



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, September 20, 2023, 6:00pm
Tolzman Community Room

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in the prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of the August 16, 2023, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for August 2023
 - b. Action Item: Accounts Payable for August 2023
- VII. President's Report**
- 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 – R. Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business**
 - a. Discussion and Possible Action: Challenged Materials Policy

XI. New Business

- a. Action Requested: Mequon Thiensville Community Foundation Grant Application
- b. Action Requested: Weyenberg Public Library Foundation 2024 Wish List
- c. Action Requested: Approval of 3-year contract with AtoZdatabases

XII. Trustee Training & System/State Library Update

- a. TE25: Liability Issues

XIII. Future Meeting Dates

- a. Board of Trustees Meeting: October 18, 2023, 6pm
- b. Other Meetings:

XIV. Adjourn

Catherine Perry

Posted: September 15, 2023



Frank L. Weyenberg Library of Mequon-Thiensville
Minutes of the Board of Trustees Meeting
August 16, 2023

The Board of Trustees of the Frank L. Weyenberg Library Board of Trustees was called to order at 6pm, Wednesday, July 16, 2023, by Chair Catherine Perry, in the Tolzman Community Room.

I. Pledge of Allegiance

Catherine Perry led the Pledge of Allegiance.

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

Perry called the meeting to order at 6:02pm.

Posting notice as of Friday, August 11, 2023, was verified.

Trustees present: Perry, Graham Baxter, Ali Buchanan, Jeffrey Hansher, Alex Lemke, Tedd Lookatch

Excused: Jennifer Abraham

Staff present: Rachel Muchin Young, Library Director

III. Announcements:

None.

IV. Public Comment:

None.

V. Approval of Minutes:

Action Item: Minutes of the July 19, 2023, meeting were included in the packet. Hearing no objections, Buchanan moved to approve the minutes as presented.

VI. Financial Reports

A. Revenue and Expense Reports for July 2023

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

B. Action Item: Accounts Payable Statement for July 2023

Hansher moved to approve the Accounts Payable Statement for July 2023 in the amount of \$100,097.28. Baxter seconded the motion. Motion carried.

VII. Board Reports

A. President's Report: Trustee Training Week is next week.

B. Finance: No report.

C. Advocacy: Committee met and reviewed policies. They will be discussed later in the meeting.

D. Personnel: No report.

VIII. Staff Reports

A. Library Operations: As presented

B. Director's Report: Muchin Young reported that she will be meeting with the Village and the City regarding the 2024 budget. She further reported on the success of the Art Unveiling.

C. Staff Reports: Access Services Manager, Business Manager, and Patron Services Managers. Reports are included in the packet.

IX. Unfinished Business

None.

X. New Business

A. Discussion and Possible Action: Policy Pack #1 (General Operations)

- i. Mission Statement
- ii. Code of Conduct
- iii. Children in the Library
- iv. Gifts and Grants
- v. Records Retention

B. Discussion and Possible Action: Policy Pack #2 (Circulation Services)

- i. Circulation Services
- ii. Confidentiality of Identifiable Information about Library Users
- iii. Custodial Parent/Guardian Certification for Access to Children's Records
- iv. Computer Laptop Checkout Procedures
- v. Adventure Pass Policy
- vi. Volunteer Policy
- vii. Volunteer Application

C. Discussion and Possible Action: Policy Pack #3 (Reference Services)

- i. Reference Services Policy
- ii. Materials Selection Policy
- iii. Challenged Materials Policy
- iv. Request for Reconsideration of Library Materials
- v. Library Initiated Programs
- vi. Computer and Internet Use
- vii. Internet Login Release
- viii. Displays
- ix. Meeting Rooms
- x. Proctoring
- xi. Virtual Reality

Buchanan moved to approve Policy Packet #1. Lookatch seconded the motion. Motion carried.

Lookatch moved to approve Policy Packet #2. Buchanan seconded the motion. Motion carried.

Buchanan moved to approve Policy Packet #3 (exclusive of the Challenged Materials Policy). Hansher seconded the motion. Motion carried.

XI. Trustee Training

- A. TE24: Library Friends and Library Foundation: Muchin Young reviewed the Chapter, stressing that Friends/Foundation support should never replace the community's commitment to public funding.

XII. Upcoming Meetings:

- A. Board of Trustees: Wednesday, September 20, 2023, 6pm

XIII. Adjourn

There being no further business to come before the Board, Buchanan moved and Baxter seconded the motion to adjourn. Motion carried. Meeting adjourned at 7:31pm

Respectfully submitted,

R. Muchin Young

Rachel Muchin Young, Library Director

VILLAGE OF THIENSVILLE
Library - Revenue Guideline
Current Period: AUGUST 2023

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Account Descr	2023 YTD Budget	2023 YTD Amt	AUGUST 2023 Amt	Balance	2023 % of Budget
97 FLW AMERICAN RESCUE PLAN ACT					
08 AMERICAN RESCUE PLAN ACT					
003 GRANTS & AIDS					
R 97-08-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
003 GRANTS & AIDS	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
08 AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
98 FLW LIB GIFTS & GRANTS FUND					
45 MISCELLANEOUS REVENUES					
015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTE	\$1,347.82	\$3,700.00	\$0.00	-\$2,352.18	274.52%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$83,772.43	\$5,359.00	\$5,017.00	\$78,413.43	6.40%
015 OTHER INCOME	\$85,120.25	\$9,059.00	\$5,017.00	\$76,061.25	10.64%
45 MISCELLANEOUS REVENUES	\$85,120.25	\$9,059.00	\$5,017.00	\$76,061.25	10.64%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$9,059.00	\$5,017.00	\$76,061.25	10.64%
99 F. L. WEYENBERG LIBRARY FUND					
40 TAXES					
001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,106,716.00	\$830,037.00	\$0.00	\$276,679.00	75.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$83,055.00	\$0.00	\$27,685.00	75.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$15,976.00	\$15,976.06	\$0.00	-\$0.06	100.00%
001 LOCAL PROPERTY TAXES	\$1,233,432.00	\$929,068.06	\$0.00	\$304,363.94	75.32%
40 TAXES	\$1,233,432.00	\$929,068.06	\$0.00	\$304,363.94	75.32%
42 REGULATION & COMPLIANCE					
006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$19,932.00	\$17,566.21	\$7,527.80	\$2,365.79	88.13%
006 FINES & FORFEITURES	\$19,932.00	\$17,566.21	\$7,527.80	\$2,365.79	88.13%
42 REGULATION & COMPLIANCE	\$19,932.00	\$17,566.21	\$7,527.80	\$2,365.79	88.13%
44 COMMERCIAL REVENUES					
013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$2,668.00	\$7,707.15	\$1,076.12	-\$5,039.15	288.87%
013 INTEREST INCOME	\$2,668.00	\$7,707.15	\$1,076.12	-\$5,039.15	288.87%
44 COMMERCIAL REVENUES	\$2,668.00	\$7,707.15	\$1,076.12	-\$5,039.15	288.87%
45 MISCELLANEOUS REVENUES					
014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,880.00	\$7,003.49	\$1,727.00	\$2,876.51	70.89%
R 99-45-014-906 PHOTOCOPIER	\$2,534.00	\$1,819.90	\$412.95	\$714.10	71.82%
014 SALE INCOME	\$12,414.00	\$8,823.39	\$2,139.95	\$3,590.61	71.08%
015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,554.00	\$1,297.66	\$200.00	\$256.34	83.50%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015 OTHER INCOME	\$21,554.00	\$1,297.66	\$200.00	\$20,256.34	6.02%
45 MISCELLANEOUS REVENUES	\$33,968.00	\$10,121.05	\$2,339.95	\$23,846.95	29.80%

Account Descr	2023 YTD Budget	2023 YTD Amt	AUGUST 2023 Amt	Balance	2023 % of Budget
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$964,462.47	\$10,943.87	\$325,537.53	74.76%
	\$1,375,120.25	\$1,004,682.01	\$15,960.87	\$370,438.24	73.06%

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

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Account Descr	2023 YTD Budget	2023 YTD Amt	AUGUST 2023 Amt	Balance	2023 % of Budget
97 FLW AMERICAN RESCUE PLAN ACT					
94 LIBRARY BUILDING					
551 LIBRARY					
E 97-94-551-7-700 BUILDING PROJECTS	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
551 LIBRARY	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
94 LIBRARY BUILDING	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
98 FLW LIB GIFTS & GRANTS FUND					
95 LIBRARY GIFTS & GRANTS					
551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$1,347.82	\$1,642.84	\$333.50	-\$295.02	121.89%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$83,772.43	\$18,016.35	\$6,770.40	\$65,756.08	21.51%
551 LIBRARY	\$85,120.25	\$19,659.19	\$7,103.90	\$65,461.06	23.10%
95 LIBRARY GIFTS & GRANTS	\$85,120.25	\$19,659.19	\$7,103.90	\$65,461.06	23.10%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$19,659.19	\$7,103.90	\$65,461.06	23.10%
99 F. L. WEYENBERG LIBRARY FUND					
91 LIBRARY STAFFING					
551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$670,300.00	\$410,417.63	\$52,301.11	\$259,882.37	61.23%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,500.00	\$1,853.20	\$0.00	\$646.80	74.13%
E 99-91-551-1-199 FRINGE BENEFITS	\$215,600.00	\$136,810.69	\$17,301.53	\$78,789.31	63.46%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$2,277.00	\$179.00	\$1,223.00	65.06%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,325.00	\$1,257.00	\$0.00	\$68.00	94.87%
E 99-91-551-7-715 FLEX BENEFIT	\$2,100.00	\$1,888.68	\$0.00	\$211.32	89.94%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551 LIBRARY	\$895,325.00	\$554,504.20	\$69,781.64	\$340,820.80	61.93%
91 LIBRARY STAFFING	\$895,325.00	\$554,504.20	\$69,781.64	\$340,820.80	61.93%
92 LIBRARY ADMINISTRATION					
551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$1,000.00	\$932.50	\$395.00	\$67.50	93.25%
E 99-92-551-2-206 AUDIT	\$6,750.00	\$6,750.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$21,525.00	\$21,525.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOG	\$9,300.00	\$6,359.99	\$513.24	\$2,940.01	68.39%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$5,000.00	\$1,133.10	\$268.63	\$3,866.90	22.66%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$476.74	\$0.00	\$1,023.26	31.78%
E 99-92-551-2-288 FISCAL AGENT FEE	\$8,000.00	\$6,000.00	\$0.00	\$2,000.00	75.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,725.00	\$2,419.32	\$272.43	\$1,305.68	64.95%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$269.00	\$269.00	-\$269.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$3,500.00	\$4,868.87	\$1,070.14	-\$1,368.87	139.11%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$3,500.00	\$3,489.25	\$832.32	\$10.75	99.69%
E 99-92-551-3-303 TELEPHONE	\$4,000.00	\$3,422.98	\$210.18	\$577.02	85.57%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$6,000.00	\$4,737.22	\$530.15	\$1,262.78	78.95%
E 99-92-551-3-358 DEBT COLLECTION	\$1,000.00	\$442.70	\$46.60	\$557.30	44.27%
E 99-92-551-3-359 MONARCH FEES	\$17,150.00	\$16,377.95	\$12.34	\$772.05	95.50%
551 LIBRARY	\$91,950.00	\$79,204.62	\$4,420.03	\$12,745.38	86.14%
92 LIBRARY ADMINISTRATION	\$91,950.00	\$79,204.62	\$4,420.03	\$12,745.38	86.14%
93 LIBRARY PROGRAM & COLLECTION					
551 LIBRARY					

Account Descr	2023 YTD Budget	2023 YTD Amt	AUGUST 2023 Amt	Balance	2023 % of Budget
E 99-93-551-3-370 PROGRAMMING	\$5,000.00	\$4,263.21	\$363.76	\$736.79	85.26%
E 99-93-551-3-371 MEDIA	\$25,000.00	\$9,933.27	\$1,414.44	\$15,066.73	39.73%
E 99-93-551-3-372 E CONTENT	\$37,000.00	\$24,818.90	\$969.90	\$12,181.10	67.08%
E 99-93-551-3-373 PRINT	\$85,000.00	\$52,253.85	\$10,973.01	\$32,746.15	61.48%
551 LIBRARY	\$152,000.00	\$91,269.23	\$13,721.11	\$60,730.77	60.05%
93 LIBRARY PROGRAM & COLLECTION	\$152,000.00	\$91,269.23	\$13,721.11	\$60,730.77	60.05%
94 LIBRARY BUILDING					
551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$42,120.00	\$27,798.75	\$3,510.00	\$14,321.25	66.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$24,000.00	\$15,246.50	\$2,035.93	\$8,753.50	63.53%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,605.00	\$2,912.38	\$148.41	-\$307.38	111.80%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$32,829.96	\$1,165.65	-\$2,829.96	109.43%
E 99-94-551-3-360 UTILITIES	\$45,000.00	\$34,760.35	\$6,691.98	\$10,239.65	77.25%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$977.85	\$0.00	\$822.15	54.33%
E 99-94-551-3-374 HEALTH & SAFETY SUPPLIES	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
551 LIBRARY	\$150,725.00	\$114,525.79	\$13,551.97	\$36,199.21	75.98%
94 LIBRARY BUILDING	\$150,725.00	\$114,525.79	\$13,551.97	\$36,199.21	75.98%
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$839,503.84	\$101,474.75	\$450,496.16	65.08%
	\$1,375,120.25	\$890,323.57	\$108,578.65	\$484,796.68	64.75%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
97 FLW AMERICAN RESCUE PLAN ACT							
G 97-11100 SPECIAL ASSESS RECEIVAB	\$0.00	\$0.00	\$0.00	\$17,877.35	\$17,877.35	\$0.00	97
G 97-11110 CHECKING - PWSB/BMO GE	\$0.00	\$0.00	\$0.00	\$31,960.54	\$31,960.54	\$0.00	97
G 97-31110 UNAPPROPRIATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	97
G 97-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$31,160.54	-\$31,160.54	97
G 97-31112 EXPENDITURE SUMMARY	\$0.00	\$0.00	\$0.00	\$31,960.54	\$800.00	\$31,160.54	97
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$0.00	\$0.00	\$81,798.43	\$81,798.43	\$0.00	
98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$5,120.25	\$10,517.00	\$7,103.90	\$19,559.00	\$19,659.19	\$5,020.06	98
G 98-11210 INVESTMENTS	\$80,000.00	\$0.00	\$5,500.00	\$0.00	\$10,500.00	\$69,500.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$5,017.00	\$0.00	\$9,059.00	-\$9,059.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$7,103.90	\$0.00	\$19,659.19	\$0.00	\$19,659.19	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$1,347.82	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,347.82	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$83,772.43	\$0.00	\$0.00	\$0.00	\$0.00	-\$83,772.43	98
98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$17,620.90	\$17,620.90	\$39,218.19	\$39,218.19	\$0.00	
99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$3,468.85	\$161,857.06	\$154,273.27	\$2,101,803.03	\$2,091,970.56	\$13,301.32	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$594.36	\$594.36	\$6,140.89	\$6,140.89	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$37,833.37	\$37,833.37	\$306,832.90	\$306,832.90	\$0.00	99
G 99-11210 INVESTMENTS	\$287,502.45	\$1,076.12	\$99,500.00	\$714,386.15	\$714,500.00	\$287,388.60	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$100,734.14	\$0.00	\$0.00	\$100,734.14	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDIN	\$0.00	\$1,790.39	\$1,790.39	\$14,405.30	\$14,405.30	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$3,391.97	\$3,391.97	\$27,254.56	\$27,254.56	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,836.41	\$3,836.41	\$30,947.86	\$30,947.86	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$4,705.94	\$1,010.34	\$655.74	\$7,283.47	\$5,380.84	-\$2,803.31	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,241.10	\$3,225.90	\$3,271.29	\$27,102.51	\$26,132.70	-\$3,271.29	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$51.72	\$51.72	\$404.00	\$404.00	\$0.00	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$57.16	\$57.16	\$451.56	\$451.56	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,384.12	\$1,384.12	\$11,309.63	\$11,309.63	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$3.28	\$3.28	\$25.84	\$25.84	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$25.66	\$25.66	\$200.90	\$200.90	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$11,633.43	\$0.00	\$0.00	\$11,633.43	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$172,156.69	\$0.00	\$0.00	\$0.00	\$0.00	-\$172,156.69	99

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$10,943.87	\$0.00	\$964,462.47	-\$964,462.47	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$101,662.95	\$188.20	\$857,705.37	\$18,201.53	\$839,503.84	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
99 F. L. WEYENBERG LIBRARY FUND	\$0.00	\$317,800.81	\$317,800.81	\$4,218,621.54	\$4,218,621.54	\$0.00	
	\$0.00	\$335,421.71	\$335,421.71	\$4,339,638.16	\$4,339,638.16	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
1239 e	08/10/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$98.24	638768282	PROCESSING 7-28-23 PAYROLL
		Total	\$98.24		
1240 e	08/10/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,689.03		FED/WAGES PD 8-11-23
G 99-21210		WISCONSIN WITHHOLDI	\$893.39		WI/WAGES PD 8-11-23
G 99-21230		SOCIAL SECURITY TAX	\$1,917.38		FICA/WAGES PD 8-11-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,917.35		/WAGES PD 8-11-23
G 99-11160		SPECIAL CLEARING AC	\$18,902.36		DIRECT DEP/WAGES PD 8-11-23
		Total	\$25,319.51		
1241 e	08/10/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$26,195.55		/WAGES PD 8-11-23
G 99-21265		WI RETIREMENT	(\$1,635.64)		WRS/WAGES PD 8-11-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,689.03)		FED/WAGES PD 8-11-23
G 99-21210		WISCONSIN WITHHOLDI	(\$893.39)		WI/WAGES PD 8-11-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,917.38)		FICA/WAGES PD 8-11-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 8-11-23
G 99-21280		HEALTH INSURANCE WI	(\$692.06)		HEALTH/WAGES PD 8-11-23
G 99-21285		LIFE INSURANCE WITH	(\$3.28)		LIFE/WAGES PD 8-11-23
G 99-21275		DENTAL INSURANCE WI	(\$51.72)		DENTAL/WAGES PD 8-11-23
G 99-21276		VISION INSURANCE WIT	(\$57.16)		VISION/WAGES PD 8-11-23
G 99-21286		ACCIDENTAL INS WITH	(\$25.66)		ACCIDENTAL/WAGES PD 8-11-23
G 99-11160		SPECIAL CLEARING AC	(\$18,902.36)		DIRECT DEP/WAGES PD 8-11-23
		Total	\$0.00		
1242 e	08/10/23	CARDMEMBER SERVICE			
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	0738	AMAZON WEB SERVICES
E 99-94-551-3-308		BUILDING SUPPLIES	\$475.00	0962	DUMPSTER RENTAL
E 99-93-551-3-372		E CONTENT	\$10.54	1134	APPLE
E 99-93-551-3-372		E CONTENT	\$5.26	1534	APPLE
E 99-92-551-2-284		CONTRACTED SERVICE	\$43.24	1761	HAHN ACE HARDWARE
E 99-93-551-3-370		PROGRAMMING	\$10.54	2040	VUDU
E 99-93-551-3-370		PROGRAMMING	\$21.09	2123	VUDU
E 99-93-551-3-370		PROGRAMMING	\$21.09	2206	VUDU
E 99-93-551-3-370		PROGRAMMING	\$47.45	2466	APPLE
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$150.00	3539	PRINCESS MY PARTY
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$20.40	4155	USPS
E 99-93-551-3-370		PROGRAMMING	\$13.70	6607	APPLE
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$33.55	8307	FIVE BELOW
E 99-92-551-2-284		CONTRACTED SERVICE	\$100.00	8342	MAILCHIMP
E 99-93-551-3-370		PROGRAMMING	\$36.90	8777	APPLE
		Total	\$990.10		
1243 e	08/10/23	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$6,691.98		ELEC & GAS/JULY * AUG
		Total	\$6,691.98		



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1244 e	08/10/23	PURCHASE POWER			
E 99-92-551-2-201		POSTAGE	\$395.00		POSTAGE METER REFILL
		Total	\$395.00		
1247 e	08/23/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$98.24	638912038	PROCESSING 8-11-23 PAYROLL
		Total	\$98.24		
1248 e	08/23/23	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$10,149.88		HEALTH INSURANCE/AUGUST
G 99-21280		HEALTH INSURANCE WI	\$1,384.12		HEALTH INSURANCE/AUGUST
		Total	\$11,534.00		
1249 e	08/23/23	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$3,225.90		EMPLOYER/JULY WRS
G 99-21265		WI RETIREMENT	\$3,225.90		EMPLOYEE/JULY WRS
		Total	\$6,451.80		
1258 e	08/23/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,702.94		FED/WAGES PD 8-25-2023
G 99-21210		WISCONSIN WITHHOLDI	\$897.00		WI/WAGES PD 8-25-2023
G 99-21230		SOCIAL SECURITY TAX	\$1,919.03		FICA/WAGES PD 8-25-2023
E 99-91-551-1-199		FRINGE BENEFITS	\$1,919.04		FRINGES/WAGES PD 8-25-2023
G 99-11160		SPECIAL CLEARING AC	\$18,931.01		DIRECT DEPOSIT/WAGES PD 8-25-2023
		Total	\$25,369.02		
1259 e	08/23/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$26,105.56		/WAGES PD 8-25-23
G 99-21265		WI RETIREMENT	(\$1,635.65)		WRS/WAGES PD 8-25-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,702.94)		FED/WAGES PD 8-25-23
G 99-21210		WISCONSIN WITHHOLDI	(\$897.00)		WI/WAGES PD 8-25-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,919.03)		FICA/WAGES PD 8-25-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 8-25-23
G 99-21280		HEALTH INSURANCE WI	(\$692.06)		HEALTH/WAGES PD 8-25-23
G 99-11160		SPECIAL CLEARING AC	(\$18,931.01)		DIRECT DEPOSIT/WAGES PD 8-25-23
		Total	\$0.00		
1260 e	08/23/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$75.95	640484253	TIME & ATTENDANCE/AUG
		Total	\$75.95		
27663	08/10/23	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	34590381	MONTHLY COPIER LEASE/(2)
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$169.88	34590382	MONTHLY COPIER LEASE/ADM
		Total	\$288.73		
27728	08/24/23	AMAZON CAPITAL SERVICES			
E 99-92-551-3-300		OFFICE SUPPLIES	\$9.75		OFFICE SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$39.99	111C-RVXV-	PROGRAMMING
E 99-93-551-3-371		MEDIA	(\$0.11)	13P9-3FNP-3	MEDIA
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$179.00	147X-6DDF-1	DUES & SUBSCRIPTIONS



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-370		PROGRAMMING	\$7.72	1699-LCMP-	PROGRAMMING
E 99-93-551-3-370		PROGRAMMING	\$45.26	16FR-F39M-3	PROGRAMMING
E 99-93-551-3-370		PROGRAMMING	\$13.98	16RW-6LFH-	PROGRAMMING
E 99-92-551-3-301		PROCESSING SUPPLIES	\$328.06	174C-YQNV-	PROCESSING SUPPLIES
E 99-94-551-3-306		JANITOR SUPPLIES	\$169.00	1976-C7H1-T	COMPUTERS & TECH
E 99-93-551-3-370		PROGRAMMING	\$74.56	199J-FVJK-	PROGRAMMING
E 99-93-551-3-370		PROGRAMMING	\$4.94	1FDJ-GWCL-	PROGRAMMING
E 99-92-551-3-300		OFFICE SUPPLIES	\$13.59	1FRT-GXFK-	OFFICE SUPPLIES
E 99-93-551-3-373		PRINT	\$709.79	1FY4-9HYH-	PRINT COLLECTION
E 99-92-551-2-286		COMPUTERS	\$236.64	1GQ1-QHQJ-	COMPUTERS & TECH
E 99-94-551-3-306		JANITOR SUPPLIES	(\$27.48)	1GT7-K71L-	JANITOR SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$86.94	1HXT-P47M-	OFFICE SUUPLIES
E 99-93-551-3-371		MEDIA	\$39.88	1JJN-JX3K-V	MEDIA
E 99-93-551-3-371		MEDIA	\$228.42	1JRV-RVGX-	MEDIA
E 99-92-551-3-300		OFFICE SUPPLIES	\$19.99	1Q4K-RWKK	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$11.98	1VXM-KKMD	OFFICE SUPPLIES
E 99-92-551-2-286		COMPUTERS	\$31.99	1WF3-TQXX-	COMPUTERS & TECH
E 99-92-551-3-300		OFFICE SUPPLIES	\$7.99	1WJX-1XFT-	OFFICE SUPPLIES
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$149.95	1WNG-7TJV-	PARK & REC RESTRICTED GIFT
E 99-94-551-3-306		JANITOR SUPPLIES	\$6.89	1WTY-GGRF	JANITOR SUPPLIES
Total			\$2,388.72		
27729	08/24/23	ASCEND ELEVATOR LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$247.50	5749	REGULAR ELEVATOR SERVICE (2 OF 3)
Total			\$247.50		
27730	08/24/23	AT&T (OFFICE@HAND)			
E 99-92-551-3-303		TELEPHONE	\$210.18	270531807	OFFICE@HAND/AUGUST
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$88.45	4220761806	ELEVATOR LINE/AUGUST
Total			\$298.63		
27731	08/24/23	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$210.98	2037594696	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$1,279.68	2037595026	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$290.25	2037601952	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$310.17	2037604689	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$758.78	2037607430	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$231.49	2037616847	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$477.56	2037619816	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$1,121.47	2037622367	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$175.06	2037629594	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$576.64	2037629622	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$455.15	2037636989	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$225.27	2037640345	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$393.45	2037650438	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$94.74	2037654230	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$2,396.13	2037660964	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$385.17	2037669581	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$679.54	2037678781	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$201.69	2037683408	PRINT COLLECTION MATERIALS



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-371		MEDIA	\$271.16	C65826120	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$84.44	H65476410	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$296.52	H65488580	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$56.26	H65490880	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$22.37	H65526170	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$31.06	H65596040	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$77.19	H65666890	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$192.10	H65702900	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$50.38	T24200130	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$64.77	T24200140	MEDIA COLLECTION
Total			\$11,409.47		
27732	08/24/23	BAKER TILLY VIRCHOW KRAUSE LLP			
E 99-92-551-2-290		CONSULTANTS	\$269.00	BT244822B	AUDIT CONSULTING SVCS
Total			\$269.00		
27733	08/24/23	BOOKBROWSE LLC			
E 99-93-551-3-372		E CONTENT	\$829.00	3812	BOOKBROWSE ANNUAL SUBSCRIPTION
Total			\$829.00		
27734	08/24/23	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$9.76	2010170	SELECT/SEPT DENTAL
G 99-21275		DENTAL INSURANCE WI	\$41.96	2010319	SELECT PLUS/SEPT DENTAL
G 99-21276		VISION INSURANCE WIT	\$57.16	2013264	VISION/SEPT
Total			\$108.88		
27735	08/24/23	DEMCO			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$224.57	7340349	PROCESSING SUPPLIES
E 99-92-551-3-301		PROCESSING SUPPLIES	\$279.69	7346263	PROCESSING SUPPLIES
Total			\$504.26		
27736	08/24/23	FORWARD TS			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$12.93	AR203560	TONER SHIPPING
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$215.98	AR204219	COPY CHARGES/JULY
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$12.51	AR204952	TONER SHIPPING
Total			\$241.42		
27737	08/24/23	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$741.00	09-21081	LANDSCAPE MAINTENANCE/MAY
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$741.00	09-21573	LANDSCAPE MAINTENANCE/AUGUST
Total			\$1,482.00		
27738	08/24/23	KANOPY INC			
E 99-93-551-3-372		E CONTENT	\$125.10	359404	KANOPY VIDEOS/JULY
Total			\$125.10		
27739	08/24/23	MILWAUKEE ALARM COMPANY			
E 99-94-551-3-308		BUILDING SUPPLIES	\$175.00	252522	ALARM SERVICE CALL
Total			\$175.00		
27740	08/24/23	MONARCH LIBRARY SYSTEM			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-359		MONARCH FEES	\$12.34	415984	1Q & 2Q TELEPHONY
		Total	\$12.34		
27741	08/24/23	OCLC, INC			
E 99-92-551-2-284		CONTRACTED SERVICE	\$368.66	100333796	WEBDEWEY ANNUAL RENEWAL
		Total	\$368.66		
27742	08/24/23	ORKIN LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$108.99	08212023	PEST PREVENTATIVE SVC/AUGUST
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$108.99	09212023	PEST PREVENTATIVE SVC/SEPT
		Total	\$217.98		
27743	08/24/23	OTTO HOPFINGER & SONS INC.			
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$6,750.00	21194	CHILDRENS ARCHWAY FINAL/UNREST GIFT
		Total	\$6,750.00		
27744	08/24/23	PIEPER POWER			
E 99-94-551-3-308		BUILDING SUPPLIES	\$515.65	881359	ELECTRICAL SVC
E 99-94-551-3-308		BUILDING SUPPLIES	\$160.61	881362	ELECTRICAL SVC
		Total	\$676.26		
27745	08/24/23	PIGGLY WIGGLY			
E 99-93-551-3-370		PROGRAMMING	\$26.54	1002981114	PROGRAMMING SUPPLIES
		Total	\$26.54		
27746	08/24/23	POS SUPPLY SOLUTIONS			
E 99-92-551-3-300		OFFICE SUPPLIES	\$548.60	217181	THERMAL ROLL PAPER
		Total	\$548.60		
27747	08/24/23	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$36.57	33546540	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$334.73	33920333	OFFICE SUPPLIES
		Total	\$371.30		
27748	08/24/23	SECURIAN FINANCIAL GROUP, INC			
E 99-91-551-1-199		FRINGE BENEFITS	\$89.36		LIFE INSURANCE/SEPT
G 99-21285		LIFE INSURANCE WITH	\$3.28		LIFE INSURANCE/SEPT
G 99-21286		ACCIDENTAL INS WITH	\$25.66		ACCIDENTAL/SEPT
		Total	\$118.30		
27749	08/24/23	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$46.60	6115344	PLACEMENTS/JULY
		Total	\$46.60		
27750	08/24/23	VANGUARD CLEANING SYSTEMS			
E 99-94-551-2-282		JANITORIAL SERVICE	\$3,510.00	2206	JANITORIAL SVC/AUGUST
E 99-94-551-3-308		BUILDING SUPPLIES	(\$160.61)	2376	ELECTRICAL REPAIR CREDIT
		Total	\$3,349.39		
11110			\$107,877.52		



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Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$7,103.90
99 F. L. WEYENBERG LIBRARY FUND	\$100,773.62
	\$107,877.52

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497	21,861	21,148	21,121	21,112	19,001	259,583
2023	23,469	21,854	25,303	22,481	21,857	26,060	25,608	25,819					192,451
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199	5,338	4,987	5,135	5,499	5,635	62,449
2023	6,156	5,589	6,028	5,233	5,292	5,228	5,683	5,592					44,801
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	27,199	26,135	26,256	26,611	24,636	322,032
2023	29,625	27,443	31,331	27,714	27,149	31,288	31,291	31,411	0	0	0	0	237,252
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052	2,828	2,181	3,788	1,605	1,371	25,124
2023	1,462	1,384	1,368	1,609	1,724	1,847	1,369	1,837					12,600
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498	1,242	1,132	1,293	1,053	974	14,521
2023	1,548	1,213	1,432	1,288	1,133	2,188	1,528	1,441					11,771
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	8,004	106,783
2022	8,947	8,296	9,593	9,844	9,659	11,182	11,810	11,448	9,563	10,336	9,924	7,944	118,546
2023	10,714	10,035	11,761	10,730	11,140	13,098	12,404	13,061					92,943
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116	112	101	99	86	1,325
2023	114	117	112	75	90	149	111	151					919
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					107
2023 attendance	67	107	214	80	173	118	73	121					953

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					24
2023 attendance	195	128	163	166	106	119	93	149					1,119
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					41
2023 attendance	13	24	27	15	14	530	56	38					717
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					41
2023 attendance	108	164	237	178	105	163	139	135					1,229
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19	16	17	24	22	15	203
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					178
2023 attendance	333	615	759	629	909	1,111	973	813					6,142
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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					33
2023 attendance	852	1,039	1,219	815	608	861	673	787					6,854

Date: September 15, 2023
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report September 2023

Meetings Attended:

- Monarch Directors Chat, 8/17, 9/7
- FOWL Board Meeting, 8/17
- Trustee Training Week Webinars, 8/21 – 8/25
- Regular T-M Rotary Meetings, 8/22, 8/29,
- FLWL Finance Committee, 8/23
- Mequon Common Council Budget Workshop, 8/29
- Intergovernmental Meeting w/ City Staff, 8/31
- Meeting w/ Auditor, 9/5
- Vega Training Meetings, 9/6, 9/20
- Monarch Resources Advisory Workgroup Meeting, 9/6
- Hook, Yarn & Stitch, 9/7 (Record Turnout!)
- WLA Inclusive Services Special Interest Group, 9/7
- First Open Sunday of the Season, 9/10
- Village of Thiensville Committee of the Whole, 9/11
- Tech Days Webinars, 9/12
- FLWL Management Team Meeting, 9/12
- Mequon Common Council, 9/12
- Monarch Directors Council, 9/14
- Weyenberg Public Library Foundation Investment Committee, 9/18
- Village of Thiensville Board of Trustees, 9/18
- FLWL Manager Checkins, 9/19
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

I have attended the following Professional Development Webinars:

TRUSTEE TRAINING WEEK 2023:

- No More Neutral: How to Use Marketing to Position Your Library in Challenging Times
- Wisconsin Law Library
- Grow Your Library Culture
- LGBTQ-Inclusive Trusteeship
- Elected Officials are People, Too

TECH DAYS 2023

- Artificial Intelligence in the Library: The Current Landscape
- Dealing with Digital Distractions: Ideas and Recommendations for Libraries

OPERATIONS ACTIVITIES:

We have been working on a variety of budget proposals, with specific focus on wages and benefits. It does not appear that we will be able to continue with our plan to implement the competitive wage scale as determined by the GovHR Classification and Compensation Study according to our original plan. It may take longer than we'd like, but we will continue to work toward implementing the new scale. The unexpected 10.6% increase in health insurance rates for 2024 is further complicating the issue.

OTHER:

I compared the residency requirement changes in the Challenged Materials Policy with the Library System, other libraries, and a legal issues authority. All say that the residency requirement is acceptable since the vast majority of our funding comes from Mequon and Thiensville. It is appropriate that our collection is built to meet the needs of our community.

Shannon Schultz, Public Library Administration Consultant with the Wisconsin Department of Public Instruction, sent several samples of Joint Library agreements. I shared those, along with our own agreement, with Jennifer Abraham and Jeff Hansher so they have them when the two municipalities start the process of writing a new joint library agreement for our library.

At the Village of Thiensville Committee of the Whole meeting, Trustee Jennifer Abraham made a compelling argument for why the Village should increase their funding of the Library. Then I was asked several questions regarding our budget needs, our staffing (including staff turnover), and wages. I will be make a formal presentation to the Village Board of Trustees Monday, October 16, at 6pm. I will review our activities and discuss our plans and needs for the coming year.

At the City of Mequon Committee of the Whole meeting, the new sign ordinance was discussed in detail. You may remember that there was quite a bit of conflict when there was a campaign to recall and replace several school board members and the subsequent elections. Signs were posted everywhere, and were often of sizes that hampered traffic. The new ordinance detailed in Chapter 62 of Mequon's Code of Ordinances. In Section 62-21: Signs along streets and public property, the Library was mentioned specifically. One of the Alders asked why the Library was mentions specifically. I responded with the following message (quoted in part from the email):

At last evening's Committee of the Whole meeting you asked why the Library was singled out in the sign ordinance. The specific section is 62-21 -- Signs along streets and on public property.

(3) The Frank L. Weyenberg Library may display messages on the electronic message board outside of the library subject to the following conditions:

a. No such sign may promote any candidate for public office, referendum on any ballot or political party or advocate any political or public policy position.

b. Messages on the electronic message board shall be limited to (i) the operating policies of the library approved by the Frank L. Weyenberg Library Board of Trustees; (ii) the name, date, time and/or place of library-related events and programs organized or funded by the library or the library foundation; (iii) the books, materials and electronic offerings of the library; and (iv) books and materials sold by the library.

In 2012 the City of Mequon approved and the Weyenberg Public Library Foundation installed an electronic sign on the east side of the Library along Cedarburg Road. Though the wording above has not always been in the ordinance, we have never used the sign for any messages other than those approved in 62-21 (3) b. above.

When changes to the ordinance were first discussed, there was some concern that our electronic sign would not fall under the new parameters. We were assured at the time that our sign is acceptable, and we are happy to see it in writing.

FOUNDATION:

Included in this packet is a Wish List for the Foundation. They indicated that they were interested in funding new furniture for the library. That is the bulk of our ask for 2024.

FRIENDS:

There is still time to make your reservation for the Friends of Weyenberg Library First Annual Meeting, September 21, at 6:30pm. Mequon's own JF Riordan is the featured author. The event is free for Friends members and \$15 for non-members. An annual household membership is only \$25.

The Friends sold the Jamron Civil War Collection removed from the library several years ago. The purchaser is a book reseller from Ann Arbor, Michigan. He paid \$1,500 for the collection, but indicated that the collection may be worth more, and he will send the Friends a check for any subsequent value determined.

Date: September 15, 2023

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, September 2023

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

- 9/1 – National Library Card Sign-Up Month programs began
- 9/8 – Willowbrook Outreach Event
- 9/12 – Management Meeting
- 9/19 – Director Check-In
- 9/20 – Cooperative Cataloging Workgroup Meeting

STATISTICS – AUGUST 2023

- Checkouts: 25,916
- Door count: 13,061
- Items received from other Libraries: 4,126
- Items sent to other Libraries: 2,492
- Interlibrary loans sent out: 38
- Interlibrary loans received: 10
- Library Card creations: 151

OTHER TASKS & TIDBITS

- We have begun our Library Card Sign-Up Month programs. We are doing a few things this month to celebrate:
 - For every patron that signs up for a Library card, they will sign a leaf that gets hung on the pillars in the rotunda and will get entered into a drawing for a prize.
 - Prizes include a Squishmallow for kids/teens and a Colectivo gift card for adults.
 - We will be giving out stickers at both service desks as well as Bingo cards. Prizes for Bingo are FLW travel mugs for regular bingo and FLW tote bags for a blackout card. Some of the squares on the card include: checking out a laptop, browsing the CD collection, visiting the Library's website, and following the Friends Facebook page.
 - As of 9/13/23, we signed up 46 people for Library cards.
- Our volunteer program has been working on Library inventory and shelf reading. We have a number of consistent volunteers that come in on a weekly basis to perform tasks for us.

Date: September 13, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, September 2023

- The kickoff meeting for open enrollment for local employer insurance programs is scheduled for September 14, 2023. Overall, the insurance rates for both the employer and employees will raise approximately 10.6% in Ozaukee County, which is less than the statewide trend of 14.6%. As is the case in 2023, Network Health is the only Tier 1 qualified plan available in Ozaukee County and is therefore the only plan used in the 88% cost calculations as required by state law. Open enrollment will begin on September 25, 2023 and run until October 20, 2023. Changes selected by employees will be effective January 1, 2024.
- With Equalized Value data now available from the State of Wisconsin, we are able to calculate the minimum required by each municipality to be exempt from County Library Tax in 2024. According to the formula defined in [Wisconsin Statute 43.64](#), the minimum values for 2024 for the municipalities to be exempt from the county library tax are:

	EV Formula	3-Year Average
Mequon	\$1,566,033	\$1,075,239
Thiensville	\$119,499	\$110,740

Under [Wisconsin Statute 43.64\(2\)](#), as members of a joint library the municipalities are allowed to choose which funding model they wish to utilize to determine minimum necessary contributions.

- We are in the process of obtaining quotes from Information Technology companies for security cameras in response to some incidents discovered by staff recently. We will have comparison quotes available at a future time.
- We will be discussing the feasibility of solar power at the Library as a potential long-term project in the coming months.
- AT&T successfully crossed over our network connection to new hardware on the morning of September 13, with only a minimal disruption of service needed.
- We received updated appraisal data from our insurance provider recently. We have a meeting with our insurance agent to discuss these findings scheduled for September 19, 2023.
- With the Village now embracing the use of ACH payments, we will only need to prepare a single invoice batch per month, which should help reduce the preparation burden on both the Library and the Village.

Date: September 20, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: Nintendo Switch Day, 8/23
- Program: Throwback Movie Matinee, 8/26
- Program: Spice of the Month Kits, 9/1
- Webinar: Artificial Intelligence and the Library: The Current Landscape, 9/12
- Webinar: Dealing with Digital Distractions: Ideas and Recommendations for Libraries, 9/12
- Management Meeting, 9/12
- Webinar: When a Service Desk Isn't Enough: One-on-One Tech Assistance, 9/13
- Program: Family Storytime, 9/19, 9/20
- Program: Mequon-Thiensville Community Book Club, 9/19
- Check-In Meeting with Rachel, 9/19
- Monthly carts ordered: 9/5, 9/11, 9/18, 9/25

MONTHLY STATISTICS

-Summer reading wrapped up nicely in August and Patron Services is gearing up for a busy fall. For reference statistics, August 2023 did see an increase in transactions over August 2022. eCircs and eCollections continue to do very well. Programming statistics for adults and children's in August 2023 were higher than August 2022's numbers, but teen programs in August 2023 had a decrease compared to August 2022. However, over the course of the entire summer, we were very busy with an increase in program offerings for all ages.

	2023 Summer Programs	Attendance	2022 Summer Programs	Attendance
Children's Programs	39	1072	32	983
Children's Storytimes	27	1376	20	1275
Children's Drop-In Programs	10	1717	10	1461
Teen Programs	27	590	12	227
Teen Drop-In Programs	10	433	9	303
Adult Programs	36	312	23	174
Adult Drop-In Programs	6	262	3	91
TOTAL	155	5762	109	4514

OTHER TASKS & TIDBITS

The Patron Services department has started sorting through and cleaning the LEGO donations we have received over the past couple of years. We have also had the teen volunteers and the library pages helping with some of the initial sorting. To date, we have filled two small classroom LEGO bins and have another three 1-gallon buckets to wash and sanitize.

This fall, Patron Services has scheduled some monthly off-site storytime visits to local preschools. We will be visiting Gan Ami Early Childhood, Sonlight Child Development Center, and Kids Rule Academy Center in Mequon. We also have one scheduled on-site visit planned in October with Christ Alone Preschool and one potential visit in December with the North Shore Preschool and Child Care.

UPCOMING LIBRARY PROGRAMS

•Drop-In Tech Help (2-3 each month) •Evening Readers Book Club (monthly) •History Book Club (monthly) •Hook, Yarn & Stitch Club (monthly) •Monarch Memory Café (triannual, October) •Movie Matinees (1st & 3rd Fridays monthly) •Throwback Movie Matinees (Last Saturdays, monthly) •M-T Book Club (monthly) •Philosophy Lectures series (quarterly, November) •Spice of the Month Kits (monthly) •A Creative Place: History of Wisconsin Art (October) •Getting to Know Medicare (October) •When Can I Retire? (October) •Cultural Conversations (October, November) •Christo's Novelty Combo (October) •Dungeons & Dragons, Tuesday Campaign (biweekly -- 7 sessions) •Dungeons & Dragons, Wednesday Campaign (biweekly -- 7 sessions) •Need-to-Know Changes in the College Planning Process (September) •Anime Club (October & December) •Take & Make Teen Craft Kits (monthly)	•Family Storytime (weekly Tuesdays & Wednesdays) •Shake & Shimmy Storytime (biweekly) •Read & Create Storytime (monthly) •Little Learners (monthly) •Monday LEGO Club (monthly) •Saturday LEGO Club (monthly) •Parachute Play (monthly) •Nintendo Switch Days (monthly) •Little Scientists (monthly) •Little Artists (monthly) •Throwback Family Movie Matinees (monthly) •Family BINGO Night (monthly) •Preschool Storytime Visits to Gan Ami, Sonlight Child Care & Kids Rule Academy monthly) •Crazy 8s (8-weeks -- September-November) •Readers Theater (6-weeks October-November) •Solar Eclipse Take Home Kit (October) •DINOvember Storytime (November) •Noon Year's Eve Event (December)
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Challenged Materials Policy

Materials in the Library's collection are selected under the guidelines established in the Library's "Materials Selection Policy," which states that the Library Director is responsible for the selection of library materials and, under his or her direction, professional members of staff. The Library recognizes that from time to time there will be citizen complaints or concerns about a specific title or type of material selected or withdrawn from the collection. A complainant submitting a Request for Reconsideration **must** hold a Frank L. Weyenberg Library card in good standing **and reside in Mequon or Thiensville**. When a complaint is made, the Library will address it, ensuring that the complainant is heard and that the fundamental principles of intellectual freedom are upheld.

This policy provides for a systematic approach to the process, as follows:

1. Initiation of Request for Reconsideration:
 - a. Individuals with a Frank L. Weyenberg Library card in good standing may initiate complaints about specific titles or types of material in the collection by talking to or writing to any member of staff, the Director, or a member of the Board of Trustees. Such communications are considered informal complaints.
 - b. Staff, the Director, or the Trustee should then offer a Request for Reconsideration Form (appended to this policy), and explain the rationale for the formal complaint procedure.
 - c. No further action is taken by the library at this point.
 - d. **Patron may challenge one item at a time. No further challenges will be accepted from the patron until the original challenge is resolved.**
2. Acknowledgement of Request for Reconsideration of Library Materials Form:
 - a. Once a Request for Reconsideration is received by the Director, it shall be acknowledged in writing. The letter shall describe the Library's procedure and timeline for review. The review process may take up to three months.
 - b. Copies of this policy and the Materials Selection Policy will be included in the reply.
 - c. If the complainant has checked out the item, no further action will be taken until said item is returned to the library.
3. Evaluation of Library Materials:
 - a. The Director shall appoint a committee of professional staff to evaluate the challenged materials. Usually this committee is made up of two or three librarians, including the Patron Services Manager.
 - b. The challenged material is recalled from circulation and is not available for use by other patrons to allow members of the committee time to evaluate it.
 - c. Members of the committee read, listen to, or view the material in its entirety.

- d. Committee members review the material in relationship to the Library's Materials Selection Policy and the rest of the collection. They research what literary critics and reviewers think of the material.
 - e. After reaching individual conclusions, the committee meets to discuss the material and recommend one of several actions to the Library Director:
 - i. Retain the challenged material in the collection;
 - ii. Retain the challenged material, but move it to another location; or
 - iii. Withdraw the challenged material.
 - f. The Director then evaluates the challenged materials, weighing the factors listed above, and considers the committee's recommendation.
4. Notification of Complainant:
- a. The Director shall write a letter to the complainant stating the decision of the Library, as well as the reasoning behind the decision.
 - b. The letter will include the steps complainant may take if unsatisfied with the decision.
5. Notification of the Board of Trustees:
- a. The Library Board shall be notified by the Director of any formal complaints, usually through the Director's Monthly Report.
6. Reconsideration by the Library Board of Trustees:
- a. If the complainant is not satisfied with the written decision of the Director, he or she may bring the matter to the Board of Trustees.
 - b. To initiate consideration by the Board of Trustees, the complainant must write to the Library Director and request that the matter be placed on the agenda of the next regular meeting. The letter must be received at least ten (10) days prior to the next regular meeting of the Board. If received after that time, the matter will be automatically deferred until the succeeding regular meeting.
 - c. The Director shall acknowledge receipt of the complainant's letter in writing, and shall include the date, time, and place of the meeting at which the matter will be considered.
 - d. Once the Request for Reconsideration is on the agenda, the Board shall decide by a majority vote of the members present whether it wishes to further consider the Request for Reconsideration.
 - e. If the Board votes to consider the matter further, an ad hoc review panel will be selected to evaluate the challenged material, ~~a public hearing is set~~, and the matter is placed on the agenda for the next regular meeting. If necessary, because of the length or availability of the material in question, the matter may be postponed for one meeting. The challenged material is recalled from circulation and is not available for use by other patrons to allow members of the ad hoc committee time to evaluate it.
 - f. If the Board does not vote to consider the request further, the matter is closed.
7. Ad Hoc Review Panel:
- a. The ad hoc review panel is selected by random drawing of three names from the Library's Board of Trustees. Members of the review panel:
 - i. Read, listen to, or view the material in its entirety;
 - ii. Review the material in relationship to the Library's Materials Selection Policy and the rest of the collection; and
 - iii. Consider what literary critics and reviewers think of the material.

- b. After coming to individual conclusions, the committee meets to discuss the material and recommend one of several actions to the Board of Trustees, with reference to the fundamental principles of intellectual freedom:
 - i. Retain the challenged material in the collection;
 - ii. Retain the challenged material, but move it to another location; or
 - iii. Withdraw the challenged material.
- c. At the regular meeting of the Board of Trustees at least ten (10) days after the Director's receipt of the decision of the ad hoc review panel, the Board shall consider the recommendation of the ad hoc review panel.
- d. The Board of Trustees shall vote on the disposition of the challenged material. A majority vote of the full Board is required to remove materials from the Library's collection, to move materials from one location to another, or to otherwise restrict access to materials.
- e. The decision of the Board of Trustees is final. Whatever the decision, the principles of the Library Bill of Rights will be reiterated, as well as how the decision is in accordance with those principles. A brief statement as to the rationale for the decision should also be made; e.g., "We have concluded that the material meets our selection criteria, and will be retained without restriction."

~~8. Public Hearing~~

- ~~a. The Board of Trustees may schedule a public hearing as part of a regular Board meeting or at a special meeting called to address the Request for Reconsideration. Said meeting shall be properly noticed.~~
- ~~b. The President of the Board of Trustees or designee shall chair the public hearing. After calling the meeting to order, the Chair shall review the procedures to be followed at the meeting, and the process followed up to this point for reconsideration of the material. The Chair should announce at the beginning of the hearing that the decision of the Board of Trustees will be made at the next regular Board meeting.~~
- ~~c. Citizens wishing to speak shall sign in and indicate on which side they will be speaking. The Chair shall decide whether time limits will be set and, if so, a timekeeper shall be appointed and each speaker shall be limited to a specific amount of time, e.g., three or four minutes. No participant shall be allowed to speak a second time until all speakers registered have been heard.~~
- ~~d. Seating will be provided for the public. Speakers shall speak from an area designated for that purpose. Members of the press are required to remain in the public seating area throughout the hearing.~~

9. Inquiries about Specific Requests for Reconsideration:

- a. From time to time, complainants, members of the public, the press, or others, may have questions concerning the status of a specific Request for Reconsideration of Library Materials. Questions should be addressed to the Library Director.



MEQUON-THIENSVILLE COMMUNITY FOUNDATION GRANT APPLICATION

ORGANIZATIONAL INFORMATION

Organization Name: Frank L. Weyenberg Library of Mequon-Thiensville
Address: 11345 North Cedarburg Road
City/ST/ZIP: Mequon, WI 53092
Contact Person: Rachel Muchin Young, Library Director
Phone: (262) 242-2590
Email Address: rmuchinyoung@flwlib.org

Mission Statement:

As a welcoming community center united by Mequon and Thiensville,
the Frank L. Weyenberg Library strives to stimulate imagination and
inspire creativity by opening windows to lifelong learning.

Fiscal Year: January 1 through December 31
Total Operating Budget: \$1,290,000
Number of Employees: Full Time: 9 Part Time: 9

Does your organization provide volunteer opportunities? Yes

If so, how many volunteers did you have last year?

(January – August, 2023) 23 adults volunteered at least 176 hours

Teens also volunteered

Number of Individuals Served by Organization: 28,429

Has this request been authorized by the organization's governing board? Yes

Has your governing board approved a policy of non-discrimination with regard to age, race, religion, sex, or national origin? Yes If yes, when? 02/2007

PROJECT DETAILS

What are the start/end dates for your project: December 1, 2023, to March 31, 2024

How many people will benefit from your project: Approx. 3,000 people

Please provide a concise 3 – 5 sentence description of your project:

Frank L. Weyenberg Library features an interactive play space, the Children's Porch. This special area is heavily used by our youngest patrons and their parents and other caregivers. Though we have many educational and developmental toys (Duplo Blocks, Magna-Tiles, train sets, doll houses, play kitchen, play workbench, Jumbo Playstix, and more), the most important activity that occurs in that space is reading. Children are instilled with a love of books and learning as they sit on the various sofas and love seats and are read to by their caregivers. While reading to children inspires a love of reading in them, the current furniture is unimaginative and adult-sized. We wish to purchase fun, child-sized sofas (which are still large enough to accommodate the adult reader and children) that will encourage reading together.

How does your project align with the mission of the Mequon-Thiensville Community Foundation? 3 – 5 sentences [or how does this project improve the lives of the residents of Mequon and Thiensville]?

The Census Department estimates that there are 4,895 children from birth through age 14 living in Mequon and Thiensville. Those children and their families and caregivers use the Children's Department on a regular basis, checking out 117,920 physical items (2022) of the Library's total circulation of 346,108. That 34% of circulation only represents a small portion of what occurs in the children's department every day. The Library offers three to five children's programs every week. In 2022, 4,425 people attended programs just for children birth to 5-years. Frequently before and after these programs, children and caregivers visit the Children's department to actively participate in self-directed activities, to play, and to read. More than 7,000 children (birth through 5) participated in self-directed activities. Enhancing the children's department clearly enhances the quality of life in our communities.

FUNDING

Total project budget? \$ 3,240.00

Amount requested from the Mequon-Thiensville Community Foundation? \$ 3,240.00

If you don't receive the full funding requested from MTCF, how will the project be impacted?

If we receive partial funding from MTCF, we will begin the project and seek additional funding from other grantors. We cannot afford this project with our municipal allocations alone.

Please identify the project's other funding sources. Please indicate the amount requested from each and if funding is pending, has been received, or was denied.

To date we have not sought other funding.

If funding is received from the Mequon-Thiensville Community Foundation, how will it be recognized?

Funding from MTCF will be recognized in our monthly eNewsletter, on our Facebook page, and in all promotional materials for the new Children's Porch features.

ATTACHMENTS

2023 Library Board of Trustees:

Catherine Perry, President	Mequon
Tedd Lookatch, Vice President	Mequon
Jeffrey Hansher, Secretary	City of Mequon Alderman
Graham Baxter, Treasurer	Mequon
Jennifer Abraham	Village of Thiensville Trustee
Ali Buchanan	Mequon
Alex Lemke	Thiensville
Ellen Nagy	Mequon
Cathrine Wagner	Mequon
Vacant	Mequon-Thiensville School District

PROJECT BUDGET:



HABA Flower Sofa	\$ 1,450.00
HABA Cloud Sofa	\$ 1,450.00
Shipping	<u>\$ 340.00</u>
Total	\$ 3,240.00

OPERATING BUDGET 2023:

Account #	Name of Account
99-31190	Gifts & Grants Restricted
99-31191	Gifts & Grants Unrestricted

REVENUES

Account #	Name of Account	2023 Adopted Budget
99-40-001-900	Mequon Taxes	\$ 1,106,716.00
99-40-001-901	Thiensville Taxes	\$ 110,740.00
99-40-001-902	County Reimbursement	\$ 15,976.00
99-42-006-903	Fines & Fees	\$ 19,932.00
99-44-013-300	Investment Interest	\$ 2,668.00
99-45-015-280	Miscellaneous Revenue	\$ 1,554.00
99-45-014-904	Book Sale Revenue	\$ 9,880.00
99-45-014-906	Photocopier	\$ 2,534.00
99-45-015-520	Fund Balance Transfer	\$ 20,000.00
TOTAL REVENUES		\$ 1,290,000.00

EXPENDITURES**STAFFING**

Account #	Name of Account	2023 Adopted Budget
99-91-551-1-100	Salaries & Wages	\$ 670,300.00
99-91-551-1-115	Travel/Training/Seminars	\$ 2,500.00
99-91-551-1-199	Benefits	\$ 215,600.00
99-91-551-2-202	Dues & Subscriptions	\$ 3,500.00
99-91-551-2-237	Worker's Compensation	\$ 1,325.00
99-91-551-7-715	Flex Benefit	\$ 2,100.00
99-91-551-7-730	Unemployment	\$ -
		\$ 895,325.00

**EXPENDITURES, CONT.
ADMINISTRATION**

Account #	Name of Account	2023 Adopted Budget
99-92-551-2-201	Postage	\$ 1,000.00
99-92-551-2-206	Audit	\$ 6,750.00
99-92-551-2-243	Other Insurance	\$ 21,525.00
99-92-551-2-284	Contracted-Technology	\$ 9,300.00
99-92-551-2-286	Computers	\$ 5,000.00
99-92-551-2-287	Mileage	\$ 1,500.00
99-92-551-2-288	Fiscal Agent Fee	\$ 8,000.00
99-92-551-2-289	Payroll Processing	\$ 3,725.00
99-92-551-2-290	Consultants	\$ -
99-92-551-3-300	Office Supplies	\$ 3,500.00
99-92-551-3-301	Work Supplies	\$ 3,500.00
99-92-551-3-303	Phone	\$ 4,000.00
99-92-551-3-307	Supplies-Copy Machine	\$ 6,000.00
99-92-551-3-358	Debt Collection	\$ 1,000.00
99-92-551-3-359	Monarch Fees	\$ 17,150.00
		\$ 91,950.00

PROGRAM & COLLECTION

Account #	Name of Account	2023 Adopted Budget
99-93-551-3-370	Programming	\$ 5,000.00
99-93-551-3-371	Media	\$ 25,000.00
99-93-551-3-372	E-Content	\$ 37,000.00
99-93-551-3-373	Print	\$ 85,000.00
		\$ 152,000.00

BUILDING

Account #	Name of Account	2023 Adopted Budget
99-94-551-2-282	Janitorial Service	\$ 42,120.00
99-94-551-2-283	Contracted-Building	\$ 24,000.00
99-94-551-3-306	Janitor Supplies	\$ 2,605.00
99-94-551-3-308	Building Supplies (M&R)	\$ 30,000.00
99-94-551-3-358	Utilities	\$ 45,000.00
99-94-551-3-359	Sewer & Water	\$ 1,800.00
99-94-551-3-374	Health & Safety Supplies	\$ 200.00
99-94-551-7-700	Building Projects	\$ 5,000.00
		\$ 150,725.00

TOTAL EXPENDITURES	\$ 1,290,000.00
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ANNUAL REPORT

See attached.

**2024 Wish List for the
Weyenberg Public Library
Foundation**

	Description	Details	Itemized Estimate	Total Estimate
1	Strategic Planning Facilitation			\$ 1,000
2	Landscaping	Quarterly Changes to Exterior Planters		\$ 3,600
3	Furniture			\$ 45,902
		Study Carrels (6 Agati Pods)	\$ 24,000	
		Rotunda Furnishings (4 Hickory Meghan Chairs, [4 lounge, 4 side])	\$ 9,000	
		Children's Porch Furnishings (2 JSI Indie Sofas)	\$ 9,662	
		*Children's Porch Furnishings (2 Child-Friendly Loveseats [Blossom and Clouds])	\$ 3,240	
4	Adventure Passes			\$ 5,055
		Milwaukee Art Museum (4 Annual pass)	\$ 600	
		Milwaukee County Zoo (2 Annual passes)	\$ 1,000	
		Betty Brinn Children's Museum (2 Annual Passes)	\$ 1,000	
		Mitchell Park Domes (1 Annual pass + 5 tickets)	\$ 500	
		Schlitz Audobon Center (1 Annual Pass)	\$ 65	
		Discovery World (2 Annual Passes)	\$ 1,650	
		Mequon Community Pool (2 Family Passes)	\$ 240	
5	Fine Arts Series	Programs & Marketing		\$ 5,000
		Gershwin (\$1,000)	\$ 1,000	
		Florentine Opera (\$1,500) 4/28/24	\$ 1,500	
		Bluegrass	\$ 1,000	
		TBD	\$ 1,500	
6	Cultural Conversations	Programs & Marketing		\$ 1,500
		Badger Talks		
		Badger Talks		
		TBA		
		TBA		
7	4K Movies	For Adult, Children, and Teen Film Events	\$ 600	\$ 600
		Totals		\$ 62,657

*Library submitted a grant application to the Mequon-Thiensville Community Foundation for the Child-Friendly HABA Blossom and Cloud sofas. If we receive the grant, we will deduct up to \$3,240 from this Wish List.

See images on the following pages.



Agati Pod Study Carrel
(upholstery and finishes to be determined).



Hickory Meghan Lounge Chair and Side Chair (faux leather upholstery to be determined).



JSI Indie Lounge Sofa, Faux Leather upholstery to be determined.



HABA Blossom and Cloud Sofas

AtoZdatabases Subscription Agreement

Offer Valid Until: _____

Institution Name: Frank L Weyenberg Library of Mequon-Thiensville

Main Contact: Rachel Muchin Young Title: Director

Email: muchinyoung@flwlib.org Phone: (262) 242-2593 x331

Address: 11345 N Cedarburg Rd

City: Thiensville State: WI ZIP: 53092-1998

Select Your Option Below		Term	Investment		Payment Terms
X	Option 1 (Best Value)	3 Years	6000.0		One-Upfront Payment
	Option 2	3 Years	2160.0	Per Year	Invoiced Annually
	Option 3	2 Years	2348.0	Per Year	Invoiced Annually
	Option 4	1 Year	2472.0	Per Year	Invoiced Annually

Subscription Start Date: 2023-12-31 Billing Start Date: 2023-12-31 (Payable in 30 days)

Subscription includes:

- ✓ 30 million US Businesses & Executives Database
- ✓ 7 million Jobs Database
- ✓ 2 million US New Businesses
- ✓ 12 million Healthcare Professionals
- ✓ 240 million US Residents
- ✓ 350,000 New Movers & New Homeowners weekly
- ✓ Executive email addresses available
- ✓ Send Emails for Free up to 1,000 per month
- ✓ 1,000 downloads within the library and remotely
- ✓ Triple Verified Business Database
- ✓ iPhone & iPad App
- ✓ On-Demand Usage Reporting
- ✓ Free Training and Support AtoZU
- ✓ Live chat support for patrons
- ✓ Future Enhancements
- ✓ Spanish Interface

Renewal Terms: This agreement will commence on the date of signature and shall continue until the Billings Start Date plus the duration of the selected Term (above). At the conclusion of the initial Term, the subscription shall automatically renew for 1 year at the 1 Year Term Price shown above plus a 3% % price increase, unless cancellation notice is provided to AtoZdatabases 90 days before the conclusion of the then-current Term. You may also choose to renew with any multi-year term renewal at the multi-year prices shown above plus a 3% % price increase. Such renewal option must be selected before end of the then-current Term.

Other Terms:

Accepted by: *Rachel Muchin Young* Date: 9/5/2023 | 11:14 AM CDT
4DCACF4529174BD...
 Name: Rachel Muchin Young Title: Library Director

Your AtoZdatabases Executive: Jordan Laborde Phone: 877.428.0101

Your Customer Service Representative: Bernie Vanek Phone: 877.428.0101



Toll Free: 877.428.0101
 Fax: 402.704-7047
 Email: sales@atozdatabases.com

11211 John Galt Blvd
 PO Box 27757
 Omaha, NE 68137-0757

Liability Issues

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Generally, library trustees need fear no personal loss or liability for the honest performance of their official duties and exercise of powers granted by law. Wisconsin Statutes (Section [893.80\(4\)](#)) and court cases generally provide that public officials are immune from individual liability for actions performed within the scope of their office.

But personal liability is still possible for intentional or careless injuries or damages, illegal use of public funds or authority, ethics and conflict-of-interest law violations, public records law violations, and open meetings law violations. In the case of open meetings law violations, an individual board member who is found to be in violation of the law may be fined and must pay the fine personally, without reimbursement from the library or municipality.

Library boards must also avoid taking actions that violate rights guaranteed by the federal constitution or federal law. Special care must be exercised in actions that concern discrimination laws, employment laws, and First Amendment rights. Before taking any actions that may jeopardize these rights, it is strongly recommended that the board seek the advice of the municipal attorney (or county corporation counsel in the case of a consolidated county public library board).

Wisconsin Statutes provide that if a claim is brought against the library board because of an act or omission of the library board and the claim is disallowed by the library board, the claimant may bring action against the municipality or county (Section [43.58\(3\)](#)). Because the municipality or county is ultimately liable for any legal missteps by the library board, municipal and county attorneys are very willing to assist the library board with any legal questions.

Under most circumstances, municipalities have a legal responsibility to provide legal counsel to officers and employees (including library officers and employees) in proceedings brought because of actions taken while carrying out the duties of the office or position. Generally, under these circumstances, the municipality must also indemnify or pay for judgments for damages as well as other costs and legal fees. (See Wisconsin Statutes Section [895.46\(1\)\(a\)](#) for the details, including the limitations, of this law.)

Protections from Liability

You can greatly lessen the possibility of liability if you, and your fellow board members, do all of the following:

- Become knowledgeable about the various laws that apply to library board actions and library operations (such as the state open meetings and public records laws, state and local ethics laws and state and federal employment laws). See *Trustee Essential* [#7](#), [#14](#), [#15](#), and [#16](#) for more information about these laws.

In This Trustee Essential

- Basic issues concerning trustee and municipal liability
- Actions you can take to limit liability

- Adopt written policies for operating the library and review all library policies on a regular cycle, ensuring that all policies (including the personnel policy) are reviewed at least every three years. See *Trustee Essentials #7* and *#10* for more information.
- Exercise care and diligence in board consideration of new or revised policies. Review each policy in light of the “four tests of a legally defensible policy” from *Trustee Essential #10: Developing Essential Library Policies*.
- Vote against any proposed board action that you believe is illegal or improper. Vote to table an issue if you believe insufficient information has been provided on which to base an informed opinion. Make sure the minutes reflect your vote.
- Act and speak for the library only when authorized to do so by the full board.
- Avoid even the appearance of conflict of interest. (See *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* for more information.)
- Consult with library system staff and/or the municipal or county attorney if you have concerns about the legality of any action or failure to take an action.

Sources of Additional Information

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

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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<http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

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