by PNC Bank (April, Money Smart Week) •The Migration of Birds (April) •Local Author Debbi Lakritz (May) •Inside Holy Hill (May)	•Dungeons & Dragons, Tuesday A Campaign (biweekly for 7 sessions, January-May) •Dungeons & Dragons, Tuesday B Campaign (biweekly for 7 sessions, January-May) •Dungeons & Dragons, Wednesday Campaign (biweekly for 7 sessions, January-May) •Take & Make Teen Craft Kits (monthly) •Banking Basics presented by PNC Bank (April, Money Smart Week)
•Solar Eclipse Viewing Party (April) •Mini-Golf at the Library (March) •Fine Arts: Florentine Opera (April) •Friends of Weyenberg Library Book Sale with PaperPie (May) •Friends of Weyenberg Library Author Event with Erica Ruth Neubauer (May)	•Family Storytime (weekly on Tuesdays & Wednesdays) •Shake & Shimmy Storytime (biweekly) •Read & Create Storytime (monthly) •Little Learners (monthly) •Monday LEGO Club (monthly) •Saturday LEGO Club (monthly) •Parachute Play (monthly) •Nintendo Switch Days (monthly), Mario Day! Nintendo Switch event (March) •Little Scientists (monthly) •Little Artists (monthly) •Throwback Family Movie Matinees (monthly) •Family BINGO Night (monthly) •Crazy 8s (8-week session from January-March) •Gan Ami Preschool Offsite Storytime (monthly) •North Shore Preschool and Childcare Offsite Storytime (monthly) •Kids Rule Academy Offsite Storytime (monthly)

Access Services: Department Head
WI DPI Equivalent: Department Head/Coordinator/Senior Manager

Reports to: Director
Status: Exempt

Typical Responsibilities of Position

At the direction of the Director, oversees the operations of Access Services (i.e., technical services and circulation).

Duties/Examples of Work

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

Knowledge and Abilities

1. Ability to direct and supervise the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to employ appropriate techniques to establish service needs and to see that they are met.
4. Ability to maintain confidentiality of library patron information.
5. Ability to gather statistics, analyze information and write reports.
6. Ability to operate library business machines properly which may require knowledge of databases and search methods.
7. Ability to understand library policies and procedures and apply them to library operations.
8. Ability to use computer software and manage computerized files.
9. Ability to use knowledge and training to serve the needs of the library productively.
10. Ability to create and administer a budget effectively.
11. Ability to apply technical knowledge.
12. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
13. Ability to deal with abstract and concrete variables.
14. Ability to interpret technical regulations and instructions.

15. Advanced knowledge of library operations, services, and materials.
16. Considerable knowledge of modern administrative theory and practices.
17. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
18. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
19. Mobility: travel to meetings outside the library.
20. Working knowledge of English grammar and spelling.
21. Demonstration of good character as determined through a background investigation.

Requirements of Position

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

Environmental/Working Conditions

1. Flexible work hours; some evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Computer workstation.
2. Cash register.
3. Media equipment.
4. Telephone system.
5. Multifunction printer/copier.
6. Book trucks for transporting materials.

Education and Experience

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

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DRAFT

Access Services: Lead
WI DPI Equivalent: Clerk – Public Services
Reports to: Access Services Department Head
Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs advanced clerical work or technical services work including cataloging and processing materials, serving library patrons directly or indirectly. May have decision-making responsibilities and direct the work of others. Coordinates volunteer activities.

Duties/Examples of Work

1. Assists users at the circulation desk, self-checkout, and Quick Pickup, such as checking materials in and out, registering patrons, collecting fines, and answering account questions.
2. Provides library services in areas of responsibility, including cataloging, acquisitions, and training Access Services staff.
3. Sorts and routes mail, books, periodicals, and other library materials.
4. Performs acquisitions procedures (overlaying and creating bibliographic records, cataloging, and processing).
5. Withdraws, repairs, or reconditions library materials.
6. Sorts and processes donations.
7. Arranges returned materials on book trucks, and reshelves them in proper order.
8. Shelf reads and straightens materials on shelves.
9. Pulls materials for shared loans and interlibrary loan requests.
10. Performs keyboarding and filing.
11. Performs light housekeeping.
12. Performs other duties as assigned.

Knowledge and Abilities

1. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to understand and follow instructions verbally and in writing.
4. Considerable knowledge of library methods and procedures; ability to apply them to library operations.
5. Working knowledge of Dewey Decimal Classification System and other alphanumeric systems.
6. Ability to maintain confidentiality of library patron information.
7. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.

8. Ability to maintain a regular work schedule.
9. Ability to perform moderately heavy physical work.
10. Ability to use library hardware and software; including ability to use library databases and other technological resources.
11. Ability to understand and apply library procedures.
12. Ability to travel to meetings outside of the library.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
14. Demonstration of good character as determined through a background investigation.
15. Ability to travel to activities outside the library.
16. Working knowledge of English language grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
6. Time management: set priorities to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.

2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials.
2. Bins for retrieving materials from outside and inside book drops.
3. Computer workstation.
4. Cash register.
5. Telephone system.
6. Multifunction printer/copier.

Education and Experience

1. Bachelor's degree, or significant library, or customer service experience.
2. Library coursework in organization of materials preferred.

Frank L. Weyenberg Library of Mequon-Thiensville is an Equal Opportunity Employer.

Access Services: Technician
WI DPI Equivalent: Copy Cataloger

Reports to: Access Services Department Head
Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs technical services and information technology work, serves library patrons directly or indirectly, and library staff. Provides acquisitions, cataloging, basic local area networking, software and hardware installation, and computer maintenance. Provides technical instruction to staff and maintains an accurate inventory of all hardware and software. May have decision-making responsibilities and guide the work of others.

Duties/Examples of Work

1. Organizes library services in areas of responsibility, such as cataloging, acquisitions, interlibrary loan, or computer systems.
2. Assists in updating library procedures, as applicable; collects and organizes statistics.
3. Performs acquisitions procedures, such as overlaying and creating bibliographic records, cataloging, and processing.
4. Processes, withdraws, repairs, or reconditions library materials.
5. Sets up and troubleshoots computer equipment, updates software, and provides support to staff on computer operations, including writing instructions for and training staff in the use of computer equipment and programs.
6. Interacts with vendors and various technical support teams, including library system staff, for product support and updates.
7. Maintains inventory of computer hardware, software, and peripherals.
8. Assists in checkin, checkout, and registering patrons as needed.
9. Pulls materials for intra-system loan; processes interlibrary loan requests.
10. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
11. Performs light housekeeping.
12. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to install, maintain, and troubleshoot hardware, software, and peripherals.
2. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
3. Ability to understand and follow instructions verbally and in writing.
4. Ability to interpret and apply technical knowledge

5. Ability to maintain confidentiality of library patron information.
6. Ability to gather statistics, analyze information, and write reports.
7. Ability to make recommendations in acquisitions and cataloging operation based on understanding of current standards and local protocols.
8. Considerable knowledge of library methods and procedures; ability to apply them to library operations.
9. Working knowledge of Dewey Decimal Classification System, Library of Congress, and other alphanumeric subject heading protocols and systems.
10. Ability to use library hardware and software; including ability to use library databases and other technological resources.
11. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
12. Ability to effectively present information and respond to questions from patrons.
13. Ability to perform moderately heavy physical work.
14. Ability to travel to meetings outside of the library.
15. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
16. Ability to travel to activities outside the library.
17. Demonstration of good character as determined through a background investigation.
18. Working knowledge of English language grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.

4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
6. Time management: set priorities in order to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Computer network equipment (hubs, routers, services, switches, data backup systems, uninterrupted power supplies).
2. Building and materials security systems.
3. Media equipment.
4. Book trucks for transporting materials to proper areas for reshelving.
5. Bins for retrieving materials from outside book drops.
6. Computer workstation, cash register, copier/printer, telephone, media equipment.

Education and Experience

1. Bachelor's or Associate's degree preferred.
2. Library coursework in organization of materials preferred.
3. Coursework, certification, or background in server configuration, Microsoft and other software installations, and hardware setup.

Frank L. Weyenberg Library of Mequon-Thiensville is an Equal Opportunity Employer.

Access Services: Associate
WI DPI Equivalent: Clerk – Public Services
Reports to: Access Services Department Head
Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs advanced clerical work or technical services work, serving library patrons directly or indirectly. May have decision-making responsibilities and direct the work of others.

Duties/Examples of Work

1. Assists users at the circulation desk, self-checkout, and Quick Pickup, such as checking materials in and out, registering patrons, collecting fines, and answering account questions.
2. Arranges returned materials on book trucks, and reshelves them in proper order.
3. Performs limited acquisitions procedures, such as checking in material and claiming periodicals.
4. Shelf reads and straightens materials on shelves.
5. Pulls materials for shared loans and interlibrary loan requests.
6. Performs keyboarding and filing.
7. Performs light housekeeping.
8. Performs other duties as assigned.

Knowledge and Abilities

1. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to understand and follow instructions verbally and in writing.
4. Ability to maintain confidentiality of library patron information.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
6. Ability to maintain a regular work schedule.
7. Ability to perform moderately heavy physical work.
8. Ability to use library hardware and software; including ability to use library databases and other technological resources.
9. Ability to understand and apply library procedures.
10. Ability to travel to activities outside the library.
11. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

12. Demonstration of good character as determined through a background investigation.
13. Working knowledge of English language grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
6. Time management: set priorities to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours including evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials.
2. Bins for retrieving materials from outside and inside book drops.
3. Computer workstation.
4. Cash register.
5. Telephone system.

6. Multifunction printer/copier.

Education and Experience

1. Bachelor's degree, or significant library, or customer service experience.
2. Library experience in organization of materials preferred.

Frank L. Weyenberg Library of Mequon-Thiensville is an Equal Opportunity Employer.

Access Services:	Page
Reports to:	Access Services Department Head
Status:	Non-exempt

Typical Responsibilities of Position

Under immediate supervision, shelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks, as assigned.

Duties/Examples of Work

1. Performs alpha-numeric sorting and filing tasks.
2. Inspects and arranges returned materials on book trucks and reshelves them in proper order.
3. Shelf-reads and straightens materials on shelves while shelving and in other assigned areas.
4. Empties book drops and stages books for checkin.
5. Answers directional questions and refers non-directional questions to appropriate staff.
6. Pulls materials to fill holds.
7. Assists with setup and tear down for library programs and displays.
8. Performs light housekeeping.
9. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to understand and follow instructions verbally and in writing.
7. Demonstration of good character as determined through a background investigation.
8. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
9. Working knowledge of English language grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool) stooping, kneeling, crouching.
3. Lifting and carrying 50 pounds or less.
4. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
5. Speaking, hearing, and near vision.

Mental Requirements of Position

1. Communication skills: effectively communicate ideas and information in both writing and speaking.
2. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
3. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
4. Time management: set priorities to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials to proper areas for reshelving.
2. Bins for retrieving materials from outside book drops.
3. Computer for email, schedules, and time sheets.
4. Telephone.

Education and Experience

1. Education equivalent to a sophomore in high school.
2. Eligible for a child labor permit, if required.
3. No experience required.

Frank L. Weyenberg Library of Mequon-Thiensville is an Equal Opportunity Employer.

Patron Services: Department Head
WI DPI Equivalent: Department Head/Coordinator/Senior Manager

Reports to: Director
Status: Exempt

Typical Responsibilities of Position

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

Duties/Examples of Work

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

Knowledge and Abilities

1. Ability to direct and supervise the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to employ appropriate techniques to establish service needs and to see that they are met.
4. Ability to maintain confidentiality of library patron information.
5. Ability to gather statistics, analyze information, and write reports.
6. Ability to operate library business machines properly which may require knowledge of databases and search methods.
7. Ability to understand library policies and procedures and apply them to library operations.

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

Requirements of Position

1. Communication skills: effectively communicate ideas and information both in written and verbal form.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training without supervision.
3. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
4. Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
5. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
6. Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins.
7. Time management: set priorities to meet assignment deadlines.
8. Talking and hearing; use of the telephone.
9. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
10. Keyboarding and computer skills.
11. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
12. Some lifting and carrying, 50 pounds or less.
13. Pushing and pulling objects weighing up to 300 to 400 pounds on wheels.
14. Frequent movement inside and outside the library.

Environmental/Working Conditions

1. Flexible work hours; some evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Computer workstation.
2. Cash register.
3. Media equipment.
4. Telephone system.
5. Multifunction printer/copier.
6. Book trucks for transporting materials.

Education and Experience

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

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Patron Services: Librarian
Reports to: Patron Services Department Head
Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs professional library work. May have decision-making responsibilities and direct the work of others.

Duties/Examples of Work

1. Assists library patrons at reference desks.
2. Assists individuals and groups in using the library's computer systems, such as the internet, public catalogs, and databases.
3. Participates in collection development, with both selection and collection maintenance duties.
4. Plans, coordinates, and presents programs for patrons of all ages.
5. May participate in special activities such as services to the homebound, group tours, indexing local newspapers, and maintaining databases of local interest.
6. May be designated to focus on particular patrons groups and subject areas, such as, but not limited to: Children, Teens, Adults, Fiction, Nonfiction, Media.
7. Prepares collection lists, bibliographies, webliographies, and pathfinders.
8. Acts as person-on-charge of facility when designated.
9. Performs reader's advisory and other patron assistant services.
10. Plans special interest displays; programs and projects; prepares copy for routine publicity.
11. Trains Patron Services paraprofessionals.
12. Participates in website and social media development and maintenance as directed.
13. Performs light housekeeping.
14. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to guide the work of others.
2. Advanced knowledge of library operations, services, and materials.
3. Understanding of basic library principles, procedures, technology, goals, and philosophy of service.
4. Ability to effectively present information and respond to questions from patrons, to provide effective customer service, including conducting reference interviews in a professional manner.
5. Ability to maintain confidentiality of patron information.
6. Ability to use computer software and manage computer technology.
7. Ability to gather statistics, analyze information, and write reports.
8. Knowledge of databases and search methods.

9. Ability to understand library policies and procedures and apply them to library operations.
10. Ability to use knowledge and training to serve the needs of the library productively.
11. Ability to apply interpret technical regulations and instructions and apply technical knowledge.
12. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in writing.
13. Mobility: travel to meetings outside of the library.
14. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
15. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
16. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
17. Demonstration of good character as determined through a background investigation.
18. Working knowledge of English grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Planning and organizational skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
6. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
7. Time management: set priorities to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials to proper areas for reshelving.
2. Computer workstation.
3. Media equipment.
4. Telephone system.
5. Multifunction printer/copier.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution.
2. Library experience preferred.

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Patron Services: Associate Librarian (non-MLS)
Reports to: Patron Services Department Head
Status: Non-exempt

Typical Responsibilities of Position

Under general supervision, performs patron services work, serving library patrons directly or indirectly.

Duties/Examples of Work

1. Assists library patrons at reference desks.
2. Assists individuals and groups in using the library's computer systems.
3. Organizes special projects and displays, and creates and distributes promotional materials.
4. Organizes and presents library programs for patrons of all ages.
5. May participate in special activities such as services to the homebound and group tours.
6. Provides information and recommendations for materials selection and deselection.
7. Performs light housekeeping.
8. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to effectively present information to and respond to questions from patrons.
2. Ability to handle the reference interview process with tact and diplomacy.
3. Ability to follow detailed directions.
4. Ability to maintain confidentiality of patron information.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
6. Above average keyboarding skills necessary
7. Ability to use computer software and manage computer technology and digital files.
8. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in writing.
9. Ability to interpret technical regulations and instructions.
10. Mobility: travel to meetings outside of the library.
11. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
12. Demonstration of good character as determined through a background investigation.
13. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, colleagues, and supervisors.
14. Working knowledge of English grammar and spelling.

Physical Demands of Position

1. Working in confined spaces.
2. Sitting, standing, walking, climbing (with short step stool), bending, twisting, stooping, kneeling, and crouching.
3. Picking up and shelving books and other library materials.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300 to 400 pounds on wheels.
6. Far vision at 20 feet or further; near vision at 20 inches or less, with or without correction.
7. Speaking and hearing on the telephone.
8. Keyboarding, writing, filing, sorting, shelving, and processing.

Mental Requirements of Position

1. Analytical skills: identify issues and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, and training.
3. Communication skills: effectively communicate ideas and information in both writing and speaking.
4. Mathematical ability: calculate basic arithmetic (addition, subtraction, multiplication, and division) with or without the aid of a calculator.
5. Reading ability: effectively read and understand information contained memoranda, reports, and bulletins.
6. Time management: set priorities to meet assigned deadlines.

Environmental/Working Conditions

1. Flexible work hours including evening and weekend hours.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Book trucks for transporting materials to proper areas for reshelving.
2. Computer workstation.
3. Media equipment.
4. Telephone system.
5. Multifunction printer/copier.

Education and Experience

1. Bachelor's degree, or significant library, or customer service experience.
2. Library experience preferred.

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Library Director

Reports to: Library Board of Trustees

Status: Exempt

Typical Responsibilities of Position

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

Duties/Examples of Work

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

Frank L. Weyenberg Library Board of Trustees

Approved 9/05; Revised 3/12; Revised 12/14; Revised 1/22; Revised 03/2024

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

Knowledge and Abilities

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

Requirements of Position

1. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Communication skills: effectively communicate ideas and information both in written and verbal form.
3. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
4. Mathematical ability: calculate basic arithmetic problems without the aid of a calculator.

Frank L. Weyenberg Library Board of Trustees

Approved 9/05; Revised 3/12; Revised 12/14; Revised 1/22; Revised 03/2024

5. Planning & organizational skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
6. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
7. Reading ability: effectively read and understand information contained in memoranda, reports, articles, and bulletins.
8. Time management: set priorities to meet assignment deadlines.
9. Supervisory skills: hire, schedule, train, motivate and evaluate employees.
10. Far vision at 20 feet or further, near vision at 20 inches or less.
11. Mobility: travel to meetings outside the library.
12. Talking and hearing; use of the telephone.
13. Keyboarding and computer skills.

Environmental/Working Conditions

1. Flexible work hours; evening and weekend hours
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Computer workstation.
2. Building systems (security/HVAC, etc.)
3. Cash register and related equipment.
4. Media equipment.
5. Telephone system.
6. Multifunction printer/copier.
7. Book trucks for transporting materials.

Education and Experience

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

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Business Manager**WI DPI Equivalent:** **Office Manager****Reports to:** Director**Status:** Exempt**Typical Responsibilities of Position**

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

Duties/Examples of Work

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

Knowledge and Abilities

1. Ability to understand current library record keeping and filing systems.
2. Ability to maintain and hold in confidence personnel and patron information.
3. Ability to perform assigned office and clerical tasks with minimum of supervision.
4. Ability to use word processing and spreadsheet software efficiently and accurately, and manage computerized files.

5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
6. Ability to comprehend and follow instructions.
7. Ability to interpret technical regulations and instructions, and apply as is reasonable.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
9. Demonstration of good character as determined through a background investigation
10. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
11. Working knowledge of English grammar and spelling.

Physical Demands of Position

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

Mental Requirements of Position

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

Environmental/Working Conditions

1. Regular evening hours at least once per month; other evening, early morning, or weekend hours possible as assigned.
2. Inside work environment with a minimum of outside work.

Equipment Used

1. Computer workstation.
2. Building systems (security/HVAC, etc.)
3. Media equipment.
4. Telephone system.
5. Multifunction printer/copier
6. Cash register and related equipment

Education and Experience

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

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Date: February 16, 2024
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Principal Activities of Wisconsin Public Library Trustees

The role of a public library trustee can be exciting, challenging, and rewarding, but it also requires effort. Trustees are appointed because the elected officials of their municipality believe they have the ability and dedication to contribute positively to the management of the public library – one of the most accessible and beneficial institutions in a community. Wisconsin public libraries are established according to Wisconsin State Statute Chapter 43. This chapter specifies the legal authority of the public library board. The job of trustee, then, has significant statutory authority, making it a powerful and important position. The tasks involved in being a library trustee are detailed in [Trustee Essentials](#).

Principal Activities of Wisconsin Public Library Trustees

The general function of a Wisconsin public library trustee is to participate as a member of a team – the library board – to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library. Serving as a public library trustee requires a commitment to attend and participate in board meetings; a willingness to become familiar with Wisconsin library laws and standards; an eagerness to understand the principles and practices of quality and equitable library service; and a strong commitment to freedom of expression and inquiry for all.

The following are considered principal activities of Wisconsin library boards. Successful library trustees will be proficient in these areas.

1. Understand the Roles and Laws Governing Wisconsin Public Libraries and Library Board.
2. Prepare for and Attend Regular Board meetings
3. Obtain Adequate Library Funding and Assist with the Library Budget
4. Hire and Supervise the Library Director
5. Develop and Approve Library Policies
6. Meet the Service Needs of the Community
7. Advocate for the Library

Each month we will examine these areas of proficiency by reviewing Trustee Essentials and other pertinent documents.

<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>