



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
AGENDA
Wednesday, October 16, 2024, 5:30pm
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of the September 18, 2024, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for September 2024
 - b. Action Item: Accounts Payable for September 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 Update – A. Buchanan
 - b. Update and Discussion: Solar Panels – T. Lookatch
 - c. Discussion: Status of Boiler Project and Additional ARPA Projects
 - d. Action Requested: Weyenberg Public Library Foundation Wish List

- XI. New Business: None**
- XII. Trustee Training & System/State Library Update – Postponed**
- XIII. Future Meeting Dates**
 - a. Board of Trustees Meeting: November 20, 2024, 6pm
 - b. Other Meetings:
- XIV. Adjourn**

Catherine Perry

Posted: October 10, 2024



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees September 18, 2024 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on September 18, 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 September 16, 2024 was verified.

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

Trustees Absent: None.

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

III. Announcements

None at this time.

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

Ms. Muchin Young shared her interaction with a library patron who does not want screens in the Children's Department.

V. Approval of Minutes

A. Action Item: Minutes of the August 21, 2024 Meeting

The minutes of the August 21, 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 August 2024

The reports were included in the Board Packet. The missing journal entries were explained to the Board.

B. Action Item: Accounts Payable Statement for July 2024

Mr. Baxter moved to table the Accounts Payable Statement for August 2024, with a request for notation requiring transparency regarding the July 2024 and August 2024

payroll information. It is noted that the lack of transparency is stalling the ability of the Board to approve their budget process. Motion to table carried.

VII. President's Report

Ms. Perry and nothing to report.

VIII. Committee Reports

A. Finance

Mr. Baxter reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that no meeting was held.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young answered a question about passive programs.

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 reported on the solicitation of quotes for various library services. She also reported on her continuing education activities.

C. Managers' Reports

The written reports were included in the Board Packet.

X. Unfinished Business

A. Strategic Plan Planning Update – A. Buchanan

Ms. Buchanan reported that she has met with Ms. Muchin Young to work on the Strategic Plan and will meet with her again to discuss how the plan will be presented. She also reported that she's creating a map of the library for patrons to utilize.

B. Update and Discussion: Solar Panels – T. Lookatch

Mr. Lookatch reported that a bid from Arch Solar had been received and the return on investment of their proposal would be approximately seven years. Further bids are being sought.

C. Discussion: Status of Boiler Projects and Additional ARPA Projects

Ms. Muchin Young reported that an approved contract for the new boilers has been sent to Dillett, and that they have obtained all the necessary measurements and permits to begin the project. Installation is currently scheduled to begin on October 2.

The library has approximately \$18,000 in ARPA funds remaining, which must be appropriated by the end of the year. It was suggested to have them utilized in a project that will have a sustained return on investment, such as a contribution to the solar

project.

XI. New Business

A. Action Requested: Weyenberg Public Library Foundation Wish List

The wish list was included in the Board Packet. Following discussion, the Board decided they would be comfortable taking the money that was allocated towards the periodicals and Innovation Space renovation and instead directing that to the solar power project.

Ms. Perry moved to approve the Wish List with the Innovation Space and periodicals removed, and adding the Solar Energy Project in an amount of \$80,000. Motion carried.

B. Discussion and Possible Action: New Library Logo

The preferred logo of the Executive Committee was presented. Following discussion, the decision on a new library logo was tabled to a future meeting.

C. Discussion: 2023 Audit

The 2023 Audit was included in the Board Packet. Ms. Muchin Young reported Ms. Wendi Unger, of Baker Tilly, will present the audit findings at the next Board of Trustees meeting.

XII. Trustee Training & System/State Library Update

A. Review of Trustee Training Week Webinars

Ms. Muchin Young included her continuing education activities in the Board Packet and presented her observations to the Board.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, October 16, 2024 at 5:30 pm.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanan. Motion carried and meeting was adjourned at 7:31 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 09/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Activity For 09/30/2024 Increase (Decrease)	Available Balance 09/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Revenues						
Department: 45-015 OTHER INCOME						
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
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	9,284.15	0.00	(9,284.15)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	2,351.21	0.00	(2,351.21)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	11,635.36	0.00	(11,635.36)	100.00
Expenditures		0.00	11,635.36	0.00	(11,635.36)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	533.00	0.00	(533.00)	
TOTAL EXPENDITURES		0.00	11,635.36	0.00	(11,635.36)	
NET OF REVENUES & EXPENDITURES:		0.00	(11,102.36)	0.00	11,102.36	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 09/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Activity For 09/30/2024 Increase (Decrease)	Available Balance 09/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,131,716.00	848,787.00	0.00	282,929.00	75.00
99-40-001-41322	THIENSVILLE TAXES	111,351.00	83,513.25	0.00	27,837.75	75.00
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	946,814.41	0.00	310,764.59	75.29
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	22,000.00	17,572.01	388.35	4,427.99	79.87
Total Dept 42-006 - FINES & FORFEITURES		22,000.00	17,572.01	388.35	4,427.99	79.87
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	20,000.00	11,381.07	427.22	8,618.93	56.91
Total Dept 44-013 - INTEREST INCOME		20,000.00	11,381.07	427.22	8,618.93	56.91
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	15,527.31	673.25	(4,027.31)	135.02
99-45-014-46712	PHOTOCOPIER	2,600.00	2,240.65	223.40	359.35	86.18
Total Dept 45-014 - SALE INCOME		14,100.00	17,767.96	896.65	(3,667.96)	126.01
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	7,693.00	4,076.35	3,193.35	3,616.65	52.99
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	4,076.35	3,193.35	23,616.65	14.72
Revenues		1,341,372.00	997,611.80	4,905.57	343,760.20	74.37
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	703,355.00	494,183.20	54,102.80	209,171.80	70.26
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,500.00	1,693.37	648.00	1,806.63	48.38
99-91-551-51199	FRINGE BENEFITS	235,115.00	157,618.06	15,801.81	77,496.94	67.04
99-91-551-52202	DUES & SUBSCRIPTIONS	2,890.00	2,852.02	39.00	37.98	98.69
99-91-551-52237	WORKER S COMPENSATION	1,415.00	1,415.00	0.00	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	659,638.95	70,591.61	288,536.05	69.57
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	639.05	219.00	360.95	63.91
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	0.00	1.00	100.00
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	13,672.00	8,865.09	134.68	4,806.91	64.84
99-92-551-52286	COMPUTERS	6,500.00	394.08	7.99	6,105.92	6.06
99-92-551-52287	MILEAGE	1,000.00	214.67	0.00	785.33	21.47
99-92-551-52288	FISCAL AGENT FEE	8,000.00	6,000.00	0.00	2,000.00	75.00
99-92-551-52289	PAYROLL PROCESSING	2,700.00	1,957.41	207.51	742.59	72.50
99-92-551-53300	OFFICE SUPPLIES	4,000.00	4,140.43	359.78	(140.43)	103.51
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	5,068.75	557.38	(68.75)	101.38
99-92-551-53303	TELEPHONE	5,100.00	3,949.28	446.25	1,150.72	77.44
99-92-551-53307	SUPPLIES-COPY MACHINE	7,700.00	5,509.73	500.76	2,190.27	71.55
99-92-551-53358	DEBT COLLECTION	720.00	489.30	46.60	230.70	67.96
99-92-551-53359	MONARCH FEES	15,166.00	17,874.23	0.00	(2,708.23)	117.86
Total Dept 92-551 - LIBRARY ADMINISTRATION		96,051.00	80,594.02	2,479.95	15,456.98	83.91

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 09/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Activity For 09/30/2024 Increase (Decrease)	Available Balance 09/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	3,266.86	582.51	1,733.14	65.34
99-93-551-53371	MEDIA	20,000.00	10,811.13	1,325.32	9,188.87	54.06
99-93-551-53372	E CONTENT	30,000.00	26,678.74	1,060.70	3,321.26	88.93
99-93-551-53373	PRINT	85,000.00	54,428.96	5,536.20	30,571.04	64.03
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		140,000.00	95,185.69	8,504.73	44,814.31	67.99
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	44,432.00	32,822.00	3,686.00	11,610.00	73.87
99-94-551-52283	CONTRACTED-BUILDING	24,716.00	18,018.50	1,410.56	6,697.50	72.90
99-94-551-53306	JANITOR SUPPLIES	4,000.00	2,850.58	486.85	1,149.42	71.26
99-94-551-53308	BUILDING SUPPLIES	31,998.00	4,838.96	345.00	27,159.04	15.12
99-94-551-53360	UTILITIES	45,000.00	34,909.91	3,690.09	10,090.09	77.58
99-94-551-53361	SEWER & WATER	2,000.00	996.46	0.00	1,003.54	49.82
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	94,436.41	9,618.50	62,709.59	60.09
Expenditures		1,341,372.00	929,855.07	91,194.79	411,516.93	69.32
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,341,372.00	997,611.80	4,905.57	343,760.20	
TOTAL EXPENDITURES		1,341,372.00	929,855.07	91,194.79	411,516.93	
NET OF REVENUES & EXPENDITURES:		0.00	67,756.73	(86,289.22)	(67,756.73)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,341,372.00	998,144.80	4,905.57	343,227.20	
TOTAL EXPENDITURES - ALL FUNDS		1,341,372.00	941,490.43	91,194.79	399,881.57	
NET OF REVENUES & EXPENDITURES:		0.00	56,654.37	(86,289.22)	(56,654.37)	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 09/30/2024

GL Number	Description	Debit Normal (Abnormal)	Balance 09/30/2024 Normal (Abnormal)	Credit Normal (Abnormal)	Balance 09/30/2024 Normal (Abnormal)
Fund: 97 FLW AMERICAN RESCUE PLAN ACT					
Account Category: Fund Equity					
Department: 00-000					
97-00-000-33900	UNAPPROPRIATED				
Total Department 00-000:		0.00			0.00
Fund Equity		0.00			0.00
Account Category: Revenues					
Department: 08-003 GRANTS & AIDS					
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS				
Total Department 08-003:		0.00			0.00
Revenues		0.00			0.00
Account Category: Expenditures					
Department: 94-551 LIBRARY BUILDING					
97-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:		0.00			0.00
Expenditures		0.00			0.00
Total Fund 97:		0.00			0.00
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Account Category: Assets					
Department: 00-000					
98-00-000-11710	INVESTMENTS		69,500.00		
Total Department 00-000:			69,500.00		0.00
Assets			69,500.00		0.00
Account Category: Fund Equity					
Department: 00-000					
98-00-000-34155	GIFTS & GRANTS RESTRICTED			12,685.82	
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED			85,047.22	
Total Department 00-000:				97,733.04	
Fund Equity				97,733.04	
Account Category: Revenues					
Department: 45-015 OTHER INCOME					
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED				
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT			533.00	
Total Department 45-015:				533.00	
Revenues				533.00	
Account Category: Expenditures					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED		9,284.15		
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT		2,351.21		
Total Department 95-551:			11,635.36		0.00
Expenditures			11,635.36		0.00
Total Fund 98:		81,135.36			98,266.04
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45			0.00
		96,825.81			98,266.04
OUT OF BALANCE		0.00			(1,440.23)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Assets					
Department: 00-000					
99-00-000-11140	SAVINGS - PWBS/HARRIS				
99-00-000-11160	SPECIAL CLEARING ACCOUNT				19,436.20
99-00-000-11710	INVESTMENTS		253,728.22		
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:			259,728.22		19,436.20
Assets			259,728.22		19,436.20
Account Category: Liabilities					
Department: 00-000					

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 09/30/2024

GL Number	Description	Balance	
		Debit 09/30/2024 Normal (Abnormal)	Credit 09/30/2024 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND			
Account Category: Liabilities			
Department: 00-000			
99-00-000-21511	SOCIAL SECURITY TAX		1,978.68
99-00-000-21512	FEDERAL WITHHOLDING TAX		1,834.82
99-00-000-21513	WISCONSIN WITHHOLDING		948.47
99-00-000-21520	WI RETIREMENT		3,334.34
99-00-000-21530	HEALTH INSURANCE WITHHOLDING		
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	52.30	
99-00-000-21532	VISION INSURANCE WITHHOLDING		
99-00-000-21533	LIFE INSURANCE WITHHOLDING		
99-00-000-21534	ACCIDENTAL INS WITHHOLDING		52.30
99-00-000-21560	WISCONSIN DEFERRED COMP		
99-00-000-21590	FLEX BENEFIT		4,499.02
99-00-000-21700	ACCRUED PAYROLL		
Total Department 00-000:		52.30	12,647.63
Liabilities		52.30	12,647.63
Account Category: Fund Equity			
Department: 00-000			
99-00-000-33900	UNAPPROPRIATED		168,484.06
99-00-000-34155	GIFTS & GRANTS RESTRICTED	2,835.25	
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED		2,835.25
Total Department 00-000:		2,835.25	171,319.31
Fund Equity		2,835.25	171,319.31
Account Category: Revenues			
Department: 40-001 LOCAL PROPERTY TAXES			
99-40-001-41321	MEQUON TAXES		848,787.00
99-40-001-41322	THIENSVILLE TAXES		83,513.25
99-40-001-41323	COUNTY REIMBURSEMENT		14,514.16
Total Department 40-001:		0.00	946,814.41
Department: 42-006 FINES & FORFEITURES			
99-42-006-46710	FINES & FEES		17,572.01
Total Department 42-006:		0.00	17,572.01
Department: 44-013 INTEREST INCOME			
99-44-013-48100	INVESTMENT INTEREST		11,381.07
Total Department 44-013:		0.00	11,381.07
Department: 45-014 SALE INCOME			
99-45-014-46711	BOOK SALES		15,527.31
99-45-014-46712	PHOTOCOPIER		2,240.65
Total Department 45-014:		0.00	17,767.96
Department: 45-015 OTHER INCOME			
99-45-015-48000	MISCELLANEOUS		4,076.35
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	4,076.35
Revenues		0.00	997,611.80
Account Category: Expenditures			
Department: 91-551 LIBRARY STAFFING			
99-91-551-51100	SALARIES & WAGES	494,183.20	
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	1,693.37	
99-91-551-51199	FRINGE BENEFITS	157,618.06	
99-91-551-52202	DUES & SUBSCRIPTIONS	2,852.02	
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:		659,638.95	0.00
Department: 92-551 LIBRARY ADMINISTRATION			
99-92-551-52201	POSTAGE	639.05	
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	8,865.09	
99-92-551-52285	WEPCO LEASE		

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 09/30/2024

GL Number	Description	Balance	
		Debit 09/30/2024 Normal (Abnormal)	Credit 09/30/2024 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND			
Account Category: Expenditures			
Department: 92-551 LIBRARY ADMINISTRATION			
99-92-551-52286	COMPUTERS	394.08	
99-92-551-52287	MILEAGE	214.67	
99-92-551-52288	FISCAL AGENT FEE	6,000.00	
99-92-551-52289	PAYROLL PROCESSING	1,957.41	
99-92-551-52290	CONSULTANTS		
99-92-551-53300	OFFICE SUPPLIES	4,140.43	
99-92-551-53301	PROCESSING SUPPLIES	5,068.75	
99-92-551-53303	TELEPHONE	3,949.28	
99-92-551-53307	SUPPLIES-COPY MACHINE	5,509.73	
99-92-551-53358	DEBT COLLECTION	489.30	
99-92-551-53359	MONARCH FEES	17,874.23	
Total Department 92-551:		80,594.02	0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION			
99-93-551-53370	PROGRAMMING	3,266.86	
99-93-551-53371	MEDIA	10,811.13	
99-93-551-53372	E CONTENT	26,678.74	
99-93-551-53373	PRINT	54,428.96	
Total Department 93-551:		95,185.69	0.00
Department: 94-551 LIBRARY BUILDING			
99-94-551-52282	JANITORIAL SERVICE	32,822.00	
99-94-551-52283	CONTRACTED-BUILDING	18,018.50	
99-94-551-53306	JANITOR SUPPLIES	2,850.58	
99-94-551-53308	BUILDING SUPPLIES	4,838.96	
99-94-551-53360	UTILITIES	34,909.91	
99-94-551-53361	SEWER & WATER	996.46	
99-94-551-53374	HEALTH & SAFETY SUPPLIES		
99-94-551-57700	BUILDING PROJECTS		
Total Department 94-551:		94,436.41	0.00
Expenditures		929,855.07	0.00
Total Fund 99:		1,192,470.84	1,201,014.94
+ NET OF REVENUES/EXPENDITURES - 2023		0.00	9,384.77
		1,192,470.84	1,210,399.71
OUT OF BALANCE		0.00	(17,928.87)
Total All Funds		1,273,606.20	1,299,280.98
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45	9,384.77
		1,289,296.65	1,308,665.75

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 09/01/2024 - 09/30/2024

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OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	LIBRARY PAYROLL/WAGES PD 9	ADP, LLC	LIBRARY PAYROLL/WAGES PD 9-9-2024	19,706.21	1694
99-00-000-11160	WAGES PAID 9-20-2024	ADP, LLC	WAGES PAID 9-20-2024	19,436.20	None
99-00-000-21511	LIBRARY PAYROLL/WAGES PD 9	ADP, LLC	LIBRARY PAYROLL/WAGES PD 9-9-2024	2,001.16	1694
99-00-000-21511	WAGES PAID 9-20-2024	ADP, LLC	WAGES PAID 9-20-2024	1,978.68	None
99-00-000-21512	LIBRARY PAYROLL/WAGES PD 9	ADP, LLC	LIBRARY PAYROLL/WAGES PD 9-9-2024	1,820.10	1694
99-00-000-21512	WAGES PAID 9-20-2024	ADP, LLC	WAGES PAID 9-20-2024	1,834.82	None
99-00-000-21513	LIBRARY PAYROLL/WAGES PD 9	ADP, LLC	LIBRARY PAYROLL/WAGES PD 9-9-2024	942.48	1694
99-00-000-21513	WAGES PAID 9-20-2024	ADP, LLC	WAGES PAID 9-20-2024	948.47	None
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	AUGUST WRS CONTRIBUTIONS	3,334.35	1696
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPARTMENT OF EMPLOYEE TRU	OCTOBER HEALTH INSURANCE	1,412.54	1697
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	OCTOBER SUPPLEMENTAL SELECT PLAN	9.08	28836
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	OCTOBER SUPPLEMENTAL SELECT PLUS PLAN	43.22	28836
99-00-000-21532	VISION INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	OCTOBER DELTAVISION	62.88	28836
99-00-000-21533	OCTOBER LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	OCTOBER LIFE INSURANCE	3.60	28853
99-00-000-21534	OCTOBER ACCIDENT INSURANCE	SECURIAN FINANCIAL GROUP,	OCTOBER ACCIDENT INSURANCE	21.80	28853
Total Department 00-000				53,555.59	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	WLA CONFERENCE	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	538.00	1698
99-91-551-51115	LIBRARY LEGISLATIVE DAY RE	WISCONSIN LIBRARY ASSOCIAT	LIBRARY LEGISLATIVE DAY REGISTRATION	45.00	28840
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	PIGGLY WIGGLY	MLS MEETING SNACKS	65.00	28843
99-91-551-51199	LIBRARY PAYROLL/WAGES PD 9	ADP, LLC	LIBRARY PAYROLL/WAGES PD 9-9-2024	2,001.14	1694
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	AUGUST WRS CONTRIBUTIONS	3,334.35	1696
99-91-551-51199	FRINGE BENEFITS	DEPARTMENT OF EMPLOYEE TRU	OCTOBER HEALTH INSURANCE	10,358.34	1697
99-91-551-51199	OCTOBER LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	OCTOBER LIFE INSURANCE	107.98	28853
99-91-551-51199	WAGES PAID 9-20-2024	ADP, LLC	WAGES PAID 9-20-2024	1,978.68	None
99-91-551-52202	DUES & SUBSCRIPTIONS	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	39.00	1698
Total Department 91-551 LIBRARY STAFFING				18,467.49	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	USPS	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	219.00	1698
99-92-551-52284	MAILCHIMP	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	132.00	1698
99-92-551-52284	AMAZON WEB SERVICES	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	1.34	1698
99-92-551-52284	AMAZON WEB SERVICES	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	1.34	1698
99-92-551-52286	COMPUTERS	AMAZON CAPITAL SERVICES	TECHNOLOGY	7.99	28849
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 8/23 PAYROLL	64.48	1686
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	AUGUST TIME & ATTENDANCE	78.55	1687
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 9/6/24 PAYROLL	64.48	1695
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 9/20/24 PAYROLL	62.86	None
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	350.04	28839
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	9.74	28849
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	417.00	28841
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	140.38	28849
99-92-551-53303	TELEPHONE	AT&T (OFFICE@HAND)	SEPTEMBER PHONE CHARGES	446.25	1701
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	2 COPIERS LEASE	118.85	1699
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	ADMIN COPIER LEASE	169.88	1700
99-92-551-53307	AUGUST COPY CHARGES	FORWARD TS	AUGUST COPY CHARGES	212.03	28846
99-92-551-53358	AUGUST PLACEMENTS	UNIQUE MANAGEMENT SERVICES	AUGUST PLACEMENTS	46.60	28848
Total Department 92-551 LIBRARY ADMINISTRATION				2,542.81	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	KALUSTYANS	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	89.34	1698
99-93-551-53370	MILWAUKEE PUBLIC MUSEUM	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	150.00	1698
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	28.00	28849
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	23.69	28849
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	120.94	28849
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	102.95	28849
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING & PRINT COLLECTION	67.59	28849
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	53.40	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	69.29	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	62.04	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	190.76	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	13.70	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	54.87	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	57.03	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	15.17	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	64.90	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	54.00	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	13.91	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	43.08	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	88.71	28837
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	43.62	28837
99-93-551-53371	APPLE	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	15.81	1698
99-93-551-53371	APPLE	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	5.26	1698
99-93-551-53371	APPLE	CARDMEMBER SERVICE	AUGUST CREDIT CARD STATEMENT	24.24	1698
99-93-551-53371	MEDIA CREDIT MEMO	AMAZON CAPITAL SERVICES	MEDIA CREDIT MEMO	(0.99)	28849
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA COLLECTION	111.70	28849
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA COLLECTION	244.95	28849
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA COLLECTION	99.87	28849
99-93-551-53372	E CONTENT	KANOPY INC	AUGUST KANOPY SERVICE	200.70	28851
99-93-551-53372	E CONTENT	BOOKBROWSE LLC	BOOKBROWSE ANNUAL SUBSCRIPTION	860.00	28844
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	808.14	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	989.40	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	293.05	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	614.09	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	389.09	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	870.85	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	354.76	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	354.36	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	16.56	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	224.86	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	311.92	28837
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	299.13	28837
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	PROGRAMMING & PRINT COLLECTION	9.99	28849
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				8,504.73	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	SEPTEMBER CLEANING SERVICE	VANGUARD CLEANING SYSTEMS	SEPTEMBER CLEANING SERVICE	3,686.00	28850
99-94-551-52283	CONTRACTED-BUILDING	AT&T (OFFICE@HAND)	SEPTEMBER ELEVATOR LINE	92.56	1702
99-94-551-52283	TRIANNUAL ELEVATOR SERVICE	ASCEND ELEVATOR LLC	TRIANNUAL ELEVATOR SERVICE	275.00	28845
99-94-551-52283	CONTRACTED-BUILDING	JOHN LAMM OF JACKSON, INC	MONTHLY LANDSCAPE SERVICE	743.00	28842

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 94-551 LIBRARY BUILDING					
99-94-551-52283	CONTRACTED-BUILDING	ORKIN LLC	FALL PEST EXTERIOR SPRAY	300.00	28838
99-94-551-53306	JANITOR SUPPLIES	NASSCO	JANITOR SUPPLIES	486.85	28847
99-94-551-53308	BUILDING SUPPLIES	ENVIRONMENT CONTROL	ONE TIME FLOOR CLEANING	345.00	28852
99-94-551-53360	UTILITIES	WE ENERGIES	SEPTEMBER ELECTRICAL SERVICE	3,555.49	1703
99-94-551-53360	UTILITIES	WE ENERGIES	SEPTEMBER GAS SERVICE	134.60	1704
Total Department 94-551 LIBRARY BUILDING				9,618.50	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				92,689.12	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 09/01/2024 - 09/30/2024

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
---	TOTALS BY FUND ---	99	F. L. WEYENBERG LIBRARY FUND	92,689.12	

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	9	12	16				111
2024 attendance	98	83	258	474	173	74	105	122	162				1,549

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	2	2	2				27
2024 attendance	158	131	183	1,776	142	112	131	132	90				2,855

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	16	9	1				64
2024 attendance	32	29	63	29	224	308	159	51	8				903

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	0	0	0				15
2024 attendance	3	17	60	59	17	1	0	0	0				157

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	20	32	28	21	279
2023 attendance	333	615	759	629	909	1,111	973	813	505	772	681	591	8,691
2024 in person programs	20	28	26	26	19	28	33	25	19				224
2024 attendance	498	826	877	816	649	1,298	1,130	937	488				7,519
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	1	3	2	3	42
2023 attendance	852	1,039	1,219	815	608	861	673	787	629	1,163	913	998	10,557
2024 drop in programs	6	2	6	6	2	3	5	3	4				37
2024 attendance	767	1,168	1,007	1,173	1,027	968	856	753	364				8,083

Date: October 8, 2024
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report October 2024

Meetings and Activities:

- Joint Finance/Personnel Committee, 10/1
- Weyenberg Public Library Foundation Investment Committee, 10/2
- Cultural Conversations: Representation & Microaggressions, 10/6
- Management Team, 10/7
- Village of Thiensville Committee of the Whole & Board of Trustees, 10/6
- TM Rotary Meetings, 10/7, 10/14
- Evening Readers: Things I Wish I Told My Mother, 10/14
- Monarch Library System Governance Committee, 10/8
- City of Mequon Committee of the Whole & Common Council, 10/8
- Monarch Library System Resources Advisory Workgroup, 10/9
- City of Mequon Appropriations Committee, 10/9
- MLS Directors Council, 10/10
- Staff Development Morning, 10/11
- Fine Arts Event: Mark Dvorak, 10/13
- Met w/ Colleen Landisch-Hansen, Village of Thiensville Administrator, 10/15
- Manager Check-Ins, 10/15
- Weyenberg Public Library Foundation Board Meeting, 10/16
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

I am in the midst of taking six days of vacation for Jewish Holy Days, as follows:

- Thursday and Friday, October 3 and 4, Rosh Hashana, the Jewish New Year
- Thursday and Friday, October 17 and 18, Sukkot, a Jewish Thanksgiving
- Thursday, October 24, Shemini Atzeret, a holy day marking the end of Sukkot
- Friday, October 25, Simchat Torah, a holiday on which we complete the cycle of reading the Torah and begin anew

OPERATIONS ACTIVITIES:

Our new boilers, paid for with ARPA funds, were installed by Dillett Mechanical. They are now operational.

This month has been devoted to working on the budget. Though both the City of Mequon and the Village of Thiensville have proposed increasing our allocations, we still need to rethink our organization and the vendors who serve us. At the moment we have identified several cost-saving changes. We are contracting with a new janitorial service, janitorial supplies vendor, and exterminator. We also sought competing quotes for our HVAC preventative maintenance and landscaping, though our current vendors are the most competitive. Additionally, we are looking at operations and asking the question: How can we be more efficient and productive?

FRIENDS:

FOWL is busy planning for October's National Friends of Libraries Week, October 20-26. They have something special planned daily. Please consider joining the Friends of Weyenberg Library. Their support in the short time they've existed is making a positive impact on the library and the services we're able to offer.

Both Mayor Nerbun and President Rosing signed a proclamation noting the incredible influence the Friends have had in a very short time and declaring October 20-26 Friends of the Library Week in Mequon and Thiensville.

FOUNDATION:

Mark your calendars for these upcoming Weyenberg Public Library Foundation events:

- Fine Arts Event: Sunday, October 13 Singer/Songwriter Mark Dvorak
- Cultural Conversation: Sunday, November 17 Veterans and PTSD w/ Jim Counsellor
- Cultural Conversation: Sunday, **January 19, 2025** Human Trafficking
- Fine Arts Event: Sunday, **March 30, 2025** Accordionist Stas V
- Fine Arts Event: Sunday, **May 4, 2025** Elm Duo Folk Cabaret

OTHER:

A patron complained about our educational computers in the Children's Department. We had a lengthy conversation regarding her concerns about our computers. She shared research about the potential dangers screens pose for young children. As I explained to her, libraries offer access to information in as many forms as possible, in the hope that we will offer that information in a way that will be helpful for each patron. The AWE Learning Computers in the department are loaded with carefully curated educational software and that children cannot access any other sites. I also explained that while she may not like her children playing on the computers, other caregivers find them invaluable resources for their charges. I stressed that we as librarians do not act in *loco parentis*, and it is up to each caregiver to guide their children in the use of the library as they see fit. I further reminded her that in moderation computers are much more helpful than harmful. The bottom line, as I shared with the patron, is that we will not be removing computers from the children's department, nor will we be monitoring their use. That is the responsibility of the parent.

We will present the draft Strategic Plan at the October 16 meeting. We hope to have it approved and to share it with the community by the end of the calendar year.

I had hoped we would have a review of our 2023 Audit as a Fiduciary Fund of the Village of Thiensville. However, when we changed the date of the meeting, the auditor was not able to attend. We will schedule her appearance at the first possible opportunity.

Date: October 9, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, October 2024

Activities since the last Board of Trustees meeting include:

- 9/24 – Webinar: Celebrating the Freedom to Read
- 9/25 – Cooperative Cataloging Workgroup Meeting
- 10/3 – Willowbrook Outreach Event
- 10/7 – Management Meeting
- 10/9 – Webinar: The New Basics of Professional Customer Service
- 10/11 – Staff Development Day
- 10/15 – Director Checkin

Statistics: September 2024

- Checkouts: 20,204
- Door count: 10,749
- Library Card creations: 106
- Items received from other Libraries: 3,906
- Items sent to other Libraries: 3,604
- Interlibrary loans sent out: 27
- Interlibrary loans received: 8
- Quick Pickup Appointments: 13

Other:

- We have renewed our Mitchell Park Domes Adventure Pass. Since January of this year, our Domes passes have checked out 132 times!
- Our National Library Card Sign Up Month program has ended. We have drawn names for the prize winners and they have been contacted. Those that did participate in the program seemed to have a fun time searching for all the Pigeons in the library each week.
- We had our final staff in-service day of the year. This session, we covered a variety of topics. Most notably were Narcan training, healthcare open enrollment, National Friends of the Library week, and upcoming programs. We ended the day with some shelf reading throughout the Library.

Date: October 9, 2024
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, October 2024

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

○ Fines & Fees	\$383.35
○ Book Sales	\$673.25
○ Copy Machine Revenue	\$223.40
○ Unrestricted Donations	\$1,000.00
- As of the end of June, our Restricted Gift account should have a balance of \$1,822.95 and our Unrestricted Gift account should have a balance of \$69,117.28. Our Reserve fund should equal \$171,373.83.
- I attended a meeting of the Information and Technology workgroup on October 1st. Monarch IT staff indicated that other projects would be put on the back burner in order to work on the Microsoft licensing issue that IT staff became aware of at the previous meeting. We at the library have indicated that we will purchase licenses for 15 of our regular staff so that they may continue to use regular Microsoft desktop apps, at a price of \$27.60 per user per year.
- Mr. Lookatch and I met with Steve Fivenson of On Point Energy on September 19th. Mr. Fivenson is the owner of an Energy Solutions company, and he has agreed to help lend his expertise to the library is assisting us with our potential solar project. In addition, representatives from Current Electric were on site on September 20th to provide a quote for solar panels at the library.
- I attended ETF's Local Insurance Kickoff meeting on September 19 and a Question-and-Answer session with ETF on September 27. The two meetings provided background information needed for open enrollment, including changes for the 2025 plan year and an explanation as to how the costs were calculated. Open enrollment is now open for library employees and continues until October 25th.
- I attended a WRS training session on September 25th. The session was a good refresher on many subjects as well as good education on several less-than-common scenarios one might encounter regarding the Wisconsin Retirement System.
- I met with two different pest control vendors who provided quotes for pest control service at the library. Overall, we should be able to save money on our pest control for 2025 as well as potentially increase the service level we are receiving.
- The installation of the new boilers is now nearly complete, with work starting early in the day on October 2nd and continuing in the following week. The initial startup of the new units is scheduled for October 11th.
- Our next Staff Day is the morning of October 11th. I presented information on open enrollment, benefit offerings and flex spending plans available to employees.

Date: October 11, 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:

- Books & Media Ordering, 9/23, 10/7, 10/14
- Webinar: Wisconsin Science Festival Bioblitz, 9/19
- Monarch System Public Info Workgroup Meeting, 9/24
- Webinar: Engaging Beyond Our Walls, 9/26
- Program: Friday Movie Matinee, 9/20
- Program: Fine Arts, Laura Keyes as Irene Adler, 9/22
- Program: We Read Banned Books Storytime, 9/23
- Program: Family Storytime, 9/24
- Program: Family Storytime, 9/25
- Program: Local Author A.G. Seymour, 10/5
- Management Meeting, 10/7
- Program: Family Storytime, 10/8
- Program: Green Burials, 10/8
- Program: Family Storytime, 10/9
- Program: M-T Community Book Club, 10/15

STATISTICS

-September 2024 was a decent month for eCircs, eCollections, reference transactions & programs. Our programming numbers were good across all ages. Reference statistics have remained fairly consistent in comparison to previous years, which is the same for eCircs and eCollections usage statistics.

OTHER TASKS & TIDBITS

-I have been working with the Friends group to get a lot of the marketing situated for National Friends of the Library week. The Friends group has a full week of events planned, including two author visits and a jigsaw competition.

-We have scheduled two of our 2025 Fine Arts programs. On March 30, Stas Venglevski will be doing a performance on the bayan (button accordion). On May 4, Elm Duo, a father-daughter group, will be doing a performance of folk cabaret.

-Our staff in-service day is October 11. I will be sharing with staff about the upcoming Friends Week events, the Monster Mash Bash and the Winter Reading Challenge.

UPCOMING LIBRARY PROGRAMS

- Chapter Brew Book Club (monthly)
- Drop-In Tech Help (2x a month)
- Evening Readers Book Club (monthly)
- History Book Club (monthly)

- Chapter Brew Book Club (monthly)
 - Hook, Yarn & Stitch Club (monthly)
 - Monarch Memory Café (triannual, January, May, September)
 - Movie Matinees (1st & 3rd Fridays monthly)
 - Throwback Movie Matinees (Last Saturdays, monthly)
 - Mequon-Thiensville Community Book Club (monthly)
 - Philosophy Lectures series (quarterly)
 - Spice of the Month Kits (monthly)
 - Investment Strategies for Retirement (October)
 - Dementia Friends Session & Senior Resources Fair (November)
 - Wisconsin Underwater Treasures with Maritime Museum (November)
-
- Dungeons & Dragons Character Workshop (September)
 - Dungeons & Dragons, Wednesday Campaign A & B (biweekly for 6 sessions starting in October)
 - Teen Exam Cram (November)
 - Dungeons & Dragons Winter One-Shot Campaign (December)
-
- Family Storytime (weekly on Tuesdays & Wednesdays starting in September)
 - Shake & Shimmy Storytime (biweekly)
 - Read & Create Storytime (monthly)
 - Tiny Dancers (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)
 - Gan Ami Preschool Offsite Storytime (monthly)
 - North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly)
 - Kids Rule Academy Offsite Storytime (monthly)
 - DINOvember! (November)
 - Winter Reading Challenge Kickoff event (December)
 - Disco Party Fever (December)
-
- Family BINGO Night (monthly)
 - Chess Club: All Ages (monthly starting in October)
 - Monster Mash Bash (October)

2025 Wish List

	<i>Description</i>	<i>Details</i>	<i>Itemized Estimate</i>	<i>Total Estimate</i>
1	Landscaping	Quarterly Changes to Exterior Planters		\$ 4,000
2	Adventure Passes			\$ 4,010
		Betty Brinn Children's Museum (2 Annual Passes)	\$ 1,000	
		Bookworm Gardens (1 Annual Pass)	\$ 100	
		Harley Davidson Museum (3 Annual Passes)	\$ 500	
		Mequon Community Pool (2 Family Passes)	\$ 240	
		Milwaukee Art Museum (4 Annual pass)	\$ 600	
		Milwaukee County Zoo (2 Annual passes)	\$ 1,000	
		Mitchell Park Domes (3 Annual passes)	\$ 500	
		Schlitz Audobon Center (1 Annual Pass)	\$ 70	
			\$ 4,010	
3	Fine Arts Series			\$ 5,000
		#1 Stas Venglevski, Bayan-Button Accordion (3/30)	\$ 500	
		#2 Elm Duo Folk Cabaret (5/4)	\$ 750	
		#3 Extra Crispy Brass Band		
		#4 Kim Robertson Celtic Harp		
4	Cultural Conversations			\$ 2,000
		#1 Human Trafficking		
		#2 Badger Talk TBD		
		#3 TBD		
		#4 TBD		
5	Film Series	4-K Films		\$ 1,200
6	Technology	Solar Panels (\$70-\$90K)		\$ 90,000
		Will use remaining ARPA funds (~\$18K)		
		Various grants (~\$20K)		
		Totals		\$106,210