



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES**  
**Wednesday, June 19, 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](mailto:director@flwlib.org) at least two hours prior to the meeting.)
- V. Approval of Minutes**
  - a. Action Item: Approval of the Minutes of the May 15, 2024, Meeting
- VI. Financial Reports**
  - a. Revenue and Expense Reports for May 2024
  - b. Action Item: Accounts Payable for May 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. Strategic Plan Planning Update – A. Buchanan
  - b. Discussion and Action Requested: Narcan and Epi-Pens
  - c. Update and Discussion: Solar Panels – T. Lookatch

**XI. New Business:**

- a. Discussion and Possible Action: Financial Policies
  - i. Capital Assets
  - ii. Employee Corporate Credit Card Policy
  - iii. Employee Credit Card Agreement
  - iv. Expenditures Approval Policy
  - v. Fund Balance
  - vi. Investment Policy

**XII. Trustee Training & System/State Library Update**

- a. TE3: Bylaws—Organizing the Board for Effective Action
- b. TE4: Effective Board Meetings and Trustee Participation

**XIII. Future Meeting Dates**

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

**XIV. Adjourn**

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Catherine Perry

Posted: June 14, 2024



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees May 15, 2024 Meeting Unapproved**

The annual organizational meeting of the Frank L. Weyenberg Library Board of Trustees was held on May 15, 2024 at 6:00 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 6:01 pm.

Posting of notice as of May 10, 2024 was verified.

Trustees present: Catherine Perry, President; Ted Lookatch, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Amy Abbott, Jennifer Abraham, Liz Agnello, Ali Buchanan, Ellen Nagy and Cathrine Wagner.

Trustees Absent: None

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

### **III. Announcements**

Ms. Muchin Young announced that a patron had made a donation totaling \$8,000 to purchase AWE computers. Following that, the Junior Woman's Club of Mequon-Thiensville made an additional \$4,000 donation to purchase an additional AWE computer.

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

None at this time.

### **V. Approval of Minutes**

#### **A. Action Item: Minutes of the April 17, 2024 Meeting**

The minutes of the April 17, 2024 meeting were included in the packet. Noting no objections or corrections, the minutes were considered approved as presented.

### **VI. Financial Reports**

#### **A. Revenue and Expense Reports for April 2024**

The reports were included in the Board Packet. Exceptions to anticipated budget lines were noted and accounted for.

#### **B. Action Item: Accounts Payable Statement for April 2024**

Ms. Agnello moved to approve the Accounts Payable Statement for April 2024 in the amount of \$67,439.50. Motion carried.

## **VII. Election of Officers**

### **A. Report of the Nominating Committee**

Ms. Wagner delivered the report of the Nominating Committee meeting. The Committee recommended Ms. Perry for President, Mr. Lookatch for Vice President, Mr. Hansher for Secretary and Mr. Baxter for Treasurer.

### **B. Election of Officers for 2024-25**

The floor was made open for other nominations. Hearing none, Ms. Magy moved to approve the recommended slate of officers from the Nominating Committee. The motion carried.

## **VIII. President's Report**

Ms. Perry polled the Board members for which committees they would like to serve on for the upcoming year. Following this, Ms. Perry appointed Mr. Hansher as chair of the Advocacy Committee, with Ms. Abbott, Ms. Buchanan and Ms. Nagy to serve on the committee; Ms. Abraham to serve as chair of the Personnel Committee, with Ms. Agnello and Ms. Wagner to serve on the committee and Mr. Baxter to serve as chair of the Finance Committee with Mr. Lookatch to serve on the committee.

## **IX. Committee Reports**

### **A. Finance**

Mr. Baxter reported that no meeting was held.

### **B. Advocacy**

Mr. Hansher reported that no meeting was held.

### **C. Personnel**

Ms. Abraham reported that no meeting was held.

## **X. Staff Reports**

### **A. Library Operations Report**

The statistical summary was included in the Board Packet. Ms. Muchin Young reported on statistical trends. There was a suggestion from the Board to perform post-program surveys of attendees.

### **B. Director's Report**

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported on her additional activities. She discussed the addition of the Employee Assistance Program for Library employees, following the utilization of the program temporarily following the events in March. Ms. Muchin Young also reported on the rollout of the new library catalog.

### **C. Managers' Reports**

The written reports were included in the Board Packet.

## **XI. Unfinished Business**

### **A. Strategic Plan Planning Update – A. Buchanan**

Ms. Buchanan updated the Board on the progress of the strategic plan planning process up to this point. Solicitations for the planning groups has taken place and approximately 110 individuals indicated interest in participating. Interest was further generated by Ms. Muchin Young's interview in the News Graphic. The focus groups are being set up, with the first ones to take place later in May. Focus groups will continue through June and July, and all data collected will be compiled.

**XII. New Business**

**A. Discussion and Action requested: Narcan and Epi-Pens**

Ms. Muchin Young discussed the possibility of offering Narcan and epi-pens to the public for situations where they would be needed. The Board discussed what training requirements would be necessary for Library staff. The item was tabled for a future meeting.

**B. Discussion and Action Requested: Logo Redesign**

Ms. Muchin Young discussed the current Library logo and options for redesigning it. She had been in contact with a graphic designer who could do the redesign for a fee.

Ms. Wagner moved to solicit a proposal from the graphic designer for a new library logo. Motion carried.

**C. Discussion: Solar Panels**

Mr. Lookatch reported that the Weyenberg Public Library Foundation had appeared open to the idea of funding a solar panel project at the library. He further discussed the possibility of soliciting a private donation to cover the expense. Updates will come at a future meeting.

**XIII. Trustee Training & System/State Library Update**

**A. Trustee Essentials: Introduction**

Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

**B. TE1: The Trustee Job Description**

Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

**C. TE2: Who Runs the Library**

Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

**XIV. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, June 19, 2024.

**XV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanan. Motion carried and meeting was adjourned at 7:42 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager

# REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 05/31/2024

| GL Number                                            | Description                                | 2024<br>Amended<br>Budget | YTD Balance<br>05/31/2024<br>(Normal (Abnormal)) | Activity For<br>05/31/2024<br>Increase (Decrease) | Available<br>Balance 05/31/2024<br>Normal (Abnormal) | % Bdgt<br>Used |
|------------------------------------------------------|--------------------------------------------|---------------------------|--------------------------------------------------|---------------------------------------------------|------------------------------------------------------|----------------|
| <b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>      |                                            |                           |                                                  |                                                   |                                                      |                |
| <b>Account Category: Revenues</b>                    |                                            |                           |                                                  |                                                   |                                                      |                |
| <b>Department: 45-015 OTHER INCOME</b>               |                                            |                           |                                                  |                                                   |                                                      |                |
| 98-45-015-48591                                      | LIB GIFTS & GRANTS UNRESTRICT              | 0.00                      | 533.00                                           | 0.00                                              | (533.00)                                             | 100.00         |
|                                                      | Total Dept 45-015 - OTHER INCOME           | 0.00                      | 533.00                                           | 0.00                                              | (533.00)                                             | 100.00         |
|                                                      | Revenues                                   | 0.00                      | 533.00                                           | 0.00                                              | (533.00)                                             | 100.00         |
| <b>Account Category: Expenditures</b>                |                                            |                           |                                                  |                                                   |                                                      |                |
| <b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b> |                                            |                           |                                                  |                                                   |                                                      |                |
| 98-95-551-57298                                      | LIB GIFTS & GRANTS RESTRICTED              | 0.00                      | 5,077.86                                         | 1,022.85                                          | (5,077.86)                                           | 100.00         |
| 98-95-551-57299                                      | LIB GIFTS & GRANTS UNRESTRICT              | 0.00                      | 2,239.99                                         | 1,940.00                                          | (2,239.99)                                           | 100.00         |
|                                                      | Total Dept 95-551 - LIBRARY GIFTS & GRANTS | 0.00                      | 7,317.85                                         | 2,962.85                                          | (7,317.85)                                           | 100.00         |
|                                                      | Expenditures                               | 0.00                      | 7,317.85                                         | 2,962.85                                          | (7,317.85)                                           | 100.00         |
| <b>Fund 98 - FLW LIB GIFTS &amp; GRANTS FUND:</b>    |                                            |                           |                                                  |                                                   |                                                      |                |
|                                                      | TOTAL REVENUES                             | 0.00                      | 533.00                                           | 0.00                                              | (533.00)                                             |                |
|                                                      | TOTAL EXPENDITURES                         | 0.00                      | 7,317.85                                         | 2,962.85                                          | (7,317.85)                                           |                |
|                                                      | NET OF REVENUES & EXPENDITURES:            | 0.00                      | (6,784.85)                                       | (2,962.85)                                        | 6,784.85                                             |                |

## REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 05/31/2024

| GL Number                                         | Description                    | 2024<br>Amended<br>Budget | YTD Balance<br>05/31/2024<br>(Abnormal) | Activity For<br>05/31/2024<br>(Decrease) | Balance<br>05/31/2024<br>(Abnormal) | % Bdg<br>Used |
|---------------------------------------------------|--------------------------------|---------------------------|-----------------------------------------|------------------------------------------|-------------------------------------|---------------|
| <b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>      |                                |                           |                                         |                                          |                                     |               |
| <b>Account Category: Revenues</b>                 |                                |                           |                                         |                                          |                                     |               |
| <b>Department: 40-001 LOCAL PROPERTY TAXES</b>    |                                |                           |                                         |                                          |                                     |               |
| 99-40-001-41321                                   | MEQUON TAXES                   | 1,131,716.00              | 565,858.00                              | 0.00                                     | 565,858.00                          | 50.00         |
| 99-40-001-41322                                   | THIENSVILLE TAXES              | 111,351.00                | 55,675.50                               | 0.00                                     | 55,675.50                           | 50.00         |
| 99-40-001-41323                                   | COUNTY REIMBURSEMENT           | 14,512.00                 | 14,514.16                               | 11,346.00                                | (2.16)                              | 100.01        |
| Total Dept 40-001 - LOCAL PROPERTY TAXES          |                                | 1,257,579.00              | 636,047.66                              | 11,346.00                                | 621,531.34                          | 50.58         |
| <b>Department: 42-006 FINES &amp; FORFEITURES</b> |                                |                           |                                         |                                          |                                     |               |
| 99-42-006-46710                                   | FINES & FEES                   | 22,000.00                 | 10,099.37                               | 866.14                                   | 11,900.63                           | 45.91         |
| Total Dept 42-006 - FINES & FORFEITURES           |                                | 22,000.00                 | 10,099.37                               | 866.14                                   | 11,900.63                           | 45.91         |
| <b>Department: 44-013 INTEREST INCOME</b>         |                                |                           |                                         |                                          |                                     |               |
| 99-44-013-48100                                   | INVESTMENT INTEREST            | 20,000.00                 | 6,767.43                                | 1,611.81                                 | 13,232.57                           | 33.84         |
| Total Dept 44-013 - INTEREST INCOME               |                                | 20,000.00                 | 6,767.43                                | 1,611.81                                 | 13,232.57                           | 33.84         |
| <b>Department: 45-014 SALE INCOME</b>             |                                |                           |                                         |                                          |                                     |               |
| 99-45-014-46711                                   | BOOK SALES                     | 11,500.00                 | 10,391.07                               | 1,302.75                                 | 1,108.93                            | 90.36         |
| 99-45-014-46712                                   | PHOTOCOPIER                    | 2,600.00                  | 1,437.60                                | 490.70                                   | 1,162.40                            | 55.29         |
| Total Dept 45-014 - SALE INCOME                   |                                | 14,100.00                 | 11,828.67                               | 1,793.45                                 | 2,271.33                            | 83.89         |
| <b>Department: 45-015 OTHER INCOME</b>            |                                |                           |                                         |                                          |                                     |               |
| 99-45-015-48000                                   | MISCELLANEOUS                  | 7,693.00                  | 883.00                                  | 883.00                                   | 6,810.00                            | 11.48         |
| 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                 | 883.00                                  | 883.00                                   | 26,810.00                           | 3.19          |
| Revenues                                          |                                | 1,341,372.00              | 665,626.13                              | 16,500.40                                | 675,745.87                          | 49.62         |
| <b>Account Category: Expenditures</b>             |                                |                           |                                         |                                          |                                     |               |
| <b>Department: 91-551 LIBRARY STAFFING</b>        |                                |                           |                                         |                                          |                                     |               |
| 99-91-551-51100                                   | SALARIES & WAGES               | 703,355.00                | 277,861.89                              | 80,677.35                                | 425,493.11                          | 39.51         |
| 99-91-551-51115                                   | TRAVEL/TRAINING/SEMINARS       | 3,500.00                  | 472.62                                  | 0.00                                     | 3,027.38                            | 13.50         |
| 99-91-551-51199                                   | FRINGE BENEFITS                | 235,115.00                | 86,513.51                               | 19,955.75                                | 148,601.49                          | 36.80         |
| 99-91-551-52202                                   | DUES & SUBSCRIPTIONS           | 2,890.00                  | 2,583.20                                | 169.50                                   | 306.80                              | 89.38         |
| 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                                | 0.00                                     | 22.70                               | 98.81         |
| Total Dept 91-551 - LIBRARY STAFFING              |                                | 948,175.00                | 370,016.52                              | 100,802.60                               | 578,158.48                          | 39.02         |
| <b>Department: 92-551 LIBRARY ADMINISTRATION</b>  |                                |                           |                                         |                                          |                                     |               |
| 99-92-551-52201                                   | POSTAGE                        | 1,000.00                  | 204.00                                  | 0.00                                     | 796.00                              | 20.40         |
| 99-92-551-52206                                   | AUDIT                          | 3,750.00                  | 3,750.00                                | 1,934.00                                 | 0.00                                | 100.00        |
| 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                 | 4,574.49                                | 134.68                                   | 9,097.51                            | 33.46         |
| 99-92-551-52286                                   | COMPUTERS                      | 6,500.00                  | 316.38                                  | 0.00                                     | 6,183.62                            | 4.87          |
| 99-92-551-52287                                   | MILEAGE                        | 1,000.00                  | 103.45                                  | 0.00                                     | 896.55                              | 10.35         |
| 99-92-551-52288                                   | FISCAL AGENT FEE               | 8,000.00                  | 4,000.00                                | 0.00                                     | 4,000.00                            | 50.00         |
| 99-92-551-52289                                   | PAYROLL PROCESSING             | 2,700.00                  | 1,212.74                                | 199.07                                   | 1,487.26                            | 44.92         |
| 99-92-551-53300                                   | OFFICE SUPPLIES                | 4,000.00                  | 2,597.51                                | 312.06                                   | 1,402.49                            | 64.94         |
| 99-92-551-53301                                   | PROCESSING SUPPLIES            | 5,000.00                  | 3,475.35                                | 1,266.71                                 | 1,524.65                            | 69.51         |
| 99-92-551-53303                                   | TELEPHONE                      | 5,100.00                  | 2,177.82                                | 432.71                                   | 2,922.18                            | 42.70         |
| 99-92-551-53307                                   | SUPPLIES-COPY MACHINE          | 7,700.00                  | 2,781.10                                | 617.50                                   | 4,918.90                            | 36.12         |
| 99-92-551-53358                                   | DEBT COLLECTION                | 720.00                    | 209.70                                  | 11.65                                    | 510.30                              | 29.13         |
| 99-92-551-53359                                   | MONARCH FEES                   | 15,166.00                 | 16,587.23                               | 15,592.91                                | (1,421.23)                          | 109.37        |
| Total Dept 92-551 - LIBRARY ADMINISTRATION        |                                | 96,051.00                 | 59,287.27                               | 20,501.29                                | 36,763.73                           | 61.72         |

# REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 05/31/2024

| GL Number                                                  | Description         | 2024<br>Amended<br>Budget | YTD Balance<br>05/31/2024<br>(Normal (Abnormal)) | Activity For<br>05/31/2024<br>Increase (Decrease) | Available<br>Balance 05/31/2024<br>Normal (Abnormal) | % Bdgt<br>Used |
|------------------------------------------------------------|---------------------|---------------------------|--------------------------------------------------|---------------------------------------------------|------------------------------------------------------|----------------|
| <b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>               |                     |                           |                                                  |                                                   |                                                      |                |
| <b>Account Category: Expenditures</b>                      |                     |                           |                                                  |                                                   |                                                      |                |
| <b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b> |                     |                           |                                                  |                                                   |                                                      |                |
| 99-93-551-53370                                            | PROGRAMMING         | 5,000.00                  | 1,359.59                                         | 144.84                                            | 3,640.41                                             | 27.19          |
| 99-93-551-53371                                            | MEDIA               | 20,000.00                 | 4,741.60                                         | 1,256.97                                          | 15,258.40                                            | 23.71          |
| 99-93-551-53372                                            | E CONTENT           | 30,000.00                 | 21,346.70                                        | 11,995.77                                         | 8,653.30                                             | 71.16          |
| 99-93-551-53373                                            | PRINT               | 85,000.00                 | 23,629.76                                        | 6,198.52                                          | 61,370.24                                            | 27.80          |
| Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION           |                     | 140,000.00                | 51,077.65                                        | 19,596.10                                         | 88,922.35                                            | 36.48          |
| <b>Department: 94-551 LIBRARY BUILDING</b>                 |                     |                           |                                                  |                                                   |                                                      |                |
| 99-94-551-52282                                            | JANITORIAL SERVICE  | 44,432.00                 | 18,078.00                                        | 3,686.00                                          | 26,354.00                                            | 40.69          |
| 99-94-551-52283                                            | CONTRACTED-BUILDING | 24,716.00                 | 11,343.79                                        | 5,832.03                                          | 13,372.21                                            | 45.90          |
| 99-94-551-53306                                            | JANITOR SUPPLIES    | 4,000.00                  | 1,844.60                                         | 884.71                                            | 2,155.40                                             | 46.12          |
| 99-94-551-53308                                            | BUILDING SUPPLIES   | 31,998.00                 | 3,527.46                                         | 2,487.84                                          | 28,470.54                                            | 11.02          |
| 99-94-551-53360                                            | UTILITIES           | 45,000.00                 | 21,193.84                                        | 4,064.74                                          | 23,806.16                                            | 47.10          |
| 99-94-551-53361                                            | SEWER & WATER       | 2,000.00                  | 498.83                                           | 0.00                                              | 1,501.17                                             | 24.94          |
| 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                | 56,486.52                                        | 16,955.32                                         | 100,659.48                                           | 35.95          |
| Expenditures                                               |                     | 1,341,372.00              | 536,867.96                                       | 157,855.31                                        | 804,504.04                                           | 40.02          |
| <b>Fund 99 - F. L. WEYENBERG LIBRARY FUND:</b>             |                     |                           |                                                  |                                                   |                                                      |                |
| TOTAL REVENUES                                             |                     | 1,341,372.00              | 665,626.13                                       | 16,500.40                                         | 675,745.87                                           |                |
| TOTAL EXPENDITURES                                         |                     | 1,341,372.00              | 536,867.96                                       | 157,855.31                                        | 804,504.04                                           |                |
| NET OF REVENUES & EXPENDITURES:                            |                     | 0.00                      | 128,758.17                                       | (141,354.91)                                      | (128,758.17)                                         |                |
| <b>Report Totals:</b>                                      |                     |                           |                                                  |                                                   |                                                      |                |
| TOTAL REVENUES - ALL FUNDS                                 |                     | 1,341,372.00              | 666,159.13                                       | 16,500.40                                         | 675,212.87                                           |                |
| TOTAL EXPENDITURES - ALL FUNDS                             |                     | 1,341,372.00              | 544,185.81                                       | 160,818.16                                        | 797,186.19                                           |                |
| NET OF REVENUES & EXPENDITURES:                            |                     | 0.00                      | 121,973.32                                       | (144,317.76)                                      | (121,973.32)                                         |                |



TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 05/31/2024

| GL Number                                            | Description                   | Balance    |            | Balance    |            |
|------------------------------------------------------|-------------------------------|------------|------------|------------|------------|
|                                                      |                               | Debit      | Credit     | Debit      | Credit     |
|                                                      |                               | 05/31/2024 | 05/31/2024 | 05/31/2024 | 05/31/2024 |
|                                                      |                               | Normal     | (Abnormal) | Normal     | (Abnormal) |
| <b>Fund: 97 FLW AMERICAN RESCUE PLAN ACT</b>         |                               |            |            |            |            |
| <b>Account Category: Fund Equity</b>                 |                               |            |            |            |            |
| <b>Department: 00-000</b>                            |                               |            |            |            |            |
| 97-00-000-33900                                      | UNAPPROPRIATED                |            |            |            |            |
| Total Department 00-000:                             |                               | 0.00       |            | 0.00       |            |
| Fund Equity                                          |                               | 0.00       |            | 0.00       |            |
| <b>Account Category: Revenues</b>                    |                               |            |            |            |            |
| <b>Department: 08-003 GRANTS &amp; AIDS</b>          |                               |            |            |            |            |
| 97-08-003-43523                                      | ARPA LOCAL RECOVERY FUNDS     |            |            |            |            |
| Total Department 08-003:                             |                               | 0.00       |            | 0.00       |            |
| Revenues                                             |                               | 0.00       |            | 0.00       |            |
| <b>Account Category: Expenditures</b>                |                               |            |            |            |            |
| <b>Department: 94-551 LIBRARY BUILDING</b>           |                               |            |            |            |            |
| 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       |            |
| <b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>      |                               |            |            |            |            |
| <b>Account Category: Assets</b>                      |                               |            |            |            |            |
| <b>Department: 00-000</b>                            |                               |            |            |            |            |
| 98-00-000-11710                                      | INVESTMENTS                   | 69,500.00  |            |            |            |
| Total Department 00-000:                             |                               | 69,500.00  |            | 0.00       |            |
| Assets                                               |                               | 69,500.00  |            | 0.00       |            |
| <b>Account Category: Fund Equity</b>                 |                               |            |            |            |            |
| <b>Department: 00-000</b>                            |                               |            |            |            |            |
| 98-00-000-34155                                      | GIFTS & GRANTS RESTRICTED     |            | 8,267.82   |            |            |
| 98-00-000-34156                                      | GIFTS & GRANTS UNRESTRICTED   |            | 83,798.43  |            |            |
| Total Department 00-000:                             |                               | 0.00       | 92,066.25  |            |            |
| Fund Equity                                          |                               | 0.00       | 92,066.25  |            |            |
| <b>Account Category: Revenues</b>                    |                               |            |            |            |            |
| <b>Department: 45-015 OTHER INCOME</b>               |                               |            |            |            |            |
| 98-45-015-48590                                      | LIB GIFTS & GRANTS RESTRICTED |            |            |            |            |
| 98-45-015-48591                                      | LIB GIFTS & GRANTS UNRESTRICT |            | 533.00     |            |            |
| Total Department 45-015:                             |                               | 0.00       | 533.00     |            |            |
| Revenues                                             |                               | 0.00       | 533.00     |            |            |
| <b>Account Category: Expenditures</b>                |                               |            |            |            |            |
| <b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b> |                               |            |            |            |            |
| 98-95-551-57298                                      | LIB GIFTS & GRANTS RESTRICTED | 5,077.86   |            |            |            |
| 98-95-551-57299                                      | LIB GIFTS & GRANTS UNRESTRICT | 2,239.99   |            |            |            |
| Total Department 95-551:                             |                               | 7,317.85   |            | 0.00       |            |
| Expenditures                                         |                               | 7,317.85   |            | 0.00       |            |
| Total Fund 98:                                       |                               | 76,817.85  |            | 92,599.25  |            |
| + DEFICIENCY OF REVENUES/EXPENDITURES - 2023         |                               | 15,690.45  |            | 0.00       |            |
|                                                      |                               | 92,508.30  |            | 92,599.25  |            |
| OUT OF BALANCE                                       |                               | 0.00       |            | (90.95)    |            |
| <b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>         |                               |            |            |            |            |
| <b>Account Category: Assets</b>                      |                               |            |            |            |            |
| <b>Department: 00-000</b>                            |                               |            |            |            |            |
| 99-00-000-11140                                      | SAVINGS - PWBS/HARRIS         |            |            |            |            |
| 99-00-000-11160                                      | SPECIAL CLEARING ACCOUNT      | 123.24     |            |            |            |
| 99-00-000-11710                                      | INVESTMENTS                   | 289,114.58 |            |            |            |
| 99-00-000-11800                                      | PETTY CASH                    |            |            |            |            |
| 99-00-000-13900                                      | ALLOWANCE FOR DOUBTFUL ACCTS  |            |            |            |            |
| 99-00-000-16220                                      | PREPAID EXPENSES              | 6,000.00   |            |            |            |
| 99-00-000-16230                                      | DEFERRED EXPENDITURE          |            |            |            |            |
| Total Department 00-000:                             |                               | 295,237.82 |            | 0.00       |            |
| Assets                                               |                               | 295,237.82 |            | 0.00       |            |
| <b>Account Category: Liabilities</b>                 |                               |            |            |            |            |
| <b>Department: 00-000</b>                            |                               |            |            |            |            |

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 05/31/2024

| GL Number                                         | Description                    | Balance    |            | Balance    |            |
|---------------------------------------------------|--------------------------------|------------|------------|------------|------------|
|                                                   |                                | Debit      | Credit     | Debit      | Credit     |
|                                                   |                                | 05/31/2024 | 05/31/2024 | 05/31/2024 | 05/31/2024 |
|                                                   |                                | Normal     | (Abnormal) | Normal     | (Abnormal) |
| <b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>      |                                |            |            |            |            |
| <b>Account Category: Liabilities</b>              |                                |            |            |            |            |
| <b>Department: 00-000</b>                         |                                |            |            |            |            |
| 99-00-000-21511                                   | SOCIAL SECURITY TAX            | 6.59       |            |            |            |
| 99-00-000-21512                                   | FEDERAL WITHHOLDING TAX        | 3.30       |            |            |            |
| 99-00-000-21513                                   | WISCONSIN WITHHOLDING          | 2.83       |            |            |            |
| 99-00-000-21520                                   | WI RETIREMENT                  |            |            |            | 5,003.45   |
| 99-00-000-21530                                   | HEALTH INSURANCE WITHHOLDING   |            |            |            | 59.23      |
| 99-00-000-21531                                   | DENTAL INSURANCE WITHHOLDING   | 52.30      |            |            |            |
| 99-00-000-21532                                   | VISION INSURANCE WITHHOLDING   |            |            |            |            |
| 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                   |            |            |            | 4,190.58   |
| 99-00-000-21700                                   | ACCRUED PAYROLL                |            |            |            |            |
| Total Department 00-000:                          |                                | 65.02      |            |            | 9,305.56   |
| Liabilities                                       |                                | 65.02      |            |            | 9,305.56   |
| <b>Account Category: Fund Equity</b>              |                                |            |            |            |            |
| <b>Department: 00-000</b>                         |                                |            |            |            |            |
| 99-00-000-33900                                   | UNAPPROPRIATED                 |            |            |            | 168,902.75 |
| 99-00-000-34155                                   | GIFTS & GRANTS RESTRICTED      |            |            |            |            |
| 99-00-000-34156                                   | GIFTS & GRANTS UNRESTRICTED    |            |            |            |            |
| Total Department 00-000:                          |                                | 0.00       |            |            | 168,902.75 |
| Fund Equity                                       |                                | 0.00       |            |            | 168,902.75 |
| <b>Account Category: Revenues</b>                 |                                |            |            |            |            |
| <b>Department: 40-001 LOCAL PROPERTY TAXES</b>    |                                |            |            |            |            |
| 99-40-001-41321                                   | MEQUON TAXES                   |            |            |            | 565,858.00 |
| 99-40-001-41322                                   | THIENSVILLE TAXES              |            |            |            | 55,675.50  |
| 99-40-001-41323                                   | COUNTY REIMBURSEMENT           |            |            |            | 14,514.16  |
| Total Department 40-001:                          |                                | 0.00       |            |            | 636,047.66 |
| <b>Department: 42-006 FINES &amp; FORFEITURES</b> |                                |            |            |            |            |
| 99-42-006-46710                                   | FINES & FEES                   |            |            |            | 10,099.37  |
| Total Department 42-006:                          |                                | 0.00       |            |            | 10,099.37  |
| <b>Department: 44-013 INTEREST INCOME</b>         |                                |            |            |            |            |
| 99-44-013-48100                                   | INVESTMENT INTEREST            |            |            |            | 6,767.43   |
| Total Department 44-013:                          |                                | 0.00       |            |            | 6,767.43   |
| <b>Department: 45-014 SALE INCOME</b>             |                                |            |            |            |            |
| 99-45-014-46711                                   | BOOK SALES                     |            |            |            | 10,391.07  |
| 99-45-014-46712                                   | PHOTOCOPIER                    |            |            |            | 1,437.60   |
| Total Department 45-014:                          |                                | 0.00       |            |            | 11,828.67  |
| <b>Department: 45-015 OTHER INCOME</b>            |                                |            |            |            |            |
| 99-45-015-48000                                   | MISCELLANEOUS                  |            |            |            | 883.00     |
| 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       |            |            | 883.00     |
| Revenues                                          |                                | 0.00       |            |            | 665,626.13 |
| <b>Account Category: Expenditures</b>             |                                |            |            |            |            |
| <b>Department: 91-551 LIBRARY STAFFING</b>        |                                |            |            |            |            |
| 99-91-551-51100                                   | SALARIES & WAGES               | 277,861.89 |            |            |            |
| 99-91-551-51115                                   | TRAVEL/TRAINING/SEMINARS       | 472.62     |            |            |            |
| 99-91-551-51199                                   | FRINGE BENEFITS                | 86,513.51  |            |            |            |
| 99-91-551-52202                                   | DUES & SUBSCRIPTIONS           | 2,583.20   |            |            |            |
| 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:                          |                                | 370,016.52 |            |            | 0.00       |
| <b>Department: 92-551 LIBRARY ADMINISTRATION</b>  |                                |            |            |            |            |
| 99-92-551-52201                                   | POSTAGE                        | 204.00     |            |            |            |
| 99-92-551-52206                                   | AUDIT                          | 3,750.00   |            |            |            |
| 99-92-551-52243                                   | ALL OTHER INSURANCE            | 17,297.50  |            |            |            |
| 99-92-551-52284                                   | CONTRACTED SERVICES-TECHNOLOGY | 4,574.49   |            |            |            |
| 99-92-551-52285                                   | WEPCO LEASE                    |            |            |            |            |

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 05/31/2024

| GL Number                                                  | Description              | Balance    |            | Balance    |             |
|------------------------------------------------------------|--------------------------|------------|------------|------------|-------------|
|                                                            |                          | Debit      | Credit     | Debit      | Credit      |
|                                                            |                          | 05/31/2024 | 05/31/2024 | 05/31/2024 | 05/31/2024  |
|                                                            |                          | Normal     | (Abnormal) | Normal     | (Abnormal)  |
| <b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>               |                          |            |            |            |             |
| <b>Account Category: Expenditures</b>                      |                          |            |            |            |             |
| <b>Department: 92-551 LIBRARY ADMINISTRATION</b>           |                          |            |            |            |             |
| 99-92-551-52286                                            | COMPUTERS                |            | 316.38     |            |             |
| 99-92-551-52287                                            | MILEAGE                  |            | 103.45     |            |             |
| 99-92-551-52288                                            | FISCAL AGENT FEE         |            | 4,000.00   |            |             |
| 99-92-551-52289                                            | PAYROLL PROCESSING       |            | 1,212.74   |            |             |
| 99-92-551-52290                                            | CONSULTANTS              |            |            |            |             |
| 99-92-551-53300                                            | OFFICE SUPPLIES          |            | 2,597.51   |            |             |
| 99-92-551-53301                                            | PROCESSING SUPPLIES      |            | 3,475.35   |            |             |
| 99-92-551-53303                                            | TELEPHONE                |            | 2,177.82   |            |             |
| 99-92-551-53307                                            | SUPPLIES-COPY MACHINE    |            | 2,781.10   |            |             |
| 99-92-551-53358                                            | DEBT COLLECTION          |            | 209.70     |            |             |
| 99-92-551-53359                                            | MONARCH FEES             |            | 16,587.23  |            |             |
| Total Department 92-551:                                   |                          |            | 59,287.27  |            | 0.00        |
| <b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b> |                          |            |            |            |             |
| 99-93-551-53370                                            | PROGRAMMING              |            | 1,359.59   |            |             |
| 99-93-551-53371                                            | MEDIA                    |            | 4,741.60   |            |             |
| 99-93-551-53372                                            | E CONTENT                |            | 21,346.70  |            |             |
| 99-93-551-53373                                            | PRINT                    |            | 23,629.76  |            |             |
| Total Department 93-551:                                   |                          |            | 51,077.65  |            | 0.00        |
| <b>Department: 94-551 LIBRARY BUILDING</b>                 |                          |            |            |            |             |
| 99-94-551-52282                                            | JANITORIAL SERVICE       |            | 18,078.00  |            |             |
| 99-94-551-52283                                            | CONTRACTED-BUILDING      |            | 11,343.79  |            |             |
| 99-94-551-53306                                            | JANITOR SUPPLIES         |            | 1,844.60   |            |             |
| 99-94-551-53308                                            | BUILDING SUPPLIES        |            | 3,527.46   |            |             |
| 99-94-551-53360                                            | UTILITIES                |            | 21,193.84  |            |             |
| 99-94-551-53361                                            | SEWER & WATER            |            | 498.83     |            |             |
| 99-94-551-53374                                            | HEALTH & SAFETY SUPPLIES |            |            |            |             |
| 99-94-551-57700                                            | BUILDING PROJECTS        |            |            |            |             |
| Total Department 94-551:                                   |                          |            | 56,486.52  |            | 0.00        |
| Expenditures                                               |                          |            | 536,867.96 |            | 0.00        |
| Total Fund 99:                                             |                          |            | 832,170.80 |            | 843,834.44  |
| + NET OF REVENUES/EXPENDITURES - 2023                      |                          |            | 0.00       |            | 8,966.08    |
|                                                            |                          |            | 832,170.80 |            | 852,800.52  |
| OUT OF BALANCE                                             |                          |            | 0.00       |            | (20,629.72) |
| Total All Funds                                            |                          |            | 908,988.65 |            | 936,433.69  |
| + DEFICIENCY OF REVENUES/EXPENDITURES - 2023               |                          |            | 15,690.45  |            | 8,966.08    |
|                                                            |                          |            | 924,679.10 |            | 945,399.77  |

## INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 05/01/2024 - 05/31/2024

POSTED AND UNPOSTED  
OPEN AND PAID

| GL Number                                            | Invoice<br>Line Desc       | Vendor Name                | Invoice<br>Description                | Amount    | Check<br>Number |
|------------------------------------------------------|----------------------------|----------------------------|---------------------------------------|-----------|-----------------|
| <b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>      |                            |                            |                                       |           |                 |
| <b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b> |                            |                            |                                       |           |                 |
| 98-95-551-57298                                      | RESTRICTED GIFT            | BAKER & TAYLOR             | RESTRICTED GIFT - OZAUKEE MASTER GARD | 17.98     | 28472           |
| 98-95-551-57298                                      | PORT FAMILY PHARMACY       | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 198.00    | 1560            |
| 98-95-551-57298                                      | TARGET                     | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 9.14      | 1560            |
| 98-95-551-57298                                      | TARGET                     | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 29.67     | 1560            |
| 98-95-551-57298                                      | TARGET                     | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 19.88     | 1560            |
| 98-95-551-57298                                      | TARGET                     | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 200.42    | 1560            |
| 98-95-551-57298                                      | TARGET                     | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 26.93     | 1560            |
| 98-95-551-57298                                      | TARGET                     | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 19.88     | 1560            |
| 98-95-551-57298                                      | TARGET                     | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 24.86     | 1560            |
| 98-95-551-57298                                      | LIB GIFTS & GRANTS RESTRIC | AMAZON CAPITAL SERVICES    | MEMORY CAFE                           | 27.00     | 28468           |
| 98-95-551-57298                                      | LIB GIFTS & GRANTS RESTRIC | AMAZON CAPITAL SERVICES    | MEMORY CAFE                           | 79.09     | 28468           |
| 98-95-551-57298                                      | M-T COMMUNITY FOUNDATION   | FASTSIGNS                  | VARIOUS SIGNAGE                       | 45.00     | 28477           |
| 98-95-551-57298                                      | SUMMER READING PROGRAM     | RANDY PETERSON             | JUNE 7 2024 PERFORMANCE               | 325.00    | 28485           |
| 98-95-551-57299                                      | H D MUSEUM                 | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 500.00    | 1560            |
| 98-95-551-57299                                      | LIB GIFTS & GRANTS UNRESTR | FASTSIGNS                  | VARIOUS SIGNAGE                       | 1,440.00  | 28477           |
| Total Department 95-551 LIBRARY GIFTS & GRANTS       |                            |                            |                                       | 2,962.85  |                 |
| Total Fund 98 FLW LIB GIFTS & GRANTS FUND            |                            |                            |                                       | 2,962.85  |                 |
| <b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>         |                            |                            |                                       |           |                 |
| <b>Department: 00-000</b>                            |                            |                            |                                       |           |                 |
| 99-00-000-11160                                      | WAGES PAID 5-3-2024        | ADP, LLC                   | WAGES PAID 5-3-2024                   | 19,394.33 | 1559            |
| 99-00-000-11160                                      | DIRECT DEPOSIT/WAGES PD 5- | ADP, LLC                   | /WAGES PD 5-17-2024                   | 19,460.38 | 1558            |
| 99-00-000-21511                                      | WAGES PAID 5-3-2024        | ADP, LLC                   | WAGES PAID 5-3-2024                   | 1,975.22  | 1559            |
| 99-00-000-21511                                      | FICA/WAGES PD 5-17-2024    | ADP, LLC                   | /WAGES PD 5-17-2024                   | 1,980.73  | 1558            |
| 99-00-000-21512                                      | WAGES PAID 5-3-2024        | ADP, LLC                   | WAGES PAID 5-3-2024                   | 1,820.14  | 1559            |
| 99-00-000-21512                                      | FED/WAGES PD 5-17-2024     | ADP, LLC                   | /WAGES PD 5-17-2024                   | 1,834.82  | 1558            |
| 99-00-000-21513                                      | WAGES PAID 5-3-2024        | ADP, LLC                   | WAGES PAID 5-3-2024                   | 941.70    | 1559            |
| 99-00-000-21513                                      | WI/WAGES PD 5-17-2024      | ADP, LLC                   | /WAGES PD 5-17-2024                   | 948.47    | 1558            |
| 99-00-000-21520                                      | WI RETIREMENT              | WISCONSIN RETIREMENT SYSTE | APRIL WRS REMITTANCE                  | 3,334.34  | 1568            |
| 99-00-000-21530                                      | HEALTH INSURANCE WITHHOLDI | DEPARTMENT OF EMPLOYEE TRU | JUNE HEALTH INSURANCE                 | 1,412.54  | 1563            |
| 99-00-000-21531                                      | DENTAL INSURANCE WITHHOLDI | DELTA DENTAL OF WISCONSIN  | JUNE DENTAL SUPPLEMENTAL SELECT       | 9.08      | 28475           |
| 99-00-000-21531                                      | DENTAL INSURANCE WITHHOLDI | DELTA DENTAL OF WISCONSIN  | JUNE DENTAL SUPPLEMENTAL SELECT PLUS  | 43.22     | 28475           |
| 99-00-000-21532                                      | VISION INSURANCE WITHHOLDI | DELTA DENTAL OF WISCONSIN  | JUNE DELTAVISION                      | 62.88     | 28475           |
| 99-00-000-21533                                      | LIFE INSURANCE WITHHOLDING | SECURIAN FINANCIAL GROUP,  | JUNE LIFE INSURANCE                   | 3.28      | 28486           |
| 99-00-000-21534                                      | ACCIDENTAL INS WITHHOLDING | SECURIAN FINANCIAL GROUP,  | JUNE ACCIDENT INSURANCE               | 21.80     | 28486           |
| Total Department 00-000                              |                            |                            |                                       | 53,242.93 |                 |
| <b>Department: 91-551 LIBRARY STAFFING</b>           |                            |                            |                                       |           |                 |
| 99-91-551-51199                                      | WAGES PAID 5-3-2024        | ADP, LLC                   | WAGES PAID 5-3-2024                   | 1,975.26  | 1559            |
| 99-91-551-51199                                      | EMPLOYER TAXES/WAGES PD 5- | ADP, LLC                   | /WAGES PD 5-17-2024                   | 1,980.69  | 1558            |
| 99-91-551-51199                                      | FRINGE BENEFITS            | WISCONSIN RETIREMENT SYSTE | APRIL WRS REMITTANCE                  | 3,334.34  | 1568            |
| 99-91-551-51199                                      | FRINGE BENEFITS            | DEPARTMENT OF EMPLOYEE TRU | JUNE HEALTH INSURANCE                 | 10,358.34 | 1563            |
| 99-91-551-51199                                      | FRINGE BENEFITS            | SECURIAN FINANCIAL GROUP,  | JUNE LIFE INSURANCE                   | 89.36     | 28486           |
| 99-91-551-51199                                      | FRINGE BENEFITS            | AURORA EAP                 | MAY & JUNE EAP SERVICE                | 181.80    | 28471           |
| 99-91-551-52202                                      | DUES & SUBSCRIPTIONS       | WISCONSIN LIBRARY ASSOCIAT | WLA DUES                              | 169.50    | 28489           |
| Total Department 91-551 LIBRARY STAFFING             |                            |                            |                                       | 18,089.29 |                 |
| <b>Department: 92-551 LIBRARY ADMINISTRATION</b>     |                            |                            |                                       |           |                 |
| 99-92-551-52206                                      | AUDIT                      | BAKER TILLY VIRCHOW KRAUSE | AUDIT PROGRESS BILLING #3             | 1,934.00  | 28474           |
| 99-92-551-52284                                      | MAILCHIMP                  | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT             | 132.00    | 1560            |

# INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 05/01/2024 - 05/31/2024

POSTED AND UNPOSTED  
OPEN AND PAID

| GL Number                                                  | Invoice Line Desc     | Vendor Name                | Invoice Description            | Amount    | Check Number |
|------------------------------------------------------------|-----------------------|----------------------------|--------------------------------|-----------|--------------|
| <b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>               |                       |                            |                                |           |              |
| <b>Department: 92-551 LIBRARY ADMINISTRATION</b>           |                       |                            |                                |           |              |
| 99-92-551-52284                                            | AWS                   | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT      | 1.34      | 1560         |
| 99-92-551-52284                                            | AWS                   | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT      | 1.34      | 1560         |
| 99-92-551-52289                                            | PAYROLL PROCESSING    | ADP, LLC                   | PROCESSING 5/3/24 PAYROLL      | 62.86     | 1557         |
| 99-92-551-52289                                            | PAYROLL PROCESSING    | ADP, LLC                   | PROCESSING 5/17/24 PAYROLL     | 62.86     | 1561         |
| 99-92-551-52289                                            | PAYROLL PROCESSING    | ADP, LLC                   | MAY TIME & ATTENDANCE          | 73.35     | 1562         |
| 99-92-551-53300                                            | OFFICE SUPPLIES       | QUILL.COM                  | OFFICE SUPPLIES                | 260.38    | 28484        |
| 99-92-551-53300                                            | OFFICE SUPPLIES       | QUILL.COM                  | OFFICE SUPPLIES                | 51.68     | 28484        |
| 99-92-551-53301                                            | INNOVATIVE LABEL      | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT      | 97.28     | 1560         |
| 99-92-551-53301                                            | PROCESSING SUPPLIES   | DEMCO                      | PROCESSING SUPPLIES            | 601.72    | 28476        |
| 99-92-551-53301                                            | PROCESSING SUPPLIES   | DEMCO                      | PROCESSING SUPPLIES            | 567.71    | 28476        |
| 99-92-551-53303                                            | TELEPHONE             | AT&T (OFFICE@HAND)         | MAY PHONE SERVICE              | 432.71    | 28470        |
| 99-92-551-53307                                            | SUPPLIES-COPY MACHINE | GREATAMERICA               | 2 COPIERS LEASE                | 118.85    | 1564         |
| 99-92-551-53307                                            | SUPPLIES-COPY MACHINE | GREATAMERICA               | ADMIN COPIER LEASE             | 169.88    | 1565         |
| 99-92-551-53307                                            | SUPPLIES-COPY MACHINE | FORWARD TS                 | APRIL COPY CHARGES             | 287.33    | 28478        |
| 99-92-551-53307                                            | SUPPLIES-COPY MACHINE | FORWARD TS                 | TONER SHIPPING                 | 14.33     | 28478        |
| 99-92-551-53307                                            | SUPPLIES-COPY MACHINE | FORWARD TS                 | TONER SHIPPING                 | 14.57     | 28478        |
| 99-92-551-53307                                            | SUPPLIES-COPY MACHINE | FORWARD TS                 | TONER SHIPPING                 | 12.54     | 28478        |
| 99-92-551-53358                                            | DEBT COLLECTION       | UNIQUE MANAGEMENT SERVICES | APRIL MATERIAL RECOVERY        | 11.65     | 28487        |
| 99-92-551-53359                                            | MONARCH FEES          | MONARCH LIBRARY SYSTEM     | 2024 MONARCH CHARGES           | 15,592.91 | 28481        |
| Total Department 92-551 LIBRARY ADMINISTRATION             |                       |                            |                                | 20,501.29 |              |
| <b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b> |                       |                            |                                |           |              |
| 99-93-551-53370                                            | PROGRAMMING           | AMAZON CAPITAL SERVICES    | PROGRAMMING SUPPLIES           | 24.95     | 28468        |
| 99-93-551-53370                                            | PROGRAMMING           | AMAZON CAPITAL SERVICES    | PROGRAMMING SUPPLIES           | 7.72      | 28468        |
| 99-93-551-53370                                            | PROGRAMMING           | AMAZON CAPITAL SERVICES    | PROGRAMMING SUPPLIES           | 75.19     | 28468        |
| 99-93-551-53370                                            | PROGRAMMING           | AMAZON CAPITAL SERVICES    | PROGRAMMING SUPPLIES           | 23.99     | 28468        |
| 99-93-551-53370                                            | PROGRAMMING           | AMAZON CAPITAL SERVICES    | PROGRAMMING & PRINT COLLECTION | 12.99     | 28468        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 24.53     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 56.26     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 119.72    | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 58.95     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 52.66     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 24.53     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 17.43     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 84.04     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 40.40     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 38.98     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 137.92    | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 79.40     | 28472        |
| 99-93-551-53371                                            | MEDIA COLLECTION      | BAKER & TAYLOR             | MEDIA COLLECTION               | 48.19     | 28472        |
| 99-93-551-53371                                            | GAMESTOP              | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT      | 79.07     | 1560         |
| 99-93-551-53371                                            | MEDIA                 | AMAZON CAPITAL SERVICES    | MEDIA COLLECTION               | 359.90    | 28468        |
| 99-93-551-53371                                            | MEDIA                 | AMAZON CAPITAL SERVICES    | MEDIA COLLECTION               | 34.99     | 28468        |
| 99-93-551-53372                                            | APPLE                 | CARDMEMBER SERVICE         | MAY CREDIT CARD STATEMENT      | 7.37      | 1560         |
| 99-93-551-53372                                            | E CONTENT             | KANOPY INC                 | APRIL KANOPY SERVICE           | 140.40    | 28480        |
| 99-93-551-53372                                            | E CONTENT             | MONARCH LIBRARY SYSTEM     | 2024 MONARCH CHARGES           | 11,848.00 | 28481        |
| 99-93-551-53373                                            | PRINT COLLECTION      | BAKER & TAYLOR             | PRINT COLLECTION               | 366.34    | 28472        |
| 99-93-551-53373                                            | PRINT COLLECTION      | BAKER & TAYLOR             | PRINT COLLECTION               | 895.53    | 28472        |
| 99-93-551-53373                                            | PRINT COLLECTION      | BAKER & TAYLOR             | PRINT COLLECTION               | 533.68    | 28472        |
| 99-93-551-53373                                            | PRINT COLLECTION      | BAKER & TAYLOR             | PRINT COLLECTION               | 516.07    | 28472        |

## INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 05/01/2024 - 05/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

| GL Number                                                  | Invoice<br>Line Desc | Vendor Name               | Invoice<br>Description         | Amount     | Check<br>Number |
|------------------------------------------------------------|----------------------|---------------------------|--------------------------------|------------|-----------------|
| <b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>               |                      |                           |                                |            |                 |
| <b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b> |                      |                           |                                |            |                 |
| 99-93-551-53373                                            | PRINT COLLECTION     | BAKER & TAYLOR            | PRINT COLLECTION               | 414.65     | 28472           |
| 99-93-551-53373                                            | PRINT COLLECTION     | BAKER & TAYLOR            | PRINT COLLECTION               | 1,055.56   | 28472           |
| 99-93-551-53373                                            | PRINT COLLECTION     | BAKER & TAYLOR            | PRINT COLLECTION               | 753.86     | 28472           |
| 99-93-551-53373                                            | PRINT COLLECTION     | BAKER & TAYLOR            | PRINT COLLECTION               | 559.29     | 28472           |
| 99-93-551-53373                                            | PRINT COLLECTION     | BAKER & TAYLOR            | PRINT COLLECTION               | 123.80     | 28472           |
| 99-93-551-53373                                            | PRINT COLLECTION     | BAKER & TAYLOR            | PRINT COLLECTION               | 180.44     | 28472           |
| 99-93-551-53373                                            | PRINT COLLECTION     | BAKER & TAYLOR            | PRINT COLLECTION               | 86.73      | 28472           |
| 99-93-551-53373                                            | PRINT COLLECTION     | BAKER & TAYLOR            | PRINT COLLECTION               | 335.42     | 28472           |
| 99-93-551-53373                                            | PRINT COLLECTION     | BAKER & TAYLOR            | PRINT COLLECTION               | 256.80     | 28472           |
| 99-93-551-53373                                            | PRINT                | AMAZON CAPITAL SERVICES   | PRINT COLLECTION               | 11.41      | 28468           |
| 99-93-551-53373                                            | PRINT                | AMAZON CAPITAL SERVICES   | PRINT COLLECTION               | 90.64      | 28468           |
| 99-93-551-53373                                            | PRINT                | AMAZON CAPITAL SERVICES   | PROGRAMMING & PRINT COLLECTION | 18.30      | 28468           |
| Total Department 93-551 LIBRARY PROGRAM & COLLECTION       |                      |                           |                                | 19,596.10  |                 |
| <b>Department: 94-551 LIBRARY BUILDING</b>                 |                      |                           |                                |            |                 |
| 99-94-551-52282                                            | JANITORIAL SERVICE   | VANGUARD CLEANING SYSTEMS | MAY JANITORIAL SERVICE         | 3,686.00   | 28488           |
| 99-94-551-52283                                            | CONTRACTED-BUILDING  | AT&T (OFFICE@HAND)        | MAY ELEVATOR LINE SERVICE      | 90.03      | 28470           |
| 99-94-551-52283                                            | CONTRACTED-BUILDING  | ORKIN LLC                 | EXTERIOR SPRAY #1              | 300.00     | 28483           |
| 99-94-551-52283                                            | CONTRACTED-BUILDING  | JOHN LAMM OF JACKSON, INC | MONTHLY LANDSCAPING            | 743.00     | 28479           |
| 99-94-551-52283                                            | CONTRACTED-BUILDING  | JOHN LAMM OF JACKSON, INC | ANNUAL SPRING LANDSCAPING      | 4,424.00   | 28479           |
| 99-94-551-52283                                            | CONTRACTED-BUILDING  | ASCEND ELEVATOR LLC       | TRIANNUAL ELEVATOR SERVICE     | 275.00     | 28469           |
| 99-94-551-53306                                            | THINESVILLE HARDWARE | CARDMEMBER SERVICE        | MAY CREDIT CARD STATEMENT      | 17.91      | 1560            |
| 99-94-551-53306                                            | JANITOR SUPPLIES     | AMAZON CAPITAL SERVICES   | JANITOR SUPPLIES               | 196.20     | 28468           |
| 99-94-551-53306                                            | JANITOR SUPPLIES     | AMAZON CAPITAL SERVICES   | JANITOR SUPPLIES               | 7.85       | 28468           |
| 99-94-551-53306                                            | JANITOR SUPPLIES     | NASSCO                    | JANITOR SUPPLIES               | 662.75     | 28482           |
| 99-94-551-53308                                            | BUILDING SUPPLIES    | ADVANCED CHILLER SERVICES | HVAC REPAIRS                   | 1,987.84   | 28467           |
| 99-94-551-53308                                            | BUILDING SUPPLIES    | ADVANCED CHILLER SERVICES | HVAC REPAIRS                   | 500.00     | 28467           |
| 99-94-551-53360                                            | UTILITIES            | WE ENERGIES               | MAY ELECTRICAL SERVICE         | 3,476.23   | 1566            |
| 99-94-551-53360                                            | UTILITIES            | WE ENERGIES               | MAY GAS SERVICE                | 588.51     | 1567            |
| Total Department 94-551 LIBRARY BUILDING                   |                      |                           |                                | 16,955.32  |                 |
| Total Fund 99 F. L. WEYENBERG LIBRARY FUND                 |                      |                           |                                | 128,384.93 |                 |

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 05/01/2024 - 05/31/2024

POSTED AND UNPOSTED  
OPEN AND PAID

| GL Number              | Invoice<br>Line Desc | Vendor Name          | Invoice<br>Description       | Amount     | Check<br>Number |
|------------------------|----------------------|----------------------|------------------------------|------------|-----------------|
| --- TOTALS BY FUND --- |                      |                      |                              |            |                 |
|                        |                      | 98                   | FLW LIB GIFTS & GRANTS FUND  | 2,962.85   |                 |
|                        |                      | 99                   | F. L. WEYENBERG LIBRARY FUND | 128,384.93 |                 |
|                        |                      | Total For All Funds: |                              | 131,347.78 |                 |

## STATISTICAL SUMMARY

| Checkouts           | Jan    | Feb    | Mar    | Apr    | May    | June   | July   | Aug    | Sept   | Oct    | Nov    | Dec    | YTD     |
|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 2019                | 24,377 | 23,818 | 27,332 | 25,756 | 24,306 | 27,135 | 30,494 | 28,269 | 23,781 | 25,583 | 23,730 | 22,392 | 306,973 |
| 2020                | 24,991 | 23,076 | 14,225 | 635    | 5,073  | 13,507 | 21,815 | 23,017 | 21,961 | 22,825 | 21,760 | 20,146 | 213,031 |
| 2021                | 22,141 | 21,060 | 24,065 | 22,076 | 20,878 | 24,366 | 24,983 | 23,516 | 20,377 | 21,689 | 21,387 | 20,132 | 266,670 |
| 2022                | 21,589 | 19,963 | 22,015 | 21,989 | 20,474 | 23,813 | 25,497 | 21,861 | 21,148 | 21,121 | 21,112 | 19,001 | 259,583 |
| 2023                | 23,469 | 21,854 | 25,303 | 22,481 | 21,857 | 26,060 | 25,684 | 25,819 | 21,674 | 22,380 | 21,242 | 20,204 | 278,027 |
| 2024                | 21,854 | 21,585 | 23,248 | 22,380 | 21,185 |        |        |        |        |        |        |        | 110,252 |
|                     |        |        |        |        |        |        |        |        |        |        |        |        |         |
| eCircs              | Jan    | Feb    | Mar    | Apr    | May    | June   | July   | Aug    | Sept   | Oct    | Nov    | Dec    | YTD     |
| 2019                | 3,543  | 3,413  | 3,753  | 3,708  | 3,898  | 3,804  | 4,070  | 4,142  | 3,747  | 3,626  | 3,731  | 3,876  | 45,311  |
| 2020                | 4,088  | 4,090  | 4,951  | 6,223  | 5,792  | 5,124  | 5,136  | 5,064  | 5,062  | 5,268  | 5,168  | 5,094  | 61,060  |
| 2021                | 5,352  | 4,590  | 4,900  | 4,610  | 4,782  | 4,833  | 4,756  | 4,888  | 4,877  | 5,028  | 4,924  | 4,948  | 58,488  |
| 2022                | 5,487  | 4,920  | 5,086  | 4,930  | 5,212  | 5,021  | 5,199  | 5,338  | 4,987  | 5,135  | 5,499  | 5,635  | 62,449  |
| 2023                | 6,156  | 5,589  | 6,028  | 5,233  | 5,292  | 5,228  | 5,686  | 5,592  | 5,597  | 6,191  | 6,054  | 6,089  | 68,735  |
| 2024                | 6,592  | 6,128  | 6,593  | 5,696  | 6,103  |        |        |        |        |        |        |        | 31,112  |
|                     |        |        |        |        |        |        |        |        |        |        |        |        |         |
| Combined Circ/eCirc | Jan    | Feb    | Mar    | Apr    | May    | June   | July   | Aug    | Sept   | Oct    | Nov    | Dec    | YTD     |
| 2019                | 27,920 | 27,231 | 31,085 | 29,464 | 28,204 | 30,939 | 34,564 | 32,411 | 27,528 | 29,209 | 27,461 | 26,268 | 352,284 |
| 2020                | 29,079 | 27,166 | 19,176 | 6,858  | 10,865 | 18,631 | 26,951 | 28,081 | 27,023 | 28,093 | 26,928 | 25,240 | 274,091 |
| 2021                | 27,493 | 25,650 | 28,965 | 26,686 | 25,660 | 29,199 | 29,739 | 28,404 | 25,254 | 26,717 | 26,311 | 25,080 | 325,158 |
| 2022                | 27,076 | 24,883 | 27,101 | 26,919 | 25,686 | 28,834 | 30,696 | 27,199 | 26,135 | 26,256 | 26,611 | 24,636 | 322,032 |
| 2023                | 29,625 | 27,443 | 31,331 | 27,714 | 27,149 | 31,288 | 31,370 | 31,411 | 27,271 | 28,571 | 27,296 | 26,293 | 346,762 |
| 2024                | 28,446 | 27,713 | 29,841 | 28,076 | 27,288 | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 141,364 |
|                     |        |        |        |        |        |        |        |        |        |        |        |        |         |
| eCollections        | Jan    | Feb    | Mar    | Apr    | May    | June   | July   | Aug    | Sept   | Oct    | Nov    | Dec    | YTD     |
| 2019                | 1,608  | 1,572  | 1,892  | 1,454  | 1,084  | 968    | 840    | 2,213  | 1,682  | 1,263  | 1,452  | 986    | 17,014  |
| 2020                | 1,145  | 1,151  | 811    | 1,376  | 2,013  | 956    | 1,073  | 1,460  | 1,315  | 1,235  | 1,193  | 763    | 14,491  |
| 2021                | 1,085  | 1,055  | 2,293  | 1,342  | 1,447  | 1,371  | 2,002  | 1,501  | 1,490  | 1,784  | 1,954  | 1,265  | 18,589  |
| 2022                | 1,327  | 1,282  | 2,660  | 3,093  | 2,129  | 1,808  | 1,052  | 2,828  | 2,181  | 3,788  | 1,605  | 1,371  | 25,124  |
| 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  | 1,539  | 1,525  | 1,489  |        |        |        |        |        |        |        | 8,221   |
|                     |        |        |        |        |        |        |        |        |        |        |        |        |         |
| Reference Questions | Jan    | Feb    | Mar    | Apr    | May    | June   | July   | Aug    | Sept   | Oct    | Nov    | Dec    | YTD     |
| 2019                | 1,701  | 1,504  | 1,957  | 1,873  | 1,780  | 2,573  | 2,401  | 1,907  | 1,591  | 1,605  | 1,493  | 1,526  | 21,911  |
| 2020                | 1,471  | 1,507  | 824    | 447    | 1,195  | 1,676  | 1,511  | 1,327  | 1,424  | 1,415  | 1,118  | 1,170  | 15,085  |
| 2021                | 1,282  | 1,288  | 1,494  | 1,256  | 1,176  | 1,740  | 1,383  | 1,507  | 1,134  | 1,316  | 1,112  | 1,056  | 15,744  |
| 2022                | 1,173  | 1,067  | 1,209  | 1,090  | 1,022  | 1,768  | 1,498  | 1,242  | 1,132  | 1,293  | 1,053  | 974    | 14,521  |



|                          |        |        |        |        |        |        |        |        |        |        |        |        |         |
|--------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 2023                     | 1,548  | 1,213  | 1,432  | 1,288  | 1,133  | 2,188  | 1,528  | 1,441  | 1,233  | 1,186  | 1,138  | 1,230  | 16,558  |
| 2024                     | 1,389  | 1,549  | 1,384  | 1,653  | 1,123  |        |        |        |        |        |        |        | 7,098   |
|                          |        |        |        |        |        |        |        |        |        |        |        |        |         |
| Door Count               | Jan    | Feb    | Mar    | Apr    | May    | June   | July   | Aug    | Sept   | Oct    | Nov    | Dec    | YTD     |
| 2019                     | 10,287 | 9,916  | 12,605 | 12,701 | 11,536 | 12,174 | 16,274 | 13,884 | 11,635 | 12,821 | 11,677 | 10,172 | 145,682 |
| 2020                     | 11,690 | 11,636 | 6,245  | 0      | 0      | 4,229  | 7,596  | 8,544  | 8,083  | 8,217  | 7,212  | 7,071  | 80,523  |
| 2021                     | 7,705  | 7,618  | 9,213  | 8,409  | 8,277  | 10,161 | 10,959 | 10,333 | 8,268  | 9,084  | 8,752  | 8,004  | 106,783 |
| 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 | 11,810 | 13,190 | 11,308 |        |        |        |        |        |        |        | 57,101  |
|                          |        |        |        |        |        |        |        |        |        |        |        |        |         |
| Quick Pickup Appointment | Jan    | Feb    | Mar    | Apr    | May    | June   | July   | Aug    | Sept   | Oct    | Nov    | Dec    | YTD     |
| 2020                     | 0      | 0      | 0      | 226    | 961    | 1,140  | 176    | 92     | 74     | 68     | 70     | 72     | 2,879   |
| 2021                     | 81     | 90     | 50     | 38     | 22     | 20     | 25     | 28     | 41     | 47     | 45     | 45     | 532     |
| 2022                     | 42     | 38     | 39     | 33     | 29     | 28     | 33     | 19     | 17     | 16     | 26     | 32     | 352     |
| 2023                     | 18     | 8      | 11     | 6      | 6      | 8      | 2      | 14     | 12     | 11     | 6      | 10     | 112     |
| 2024                     | 9      | 8      | 6      | 9      | 3      |        |        |        |        |        |        |        | 35      |
|                          |        |        |        |        |        |        |        |        |        |        |        |        |         |
| Adult Programs           | Jan    | Feb    | Mar    | Apr    | May    | June   | July   | Aug    | Sept   | Oct    | Nov    | Dec    | YTD     |
| 2019                     | 16     | 20     | 22     | 18     | 18     | 14     | 11     | 13     | 20     | 21     | 18     | 13     | 204     |
| attendance               | 154    | 115    | 315    | 255    | 169    | 143    | 131    | 106    | 195    | 274    | 270    | 110    | 2,237   |
| 2020                     | 13     | 17     | 8      | 8      | 4      | 6      | 5      | 4      | 7      | 9      | 6      | 2      | 89      |
| attendance               | 111    | 222    | 63     | 72     | 21     | 67     | 51     | 18     | 42     | 64     | 44     | 12     | 787     |
| 2021                     | 6      | 9      | 6      | 9      | 7      | 8      | 7      | 8      | 11     | 11     | 11     | 9      | 102     |
| attendance               | 86     | 56     | 45     | 58     | 37     | 58     | 30     | 30     | 102    | 60     | 62     | 39     | 663     |
| 2022 in person programs  | 10     | 9      | 6      | 14     | 12     | 8      | 9      | 9      | 13     | 17     | 16     | 9      | 132     |
| 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     | 10     | 154     |
| 2023 attendance          | 67     | 107    | 214    | 80     | 173    | 118    | 73     | 121    | 65     | 184    | 62     | 96     | 1,360   |
| 2024 in person programs  | 11     | 11     | 14     | 16     | 13     |        |        |        |        |        |        |        | 65      |
| 2024 attendance          | 98     | 83     | 258    | 474    | 173    |        |        |        |        |        |        |        | 1,086   |
|                          |        | 0      |        |        |        |        |        |        |        |        |        |        |         |
| Drop In Adult Programs   | Jan    | Feb    | Mar    | Apr    | May    | June   | July   | Aug    | Sept   | Oct    | Nov    | Dec    | YTD     |
| 2019                     | 2      | 1      | 4      | 4      | 1      | 1      | 1      | 1      | 2      | 1      | 3      | 1      | 22      |
| participation            | 167    | 109    | 164    | 205    | 88     | 80     | 115    | 102    | 142    | 101    | 239    | 63     | 1,575   |
| 2020                     | 2      | 1      | 4      | 0      | 0      | 0      | 0      | 0      | 1      | 3      | 3      | 1      | 15      |
| attendance               | 183    | 147    | 169    | 38     | 58     | 37     | 6      | 16     | 21     | 57     | 45     | 80     | 857     |
| 2021                     | 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 participants       | 195 | 128 | 163 | 166   | 106 | 119   | 93    | 149   | 165  | 185 | 124 | 93  | 1,686  |
| 2024 drop in programs   | 4   | 2   | 5   | 6     | 2   |       |       |       |      |     |     |     | 19     |
| 2024 participants       | 158 | 131 | 183 | 1,776 | 142 |       |       |       |      |     |     |     | 2,390  |
|                         |     |     |     |       |     |       |       |       |      |     |     |     |        |
| Teen Programs           | Jan | Feb | Mar | Apr   | May | June  | July  | Aug   | Sept | Oct | Nov | Dec | YTD    |
| 2019                    | 2   | 2   | 5   | 3     | 2   | 9     | 5     | 1     | 1    | 1   | 2   | 0   | 33     |
| attendance              | 7   | 7   | 33  | 7     | 3   | 430   | 83    | 0     | 18   | 0   | 41  | 0   | 629    |
| 2020                    | 0   | 1   | 3   | 0     | 0   | 2     | 1     | 2     | 0    | 1   | 2   | 1   | 13     |
| attendance              | 0   | 1   | 30  | 0     | 0   | 14    | 11    | 35    | 0    | 0   | 16  | 0   | 107    |
| 2021                    | 0   | 0   | 2   | 0     | 0   | 5     | 6     | 0     | 1    | 1   | 2   | 0   | 17     |
| attendance              | 0   | 0   | 10  | 0     | 0   | 158   | 52    | 0     | 0    | 9   | 18  | 0   | 247    |
| 2022 in person programs | 0   | 1   | 4   | 3     | 6   | 9     | 3     | 2     | 0    | 2   | 7   | 2   | 39     |
| 2022 attendance         | 0   | 1   | 63  | 102   | 257 | 171   | 19    | 80    | 0    | 5   | 50  | 7   | 755    |
| 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   | 8   | 6     | 8   |       |       |       |      |     |     |     | 32     |
| 2024 attendance         | 32  | 29  | 63  | 29    | 224 |       |       |       |      |     |     |     | 377    |
|                         |     |     |     |       |     |       |       |       |      |     |     |     |        |
| Drop In Teen Programs   | Jan | Feb | Mar | Apr   | May | June  | July  | Aug   | Sept | Oct | Nov | Dec | YTD    |
| 2019                    | 3   | 2   | 4   | 5     | 1   | 1     | 2     | 2     | 2    | 2   | 2   | 3   | 29     |
| attendance              | 72  | 57  | 82  | 115   | 58  | 141   | 52    | 53    | 87   | 81  | 56  | 70  | 924    |
| 2020                    | 2   | 2   | 4   | 0     | 1   | 6     | 8     | 2     | 2    | 3   | 4   | 1   | 35     |
| attendance              | 39  | 82  | 111 | 0     | 5   | 138   | 119   | 42    | 19   | 30  | 30  | 28  | 643    |
| 2021                    | 7   | 3   | 3   | 3     | 4   | 2     | 0     | 2     | 2    | 2   | 1   | 3   | 32     |
| attendance              | 72  | 58  | 51  | 45    | 65  | 83    | 12    | 66    | 59   | 54  | 45  | 45  | 655    |
| 2022 drop in programs   | 6   | 4   | 5   | 3     | 5   | 3     | 3     | 3     | 3    | 3   | 3   | 4   | 45     |
| 2022 participants       | 13  | 72  | 101 | 77    | 98  | 147   | 88    | 100   | 66   | 77  | 79  | 87  | 1,005  |
| 2023 drop in programs   | 7   | 4   | 8   | 6     | 4   | 4     | 4     | 4     | 4    | 4   | 4   | 3   | 56     |
| 2023 participants       | 108 | 164 | 237 | 178   | 105 | 163   | 139   | 135   | 88   | 108 | 85  | 94  | 1,604  |
| 2024 drop in programs   | 4   | 2   | 4   | 4     | 1   |       |       |       |      |     |     |     | 15     |
| 2024 participants       | 3   | 17  | 60  | 59    | 17  |       |       |       |      |     |     |     | 156    |
|                         |     |     |     |       |     |       |       |       |      |     |     |     |        |
| Childrens Programs      | Jan | Feb | Mar | Apr   | May | June  | July  | Aug   | Sept | Oct | Nov | Dec | YTD    |
| 2019                    | 17  | 29  | 26  | 34    | 27  | 29    | 28    | 25    | 19   | 28  | 28  | 18  | 308    |
| attendance              | 372 | 731 | 840 | 794   | 954 | 1,438 | 1,500 | 1,014 | 572  | 894 | 787 | 489 | 10,385 |

|                                            |     |       |       |       |       |       |       |     |      |       |     |     |        |
|--------------------------------------------|-----|-------|-------|-------|-------|-------|-------|-----|------|-------|-----|-----|--------|
| 2020                                       | 18  | 25    | 15    | 17    | 12    | 5     | 6     | 1   | 9    | 9     | 8   | 6   | 131    |
| attendance                                 | 619 | 755   | 370   | 801   | 544   | 337   | 469   | 155 | 336  | 177   | 129 | 109 | 4,801  |
| 2021                                       | 6   | 11    | 10    | 6     | 0     | 10    | 10    | 6   | 11   | 18    | 19  | 11  | 118    |
| attendance                                 | 123 | 117   | 213   | 106   | 0     | 756   | 582   | 437 | 196  | 317   | 473 | 225 | 3,545  |
| 2022 in person programs                    | 7   | 11    | 18    | 16    | 21    | 17    | 19    | 16  | 17   | 24    | 22  | 15  | 203    |
| 2022 attendance                            | 144 | 266   | 559   | 437   | 1,133 | 747   | 883   | 628 | 469  | 710   | 681 | 575 | 7,232  |
| 2023 in person programs                    | 14  | 22    | 24    | 24    | 22    | 24    | 26    | 22  | 20   | 32    | 28  | 21  | 279    |
| 2023 attendance                            | 333 | 615   | 759   | 629   | 909   | 1,111 | 973   | 813 | 505  | 772   | 681 | 591 | 8,691  |
| 2024 in person programs                    | 20  | 28    | 26    | 26    | 19    |       |       |     |      |       |     |     | 119    |
| 2024 attendance                            | 498 | 826   | 877   | 816   | 649   |       |       |     |      |       |     |     | 3,666  |
|                                            |     |       |       |       |       |       |       |     |      |       |     |     |        |
| Drop In Childrens Programs                 | Jan | Feb   | Mar   | Apr   | May   | June  | July  | Aug | Sept | Oct   | Nov | Dec | YTD    |
| 2019                                       | 3   | 2     | 4     | 5     | 2     | 3     | 5     | 1   | 2    | 2     | 2   | 4   | 35     |
| attendance                                 | 420 | 271   | 354   | 342   | 510   | 421   | 550   | 270 | 444  | 528   | 728 | 479 | 5,317  |
| 2020                                       | 4   | 3     | 4     | 4     | 0     | 10    | 11    | 8   | 7    | 6     | 6   | 8   | 71     |
| attendance                                 | 356 | 315   | 283   | 47    | 24    | 289   | 313   | 318 | 235  | 267   | 211 | 300 | 2,958  |
| 2021                                       | 13  | 10    | 9     | 11    | 6     | 11    | 12    | 8   | 6    | 5     | 5   | 6   | 102    |
| attendance                                 | 324 | 496   | 346   | 436   | 325   | 1,046 | 1,184 | 869 | 622  | 1,089 | 763 | 764 | 8,264  |
| 2022 drop in programs                      | 9   | 4     | 5     | 4     | 4     | 3     | 5     | 4   | 2    | 1     | 4   | 3   | 48     |
| 2022 participants                          | 679 | 902   | 1,053 | 1,022 | 1,044 | 562   | 833   | 479 | 343  | 779   | 290 | 720 | 8,706  |
| 2023 drop in programs                      | 6   | 2     | 6     | 4     | 2     | 4     | 5     | 4   | 1    | 3     | 2   | 3   | 42     |
| 2023 participants                          | 852 | 1,039 | 1,219 | 815   | 608   | 861   | 673   | 787 | 629  | 1,163 | 913 | 998 | 10,557 |
| 2024 drop in programs                      | 6   | 2     | 6     | 6     | 2     |       |       |     |      |       |     |     | 22     |
| 2024 participants                          | 767 | 1,168 | 1,007 | 1,173 | 1,027 |       |       |     |      |       |     |     | 5,142  |
|                                            |     |       |       |       |       |       |       |     |      |       |     |     |        |
| Innovation Space CO                        | Jan | Feb   | Mar   | Apr   | May   | June  | July  | Aug | Sept | Oct   | Nov | Dec | YTD    |
| 2019                                       | 17  | 9     | 11    | 10    | 3     | 5     | 13    | 8   | 4    | 8     | 17  | 19  | 124    |
| 2020                                       | 10  | 19    | 9     | 0     | 0     | 6     | 17    | 23  | 16   | 25    | 22  | 19  | 166    |
| 2021                                       | 22  | 24    | 29    | 26    | 26    | 16    | 7     | 7   | 6    | 7     | 6   | 15  | 191    |
| 2022                                       | 19  | 25    | 27    | 25    | 21    | 16    | 9     | 12  | 2    | 3     | 8   | 12  | 179    |
| 2023                                       | 6   | 15    | 20    | 8     | 6     | 8     | 15    | 24  | 19   | 8     | 13  | 16  | 158    |
| 2024                                       | 19  | 21    | 8     | 6     |       |       |       |     |      |       |     |     | 54     |
|                                            |     |       |       |       |       |       |       |     |      |       |     |     |        |
| Interlibrary Loans Sent To Other Libraries |     |       | Mar   | Apr   | May   | June  | July  | Aug | Sept | Oct   | Nov | Dec | YTD    |
| 2019                                       | 38  | 37    | 26    | 31    | 22    | 27    | 38    | 34  | 31   | 40    | 28  | 31  | 383    |
| 2020                                       | 47  | 42    | 17    | 0     | 0     | 0     | 0     | 20  | 21   | 36    | 24  | 21  | 228    |
| 2021                                       | 27  | 18    | 17    | 21    | 23    | 21    | 30    | 29  | 14   | 28    | 25  | 21  | 274    |
| 2022                                       | 18  | 24    | 25    | 16    | 17    | 25    | 20    | 27  | 23   | 20    | 16  | 16  | 247    |

[illegible]

Date: June 14, 2024  
To: Frank L. Weyenberg Board of Trustees  
From: Rachel Muchin Young  
Re: Director's Report June 2024

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#### Meetings and Activities:

- Monarch Directors Chats, 5/16, 6/4
- FOWL Board Meeting, 5/16
- TM Rotary Meetings, 5/21
- FLWL Finance Committee, 5/21
- Manager Check-Ins, 5/21
- Thiensville BoT, 5/20
- Strategic Plan Focus Groups, 5/22, 5/23, 5/24, 5/28, 6/3, 6/4, 6/5
- Monarch ILS Committee, 5/23
- WLA Intellectual Freedom SIG, 5/28
- Meeting w/ System Director, 5/29
- Meeting w/ Local Author, 5/30
- CE Webinar: Up or Out: Smarter Ways to Get Library Employees Back on Track, 5/30
- MTCF Pillar of the Community Luncheon honoring Connie Pukaite, 6/4
- Hook, Yarn & Stitch, 6/6
- Evening Readers, *Spare* by Prince Harry, 6/10
- Management Team, 6/11
- Regular and As-Needed Adult and Children's Reference Desk shifts

#### PERSONNEL & CONTINUING EDUCATION:

I attended the Wisconsin Library Association Intellectual Freedom Special Interest Group regular meeting. It is always important to know how other libraries throughout the state handle challenges to programs, displays, and materials, as well as what resources are available to help inform our responses.

I attended a webinar entitled "Up or Out: Smarter Ways to Get Library Employees Back on Track, or End the Ride" presented by LibraryWorks. I appreciate the tips for communicating with employees and addressing their needs in terms of the needs of the organization.

#### OPERATIONS ACTIVITIES:

We are carefully reviewing magazine and newspaper subscriptions before we renew for the coming year. This is a moving target since publication patterns change frequently.

New photos were taken for our new website. This should give us a library of images to keep the site fresh. Anticipated GoLive date is Thursday, June 27.

The library has been exceptionally busy since the kickoff of the Summer Reading Program. We are seeing an uptick in traffic, in signups for our incentive programs, and in program participation. Please see Ashley Pike's report for details. We hope you will all participate as your schedules allow.

## FRIENDS:

The Friends of Weyenberg Library (FOWL) is incredibly busy. It welcomed author Erica Ruth Neubauer in May and will be a staple at the Thiensville Farmers Market this summer. Friends will promote the organization, along with library programs and services. Storytimes will be presented at the Farmers Market, as well.

## OTHER:

Participants in Hook, Yarn & Stitch, our monthly fiber arts drop-in program, contributed scarves, hats, blankets, and sweaters as decorations for the Summer Reading Program. At their request, these items will be donated at the end of the summer to an area non-profit that provide blankets and other handmade items to those in need.

We have had seven very successful Strategic Plan focus groups to date. We anticipate a total of 13 (plus staff and Board of Trustees). While we have not yet logged and sorted the responses to our three questions, anecdotally I think it is fair to say that the Library is valued in Mequon-Thiensville.

I am beginning to work on personnel expenditures for 2025. We have no information yet about insurance costs or Wisconsin Retirement contributions, but I am looking at both the GovHR study done for the City of Mequon, and the Carlson Dettman study done for the Department of Public Instruction.

The County reimbursement figures for 2025 (based on 2023 checkouts) were released. In case anyone questions our operating efficiency, all other Ozaukee County libraries have higher costs per circulation, as follows:

| Library                                  | Cost per Circ        |
|------------------------------------------|----------------------|
| <b><i>Frank L. Weyenberg Library</i></b> | <b><i>\$4.62</i></b> |
| Port Washington                          | \$5.08               |
| Grafton                                  | \$5.11               |
| Saukville                                | \$5.41               |
| Cedarburg                                | \$6.40               |

These numbers are derived by dividing library expenditures (excluding janitorial expenses) by the total number of physical checkouts. We circulate more items than any other library in the county (276,889 items). The next closest is Cedarburg with 174,982 circs last year.

Ozaukee and Sheboygan Counties reimburse libraries for 100% of the cost of checkouts to “unlibrarianed” patrons in their counties. Washington and Waukesha Counties reimburse at 70%. Total County reimbursements for 2025 are as follows:

| County     | Payment to FLWL           |
|------------|---------------------------|
| Ozaukee    | \$17,408.16               |
| Sheboygan  | \$1,529.22                |
| Washington | \$4,162.00                |
| Waukesha   | \$46.00                   |
|            | <b><i>\$23,145.38</i></b> |

Date: June 13<sup>th</sup>, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, June 2024

Activities since the last Board of Trustees meeting include:

- 5/21 – Director Check-In
- 5/22 – Cooperative Cataloging Workgroup Meeting
- 5/29 – CivicPlus Meeting to reveal website designs and discuss editing capabilities
- 6/6 – Willowbrook Outreach Event
- 6/11 – Management Meeting

**Statistics: May 2024**

- Checkouts: 21,185
- Door count: 11,308
- Library Card creations: 78
- Items received from other Libraries: 4,156
- Items sent to other Libraries: 3,665
- Interlibrary loans sent out: 22
- Interlibrary loans received: 13
- Quick Pickup Appointments: 3

**Other:**

- This month we renewed our Bookworm Gardens Adventure Pass.
- We have also added two Family Pool Passes to the Mequon Community Pool. Each pass offers admission for parents & guardians and all other immediate family members.
- CivicPlus has revealed our new website design concept. At our last meeting, they went over how to edit and update the graphics and text as needed.
- I am continuing to work with the Cooperative Cataloging Workgroup to ensure item rollups with our new online catalog.
- I have hired two Pages for the summer – Lauren Strifling and Audrey Smith. They are both local students and are excited to be working at the library this summer. They will be with us until the end of August.

Date: June 14, 2024  
To: Frank L. Weyenberg Library Board of Trustees  
From: Craig Jacobson  
Re: Business Manager, June 2024

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- For the month of May, we recorded the following deposits:

|                         |                    |
|-------------------------|--------------------|
| ○ Fines & Fees          | \$ 341.00          |
| ○ Book Sales            | \$ 502.50          |
| ○ Copy Machine Revenue  | \$ 180.00          |
| ○ Restricted Donations  | \$ 950.00          |
| ○ Miscellaneous Revenue | \$ 883.00          |
| ○ County Reimbursements | <u>\$11,346.00</u> |
|                         | <u>\$14,202.50</u> |
- As of the end of May, our Restricted Gift account should have a balance of \$1,611.24 and our Unrestricted Gift account should have a balance of \$67,979.71. Our Reserve fund should equal \$171,373.83.
- We have approved the new design for the Library's refreshed website! Assuming there are no complications, the new site is scheduled to go live on June 27.
- We remain on track to have four bids to replace the boilers by the end of June.
- There was no meeting of the Information Technology Workgroup for June due to absences at the system office. The next meeting of the workgroup is scheduled for August 1, 2024.
- No update on the library's portion of the audit at this time.
- We have been doing our due diligence in regards to janitorial services, and have met with several prospective vendors over the past month. We are simply trying to assess if our level of service and expenditures are in line with what our expectations should be at this time.



Date: June 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:

- Program: Throwback Family Movie, 5/18
- Program: Memory Café, 5/20
- Program: Mequon-Thiensville Community Book Club, 5/21, 6/18
- Meeting: Director Check-in, 5/24
- Program: Donges Bay Elementary School 1<sup>st</sup> Grade Library Visit, 5/29
- Program: Spice of the Month Kits, 6/1
- Program: Wilson Elementary School 1<sup>st</sup> Grade Library Visit, 6/4
- Program: Oriole Lane Elementary School 1<sup>st</sup> Grade Library Visit, 6/5
- Program: Randy's Rocking Adventures, SRP Kickoff Event, 6/7
- Program: Saturday LEGO Club, 6/8
- Meeting: Management Meeting, 6/11
- Program: Village Market Storytime, 6/18
- Program: Storytime on the Lawn, 6/19

## STATISTICS

-May 2024 was a good month for eCircs in comparison to previous years, with a good jump in usage by about 450 checkouts. While eCollections did not increase, it stayed consistent compared to previous months. Programming numbers were great for May 2024 across all the age groups. We did have a smaller children's in-person program attendance for May 2024 in comparison to May 2023, however most of our elementary school visits occurred in June this year, rather than May.

## OTHER TASKS & TIDBITS

-The summer reading program has been going for a week now and it has been very busy. Friday, June 7 was our first day and we had a kickoff event with Randy Peterson from Green Bay. Our attendance for the event was 161 participants, which was so amazing! And we have had great turnouts for most of our regular monthly programs, as well.

-Summer reading registration has been amazing so far. We already had to print additional adult reading records and children's reading records.

| 2024 Summer Reading Registrations | Friday, 6/7 | Saturday, 6/8 | Monday, 6/10 | Tuesday, 6/11 | Wednesday, 6/12 | Thursday, 6/13 |
|-----------------------------------|-------------|---------------|--------------|---------------|-----------------|----------------|
| PreReaders                        | 42          | 48            | 77           | 94            | 99              | 105            |
| Children's                        | 129         | 182           | 257          | 307           | 333             | 363            |
| Teen                              | 19          | 29            | 43           | 56            | 63              | 68             |
| Adult                             | 42          | 60            | 78           | 96            | 104             | 112            |
| <b>TOTAL REGISTERED</b>           | <b>232</b>  | <b>319</b>    | <b>455</b>   | <b>553</b>    | <b>599</b>      | <b>648</b>     |

| 2023 Summer Reading Registrations | TOTAL |
|-----------------------------------|-------|
| PreReaders                        | 188   |
| Children's                        | 398   |
| Teen                              | 112   |
| Adult                             | 90    |

#### UPCOMING LIBRARY PROGRAMS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>•Drop-In Tech Help (2x a month)</li> <li>•Evening Readers Book Club (monthly)</li> <li>•History Book Club (monthly)</li> <li>•Hook, Yarn &amp; Stitch Club (monthly)</li> <li>•Monarch Memory Café (triannual, January, May, September)</li> <li>•Movie Matinees (1<sup>st</sup> &amp; 3<sup>rd</sup> Fridays monthly)</li> <li>•Throwback Movie Matinees (Last Saturdays, monthly)</li> <li>•Mequon-Thiensville Community Book Club (monthly)</li> <li>•Philosophy Lectures series (quarterly)</li> <li>•Spice of the Month Kits (monthly)</li> <li>•The CCC presented by Milwaukee County Historical Society (August)</li> <li>•Dungeons &amp; Dragons Character Workshop (July)</li> <li>•Dungeons &amp; Dragons, Tuesday Campaign (weekly for 6 sessions, July &amp; August)</li> <li>•Dungeons &amp; Dragons, Wednesday Campaign (weekly for 6 sessions, July &amp; August)</li> <li>•Dungeons &amp; Dragons, Thursday Campaign (weekly for 6 sessions, July &amp; August)</li> <li>•Art Afternoon (monthly for the summer)</li> <li>•Teen Game Show (monthly for the summer)</li> <li>•Teen Movie Night (monthly for the summer)</li> <li>•Battle of the Books: Summer Edition (July)</li> </ul> | <ul style="list-style-type: none"> <li>•Village Market Storytime (weekly on Tuesdays)</li> <li>•Storytime on the Lawn (weekly on Wednesdays)</li> <li>•Shake &amp; Shimmy Storytime (biweekly)</li> <li>•Read &amp; Create Storytime (monthly)</li> <li>•Little Learners (monthly)</li> <li>•Monday LEGO Club (monthly)</li> <li>•Saturday LEGO Club (monthly)</li> <li>•Parachute Play (monthly)</li> <li>•Nintendo Switch Days (monthly)</li> <li>•Little Scientists (monthly)</li> <li>•Little Artists (monthly)</li> <li>•Throwback Family Movie Matinees (monthly)</li> <li>•Family BINGO Night (monthly)</li> <li>•Crazy 8s (8-week session from January-March)</li> <li>•Gan Ami Preschool Offsite Storytime (monthly)</li> <li>•North Shore Preschool and Child Care Offsite Storytime (monthly)</li> <li>•Kids Rule Academy Offsite Storytime (monthly)</li> <li>•Children's Crafternoon (monthly for the summer)</li> <li>•Children's Movie Matinee (4x over the summer)</li> <li>•Children's Game Show (monthly for the summer)</li> <li>•Randy's Rocking Adventure (Summer Reading Kickoff program, June)</li> <li>•Adventure of the Lost Treasure by Science Heroes (June)</li> <li>•Readers Theater Camp (daily for one week in July)</li> <li>•Zoozort (3 sessions, August)</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## **Capital Assets**

For purposes of audit and fiscal oversight, the Frank L. Weyenberg Library Board of Trustees establishes the following Capital Assets Policy.

### **General Guidelines**

- Tangible capital-type items will be capitalized only if they have an estimated useful life of at least three years following the date of acquisition.
- Capitalization thresholds will be applied to individual items rather than to groups of similar items with the exception of the library's materials collection.
- The library's materials collection value is calculated on the basis of the entire physical collection as of the last day of the fiscal year.
- Infrastructure assets will be treated separately from other capital assets for purposes of establishing capitalization thresholds.
- Capitalization threshold will be \$5,000.
- Assets will be recorded at historical cost or estimated where actual is not available. Donated and contributed assets will be recorded at fair market value at the time of receipt. Constructed assets will include all costs, including design expenses.

### **Historical Cost**

Historical cost is the original acquisition cost of an asset, including all ancillary costs involved in putting that asset into its intended use. Historical cost or estimated historical cost will be used as the total asset cost whenever it is directly known, and all costs needed to get the asset to the point of acceptance or use shall be included as part of the historic cost. Such costs may include, but are not limited to, freight, transportation, installation and professional fees.

### **Useful Life**

The assigned useful life of an asset depends on the asset type and useful life estimations based on industry sources and library past experience, and may be reviewed and changed periodically as advisable.

Useful life forms the divisor in the calculation of depreciation. Depreciation is the mechanism to allocate the cost of an asset, not its life, and it is an estimate.

Depreciation will be calculated on a straight-line basis, with a half-year convention. Thus, a one-half year of depreciation takes place in the year of acquisition and one-half in the final year of useful life. All assets are assumed to have no salvage value.

## Employee Corporate Credit Card Policy

Corporate credit cards may be issued to employees of Frank L. Weyenberg Library of Mequon-Thiensville (FLW) who purchase significant goods and services for use by FLW or who incur travel or other business expenses of a kind appropriately paid for by credit card.

Corporate credit cards may not be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers, for the purchase of alcohol, or for personal expenses.

Cards may be issued at the discretion of the Library Director or FLW Board of Trustees to professional and/or full time library staff for whom such a card is determined to aid the operational needs of the FLW. The physical location of the credit cards shall be at the discretion of the Library Director.

FLW's corporate credit card account shall have a maximum credit limit of ~~\$10,000.00~~~~2,500.00~~. Each individual card shall have a credit limit of \$1,000.00. Increases to the established maximum may be made on a case-by-case basis by the Library Director or the FLW Board of Trustees.

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The Corporate Credit Card should be used only at vendors where paying by corporate check is not available. If invoiced billing is available from a vendor (typically referred to as Net-30 in payment options) then it is not appropriate to pay with the credit card. If purchasing online, the Corporate Credit Card can only be used on an account with a Library-issued email address. The login username and password of any account used with the Corporate Credit Card must be provided to the Library's business office. The Corporate Credit Card may not be used on any personal account. Any purchases made on a personal account on behalf of the Library must be paid for with a personal credit card and submitted for reimbursement.

Appropriate action will be taken against any person who misuses the corporate credit card. Misuse includes, but is not limited to, a violation of the credit card policy. Appropriate action can include recovery from the person of any monies incorrectly claimed, and discipline, up to and including dismissal.

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Corporate credit card expenditures must be reconciled and submitted with original receipts to the Library Director within ten (10) business days of the purchase. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other action as may be appropriate.

Lost or stolen cards must be reported immediately to the Library Director or the FLW Board of Trustees.

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## Employee Credit Card Agreement

I, \_\_\_\_\_, have read the Employee Credit Card Use Policy and accept responsibility for the corporate credit card issued to me.

I understand that this card may be used only for official business on behalf of Frank L. Weyenberg Library of Mequon-Thiensville (FLW). I understand that the use of house accounts is preferable to the use of this credit card.

I understand that this card may not be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers, for the purchase of alcohol, or for personal expenses.

I understand that I will not use this card with any of my personal accounts, and will only make purchases on an account issued or managed by FLW. I will provide the business office with any usernames or passwords of any account where this credit card is used.

I agree that I will provide all receipts of transactions with this credit card within 10 business days of the transaction.

If this card is lost or stolen, I will report it immediately to the Library Director or FLW Board of Trustees.

When I resign or otherwise leave FLW, I will return the card with a final reconciliation of all expenditures prior to departure.

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director or Trustee

\_\_\_\_\_  
Date



## **Expenditures Approval Policy**

The Frank L. Weyenberg Library Board of Trustees is responsible for approving the expenditure of all library funds over which it has control. The Library Director is authorized and directed to take such action with respect to the expenditure or commitment of library funds as directed by the Board of Trustees.

While most expenditures authorized in principle with the approval of the annual Library budget, the following circumstances must be noted:

1. The Library Director shall not enter into contracts beyond twelve (12) months in duration without specific approval of the FLW Board of Trustees;
2. The Library Director shall not purchase individual items for \$10,000.00 or more without specific approval by the FLW Board of Trustees;
3. The exception to point #2 above is the Library Director is authorized to obligate the library for expenses of \$10,000 or more for emergency requires and equipment without prior action by the Board of Trustees, provided such expenditures can be accommodated within the Library's budget.

Furthermore, the Library Director or his or her designee shall secure formal bids from suppliers and contractors when an expenditure for a single item of equipment or a service is expected to exceed \$25,000.00. Such bids shall be submitted to the Board of Trustees for action.



## **Fund Balance**

The Frank L. Weyenberg Library Board of Trustees controls the fiscal operations of said library. This oversight includes establishing an annual budget and approving operating expenditures.

All funds of the Library, not otherwise employed, shall be deposited from time-to-time to the credit of the Library in such banks or other depositories as the Board of Trustees may select. The Library's fiscal agent is authorized to hold and transfer annual operating funds not immediately needed for payment of bills in federally insured bank accounts.

The Board of Trustees holds a fund balance (reserve fund) in the Wisconsin Local Government Investment Pool for funds not budgeted for annual operating expenses. These funds may not be transferred or utilized except by formal action of the Board of Trustees and may or may not be earmarked for specific future purposes. General practice dictates that annual operating funds not utilized within its fiscal year will be transferred into the fund balance upon completion of bill payment for the year and its associated audit.





## **Investment Policy**

It is the policy of the Frank L. Weyenberg Library (the Library) to invest idle public funds in risk-averse assets which will provide the highest return possible while meeting the cash flow demands of the Library and conforming to all State Statutes governing the investment of public funds.

This investment policy applies to all cash and investments held for each of the funds maintained by the Library including, but not limited to, the operating and capital reserve funds.

The responsibility for depositing the Library funds and conducting investment transactions shall reside with the Library's designated Fiscal Agent, and investments shall be managed in accordance to the Fiscal Agent's adopted policy for public deposits and investments, unless otherwise directed by the Library Board of Trustees.

# Bylaws—Organizing the Board for Effective Action

# 3

## Bylaw Basics

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

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

At a minimum, library board bylaws should spell out:

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

## A Few Specific Legal Requirements

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

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

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

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

In This Trustee Essential

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

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

## Crafting Your Library Board's Bylaws

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

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

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

## Discussion Questions

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

## Sources of Additional Information

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

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

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## Sample Board Bylaws

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

### Article I. Identification

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

### Article II. Membership

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

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

### Article III. Officers

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

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

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

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

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

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

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

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

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

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

## Article IV. Meetings

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

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

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

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

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

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

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

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

## Article V. Committees

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

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

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

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

## Article VI. Duties of the Board of Trustees

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

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

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

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

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

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

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

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

## Article VII. Library Director

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

## Article VIII. Conflict of Interest

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

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

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

## Article IX. General

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

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

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

Adopted by the Board of Trustees of the \_\_\_\_\_ Library  
on the \_\_\_\_\_ day of \_\_\_\_\_

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

**ARTICLE I**

**PURPOSES**

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

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

**ARTICLE II**

**PRINCIPAL OFFICE**

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

**ARTICLE III**

**BOARD OF TRUSTEES**

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

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

3.03 Number, Qualifications and Term.

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

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

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

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

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

## **ARTICLE IV**

### **MEETINGS OF THE BOARD OF TRUSTEES**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE V**

### **COMMITTEES OF THE BOARD OF TRUSTEES**

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

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

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

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

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

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

## **ARTICLE VI**

### **OFFICERS OF THE BOARD OF TRUSTEES**

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE VII**

### **CONFLICTS OR DUALITY OF INTEREST**

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

## **ARTICLE VIII**

### **LIBRARY DIRECTOR AND STAFF**

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

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

## **ARTICLE IX**

### **FISCAL MATTERS**

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

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

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

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

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

## **ARTICLE X**

### **NONDISCRIMINATION**

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

## **ARTICLE XI**

### **INDEMNIFICATION OF TRUSTEES**

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

## **ARTICLE XII**

### **AMENDMENTS**

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

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

These Amended Bylaws were approved at a meeting of the Board of Trustees on March \_\_, 2020.



# Effective Board Meetings and Trustee Participation

# 4

## Preparation is Key

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

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

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

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

## Follow the Law

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

## At Meetings

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

### In This Trustee Essential

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

## Effective Decision-Making

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

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

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

## More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see [Trustee Essential #15: The Library Board and the Public Records Law](#) for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

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

## Continuing Trustee Education

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

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

## Discussion Questions

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

## Sources of Additional Information

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

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

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## Sample Board Meeting Agenda

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

### NOTICE

Hometown Public Library Board Meeting

Date,  
Time,  
Place

**Note:** Please contact \_\_\_\_\_ at \_\_\_\_\_ if you need accommodations to attend the meeting.

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

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

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## Sample Annual Library Board Calendar

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

### January

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

### February

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

### March

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

### April

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

## May

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

## June

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

## July

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

## August

- Discussion of needed trustee continuing education.

## September

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

## October

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

## November

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

## December

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