



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES**  
**Wednesday, July 17, 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 June 19, 2024, Meeting
- VI. Financial Reports**
  - a. Revenue and Expense Reports for June 2024
  - b. Action Item: Accounts Payable for June 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
- XI. New Business:**

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

- a. TE7: The Library Board and Library Personnel
- b. TE8: Developing the Library Budget

**XIII. Future Meeting Dates**

- a. Board of Trustees Meeting: August 21, 2024, 6pm
- b. Other Meetings:
  - i. Executive Committee (August)
  - ii. Joint Finance & Personnel Committees (September/October)

**XIV. Adjourn**

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Catherine Perry

Posted: July 12, 2024



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees June 19, 2024 Meeting Unapproved**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on June 19, 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 6:00 pm.

Posting of notice as of June 14, 2024 was verified.

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

Trustees Absent: Liz Agnello.

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

### **III. Announcements**

None at this time.

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

None at this time.

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

#### **A. Action Item: Minutes of the May 15, 2024 Meeting**

The minutes of the May 15, 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 May 2024**

The reports were included in the Board Packet. The reports were generally found to be in order.

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

Mr. Hansher moved to approve the Accounts Payable Statement for May 2024 in the amount of \$131,347.78. Motion carried.

## **VII. President's Report**

Ms. Perry had nothing to report.

## **VIII. Committee Reports**

### **A. Finance**

Mr. Baxter reported that a meeting was held on May 21, 2024. The committee discussed library policies, assets and financial procedures. The policies will be coming for approval in a later agenda item.

### **B. Advocacy**

Mr. Hansher reported that no meeting was held.

### **C. Personnel**

Ms. Abraham reported that no meeting was held.

## **IX. Staff Reports**

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

The statistical summary was included in the Board Packet. Ms. Muchin Young reported on statistical trends. Ms. Muchin Young further commented that we expect the June statistical report to be phenomenal.

### **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 received notice that she will be presenting a breakout session at the upcoming Wisconsin Library Association conference, on what they don't teach you in library school. Ms. Muchin Young also discussed unlibrariated patron circulations and the impact they have on the Library.

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

The written reports were included in the Board Packet.

## **X. Unfinished Business**

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

Ms. Buchanan updated the Board on the progress of the strategic plan planning process. She reported that 133 patrons have responded to indicate interest in participating via the website. Thus far, seven focus groups have occurred and 53 patrons in total have attended. One more focus group is scheduled with the potential of five more occurring in July.

### **B. Discussion and Action requested: Narcan and Epi-Pens**

Ms. Muchin Young reported that she spoke with the Washington Ozaukee Public Health Department. The Library can receive Narcan without any issues. Staff will be trained on how to use it at the next staff day. Acquiring Epi-Pens is more complicated because they need to be prescribed by a doctor before they can be obtained.

### **C. Update and Discussion: Solar Panels – T. Lookatch**

Mr. Lookatch reported that some initial contacts to determine scope and pricing of a solar panel project have been made, with more meetings and information to come in the coming month.

**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

The policies were reviewed at the Finance Committee meeting. The draft policies were included in the Board Packet.

Mr. Baxter moved to approve all policies as presented. Motion carried.

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

- A. TE3: Bylaws – Organizing the Board for Effective Action  
Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.
- B. TE4: Effective Board Meetings and Trustee Participation  
Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, July 17, 2024.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Ms. Wagner. Motion carried and meeting was adjourned at 6:50 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 06/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024 Normal (Abnormal)	Activity For 06/30/2024 Increase (Decrease)	Available Balance 06/30/2024 Normal (Abnormal)	% Bdgt 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	9,012.11	3,934.25	(9,012.11)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	2,239.99	0.00	(2,239.99)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	11,252.10	3,934.25	(11,252.10)	100.00
Expenditures		0.00	11,252.10	3,934.25	(11,252.10)	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	11,252.10	3,934.25	(11,252.10)	
NET OF REVENUES & EXPENDITURES:		0.00	(10,719.10)	(3,934.25)	10,719.10	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 06/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024 Normal (Abnormal)	Activity For 06/30/2024 Increase (Decrease)	Available Balance 06/30/2024 Normal (Abnormal)	% Bdgt 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	0.00	(2.16)	100.01
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,257,579.00	636,047.66	0.00	621,531.34	50.58
<b>Department: 42-006 FINES &amp; FORFEITURES</b>						
99-42-006-46710	FINES & FEES	22,000.00	10,783.11	683.74	11,216.89	49.01
Total Dept 42-006 - FINES & FORFEITURES		22,000.00	10,783.11	683.74	11,216.89	49.01
<b>Department: 44-013 INTEREST INCOME</b>						
99-44-013-48100	INVESTMENT INTEREST	20,000.00	6,767.43	0.00	13,232.57	33.84
Total Dept 44-013 - INTEREST INCOME		20,000.00	6,767.43	0.00	13,232.57	33.84
<b>Department: 45-014 SALE INCOME</b>						
99-45-014-46711	BOOK SALES	11,500.00	11,050.87	659.80	449.13	96.09
99-45-014-46712	PHOTOCOPIER	2,600.00	1,591.80	154.20	1,008.20	61.22
Total Dept 45-014 - SALE INCOME		14,100.00	12,642.67	814.00	1,457.33	89.66
<b>Department: 45-015 OTHER INCOME</b>						
99-45-015-48000	MISCELLANEOUS	7,693.00	883.00	0.00	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	0.00	26,810.00	3.19
Revenues		1,341,372.00	667,123.87	1,497.74	674,248.13	49.73
<b>Account Category: Expenditures</b>						
<b>Department: 91-551 LIBRARY STAFFING</b>						
99-91-551-51100	SALARIES & WAGES	703,355.00	277,861.89	0.00	425,493.11	39.51
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,500.00	531.92	59.30	2,968.08	15.20
99-91-551-51199	FRINGE BENEFITS	235,115.00	105,956.03	19,442.52	129,158.97	45.07
99-91-551-52202	DUES & SUBSCRIPTIONS	2,890.00	2,658.92	75.72	231.08	92.00
99-91-551-52237	WORKER S COMPENSATION	1,415.00	1,415.00	707.00	0.00	100.00
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	390,301.06	20,284.54	557,873.94	41.16
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>						
99-92-551-52201	POSTAGE	1,000.00	408.00	204.00	592.00	40.80
99-92-551-52206	AUDIT	3,750.00	3,750.00	0.00	0.00	100.00
99-92-551-52243	ALL OTHER INSURANCE	21,743.00	21,742.00	4,444.50	1.00	100.00
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	13,672.00	4,827.83	253.34	8,844.17	35.31
99-92-551-52286	COMPUTERS	6,500.00	367.64	51.26	6,132.36	5.66
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	1,413.43	200.69	1,286.57	52.35
99-92-551-53300	OFFICE SUPPLIES	4,000.00	3,150.31	552.80	849.69	78.76
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	3,475.35	0.00	1,524.65	69.51
99-92-551-53303	TELEPHONE	5,100.00	2,610.53	432.71	2,489.47	51.19
99-92-551-53307	SUPPLIES-COPY MACHINE	7,700.00	3,701.44	920.34	3,998.56	48.07
99-92-551-53358	DEBT COLLECTION	720.00	291.25	81.55	428.75	40.45
99-92-551-53359	MONARCH FEES	15,166.00	16,587.23	0.00	(1,421.23)	109.37
Total Dept 92-551 - LIBRARY ADMINISTRATION		96,051.00	66,428.46	7,141.19	29,622.54	69.16

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 06/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 06/30/2024 Normal (Abnormal)	Activity For 06/30/2024 Increase (Decrease)	Available Balance 06/30/2024 Normal (Abnormal)	% Bdgt 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	2,141.96	782.37	2,858.04	42.84
99-93-551-53371	MEDIA	20,000.00	5,498.90	757.30	14,501.10	27.49
99-93-551-53372	E CONTENT	30,000.00	25,253.37	3,906.67	4,746.63	84.18
99-93-551-53373	PRINT	85,000.00	29,257.85	5,628.09	55,742.15	34.42
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		140,000.00	62,152.08	11,074.43	77,847.92	44.39
<b>Department: 94-551 LIBRARY BUILDING</b>						
99-94-551-52282	JANITORIAL SERVICE	44,432.00	21,764.00	3,686.00	22,668.00	48.98
99-94-551-52283	CONTRACTED-BUILDING	24,716.00	12,176.82	833.03	12,539.18	49.27
99-94-551-53306	JANITOR SUPPLIES	4,000.00	1,980.87	136.27	2,019.13	49.52
99-94-551-53308	BUILDING SUPPLIES	31,998.00	3,977.46	450.00	28,020.54	12.43
99-94-551-53360	UTILITIES	45,000.00	24,046.44	2,852.60	20,953.56	53.44
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	64,444.42	7,957.90	92,701.58	41.01
Expenditures		1,341,372.00	583,326.02	46,458.06	758,045.98	43.49
<b>Fund 99 - F. L. WEYENBERG LIBRARY FUND:</b>						
TOTAL REVENUES		1,341,372.00	667,123.87	1,497.74	674,248.13	
TOTAL EXPENDITURES		1,341,372.00	583,326.02	46,458.06	758,045.98	
NET OF REVENUES & EXPENDITURES:		0.00	83,797.85	(44,960.32)	(83,797.85)	
<b>Report Totals:</b>						
TOTAL REVENUES - ALL FUNDS		1,341,372.00	667,656.87	1,497.74	673,715.13	
TOTAL EXPENDITURES - ALL FUNDS		1,341,372.00	594,578.12	50,392.31	746,793.88	
NET OF REVENUES & EXPENDITURES:		0.00	73,078.75	(48,894.57)	(73,078.75)	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 06/30/2024

GL Number	Description	Debit Normal (Abnormal)	Balance 06/30/2024 (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		12,487.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		83,832.43
Total Department 00-000:		0.00	96,320.25
Fund Equity		0.00	96,320.25
<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	9,012.11	
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	2,239.99	
Total Department 95-551:		11,252.10	0.00
Expenditures		11,252.10	0.00
Total Fund 98:		80,752.10	96,853.25
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45	0.00
		96,442.55	96,853.25
OUT OF BALANCE		0.00	(410.70)
<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	39,399.35	
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:		334,513.93	0.00
Assets		334,513.93	0.00
<b>Account Category: Liabilities</b>			
<b>Department: 00-000</b>			

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 06/30/2024

GL Number	Description	Balance	
		Debit 06/30/2024 Normal (Abnormal)	Credit 06/30/2024 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	3,981.26	
99-00-000-21512	FEDERAL WITHHOLDING TAX	3,681.33	
99-00-000-21513	WISCONSIN WITHHOLDING	1,904.42	
99-00-000-21520	WI RETIREMENT		1.94
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	1,353.31	
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	104.60	
99-00-000-21532	VISION INSURANCE WITHHOLDING	62.88	
99-00-000-21533	LIFE INSURANCE WITHHOLDING	3.60	
99-00-000-21534	ACCIDENTAL INS WITHHOLDING		30.50
99-00-000-21560	WISCONSIN DEFERRED COMP		
99-00-000-21590	FLEX BENEFIT		4,209.03
99-00-000-21700	ACCRUED PAYROLL		
Total Department 00-000:		11,091.40	4,241.47
Liabilities		11,091.40	4,241.47
<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		10,783.11
Total Department 42-006:		0.00	10,783.11
<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		11,050.87
99-45-014-46712	PHOTOCOPIER		1,591.80
Total Department 45-014:		0.00	12,642.67
<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	667,123.87
<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	531.92	
99-91-551-51199	FRINGE BENEFITS	105,956.03	
99-91-551-52202	DUES & SUBSCRIPTIONS	2,658.92	
99-91-551-52237	WORKER S COMPENSATION	1,415.00	
99-91-551-57715	FLEX BENEFIT	1,877.30	
99-91-551-57730	UNEMPLOYMENT COMPENSATION		
Total Department 91-551:		390,301.06	0.00
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>			
99-92-551-52201	POSTAGE	408.00	
99-92-551-52206	AUDIT	3,750.00	
99-92-551-52243	ALL OTHER INSURANCE	21,742.00	
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	4,827.83	
99-92-551-52285	WEPCO LEASE		

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		Debit 06/30/2024 Normal (Abnormal)	Credit 06/30/2024 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	367.64	
99-92-551-52287	MILEAGE	103.45	
99-92-551-52288	FISCAL AGENT FEE	4,000.00	
99-92-551-52289	PAYROLL PROCESSING	1,413.43	
99-92-551-52290	CONSULTANTS		
99-92-551-53300	OFFICE SUPPLIES	3,150.31	
99-92-551-53301	PROCESSING SUPPLIES	3,475.35	
99-92-551-53303	TELEPHONE	2,610.53	
99-92-551-53307	SUPPLIES-COPY MACHINE	3,701.44	
99-92-551-53358	DEBT COLLECTION	291.25	
99-92-551-53359	MONARCH FEES	16,587.23	
Total Department 92-551:		66,428.46	0.00
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>			
99-93-551-53370	PROGRAMMING	2,141.96	
99-93-551-53371	MEDIA	5,498.90	
99-93-551-53372	E CONTENT	25,253.37	
99-93-551-53373	PRINT	29,257.85	
Total Department 93-551:		62,152.08	0.00
<b>Department: 94-551 LIBRARY BUILDING</b>			
99-94-551-52282	JANITORIAL SERVICE	21,764.00	
99-94-551-52283	CONTRACTED-BUILDING	12,176.82	
99-94-551-53306	JANITOR SUPPLIES	1,980.87	
99-94-551-53308	BUILDING SUPPLIES	3,977.46	
99-94-551-53360	UTILITIES	24,046.44	
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:		64,444.42	0.00
Expenditures		583,326.02	0.00
Total Fund 99:		928,931.35	840,268.09
+ NET OF REVENUES/EXPENDITURES - 2023		0.00	8,966.08
		928,931.35	849,234.17
OUT OF BALANCE		79,697.18	0.00
Total All Funds		1,009,683.45	937,121.34
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45	8,966.08
		1,025,373.90	946,087.42

**INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE**

POST DATES 06/01/2024 - 06/30/2024

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>					
<b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b>					
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	17.46	1589
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	AWE ACQUISITION, INC.	JWC GRANT AWE COMPUTER	3,385.00	28560
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	MILWAUKEE COUNTY HISTORICA	AUGUST 1 LIBRARY PROGRAM	200.00	28567
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	ZOOZORT CORP	AUGUST 9 LIBRARY PROGRAMS	331.79	28574
Total Department 95-551 LIBRARY GIFTS & GRANTS				3,934.25	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				3,934.25	
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>Department: 00-000</b>					
99-00-000-11160	LIBRARY/WAGES PAID 6-14-20	ADP, LLC	LIBRARY/WAGES PAID 6-14-2024	19,607.99	1587
99-00-000-11160	DIRECT DEP/WAGES PAID 6-28	ADP, LLC	PAYROLL TAX/WAGES PAID 6-28-2024	19,464.19	1597
99-00-000-11160	PAYROLL CHECKS/WAGES PAID	ADP, LLC	PAYROLL TAX/WAGES PAID 6-28-2024	203.93	1597
99-00-000-21511	LIBRARY/WAGES PAID 6-14-20	ADP, LLC	LIBRARY/WAGES PAID 6-14-2024	1,984.40	1587
99-00-000-21511	FICA/WAGES PAID 6-28-2024	ADP, LLC	PAYROLL TAX/WAGES PAID 6-28-2024	1,990.27	1597
99-00-000-21512	LIBRARY/WAGES PAID 6-14-20	ADP, LLC	LIBRARY/WAGES PAID 6-14-2024	1,843.21	1587
99-00-000-21512	FED/WAGES PAID 6-28-2024	ADP, LLC	PAYROLL TAX/WAGES PAID 6-28-2024	1,834.82	1597
99-00-000-21513	LIBRARY/WAGES PAID 6-14-20	ADP, LLC	LIBRARY/WAGES PAID 6-14-2024	953.12	1587
99-00-000-21513	WI/WAGES PAID 6-28-2024	ADP, LLC	PAYROLL TAX/WAGES PAID 6-28-2024	948.47	1597
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	MAY WRS CONTRIBUTIONS	5,001.51	1595
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPARTMENT OF EMPLOYEE TRU	JULY HEALTH INSURANCE	1,412.54	1590
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	JULY DENTAL SUPPLEMENTAL SELECT PLUS	43.22	28562
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	JULY DENTAL SUPPLEMENTAL SELECT PLAN	9.08	28562
99-00-000-21532	VISION INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	JULY VISION INSURANCE	62.88	28562
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	JULY LIFE INSURANCE	3.60	28571
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	SECURIAN FINANCIAL GROUP,	JULY ACCIDENT INSURANCE	21.80	28571
Total Department 00-000				55,385.03	
<b>Department: 91-551 LIBRARY STAFFING</b>					
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	49.00	1589
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	10.30	1589
99-91-551-51199	LIBRARY/WAGES PAID 6-14-20	ADP, LLC	LIBRARY/WAGES PAID 6-14-2024	1,984.41	1587
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	MAY WRS CONTRIBUTIONS	5,001.51	1595
99-91-551-51199	FRINGE BENEFITS	DEPARTMENT OF EMPLOYEE TRU	JULY HEALTH INSURANCE	10,358.34	1590
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	JULY LIFE INSURANCE	107.98	28571
99-91-551-51199	PAYROLL TAX/WAGES PAID 6-2	ADP, LLC	PAYROLL TAX/WAGES PAID 6-28-2024	1,990.28	1597
99-91-551-52202	DUES & SUBSCRIPTIONS	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	64.47	1589
99-91-551-52202	DUES & SUBSCRIPTIONS	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	11.25	1589
99-91-551-52237	WORKER S COMPENSATION	R & R INSURANCE	WORKERS COMP PREMIUM (2/2)	707.00	28570
Total Department 91-551 LIBRARY STAFFING				20,284.54	
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>					
99-92-551-52201	POSTAGE	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	204.00	1589
99-92-551-52243	ALL OTHER INSURANCE	R & R INSURANCE	LIABILITY INSURANCE (2/2)	4,444.50	28570
99-92-551-52284	CONTRACTED SERVICES-TECHNO	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	132.00	1589
99-92-551-52284	CONTRACTED SERVICES-TECHNO	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	1.34	1589
99-92-551-52284	CONTRACTED SERVICES-TECHNO	MOBILE BEACON	RENEW MOBILE SERVICE	120.00	28568
99-92-551-52286	COMPUTERS	AMAZON CAPITAL SERVICES	COMPUTER SUPPLIES	51.26	28558
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 5/31 PAYROLL	62.86	1586
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 6/14/24 PAYROLL	64.48	1588
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	JUNE TIME AND ATTENDANCE	73.35	1596

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<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>					
99-92-551-53300	OFFICE SUPPLIES	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	12.69	1589
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	18.39	28558
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	102.39	28558
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	179.85	28558
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	9.30	28569
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	170.21	28569
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	59.97	28569
99-92-551-53303	TELEPHONE	AT&T (OFFICE@HAND)	JUNE PHONE SERVICE	432.71	28559
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	2 COPIER LEASE	118.85	1591
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	ADMIN COPIER LEASE	169.88	1592
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	MAY CONTRACT COPY CHARGES	562.32	28564
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER SHIPPING	13.92	28564
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER SHIPPING	14.30	28564
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER SHIPPING	13.89	28564
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER SHIPPING	13.86	28564
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER SHIPPING	13.32	28564
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	MAY COLLECTION CHARGES	81.55	28572
<b>Total Department 92-551 LIBRARY ADMINISTRATION</b>				<b>7,141.19</b>	
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>					
99-93-551-53370	PROGRAMMING	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	31.65	1589
99-93-551-53370	PROGRAMMING	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	31.99	1589
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	31.95	28558
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	114.90	28558
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	40.71	28558
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	14.59	28558
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	33.38	28558
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	39.99	28558
99-93-551-53370	PROGRAMMING	ZOOZORT CORP	AUGUST 9 LIBRARY PROGRAMS	443.21	28574
99-93-551-53371	MEDIA	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	8.43	1589
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	228.32	28561
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA COLLECTION	520.55	28558
99-93-551-53372	E CONTENT	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	7.37	1589
99-93-551-53372	E CONTENT	KANOPY INC	MAY KANOPY SERVICE	186.30	28566
99-93-551-53372	E CONTENT	EBSCO	CONSUMER REPORTS ANNUAL	3,713.00	28563
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	1,427.76	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	536.74	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	279.14	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	646.84	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	431.61	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	895.07	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	379.61	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	49.07	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	344.09	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	272.82	28561
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT COLLECTION	240.45	28561
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	PRINT COLLECTION	29.97	28558
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	PRINT COLLECTION	94.92	28558
<b>Total Department 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>				<b>11,074.43</b>	

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<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>Department: 94-551 LIBRARY BUILDING</b>					
99-94-551-52282	JANITORIAL SERVICE	VANGUARD CLEANING SYSTEMS	JUNE MONTHLY CLEANING SERVICE	3,686.00	28573
99-94-551-52283	CONTRACTED-BUILDING	AT&T (OFFICE@HAND)	JUNE ELEVATOR LINE SERVICE	90.03	28559
99-94-551-52283	CONTRACTED-BUILDING	JOHN LAMM OF JACKSON, INC	JUNE MONTHLY SERVICE	743.00	28565
99-94-551-53306	JANITOR SUPPLIES	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	8.40	1589
99-94-551-53306	JANITOR SUPPLIES	AMAZON CAPITAL SERVICES	JANITOR SUPPLIES	6.84	28558
99-94-551-53306	JANITOR SUPPLIES	AMAZON CAPITAL SERVICES	JANITOR SUPPLIES	92.61	28558
99-94-551-53306	JANITOR SUPPLIES	AMAZON CAPITAL SERVICES	JANITOR SUPPLIES	28.42	28558
99-94-551-53308	BUILDING SUPPLIES	CARDMEMBER SERVICE	MAY CREDIT CARD STATEMENT	450.00	1589
99-94-551-53360	UTILITIES	WE ENERGIES	MAY ELECTRICAL SERVICE	2,681.42	1593
99-94-551-53360	UTILITIES	WE ENERGIES	MAY GAS SERVICE	171.18	1594
Total Department 94-551 LIBRARY BUILDING				7,957.90	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				101,843.09	

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--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	3,934.25	
		99	F. L. WEYENBERG LIBRARY FUND	101,843.09	
		Total For All Funds:		<u>105,777.34</u>	



Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	9	6	9	7	8	7	8	11	11	11	9	102
attendance	86	56	45	58	37	58	30	30	102	60	62	39	663
2022 in person programs	10	9	6	14	11	8	9	9	13	17	16	9	131
2022 attendance	71	74	105	107	83	75	76	45	84	91	109	66	986
2023 in person programs	14	13	12	16	16	13	11	12	10	16	11	11	155
2023 attendance	67	107	214	80	173	118	73	121	65	184	62	96	1,360
2024 in person programs	11	11	14	16	13	9							74
2024 attendance	98	83	258	474	173	74							1,160

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	2	0	1	0	0	1	1	1	2	1	6	2	17
attendance	86	22	136	27	35	68	55	43	178	21	164	77	912
2022 drop in programs	4	2	2	2	2	2	2	2	2	2	7	2	31
2022 participants	142	119	130	136	156	121	115	100	116	76	148	87	1,446
2023 drop in programs	4	2	6	4	2	2	2	2	3	3	3	2	35
2023 attendance	195	128	163	166	106	119	93	149	165	185	124	95	1,688
2024 drop in programs	4	2	5	6	2	2							21
2024 attendance	158	131	183	1,776	142	112							2,502

Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6	9	3	2	0	2	7	2	39
2022 attendance	0	1	63	102	257	171	19	80	0	5	50	7	755
2023 in person programs	2	3	3	2	2	14	8	7	4	5	7	5	62
2023 attendance	13	24	27	15	14	530	56	38	42	27	61	26	873
2024 in person programs	4	6	8	6	8	6							38
2024 attendance	32	29	63	29	224	308							685

Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7	3	3	3	4	2	0	2	2	2	1	3	32
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
2022 drop in programs	6	4	5	3	5	3	3	3	3	3	3	4	45
2022 participants	13	72	101	77	98	147	88	100	66	77	79	87	1,005
2023 drop in programs	7	4	8	6	4	4	4	4	4	4	4	3	56
2023 attendance	108	164	237	178	105	163	139	135	88	108	85	94	1,604
2024 drop in programs	4	2	4	4	1	0							15
2024 attendance	3	17	60	59	17	1							157





Date: July 12, 2024  
To: Frank L. Weyenberg Board of Trustees  
From: Rachel Muchin Young  
Re: Director's Report July 2024

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#### Meetings and Activities:

- Monarch Directors Chats, 6/20
- FOWL Membership Meeting, 6/20 (Gave Presentation)
- Presentation to Low Vision Group, 6/24 (Gave Presentation)
- TM Rotary Changing of the Guard, 6/25
- FOWL Fundraising Committee, 6/26, 7/10
- Monarch ILS Committee, 6/27
- Strategic Plan Focus Groups, 6/28, 7/10, 7/16, 7/17
- Evening Readers, *Remarkably Bright Creatures* by Shelby Van Pelt, 7/8
- City of Mequon Committee of the Whole and Common Council Meetings, 7/9
- MLS Directors Council (in Sheboygan Falls), 7/11
- Village of Thiensville Board of Trustees Meeting, 7/15
- Management Team, 7/16
- Regular and As-Needed Adult and Children's Reference Desk shifts

#### PERSONNEL & CONTINUING EDUCATION:

Trustee Training Week is August 19-23. As always, the webinars are daily at noon and will be recorded. The webinars are as follows:

- Monday, 8/19: Everything You Want to Know About Book Challenges...and a Bit You Probably Don't
- Tuesday, 8/20: Wisconsin Law Library
- Wednesday, 8/21: Making Each Other Look Good: The Library Board and the Library Director
- Thursday, 8/22: Organization and Governance Best Practices for Boards
- Friday, 8/23: Robert's Rules Refresher

I registered for all of these and will gladly share the recordings. If you would like to watch any or all of these as they are presented, click on <https://www.wistrusteetraining.com/> and register for any of the sessions you want to attend. I will not be in the office Friday, 8/23, as I will be attending the SEWI Directors' Retreat. I will also not watch the Tuesday webinar live because that is my week on the Rotary Cooking Crew, but I will catch up later.

#### OPERATIONS ACTIVITIES:

We addressed several building maintenance issues this month:

- Water in the Tolzman Room came in through the emergency exit door. The water came from the roof. We had the drains cleared to top the immediate problem. The roofing contractor will return to finish removing debris from the flat roof and drains.
- A locksmith cleaned our keyed entrance door, since most of us were having trouble unlocking the door to enter the building.

We received four proposals for replacing our boilers. We will need to discuss these in closed session when we have the written proposals. I have reached out to the City for another set of eyes.

The 2024 Summer Reading Incentive and Special Events Program is a hit! Participation numbers at all levels exceed any we have seen in over a decade. Our photocopier is getting quite the workout. We have had to print more of all four reading records (pre-readers, children, teens, adults) because of the unexpected popularity of our summer offerings. See Ashley's report for details. The SRP is funded by the Friends of Weyenberg Library and Bank Five Nine.

#### FRIENDS:

As we had hoped, the new Friends of Weyenberg Library are becoming the advocates we so wanted (and worked diligently to bring into existence). Their enthusiasm is infectious. In addition to author's events, a table at the Farmers' Market, and lots of volunteerism, they are planning ahead to a busy autumn full of fun activities, including a talk about scams to be presented by the Mequon Police Department at their September membership meeting. They are planning for daily activities during National Friends of the Library Week, October 20-26.

#### OTHER:

I presented a book talk at the Friends' June Membership Meeting. The group was enthusiastic as I spoke about coming publications, and what to read while you're waiting.

I spoke at a meeting of people who are visually impaired. They meet monthly at the Library. I shared our resources that may be especially helpful to this group.

Work on the budget is beginning. We have no idea what the City or Village is thinking about in terms of our allocations, so I am currently looking at flat allocations. We are looking closely at expenditures, seeking proposals for other janitorial services, and negotiating rates for ongoing service contracts. Salaries and wages are the bulk of our expenditures and those are difficult to trim. As noted in last month's report, we are already the most frugal of Ozaukee County libraries (based on cost per circ). Attached to this report is more information about how we fare in comparison to other Ozaukee County libraries.

Next week I will have the opportunity to meet with Mequon's new Finance Director.

The new AWE Early Learning (2) and After School Edge (1) are always in use. Children have adapted to them seamlessly. Parents have commented that they are happy the iPads are gone and that they are more educational offerings. We still hope the Junior Woman's Club of Mequon-Thiensville will be able to fund the second After School Edge unit, though we will wait patiently until after the Turkey Trot.

Ozaukee County Libraries										
Municipality	Population			Registered Borrowers	Hours		Physical Circulation	Staff (FTE)		Joint Library?
	Resident Population	Per Capita Resident Support	Total Population Served		Winter Hrs/Wk	Summer Hrs/Wk		MLS Librarians	Total Staff	
Cedarburg	12,702	\$ 60.71	19,965	11,097	60	56	246,325	4.00	12.73	N
Grafton	16,692	\$ 50.97	18,533	9,346	54	54	198,916	3.00	10.09	Y
Mequon/Thiensville	28,335	\$ 42.97	29,008	11,398	64	60	368,190	6.00	13.40	Y
Port Washington	12,831	\$ 39.85	17,219	6,012	57	57	154,308	3.63	9.88	N
Saukville	4,211	\$ 73.62	7,781	3,834	51	51	85,230	1.00	5.50	N

Notes:

The difference between the Resident Population and the Total Population includes "unlibrariated" County residents whose checkouts are funded by the County.

Registered borrowers is not necessarily the same as current borrowers. FLWL purges patrons whose cards expired 3 years earlier.

Date: July 12<sup>th</sup>, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, July 2024

Activities since the last Board of Trustees meeting include:

- 6/26 – Cooperative Cataloging Workgroup Meeting
- 7/3 – Willowbrook Outreach Event
- 7/16 – Management Meeting

**Statistics: June 2024**

- Checkouts: 24,150
- Door count: 13,206
- Library Card creations: 164
  - 2022 June Library Card Creations: 149
- Quick Pickup Appointments: 5
- Adventure Pass Checkouts from January 1<sup>st</sup> to June 30<sup>th</sup>:
  - Bookworm Gardens and Mequon Community Pool are both seasonal for the summer months.

**From 1/1/2024 - 6/30/2024 11:59:59 PM**

**Frank L. Weyenberg Library of Mequon-Thiensville**

Collection	Title	Check outs
AD Adventure Pass	Milwaukee County Zoo Pass [Frank L. Weyenberg Library]	97
AD Adventure Pass	Betty Brinn Children's Museum pass [Frank L. Weyenberg Library]	95
AD Adventure Pass	Mitchell Park Domes pass [Frank L. Weyenberg Library]	87
AD Adventure Pass	Milwaukee Art Museum pass	81
AD Adventure Pass	Schlitz Audubon Nature Center pass	31
AD Adventure Pass	Harley Davidson Museum pass [Frank L. Weyenberg Library]	23
AD Adventure Pass	Bookworm Gardens pass	17
AD Adventure Pass	City of Mequon Community Pool Pass	13

**Other:**

- This month we renewed our Milwaukee County Zoo and Schlitz Audubon Nature Center Adventure Passes.
- Our new website design has been published. Public reaction has been entirely positive thus far.
- Our new summer Pages have started their limited term employment with us. We are finding that having additional staff members during our busy months is quite helpful.

Date: July 11, 2024  
To: Frank L. Weyenberg Library Board of Trustees  
From: Craig Jacobson  
Re: Business Manager, July 2024

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- For the month of June, we recorded the following activity:
  - Fines & Fees \$683.74
  - Book Sales \$659.80
  - Copy Machine Revenue \$154.20
  - Restricted Donations \$4,220.00
  - Restricted Funds – Expenditures \$4,086.30
  - Unrestricted Donations \$34.00
  
- As of the end of June, our Restricted Gift account should have a balance of \$1,744.94 and our Unrestricted Gift account should have a balance of \$68,013.71. Our Reserve fund should equal \$171,373.83.
  
- The library’s new refreshed website went live on June 27! We are still working with the web hosting company’s engineers on getting the system’s new event calendar fully integrated into the library’s homepage.
  
- I attended a very interesting meeting with Kyle Thompson, the Director of Maintenance and Operations for the Mequon-Thiensville School District. He shared his presentation on the solar panel project at Homestead High School, which included eye-popping numbers on energy and cost savings for the district. He shared with us several useful ideas on how we can get the project started here and gave us some ideas as to what sort of cost savings, incentives and payback timeline we may be able to attain.
  
- The Department of Employee Trust Funds released the 2025 costs for health insurance on June 19, 2024. This is several months earlier than is typically announced and fulfils their promise of releasing the data earlier in the year so that employers can better prepare their 2025 budgets. In Ozaukee County, Network Health remains the only qualified Tier 1 plan available, and thus the only plan considered in the 88% cost cap law. In 2025, employers will pay \$944.77 for a single-member insurance plan and \$2,324.73 for a family plan. Employees will pay the remaining 12% of the plan rate, which will be \$128.83 for a single-member plan and \$317.01 for a family plan. These figures are an approximate 8.8% increase from 2024’s rates.
  
- I am attending an Employee Trust Funds training seminar for Mid-Year Reconciliation of the Wisconsin Retirement System on July 15, 2024. This session is designed for those already familiar with their roles as WRS managers and are looking to cover more advanced topics that they may not be familiar with in day-to-day operations. This includes topics such as eligibility reviews, best tips on how to complete an internal reconciliation, employee transaction reviews and reporting practices.
  
- There was no meeting of the Information Technology Workgroup for July due to the 4<sup>th</sup> of July holiday. The next meeting of the workgroup is scheduled for August 1, 2024.

Date: July 6, 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: Science Heroes, Adventure of the Lost Treasure, 6/20
- Program: Friday Movie Matinee, 6/21
- Books & Media Ordering, 6/24, 7/1, 7/6, 7/15
- Passive Program: Spice of the Month Kits, 7/1
- Program: Tuesday Storytime, 7/2, 7/16
- Program: Wednesday Storytime, 7/3, 7/17
- Vacation: 7/8-7/12
- Meeting: Management Meeting, 7/16
- Program: M-T Community Book Club, 7/16

**STATISTICS**

-June 2024 was a great month for eCircs in comparison to previous years, with a good jump in usage by about 680 checkouts. Reference statistics were great for June. Usage of the Innovation Space was higher than expected for June, with 11 bookings, when we only had 6 bookings for both April and May. Programming numbers were great for June 2024 across all the age groups, and when comparing the 6-month totals from this year to previous years, we are doing amazing this year with our programming stats.

January-June	Total (for all ages)		January-June	Total (for all ages)
2021 in person programs	95		2021 drop in programs	86
2021 attendance	<b>1823</b>		2021 attendance	<b>3721</b>
2022 in person programs	171		2022 drop in programs	69
2022 attendance	<b>4395</b>		2022 attendance	<b>6574</b>
2023 in person programs	240		2023 drop in programs	77
2023 attendance	<b>5738</b>		2023 attendance	<b>7226</b>
2024 in person programs	259		2024 drop in programs	61
2024 attendance	<b>6809</b>		2024 attendance	<b>8769</b>

**OTHER TASKS & TIDBITS**

-The new website went live on Thursday, June 27. I spent most of the day editing some website pages and switching over the library’s room reservation software from the website to Vega Program, which is what the Monarch Library System is using. Now, when a library user wishes to reserve the Tolzman Community Room, the 2<sup>nd</sup> Floor Conference Room or the Innovation Space, they will be re-directed to Vega Program’s reservation module.

-Summer reading registration is hitting some record highs for the last 10 years. We already had to print additional adult reading records, teen reading records, and children’s reading records.

2024 Summer Reading Registrations	Kickoff Days (6/7 & 6/8)	Week 1	Week 2	Week 3	Week 4 (through 7/5)
PreReaders	48	119	143	163	170
Children's	182	394	466	518	534
Teen	29	73	88	101	107
Adult	60	130	150	163	169
<b>TOTAL REGISTERED</b>	<b>232</b>	<b>716</b>	<b>847</b>	<b>945</b>	<b>980</b>

Summer Reading Registration	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
PreReader	~~	~~	~~	~~	~~	140	60	122	139	188
Children's	453	466	452	503	569	376	219	311	344	398
Teen	82	83	90	97	192	99	73	79	84	112
Adult	81	103	84	107	108	98	72	75	95	90
<b>Total</b>	<b>616</b>	<b>652</b>	<b>626</b>	<b>707</b>	<b>869</b>	<b>713</b>	<b>424</b>	<b>587</b>	<b>662</b>	<b>788</b>

The last time we saw this many participants was back in 2018, which was before we had developed a PreReader summer reading challenge that was separate from the regular Children’s summer reading challenge.

### UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (2x a month)
- Evening Readers Book Club (monthly)
- History Book Club (monthly)
- Hook, Yarn & Stitch Club (monthly)
- Monarch Memory Café (triannual, January, May, September)
- Movie Matinees (1<sup>st</sup> & 3<sup>rd</sup> Fridays monthly)
- Throwback Movie Matinees (Last Saturdays, monthly)
- Mequon-Thiensville Community Book Club (monthly)
- Philosophy Lectures series (quarterly)
- Spice of the Month Kits (monthly)
- The CCC presented by Milwaukee County Historical Society (August)
  
- Dungeons & Dragons Character Workshop (July)
- Dungeons & Dragons, Tuesday Campaign (weekly for 6 sessions, July & August)
- Dungeons & Dragons, Wednesday Campaign (weekly for 6 sessions, July & August)
- Dungeons & Dragons, Thursday Campaign (weekly for 6 sessions, July & August)
- Art Afternoon (monthly for the summer)
- Teen Game Show (monthly for the summer)

- Teen Movie Night (monthly for the summer)
- Battle of the Books: Summer Edition (July)

- Village Market Storytime (weekly on Tuesdays)
- Storytime on the Lawn (weekly on Wednesdays)
- Shake & Shimmy Storytime (biweekly)
- Read & Create Storytime (monthly)
- Little Learners (monthly)
- Monday LEGO Club (monthly)
- Saturday LEGO Club (monthly)
- Parachute Play (monthly)
- Nintendo Switch Days (monthly)
- Little Scientists (monthly)
- Little Artists (monthly)
- Throwback Family Movie Matinees (monthly)
- Family BINGO Night (monthly)
- Crazy 8s (8-week session from January-March)
- Gan Ami Preschool Offsite Storytime (monthly)
- North Shore Preschool and Child Care Offsite Storytime (monthly)
- Kids Rule Academy Offsite Storytime (monthly)
- Children's Crafternoon (monthly for the summer)
- Children's Movie Matinee (4x over the summer)
- Children's Game Show (monthly for the summer)
- Readers Theater Camp (daily for one week in July)
- Zoozort (3 sessions, August)

# The Library Board and Library Personnel

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

## Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

# 7

## In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

## Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

## Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

## Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [\*Trustee Essential #5: Hiring a Library Director\*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

## Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [\*2011 Wisconsin Act 10\*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [\*Chapter 43\*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

## Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [\*Trustee Essential #14: The Library Board and the Open Meetings Law\*](#) and [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#) for more information.

## Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

## Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

## Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws ([dwd.wisconsin.gov/er/](http://dwd.wisconsin.gov/er/))
- Federal Laws Prohibiting Job Discrimination: Questions and Answers ([www.eeoc.gov/facts/qanda.html](http://www.eeoc.gov/facts/qanda.html))

Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232,

[www.adagreatlakes.org](http://www.adagreatlakes.org)

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# Developing the Library Budget

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

## The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

## Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

# 8

### In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also [\*Trustee Essential #24: Library Friends and Library Foundations\*](#).)

## **Desirable Budget Characteristics**

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

## Terms and Distinctions

### Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

### Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

### Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

## Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money](#).)

## Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

## Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)

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## Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

<b>Operating Income</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
<b>Operating Income Total</b>	<b>\$ 67,000</b>	<b>\$ 68,000</b>	<b>\$ 69,000</b>

<b>Operating Expenditures</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
<b>Operating Expenditures Total</b>	<b>\$ 67,000</b>	<b>\$ 68,000</b>	<b>\$ 69,000</b>

<b>Capital Income</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

<b>Capital Expenditures</b>	<b>2011 Actual</b>	<b>2012 Budget</b>	<b>2013 Budget</b>
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
<b>Capital Expenditures Total</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>

<b>Total of All Expenditures</b>	<b>\$ 69,000</b>	<b>\$ 71,000</b>	<b>\$ 72,000</b>
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\*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)