



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES  
AGENDA**

**Wednesday, November 20, 2024, 6:00pm  
Tolzman Community Room**

Join Zoom Meeting:

<https://us02web.zoom.us/j/81599575837?pwd=TEJlVUZF5UzRZVzJGOC9jdllYMGRAZz09>

Meeting ID: 815 9957 5837

Passcode: 366767

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at [director@flwlib.org](mailto:director@flwlib.org) at least two hours prior to the meeting.)
- V. Approval of Minutes**
  - a. Action Item: Approval of the Minutes of the October 16, 2024, Meeting
- VI. Financial Reports**
  - a. Revenue and Expense Reports for October 2024
  - b. Action Item: Accounts Payable for October 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. Update: Weyenberg Public Library Foundation re: Solar Panel Project – T. Lookatch

**XI. New Business:**

- a. Action Requested: 2025 Holiday Closings
- b. Action Requested: 2025 Board of Trustees Meeting Schedule
- c. Action Requested: Organizational Chart
- d. Action Requested: 2025 Budget
- e. Action Requested: Strategic Plan Launch Party, January 16, 2025

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

- a. WLA Annual Convention Report

**XIII. Future Meeting Dates**

- a. Board of Trustees Meeting: December 18, 2024, 6pm
- b. Other Meetings:

**XIV. Adjourn**

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Catherine Perry

Posted: November 15, 2024



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees October 16, 2024 Meeting Unapproved**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on October 16, 2024 at 5:30 pm in the Library's Tolzman Community Room.

### **I. Pledge of Allegiance**

Catherine Perry led the Pledge of Allegiance.

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

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

Posting of notice as of October 11, 2024 was verified. An amended agenda was posted on October 14, 2024.

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**

Ms. Perry commented on the Weyenberg Public Library Foundation meeting, with more information to come later in the meeting.

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

Steve Fivenson, Owner of On Point Energy was present to answer any questions the Board may have about the solar energy project. Ms. Muchin Young followed up on her interaction with a library patron who does not want screens in the Children's Department from the previous month.

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

#### **A. Action Item: Minutes of the September 18, 2024 Meeting**

The minutes of the September 18, 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 September 2024**

The reports were included in the Board Packet. Mr. Baxter noted his preference for a rolling month report for the fiscal year.

- B. Action Item: Accounts Payable Statement for September 2024  
Mr. Baxter moved to approve the September 2024 Accounts Payable Statement in the amount of \$73,045.66. Motion carried.

**VII. President's Report**

Ms. Perry had nothing to report.

**VIII. Committee Reports**

A. Finance

Mr. Baxter reported that a joint Finance and Personnel meeting was held on October 1, 2024. The committees discussed the 2025 library budget and issues related to it.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that a joint Finance and Personnel meeting was held on October 1, 2024.

**IX. Staff Reports**

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young commented on budgetary matters, about recent library programs and about the recently concluded library staff day.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported that she met with Colleen Landisch-Hansen, Village Administrator at the Village of Thiensville, where they discussed the BS&A accounting software and current staffing levels at the Village. Ms. Muchin Young also commented on janitorial service and our options with that.

C. Managers' Reports

The written reports were included in the Board Packet.

**X. Unfinished Business**

A. Update, Discussion, Action Requested: Strategic Plan – A. Buchanan

Ms. Muchin Young presented the draft strategic plan to the Board. The plan had been updated after presenting it to staff at the recent Staff Day.

Ms. Buchanan moved to approve the Strategic Plan. Motion carried.

B. Update, Discussion, Action Requested: Solar Panels – T. Lookatch

Mr. Lookatch reported that progress on soliciting bids had been made with two solid proposals now in hand. Steve Fivenson of On Point Energy was present to help answer questions from the Board on the project. The plan now is to have the Board of Trustees approve the project so that the Weyenberg Public Library Foundation can approve the remaining amount at their next meeting. The Library is seeking \$90,000 from the Foundation for their portion of the project, with the Library's portion coming from

remaining ARPA funds and reserve funds, though much of those costs would be offset by anticipated grants.

Mr. Hansher moved to approve the Solar Panels project, contingent on approval from the Weyenberg Public Library Foundation. Motion carried.

- C. Action Requested: Modified Weyenberg Public Library Foundation Wish List  
The modified wish list to the Weyenberg Public Library Foundation was included in the Board Packet.

Ms. Wagner moved to approve the modified Foundation Wish List. Motion carried.

**XI. New Business**

**XII. Closed Session**

Ms. Perry moved to enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene into open session to continue the agenda and take action on topics discussed in closed session.

A roll call vote was taken. Motion to enter into closed session was approved 10-0.

**XIII. Reconvene into Open Session**

A roll call vote was taken. Motion to reconvene in open session was approved 10-0. Motion was made and seconded to take the action recommended in the closed session.

**XIV. Trustee Training & System/State Library Update – Postponed**

**XV. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, November 20, 2024 at 6:00 pm.

**XVI. Adjournment**

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

Respectfully submitted,  
Craig Jacobson, Business Manager

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 10/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 10/31/2024 Normal (Abnormal)	Activity For 10/31/2024 Increase (Decrease)	Available Balance 10/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 45-015 OTHER INCOME</b>						
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	0.00	533.00	0.00	(533.00)	100.00
Total Dept 45-015 - OTHER INCOME		0.00	533.00	0.00	(533.00)	100.00
Revenues		0.00	533.00	0.00	(533.00)	100.00
<b>Account Category: Expenditures</b>						
<b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b>						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	9,284.15	0.00	(9,284.15)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	2,650.81	299.60	(2,650.81)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	11,934.96	299.60	(11,934.96)	100.00
Expenditures		0.00	11,934.96	299.60	(11,934.96)	100.00
<b>Fund 98 - FLW LIB GIFTS &amp; GRANTS FUND:</b>						
TOTAL REVENUES		0.00	533.00	0.00	(533.00)	
TOTAL EXPENDITURES		0.00	11,934.96	299.60	(11,934.96)	
NET OF REVENUES & EXPENDITURES:		0.00	(11,401.96)	(299.60)	11,401.96	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 10/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 10/31/2024 Normal (Abnormal)	Activity For 10/31/2024 Increase (Decrease)	Available Balance 10/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 40-001 LOCAL PROPERTY TAXES</b>						
99-40-001-41321	MEQUON TAXES	1,131,716.00	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
<b>Department: 42-006 FINES &amp; FORFEITURES</b>						
99-42-006-46710	FINES & FEES	22,000.00	18,276.83	704.82	3,723.17	83.08
Total Dept 42-006 - FINES & FORFEITURES		22,000.00	18,276.83	704.82	3,723.17	83.08
<b>Department: 44-013 INTEREST INCOME</b>						
99-44-013-48100	INVESTMENT INTEREST	20,000.00	12,276.41	0.00	7,723.59	61.38
Total Dept 44-013 - INTEREST INCOME		20,000.00	12,276.41	0.00	7,723.59	61.38
<b>Department: 45-014 SALE INCOME</b>						
99-45-014-46711	BOOK SALES	11,500.00	16,467.81	940.50	(4,967.81)	143.20
99-45-014-46712	PHOTOCOPIER	2,600.00	2,467.30	226.65	132.70	94.90
Total Dept 45-014 - SALE INCOME		14,100.00	18,935.11	1,167.15	(4,835.11)	134.29
<b>Department: 45-015 OTHER INCOME</b>						
99-45-015-48000	MISCELLANEOUS	7,693.00	4,076.35	0.00	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	0.00	23,616.65	14.72
Revenues		1,341,372.00	1,000,379.11	1,871.97	340,992.89	74.58
<b>Account Category: Expenditures</b>						
<b>Department: 91-551 LIBRARY STAFFING</b>						
99-91-551-51100	SALARIES & WAGES	703,355.00	548,073.12	53,889.92	155,281.88	77.92
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,500.00	1,693.37	0.00	1,806.63	48.38
99-91-551-51199	FRINGE BENEFITS	235,115.00	177,360.93	17,764.19	57,754.07	75.44
99-91-551-52202	DUES & SUBSCRIPTIONS	2,890.00	3,209.12	357.10	(319.12)	111.04
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	733,628.84	72,011.21	214,546.16	77.37
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>						
99-92-551-52201	POSTAGE	1,000.00	639.05	0.00	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	12,714.21	3,849.12	957.79	92.99
99-92-551-52286	COMPUTERS	6,500.00	394.08	0.00	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	2,297.89	277.62	402.11	85.11
99-92-551-53300	OFFICE SUPPLIES	4,000.00	4,305.74	165.31	(305.74)	107.64
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	5,377.30	308.55	(377.30)	107.55
99-92-551-53303	TELEPHONE	5,100.00	4,398.67	449.39	701.33	86.25
99-92-551-53307	SUPPLIES-COPY MACHINE	7,700.00	6,161.63	651.90	1,538.37	80.02
99-92-551-53358	DEBT COLLECTION	720.00	594.15	104.85	125.85	82.52
99-92-551-53359	MONARCH FEES	15,166.00	17,889.16	14.93	(2,723.16)	117.96
Total Dept 92-551 - LIBRARY ADMINISTRATION		96,051.00	86,478.55	5,821.67	9,572.45	90.03

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 10/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 10/31/2024 Normal (Abnormal)	Activity For 10/31/2024 Increase (Decrease)	Available Balance 10/31/2024 Normal (Abnormal)	% Bdgt Used
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>						
99-93-551-53370	PROGRAMMING	5,000.00	3,355.88	89.02	1,644.12	67.12
99-93-551-53371	MEDIA	20,000.00	12,623.97	1,812.84	7,376.03	63.12
99-93-551-53372	E CONTENT	30,000.00	26,867.74	189.00	3,132.26	89.56
99-93-551-53373	PRINT	85,000.00	60,279.11	5,850.15	24,720.89	70.92
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		140,000.00	103,126.70	7,941.01	36,873.30	73.66
<b>Department: 94-551 LIBRARY BUILDING</b>						
99-94-551-52282	JANITORIAL SERVICE	44,432.00	36,508.00	3,686.00	7,924.00	82.17
99-94-551-52283	CONTRACTED-BUILDING	24,716.00	21,119.50	3,101.00	3,596.50	85.45
99-94-551-53306	JANITOR SUPPLIES	4,000.00	2,850.58	0.00	1,149.42	71.26
99-94-551-53308	BUILDING SUPPLIES	31,998.00	5,990.02	1,151.06	26,007.98	18.72
99-94-551-53360	UTILITIES	45,000.00	38,046.48	3,136.57	6,953.52	84.55
99-94-551-53361	SEWER & WATER	2,000.00	1,505.83	509.37	494.17	75.29
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	106,020.41	11,584.00	51,125.59	67.47
Expenditures		1,341,372.00	1,029,254.50	97,357.89	312,117.50	76.73
<b>Fund 99 - F. L. WEYENBERG LIBRARY FUND:</b>						
TOTAL REVENUES		1,341,372.00	1,000,379.11	1,871.97	340,992.89	
TOTAL EXPENDITURES		1,341,372.00	1,029,254.50	97,357.89	312,117.50	
NET OF REVENUES & EXPENDITURES:		0.00	(28,875.39)	(95,485.92)	28,875.39	
<b>Report Totals:</b>						
TOTAL REVENUES - ALL FUNDS		1,341,372.00	1,000,912.11	1,871.97	340,459.89	
TOTAL EXPENDITURES - ALL FUNDS		1,341,372.00	1,041,189.46	97,657.49	300,182.54	
NET OF REVENUES & EXPENDITURES:		0.00	(40,277.35)	(95,785.52)	40,277.35	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 10/31/2024

GL Number	Description	Debit 10/31/2024 Normal (Abnormal)	Balance Credit 10/31/2024 Normal (Abnormal)
<b>Fund: 97 FLW AMERICAN RESCUE PLAN ACT</b>			
<b>Account Category: Fund Equity</b>			
<b>Department: 00-000</b>			
97-00-000-33900	UNAPPROPRIATED		
Total Department 00-000:		0.00	0.00
Fund Equity		0.00	0.00
<b>Account Category: Revenues</b>			
<b>Department: 08-003 GRANTS &amp; AIDS</b>			
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS		
Total Department 08-003:		0.00	0.00
Revenues		0.00	0.00
<b>Account Category: Expenditures</b>			
<b>Department: 94-551 LIBRARY BUILDING</b>			
97-94-551-57700	BUILDING PROJECTS		
Total Department 94-551:		0.00	0.00
Expenditures		0.00	0.00
Total Fund 97:		0.00	0.00
<b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>			
<b>Account Category: Assets</b>			
<b>Department: 00-000</b>			
98-00-000-11710	INVESTMENTS	69,500.00	
Total Department 00-000:		69,500.00	0.00
Assets		69,500.00	0.00
<b>Account Category: Fund Equity</b>			
<b>Department: 00-000</b>			
98-00-000-34155	GIFTS & GRANTS RESTRICTED		12,685.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		85,047.22
Total Department 00-000:		0.00	97,733.04
Fund Equity		0.00	97,733.04
<b>Account Category: Revenues</b>			
<b>Department: 45-015 OTHER INCOME</b>			
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED		
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT		533.00
Total Department 45-015:		0.00	533.00
Revenues		0.00	533.00
<b>Account Category: Expenditures</b>			
<b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b>			
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	9,284.15	
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	2,650.81	
Total Department 95-551:		11,934.96	0.00
Expenditures		11,934.96	0.00
Total Fund 98:		81,434.96	98,266.04
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45	0.00
		97,125.41	98,266.04
OUT OF BALANCE		0.00	(1,140.63)
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>			
<b>Account Category: Assets</b>			
<b>Department: 00-000</b>			
99-00-000-11140	SAVINGS - PWBS/HARRIS		
99-00-000-11160	SPECIAL CLEARING ACCOUNT		
99-00-000-11710	INVESTMENTS	184,623.56	
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:		190,623.56	0.00
Assets		190,623.56	0.00
<b>Account Category: Liabilities</b>			
<b>Department: 00-000</b>			

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 10/31/2024

GL Number	Description	Balance	
		Debit 10/31/2024 Normal (Abnormal)	Credit 10/31/2024 Normal (Abnormal)
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>			
<b>Account Category: Liabilities</b>			
<b>Department: 00-000</b>			
99-00-000-21511	SOCIAL SECURITY TAX		
99-00-000-21512	FEDERAL WITHHOLDING TAX		
99-00-000-21513	WISCONSIN WITHHOLDING		
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		5,046.24
99-00-000-21700	ACCRUED PAYROLL		
Total Department 00-000:		52.30	8,432.88
Liabilities		52.30	8,432.88
<b>Account Category: Fund Equity</b>			
<b>Department: 00-000</b>			
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
<b>Account Category: Revenues</b>			
<b>Department: 40-001 LOCAL PROPERTY TAXES</b>			
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
<b>Department: 42-006 FINES &amp; FORFEITURES</b>			
99-42-006-46710	FINES & FEES		18,276.83
Total Department 42-006:		0.00	18,276.83
<b>Department: 44-013 INTEREST INCOME</b>			
99-44-013-48100	INVESTMENT INTEREST		12,276.41
Total Department 44-013:		0.00	12,276.41
<b>Department: 45-014 SALE INCOME</b>			
99-45-014-46711	BOOK SALES		16,467.81
99-45-014-46712	PHOTOCOPIER		2,467.30
Total Department 45-014:		0.00	18,935.11
<b>Department: 45-015 OTHER INCOME</b>			
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	1,000,379.11
<b>Account Category: Expenditures</b>			
<b>Department: 91-551 LIBRARY STAFFING</b>			
99-91-551-51100	SALARIES & WAGES	548,073.12	
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	1,693.37	
99-91-551-51199	FRINGE BENEFITS	177,360.93	
99-91-551-52202	DUES & SUBSCRIPTIONS	3,209.12	
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:		733,628.84	0.00
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>			
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	12,714.21	
99-92-551-52285	WEPCO LEASE		

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 10/31/2024

GL Number	Description	Balance	
		Debit 10/31/2024 Normal (Abnormal)	Credit 10/31/2024 Normal (Abnormal)
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>			
<b>Account Category: Expenditures</b>			
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>			
99-92-551-52286	COMPUTERS	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	2,297.89	
99-92-551-52290	CONSULTANTS		
99-92-551-53300	OFFICE SUPPLIES	4,305.74	
99-92-551-53301	PROCESSING SUPPLIES	5,377.30	
99-92-551-53303	TELEPHONE	4,398.67	
99-92-551-53307	SUPPLIES-COPY MACHINE	6,161.63	
99-92-551-53358	DEBT COLLECTION	594.15	
99-92-551-53359	MONARCH FEES	17,889.16	
Total Department 92-551:		86,478.55	0.00
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>			
99-93-551-53370	PROGRAMMING	3,355.88	
99-93-551-53371	MEDIA	12,623.97	
99-93-551-53372	E CONTENT	26,867.74	
99-93-551-53373	PRINT	60,279.11	
Total Department 93-551:		103,126.70	0.00
<b>Department: 94-551 LIBRARY BUILDING</b>			
99-94-551-52282	JANITORIAL SERVICE	36,508.00	
99-94-551-52283	CONTRACTED-BUILDING	21,119.50	
99-94-551-53306	JANITOR SUPPLIES	2,850.58	
99-94-551-53308	BUILDING SUPPLIES	5,990.02	
99-94-551-53360	UTILITIES	38,046.48	
99-94-551-53361	SEWER & WATER	1,505.83	
99-94-551-53374	HEALTH & SAFETY SUPPLIES		
99-94-551-57700	BUILDING PROJECTS		
Total Department 94-551:		106,020.41	0.00
Expenditures		1,029,254.50	0.00
Total Fund 99:		1,222,765.61	1,180,131.30
+ NET OF REVENUES/EXPENDITURES - 2023		0.00	9,384.77
		1,222,765.61	1,189,516.07
OUT OF BALANCE		33,249.54	0.00
Total All Funds		1,304,200.57	1,278,397.34
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45	9,384.77
		1,319,891.02	1,287,782.11

**INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE**

POST DATES 10/01/2024 - 10/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>					
<b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b>					
98-95-551-57299	LIB GIFTS & GRANTS UNRESTR	AMAZON CAPITAL SERVICES	PROGRAMMING- FRIENDS BINGO	299.60	28904
Total Department 95-551 LIBRARY GIFTS & GRANTS				299.60	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				299.60	
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>Department: 00-000</b>					
99-00-000-11160	PAYROLL TAX/WAGES PD 10-4-	ADP, LLC	PAYROLL TAX/WAGES PD 10-4-2024	19,432.81	1758
99-00-000-11160	LIBRARY WAGES PAID 10-18-2	ADP, LLC	LIBRARY WAGES PAID 10-18-24	19,513.76	1761
99-00-000-11160	LIBRARY/WAGES PAID 11-1-20	ADP, LLC	LIBRARY/WAGES PAID 11-1-2024	19,403.77	None
99-00-000-21511	PAYROLL TAX/WAGES PD 10-4-	ADP, LLC	PAYROLL TAX/WAGES PD 10-4-2024	1,978.47	1758
99-00-000-21511	LIBRARY WAGES PAID 10-18-2	ADP, LLC	LIBRARY WAGES PAID 10-18-24	1,985.11	1761
99-00-000-21511	LIBRARY/WAGES PAID 11-1-20	ADP, LLC	LIBRARY/WAGES PAID 11-1-2024	1,976.01	None
99-00-000-21512	PAYROLL TAX/WAGES PD 10-4-	ADP, LLC	PAYROLL TAX/WAGES PD 10-4-2024	1,820.11	1758
99-00-000-21512	LIBRARY WAGES PAID 10-18-2	ADP, LLC	LIBRARY WAGES PAID 10-18-24	1,834.82	1761
99-00-000-21512	LIBRARY/WAGES PAID 11-1-20	ADP, LLC	LIBRARY/WAGES PAID 11-1-2024	1,820.10	None
99-00-000-21513	PAYROLL TAX/WAGES PD 10-4-	ADP, LLC	PAYROLL TAX/WAGES PD 10-4-2024	941.69	1758
99-00-000-21513	LIBRARY WAGES PAID 10-18-2	ADP, LLC	LIBRARY WAGES PAID 10-18-24	948.47	1761
99-00-000-21513	LIBRARY/WAGES PAID 11-1-20	ADP, LLC	LIBRARY/WAGES PAID 11-1-2024	941.69	None
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	SEPTEMBER WRS CONTRIBUTIONS	3,334.34	1754
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPARTMENT OF EMPLOYEE TRU	NOVEMBER HEALTH INSURANCE	1,412.54	1755
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL SELECT PLUS PLAN	43.22	28951
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	SUPPLEMENTAL SELECT PLAN	9.08	28951
99-00-000-21532	VISION INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	DELTAVISION	62.88	28951
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	NOVEMBER LIFE INSURANCE	3.60	28909
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	SECURIAN FINANCIAL GROUP,	NOVEMBER ACCIDENT INSURANCE	21.80	28909
Total Department 00-000				77,484.27	
<b>Department: 91-551 LIBRARY STAFFING</b>					
99-91-551-51199	PAYROLL TAX/WAGES PD 10-4-	ADP, LLC	PAYROLL TAX/WAGES PD 10-4-2024	1,978.44	1758
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	SEPTEMBER WRS CONTRIBUTIONS	3,334.34	1754
99-91-551-51199	FRINGE BENEFITS	DEPARTMENT OF EMPLOYEE TRU	NOVEMBER HEALTH INSURANCE	10,358.34	1755
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	NOVEMBER LIFE INSURANCE	107.98	28909
99-91-551-51199	LIBRARY WAGES PAID 10-18-2	ADP, LLC	LIBRARY WAGES PAID 10-18-24	1,985.09	1761
99-91-551-51199	LIBRARY/WAGES PAID 11-1-20	ADP, LLC	LIBRARY/WAGES PAID 11-1-2024	1,976.02	None
99-91-551-52202	DUES & SUBSCRIPTIONS	MEQUON-THIENSVILLE CHAMBER	CHAMBER DUES	60.00	28908
99-91-551-52202	DUES & SUBSCRIPTIONS	THIENSVILLE-MEQUON ROTARY	QUARTERLY ROTARY DUES	297.10	28949
Total Department 91-551 LIBRARY STAFFING				20,097.31	
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>					
99-92-551-52284	Q4 2024 ANNUAL WEBSITE HOS	CIVICPLUS	ANNUAL WEBSITE HOSTING	923.44	28953
99-92-551-52284	Q1 - Q3 2025 ANNUAL WEBSIT	CIVICPLUS	ANNUAL WEBSITE HOSTING	2,770.34	28953
99-92-551-52284	MAILCHIMP	CARDMEMBER SERVICE	LIBRARY SEPTEMBER CREDIT CARD	154.00	1767
99-92-551-52284	AMAZON WEB SERVICES	CARDMEMBER SERVICE	LIBRARY SEPTEMBER CREDIT CARD	1.34	1767
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	SEPTEMBER TIME & ATTENDANCE	78.55	1759
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 10/4/24 PAYROLL	62.86	1760
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 10/18 PAYROLL	62.86	1776
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	OCTOBER TIME & ATTENDANCE	73.35	1777
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	8.99	28904
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	6.99	28904
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	9.49	28904

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>					
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	139.84	28956
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	308.55	28957
99-92-551-53303	TELEPHONE	AT&T (OFFICE@HAND)	OCTOBER PHONE SERVICE	449.39	28906
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	2 COPIER LEASE	118.85	1756
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	ADMIN COPIER LEASE	169.88	1757
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	SEPTEMBER CONTRACT INVOICE	251.43	28894
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	SEPTEMBER COLLECTION PLACEMENTS	104.85	28903
99-92-551-53359	MONARCH FEES	MONARCH LIBRARY SYSTEM	1ST & 2ND QUARTER TELEPHONY	14.93	28961
Total Department 92-551 LIBRARY ADMINISTRATION				5,709.93	
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	52.44	28904
99-93-551-53370	PROGRAMMING	PIGGLY WIGGLY	PROGRAMMING EXPENSES	36.58	28959
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	12.61	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	54.48	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	77.73	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	69.27	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	289.27	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	53.05	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	124.98	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	73.59	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	122.55	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	132.20	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	65.66	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	176.25	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	36.05	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	72.92	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	105.32	28954
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA COLLECTION	63.46	28954
99-93-551-53371	GAMESTOP	CARDMEMBER SERVICE	LIBRARY SEPTEMBER CREDIT CARD	126.58	1767
99-93-551-53371	FANDANGO	CARDMEMBER SERVICE	LIBRARY SEPTEMBER CREDIT CARD	15.81	1767
99-93-551-53371	APPLE	CARDMEMBER SERVICE	LIBRARY SEPTEMBER CREDIT CARD	21.09	1767
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTION - MEDIA, VIDEO GAME	119.97	28904
99-93-551-53372	E CONTENT	KANOPY INC	SEPTEMBER KANOPY CREDITS	189.00	28907
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	1,009.69	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	682.16	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	361.42	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	355.78	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	464.34	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	310.97	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	429.47	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	521.00	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	379.14	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	CREDIT MEMO PRINT	(12.68)	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	233.85	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	350.05	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	466.77	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	137.92	28954
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT MATERIALS	160.27	28954

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>					
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				7,941.01	
<b>Department: 94-551 LIBRARY BUILDING</b>					
99-94-551-52282	JANITORIAL SERVICE	VANGUARD CLEANING SYSTEMS	OCTOBER CLEANING SERVICE	3,686.00	28905
99-94-551-52283	CONTRACTED-BUILDING	AT&T (OFFICE@HAND)	OCTOBER ELEVATOR LINE SERVICE	93.16	28906
99-94-551-52283	CONTRACTED-BUILDING	CINTAS FAS LOCKBOX 636525	ANNUAL EXTINGUISHER AND EXIT LIGHT TE	2,264.84	28950
99-94-551-52283	CONTRACTED-BUILDING	JOHN LAMM OF JACKSON, INC	MONTHLY LANDSCAPE SERVICE	743.00	28958
99-94-551-53308	BUILDING SUPPLIES	QUALITY DOOR & HARDWARE	ENTRANCE DOOR REPAIR	225.00	28960
99-94-551-53308	BUILDING SUPPLIES	PIEPER POWER	ELECTRICAL SERVICE	546.06	28895
99-94-551-53308	BUILDING SUPPLIES	MILWAUKEE ALARM COMPANY	ALARM SERVICE CALL	190.00	28955
99-94-551-53308	BUILDING SUPPLIES	MILWAUKEE ALARM COMPANY	ALARM SERVICE CALL	190.00	28955
99-94-551-53360	UTILITIES	WE ENERGIES	OCTOBER ELECTRICAL SERVICE	3,014.33	1762
99-94-551-53360	UTILITIES	WE ENERGIES	OCTOBER GAS SERVICE	122.24	1763
99-94-551-53361	SEWER & WATER	CITY OF MEQUON	QUARTERLY WATER & SEWER BILL	509.37	28952
Total Department 94-551 LIBRARY BUILDING				11,584.00	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				122,816.52	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	299.60	
		99	F. L. WEYENBERG LIBRARY FUND	122,816.52	
		Total For All Funds:		<u>123,116.12</u>	



Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	9	6	9	7	8	7	8	11	11	11	9	102
attendance	86	56	45	58	37	58	30	30	102	60	62	39	663
2022 in person programs	10	9	6	14	11	8	9	9	13	17	16	9	131
2022 attendance	71	74	105	107	83	75	76	45	84	91	109	66	986
2023 in person programs	14	13	12	16	16	13	11	12	10	16	11	11	155
2023 attendance	67	107	214	80	173	118	73	121	65	184	62	96	1,360
2024 in person programs	11	11	14	16	13	9	9	12	16	16			127
2024 attendance	98	83	258	474	173	74	105	122	162	132			1,681

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	2			29
2024 attendance	158	131	183	1,776	142	112	131	132	90	130			2,985

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	5			69
2024 attendance	32	29	63	29	224	308	159	51	8	29			932

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

Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
<b>2021</b>	6	11	10	6	0	10	10	6	11	18	19	11	<b>118</b>
<b>attendance</b>	123	117	213	106	0	756	582	437	196	317	473	225	<b>3,545</b>
<b>2022 in person programs</b>	7	11	18	16	21	17	19	16	17	24	22	15	<b>203</b>
<b>2022 attendance</b>	144	266	559	437	1,133	747	883	628	469	710	681	575	<b>7,232</b>
<b>2023 in person programs</b>	14	22	24	24	22	24	26	22	20	32	28	21	<b>279</b>
<b>2023 attendance</b>	333	615	759	629	909	1,111	973	813	505	772	681	591	<b>8,691</b>
<b>2024 in person programs</b>	20	28	26	26	19	28	33	25	19	26			<b>250</b>
<b>2024 attendance</b>	498	826	877	816	649	1,298	1,130	937	488	792			<b>8,311</b>
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
<b>2021</b>	13	10	9	11	6	11	12	8	6	5	5	6	<b>102</b>
<b>attendance</b>	324	496	346	436	325	1,046	1,184	869	622	1,089	763	764	<b>8,264</b>
<b>2022 drop in programs</b>	9	4	5	4	4	3	5	4	2	1	4	3	<b>48</b>
<b>2022 participants</b>	679	902	1,053	1,022	1,044	562	833	479	343	779	290	720	<b>8,706</b>
<b>2023 drop in programs</b>	6	2	6	4	2	4	5	4	1	3	2	3	<b>42</b>
<b>2023 attendance</b>	852	1,039	1,219	815	608	861	673	787	629	1,163	913	998	<b>10,557</b>
<b>2024 drop in programs</b>	6	2	6	6	2	3	5	3	4	2			<b>39</b>
<b>2024 attendance</b>	767	1,168	1,007	1,173	1,027	968	856	753	364	833			<b>8,916</b>

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

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#### Meetings and Activities:

- Village of Thiensville Board of Trustees Meeting, 10/21/2024
- TM Rotary Meetings, 10/22, 10/29, 11/5, 11/12, 11/19
- Weyenberg Public Library Foundation Special Board of Directors Meeting, 10/23
- ILS Communications Workgroup, 10/30
- Jewish Librarians Meet-Up, 10/30
- Certification Workshop, 10/30
- M-T Historical Society Board Meeting, 11/4
- Wisconsin Library Association Annual Convention, 11/5-8
- Evening Readers, *Murder at the Mena House* by Erica Ruth Neubauer, 11/11
- Walk-Thru w/ Environment Control (new janitorial service), 11/12
- Walk-Thru w/ Dillett, 11/13
- Monarch Library System Directors Council, 11/14
- Mequon-Thiensville Community Foundation Open House, 11/14
- Cultural Conversations: Vietnam Vet discusses PTSD, 11/17
- Village of Thiensville Committee of the Whole & Board of Trustees, 11/18
- Management Team, 11/19
- Monarch Resource Advisory Workgroup, 11/20
- Regular and As-Needed Adult and Children's Reference Desk, and Circulation Dept. shifts

#### PERSONNEL & CONTINUING EDUCATION:

While attending the WLA Annual Conference, I attended the following sessions:

- Keynote: The Root Down: An ADHD-Inspired Presentation and Process to Know, Respect, and Connect Yourself. This was an enlightening presentation about Neurodiversity.
- UW-Madison's Badger Talks: A Valuable Resource for Libraries and Beyond. Though we regularly use Badger Talks resources (we often engage their speakers, especially for Cultural Conversations), they have significantly expanded their offerings. The speaker also talked about how partnerships among libraries other groups can expand the reach of the programs.
- Keynote: Navigating Generative AI in Libraries with Dr. Brandy McNeil (New York Public Library). This presentation was horrifying. Okay, that may be a bit extreme, but we need to understand and accept AI. We already use it with predictive text for emails, texts, and other documents. Though several of our staff have attended AI webinars, we will need to ramp up training because AI is here and it's not going away.
- Keynote: Symptoms of Suspense: From Nursing to Noir with Author Amy Pease. The Wisconsin author discussed the inspiration and evolution of the book, the publishing process, and what's coming next.
- Evolution of a Community Partnership. Staff from Neenah Public Library and Valley VNA Senior Care talked about a partnership that has spanned decades. Intergenerational

Storytimes are at the heart of the partnership. This is something we could consider, especially with the abundance of senior living residences in our community.

- Awards & Honors: So many worthy recipients. Also a great TBR List with literary awards for books for all readers.
- Promotion AI Literacy in Libraries: A breakdown on the good and the bad in AI, such as the site that used a satirical *Onion* story as a source. I will be sharing the resources from this session. We all need to be AI Literate.
- Closing Keynote: Lessons from the Pando Forest with Dr. Alonzo Kelly. This humorous and heartfelt presentation addressed the importance of seeing one another and telling the other person they are seen. This will help break through the isolation felt by many and will open lines of communication and community.

I presented a program entitled “When a Death in the Library is Not a Murder Mystery Event” and discussed what we learned in March. It should be part of a series entitled “What They Didn’t Teach in Library School.” While it was hardly the feel-good session of the conference, many people came up to me after the session asking more questions and thanking me for sharing the information. Apparently word travels, because people who did not attend the session (can’t blame them, there were at least another five sessions I wanted to attend in that time slot) came up to me with questions.

I spent much of my time at the conference continuing what I have been doing regarding the budget. I spoke with various vendors who may be able save us money and/or time. I was also able to find sources for books for our world languages collection. The three vendors I spoke with will also include cataloging records which has been a challenge for us, particularly for Russian books.

We are having several staffing changes. Jax, one of our Access Services Associate, resigned to take a full-time position, And Anundah, a page, resigned, as well. We are advertising for both of those positions. The Access Services Associate is a 20 hour per week position with prorated time off benefits. Unfortunately, another AS Associate experienced a medical emergency and is now in the hospital. I hope to have updates for you at the meeting.

#### OPERATIONS ACTIVITIES:

Annual tests were performed on our alarm system, smoke detectors, fire extinguishers, and fire doors have been completed. The Library entrances on the south and east sides of the building were professionally power-washed. Our south pillars were covered with moss. That has been removed, but the pillars will need to be repaired.

With the elimination of our Business Manager position, we have been changing contact information, logins, and passwords on dozens of accounts. This will be an ongoing project, but all emails are now being forwarded to me.

I am learning aspects of BS&A that I have not yet used, but Village staff has been very helpful with the transition.

#### FRIENDS:

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:

- Cultural Conversation: Sunday, **January 19, 2025** Human Trafficking
- Fine Arts Event: Sunday, **March 30, 2025** Accordionist Stas Venglevski
- Fine Arts Event: Sunday, **May 4, 2025** Elm Duo Folk Cabaret
- Fine Arts Event: Sunday, **September 28, 2025** Athas Irish Folk Music
- Fine Arts Event: Sunday, **November 16, 2025** Extra Crispy Brass Band

I have begun signing letters for the Foundation mailing. Expect yours over the next several weeks.

Date: November 12, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, November 2024

Activities since the last Board of Trustees meeting include:

- 11/7 – Willowbrook Outreach Event
- 11/13 – Cooperative Cataloging Workgroup Meeting
- 11/19 – Management Meeting

**Statistics: October 2024**

- Checkouts: 21,855
- Door count: 12,140
- Library Card creations: 111
- Items received from other Libraries: 4,085
- Items sent to other Libraries: 3,750
- Interlibrary loans sent out: 33
- Interlibrary loans received: 9
- Quick Pickup Appointments: 22
  - We saw a considerable jump in Quick Pickup appointments in October – double what we did in October 2023.

**Other:**

- Our bi-annual patron purge has been completed. We deleted 422 patron accounts that were expired for over three years, had fines under \$50, and had no items checked out. We do this to ensure our registered patron count reflects accurate data to active Library users.
- I have begun the hiring process for a new Access Services Associate. We have opened the position due to a resignation on staff. I hope to have someone hired as soon as possible.
- Two of our FT Access Services staff members have begun their ALA Fundamentals of Cataloging course. This course teaches the basics of cataloging in a six week period. The staff members seem to be enjoying learning more about cataloging. The course goes until the beginning of December.

Date: November 15, 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, 10/21, 10/28, 11/4, 11/11, 11/18
- Program: Family Storytime, 10/22, 10/23, 11/5, 11/6, 11/12, 11/13
- Program: Investment Strategies for Retirement, 10/22
- Program: Friends Annual Meeting and Author Event, 10/23
- Program: Children's Movie Matinee, 10/24
- Program: Friends Jigsaw Competition, 10/25
- Program: Friends Author Event & Book Sale, 10/26
- Program: Throwback Movie Matinee, 10/26
- Meeting: Monarch Memory Café, 10/28
- Program: Wisconsin Underwater Treasures, 11/12
- Program: Dementia Friends Info Training & Community Resource Fair, 11/12
- Program: Throwback Family Movie Matinee, 11/16
- Program: M-T Community Book Club, 11/19
- Management Meeting, 11/19

## **STATISTICS**

-October 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**

-National Friends Week seemed to be a success. All of the events were well attended, and people seemed to enjoy themselves. The response from the participants at the Jigsaw Puzzle Competition was great! Almost every team asked if the Friends would do it again and all the teams arrived early to the event. All 6 teams finished the 300-piece puzzle in under 50 minutes. The fastest group finished in about 30 minutes, with the runner-up just a few minutes behind them.

-All of the 2025 Fine Arts Series have been scheduled. They are:

Stas Venglevski, Bayan Virtuoso on March 30  
Elm Duo, A Folk Cabaret Performance on May 4  
Athas, Traditional Irish Music on September 28  
The Extra Crispy Brass Band on November 16

-We had our second Chess Club program and there were 24 attendees for November. We did go ahead and order some additional chess sets, since there were so many attendees in November that some people were waiting for boards to play.

-We have started planning the library's regular programs for 2025, as well as the children's Winter Reading Challenge and the Noon Year's Eve event for 2024.

### **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 (1<sup>st</sup> & 3<sup>rd</sup> Fridays monthly)
- Throwback Movie Matinees (Last Saturdays, monthly)
- Mequon-Thiensville Community Book Club (monthly)
- Philosophy Lectures series (quarterly)
- Spice of the Month Kits (monthly)
- 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)



**2025 Holiday & Closing Schedule**

<b>New Year's Day</b>	<b>Wednesday, January 1</b>	<b>Closed / Paid Holiday</b>
<b>Staff Training</b>	<b>Friday, March 21</b>	<b>Opening at 1pm</b>
Easter Sunday	Sunday, April 20	Closed
Summer Sunday	Sunday, May 25	Closed
<b>Memorial Day</b>	<b>Monday, May 26</b>	<b>Closed / Paid Holiday</b>
Summer Sunday	Sunday, June 1	Closed
Summer Sunday	Sunday, June 8	Closed
Summer Sunday	Sunday, June 15	Closed
Summer Sunday	Sunday, June 22	Closed
Family Fun Before the Fourth	Saturday, June 28	Closed
Summer Sunday	Sunday, June 29	Closed
<b>Independence Day</b>	<b>Friday, July 4</b>	<b>Closed / Paid Holiday</b>
Summer Sunday	Sunday, July 6	Closed
Summer Sunday	Sunday, July 13	Closed
Summer Sunday	Sunday, July 20	Closed
Summer Sunday	Sunday, July 27	Closed
Summer Sunday	Sunday, August 3	Closed
Summer Sunday	Sunday, August 10	Closed
Summer Sunday	Sunday, August 17	Closed
Summer Sunday	Sunday, August 24	Closed
Summer Sunday	Sunday, August 31	Closed
<b>Labor Day</b>	<b>Monday, September 1</b>	<b>Closed / Paid Holiday</b>
Taste of Mequon	Saturday, September 6	<i>Limited Staff/Library Closed</i>
<b>Staff Training</b>	<b>Friday, September 19</b>	<b>Opening at 1pm</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 27</b>	<b>Closed / Paid Holiday</b>
<b>Christmas Eve Day</b>	<b>Wednesday, December 24</b>	<b>Closed / Paid</b>
<b>Holiday Christmas Day</b>	<b>Thursday, December 25</b>	<b>Closed / Paid Holiday</b>
<b>New Year's Eve Day</b>	<b>Wednesday, December 31</b>	<b>Closed / Paid</b>
<b>Holiday New Year's Day</b>	<b>Thursday, January 1, 2025</b>	<b>Closed / Paid Holiday</b>

Approved: \_\_\_\_\_



## **2025 Board of Trustees Meeting Schedule**

**All meetings are the third Wednesday of the month, and begin at 6 p.m.  
in the Tolzman Community Room, unless otherwise posted.**

**January 15, 2025**

**February 19, 2025**

**March 19, 2025**

**April 16, 2025**

**May 21, 2025**

**June 18, 2025**

**July 16, 2025**

**August 20, 2025**

**September 17, 2025**

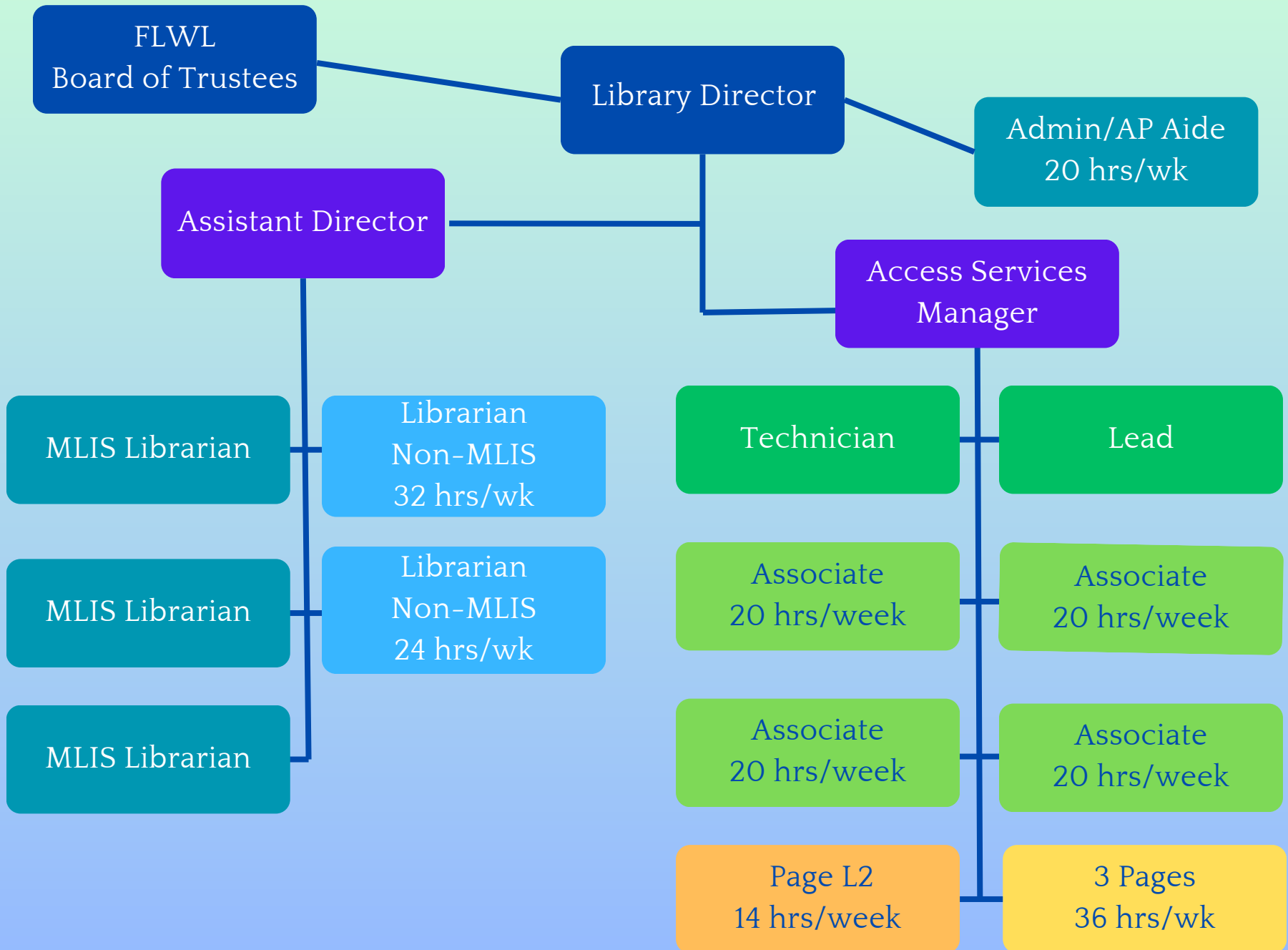
**October 22, 2025\***  
(fourth Wednesday)

**November 19, 2025**

**December 17, 2025**

Approved: \_\_\_\_\_

# FRANK L. WEYENBERG LIBRARY ORGANIZATIONAL CHART



**FRANK L. WEYENBERG LIBRARY OF MEQUON-THIENSVILLE DRAFT 2024 BUDGET WITH HISTORY**

**REVENUES**

		Draft #1			
Account #	Name of Account	2025 Proposed Budget	2024	2023	2022
99-40-001-900	<b>MEQUON ALLOCATIONS</b>	\$ 1,150,000	\$ 1,131,716	\$ 1,106,716	\$ 1,061,000
99-40-001-901	<b>THIENSVILLE ALLOCATIONS</b>	\$ 113,676	\$ 111,351	\$ 110,740	\$ 110,740
99-40-001-902	County Reimbursement	\$ 23,145	\$ 14,512	\$ 15,976	\$ 12,994
99-42-006-903	Fines & Fees	\$ 20,000	\$ 22,000	\$ 19,932	\$ 18,000
99-44-013-300	Investment Interest	\$ 14,000	\$ 20,000	\$ 2,668	\$ 500
99-45-015-280	Miscellaneous Revenue	\$ 1,500	\$ 7,693	\$ 1,554	\$ 2,266
99-45-014-904	Book Sale Revenue	\$ 11,500	\$ 11,500	\$ 9,880	\$ 7,500
99-45-014-906	Photocopier	\$ 2,500	\$ 2,600	\$ 2,534	\$ -
99-45-015-520	Fund Balance Transfer	\$ 20,000	\$ 20,000	\$ 20,000	\$ 37,000
<b>TOTAL REVENUES</b>	<b>TOTAL REVENUES</b>	<b>\$ 1,356,321</b>	<b>\$ 1,341,372</b>	<b>\$ 1,290,000</b>	<b>\$ 1,250,000</b>

**EXPENDITURES**

**STAFFING**

Account #	Name of Account	2025 Proposed Budget	2024 Adopted Budget	2023 Adopted Budget	2022 Adopted Budget
99-91-551-1-100	Salaries & Wages	\$ 697,603	\$ 703,355	\$ 670,300	\$ 631,900
99-91-551-1-115	Travel/Training/Seminars	\$ 5,500	\$ 3,500	\$ 2,500	\$ 3,500
	EAP	\$ 1,145			
99-91-551-1-199	Benefits	\$ 205,607	\$ 235,115	\$ 215,600	\$ 202,500
99-91-551-2-202	Dues & Subscriptions	\$ 2,837	\$ 2,890	\$ 3,500	\$ 3,500
99-91-551-2-237	Worker's Compensation	\$ 2,000	\$ 1,415	\$ 1,325	\$ 1,500
99-91-551-7-715	Flex Benefit	\$ 1,900	\$ 1,900	\$ 205,785	\$ 1,900
99-91-551-7-730	Unemployment	\$ 14,000	\$ -	\$ -	\$ -
		<b>\$ 930,592</b>	<b>\$ 948,175</b>	<b>\$ 1,099,010</b>	<b>\$ 844,800</b>

**ADMINISTRATION**

Account #	Name of Account	2025 Proposed Budget	2024 Adopted Budget	2023 Adopted Budget	2022 Adopted Budget
99-92-551-2-201	Postage	\$ 1,000	\$ 1,000	\$ 1,000	\$ 850
99-92-551-2-206	Audit	\$ 3,975	\$ 3,750	\$ 6,750	\$ 6,650
99-92-551-2-243	Other Insurance	\$ 22,935	\$ 23,500	\$ 21,525	\$ 20,000
99-92-551-2-284	Contracted-Technology	\$ 14,996	\$ 13,672	\$ 9,300	\$ 7,000
99-92-551-2-286	Computers	\$ 6,500	\$ 6,500	\$ 5,000	\$ 10,000
99-92-551-2-287	Mileage	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500
99-92-551-2-288	Fiscal Agent Fee	\$ 8,000	\$ 8,000	\$ 8,000	\$ 7,000
99-92-551-2-289	Payroll Processing	\$ 2,900	\$ 2,700	\$ 3,725	\$ 3,750
99-92-551-2-290	Consultants	\$ 3,000	\$ -	\$ -	\$ -
99-92-551-3-300	Office Supplies	\$ 6,000	\$ 4,000	\$ 3,500	\$ 6,500
99-92-551-3-301	Work Supplies	\$ 5,000	\$ 5,000	\$ 3,500	\$ 2,500
99-92-551-3-303	Phone	\$ 5,300	\$ 5,100	\$ 4,000	\$ 2,750
99-92-551-3-307	Supplies-Copy Machine	\$ 8,000	\$ 7,700	\$ 6,000	\$ 5,500
99-92-551-3-358	Debt Collection	\$ 800	\$ 720	\$ 1,000	\$ 500
99-92-551-3-359	Monarch Fees	\$ 18,603	\$ 15,166	\$ 17,150	\$ 15,500

		\$ 108,009	\$ 97,808	\$ 91,950	\$ 90,000
<b>PROGRAM &amp; COLLECTION</b>					
Account #	Name of Account	2025 Proposed Budget	2024 Adopted Budget	2023 Adopted Budget	2022 Adopted Budget
99-93-551-3-370	Programming	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,000
99-93-551-3-371	Media	\$ 21,000	\$ 20,000	\$ 25,000	\$ 30,000
99-93-551-3-372	E-Content	\$ 35,000	\$ 30,000	\$ 37,000	\$ 40,000
99-93-551-3-373	Print	\$ 91,000	\$ 85,000	\$ 85,000	\$ 85,000
		<b>\$ 152,000</b>	<b>\$ 140,000</b>	<b>\$ 152,000</b>	<b>\$ 161,000</b>
<b>BUILDING</b>					
Account #	Name of Account	2025 Proposed Budget	2024 Adopted Budget	2023 Adopted Budget	2022 Adopted Budget
99-94-551-2-282	Janitorial Service	\$ 43,380	\$ 44,432	\$ 42,120	\$ 28,800
99-94-551-2-283	Contracted-Building	\$ 26,141	\$ 24,716	\$ 24,000	\$ 22,000
99-94-551-3-306	Janitor Supplies	\$ 3,800	\$ 4,000	\$ 2,605	\$ 2,500
99-94-551-3-308	Building Supplies (M&R)	\$ 37,280	\$ 31,998	\$ 30,000	\$ 30,000
99-94-551-3-358	Utilities	\$ 44,000	\$ 45,000	\$ 45,000	\$ 42,500
99-94-551-3-359	Sewer & Water	\$ 2,000	\$ 2,000	\$ 1,800	\$ 1,800
99-94-551-3-374	Health & Safety Supplies	\$ 500	\$ -	\$ 200	\$ -
99-94-551-7-700	Building Projects	\$ 8,619	\$ 5,000	\$ 5,000	\$ 26,600
		<b>\$ 165,720</b>	<b>\$ 157,146</b>	<b>\$ 150,725</b>	<b>\$ 154,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,356,321</b>	<b>\$ 1,343,129</b>	<b>\$ 1,493,685</b>	<b>\$ 1,250,000</b>

15-Nov-24

<b>2021</b>	<b>2020</b>	<b>2019</b>
\$ 1,058,000	\$ 1,075,000	\$ 1,050,000
\$ 110,740	\$ 110,740	\$ 110,740
\$ 13,111	\$ 14,967	\$ 11,500
\$ 9,000	\$ 27,543	\$ 27,010
\$ 1,500	\$ 5,000	\$ 3,500
\$ 1,649	\$ 2,750	\$ 2,750
\$ 9,000	\$ 7,500	\$ 4,000
\$ -	\$ -	\$ -
\$ -	\$ 40,000	\$ -
<b>\$ 1,203,000</b>	<b>\$ 1,283,500</b>	<b>\$ 1,209,500</b>

<b>2021 Adopted Budget</b>	<b>2020 Adopted Budget</b>	<b>2019 Adopted Budget</b>
\$ 597,250	\$ 583,850	\$ 564,705
\$ 2,000	\$ 3,500	\$ 3,000
\$ 218,000	\$ 208,500	\$ 174,835
\$ 3,300	\$ 3,250	\$ 3,200
\$ 1,400	\$ 1,313	\$ 1,320
\$ 1,900	\$ 1,900	\$ 1,900
\$ -	\$ -	\$ -
<b>\$ 823,850</b>	<b>\$ 802,313</b>	<b>\$ 748,960</b>

<b>2021 Adopted Budget</b>	<b>2020 Adopted Budget</b>	<b>2019 Adopted Budget</b>
\$ 600	\$ 600	\$ 618
\$ 6,550	\$ 6,550	\$ 6,500
\$ 20,000	\$ 19,378	\$ 19,016
\$ 6,650	\$ 19,500	\$ 19,500
\$ 10,000	\$ 15,000	\$ 12,500
\$ 600	\$ 1,500	\$ 1,500
\$ 6,000	\$ 6,000	
\$ 3,500	\$ 4,500	\$ 4,000
\$ -	\$ -	\$ 3,200
\$ 6,500	\$ 8,000	\$ 8,000
\$ -	\$ -	\$ -
\$ 2,475	\$ 2,200	\$ 1,575
\$ 4,950	\$ 4,947	\$ 4,500
\$ 325	\$ 325	\$ 325
\$ 17,500	\$ 15,050	\$ 13,641

\$ 85,650 \$ 103,550 \$ 94,875

2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget
\$ 4,000	\$ 6,000	\$ 6,000
\$ 31,325	\$ 32,000	\$ 31,000
\$ 39,500	\$ 30,000	\$ 30,000
\$ 86,600	\$ 93,000	\$ 93,000
<b>\$ 161,425</b>	<b>\$ 161,000</b>	<b>\$ 160,000</b>

2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget
\$ 28,800	\$ 28,800	\$ 28,800
\$ 21,250	\$ 21,250	\$ 20,000
\$ 2,500	\$ 3,000	\$ 4,000
\$ 27,225	\$ 50,000	\$ 50,000
\$ 40,000	\$ 42,637	\$ 44,865
\$ 1,800	\$ 2,000	\$ 2,000
\$ 2,000	\$ -	\$ -
\$ 8,500	\$ 68,950	\$ 50,000
<b>\$ 132,075</b>	<b>\$ 216,637</b>	<b>\$ 199,665</b>

\$ 1,203,000 \$ 1,283,500 \$ 1,203,500

**Revenues**

<b>MEQUON ALLOCATIONS</b>	\$	1,150,000				
<b>THIENSVILLE ALLOCATIONS</b>	\$	113,676				
County Reimbursement	\$	23,145	Ozaukee County	\$	17,408.16	
			Sheboygan County	\$	1,529.22	
			Washington County	\$	4,162.00	70% of Cost
			Waukesha County	\$	46.00	70% of Cost
				\$	23,145.38	
Fines & Fees	\$	22,000				
Investment Interest	\$	12,500				
Miscellaneous Revenue	\$	1,500				
Book Sale Revenue	\$	11,500				
Photocopier	\$	2,000				
Fund Balance Transfer	\$	12,500				
	\$	<b>1,348,821</b>				

Municipality		2022		2023		2024	Total	Average
Mequon	\$	1,061,000	\$	1,106,716	\$	1,131,716	\$ 3,299,432	\$ 1,099,810.67
Thiensville	\$	110,740	\$	110,740	\$	111,351	\$ 332,831	\$ 110,943.67

7/1/23-6/30/24 Circ	% of Total	Population (2022)	% of Total	EV	% of Total
204,853	86%	25,337	89%	#####	96.5%
33,165	14%	3,294	12%	\$ 386,671,200	5.5%
238,018	100%	28,631	100%	#####	100%

**Library Staffing**

	<b>Vendor</b>	<b>Amount</b>	<b>Notes</b>	<b>Actual</b>
<b>Salaries &amp; Wages</b>				
		\$ 697,603		
<b>Travel/Training/Seminars</b>				
	WLA Conferences	\$ 2,000	Registration	
	WLA Conferences	\$ 1,750	Accommodations	
	Staff Days	\$ 750		
	Misc. Training	\$ 1,000		
		\$ 5,500		
<b>Employee Assistance Plan</b>				
		\$ 1,145		\$5.05/emp./mo
<b>Fringe Benefits</b>				
	IRS	\$ 53,367		
	WRS	\$ 43,889		
	Network Health	\$ 107,256	est. a/o 6/17/24	
		\$ 1,095	Life Insurance	
		\$ 205,607		
<b>Dues &amp; Subscriptions</b>				
	ALA Membership	\$ 332	1 membership	
	WLA Memberships	\$ 1,100	6 memberships?	RMY, AP, EV, CG, SC, KB
	Rotary	\$ 1,190		
	Chamber of Commerce	\$ 60		
	MTHS	\$ 80		
	Thiensville Bus Assn	\$ 75		
		\$ 2,837		
<b>Workers Compensation</b>				
	WC Ins.	\$ 2,000		
<b>Flex Benefit</b>				
	Diversified Benefits	\$ 1,900		
<b>Unemployment Compensation</b>				
		\$ 14,000	Subject to Claims	
	<b>TOTAL</b>	\$ 930,592		

11/13/2024

**Library Administration**

	<b>Vendor</b>	<b>Amount</b>	<b>Notes</b>
<b>Postage</b>			
	Stamps	\$ 1,000	
<b>Audit</b>			
	BakerTilly	\$ 3,975	Fiduciary Fund of VoT
<b>All Other Insurance</b>			
	R&R Insurance		
	Liability (LWMMI)	\$ 9,335	Deduct. \$2,500
	Crime (Hanover)	\$ 465	
	Property (MPIC)	\$ 13,135	Deduct. \$5,000
		\$ 22,935	
<b>Contracted Technology</b>			
	Amazon Web Services	\$ 16	
	Bibliotеча	\$ 2,007	Security Gates Service Contract
	Bibliotеча	\$ 99	staffConnect License
	Bitwarden	\$ 675	Password Manager
	Brightsign	\$ 500	Electronic Signs (5 seats)
	Civic Plus	\$ 3,700	Website Hosting
	Envisionware	\$ 2,502	Self-Check Units Service Contract
	Gimlet	\$ 350	Annual Subscription
	Mailchimp	\$ 1,848	Should be replaced by Vega
	MessageBee		
	Mobile Beacon	\$ 600	5 devices
	Microsoft Licenses	\$ 414	15 Licenses
	TEACH Line	\$ 1,200	Internet Access BadgerLink
	Title Source	\$ 550	B&T -- negotiate
	WebDewey	\$ 375	Annual Subscription
	Zoom	\$ 160	Annual Subscription
		\$ 14,996	
<b>Computers</b>			
	Computers	\$ 6,500	New Equipment
<b>Mileage</b>			
	Various Staff	\$ 1,000	
<b>Fiscal Agent Fee</b>			
	Vill. of Thiensville	\$ 8,000	
<b>Payroll Processing</b>			
	ADP	\$ 2,900	
<b>Consulting</b>			
		\$ 3,000	
<b>Office Supplies</b>			
	Amazon, Quill, Other	\$ 6,000	
<b>Processing Supplies</b>			
	Demco, Other	\$ 5,000	

**Telephone**

AT&T	\$	5,300
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**Copier Expenses**

Lease Payments	\$	3,500	3 Color Copiers
Click Charges	\$	4,500	(Some of this is offset by revenues)
	\$	8,000	

**Debt Collection**

Unique Mgmt	\$	800	Offset by revenue
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**Monarch Fees**

Message Bee	\$	1,600
BookPage	\$	516
Fees	\$	15,187
IT Software/Support	\$	1,300
	\$	18,603

<b>TOTAL</b>	<b>\$</b>	<b>108,009</b>
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**Actual**

2024 \$3,975  
 2025 \$4,200  
 2026 \$4,450  
 2027 \$4,670  
 2028 \$4,900

\$ 8,889.00  
 \$ 464.00

est. renews 6/25  
 est. renews 6/25

\$ 2,501.99

Postage	\$	1,000
Audit	\$	3,975
Other Insurance	\$	23,580
Contracted-Technolog	\$	13,882
Computers	\$	6,500
Mileage	\$	1,000
Fiscal Agent Fee	\$	8,000
Payroll Processing	\$	2,900
Consultants	\$	2,000
Office Supplies	\$	4,000
Work Supplies	\$	1,000
Phone	\$	5,300
Supplies-Copy Machin	\$	8,000
Debt Collection	\$	800
Monarch Fees	\$	15,763
	<b>\$</b>	<b>97,700</b>

Message Bee Comparisons

Date	Telephony
2024 Q2	445
2024 Q1	486
2023 Q4	445
2023 Q3	463
2023 Q2	457
2023 Q1	470

2,766  
 1,844

2025

Monarch Fees

\$	3,333.00	OCLC
\$	5,013.14	ILS
\$	1,136.36	ILS Replacement Fund
\$	136.36	ILS Upgrade Fund
\$	2,795.38	Admin
\$	1,013.61	Add'l ILS products
\$	1,209.09	Monarchc2Go
\$	481.78	Network Replacement Fund
\$	68.00	Network Maintenance
\$	15,186.72	

MB Cost	SMS	MB Cost
\$ 0.089		\$ 0.024

57,382

\$ 164.116	\$ 1,377.168
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**Library Program & Collection**

	<b>Vendor</b>	<b>Amount</b>	<b>Notes</b>
<b>Programming</b>			
	Movie Licensing	\$ 474	Swank (3-year contract)
	Other Programming	\$ 4,526	Friends will support the 2024 SRP for \$2,500
		<b>\$ 5,000</b>	
<b>Media</b>			
	DVD	\$ 12,000	
	AudioBooks	\$ 1,000	
	Music CDs	\$ 2,000	
	Video Games	\$ 6,000	
		<b>\$ 21,000</b>	
<b>e-Content</b>			
	Ancestry Library Edition	\$ 1,500	estimate
	AtoZ databases	\$ 2,000	Paid thru 2026
	Badgerlink	\$ -	Provided by State
	BookBrowse	\$ 860	
	ConsumerReports	\$ 3,700	estimate
	Kanopy	\$ 2,160	
	OverDrive	\$ 11,474	ebooks
	OverDrive	\$ 700	emagazines
	Universal Class	\$ 536	**No longer via OverDrive -- based on a 3 yr. renewal
	Transparent Language	\$ -	Provided by System
	Value Line Library Elite	\$ 2,795	Paid thru 2025
	Misc. e-Content	\$ 9,275	
		<b>\$ 35,000</b>	
<b>Print</b>			
	AY Fiction	\$ 13,000	
	Adult Fiction	\$ 13,500	
	Adult NF	\$ 13,500	
	Children's Early	\$ 10,000	
	Children's Fiction	\$ 7,000	
	Children's NF	\$ 7,000	
	Large Print	\$ 1,500	
	Periodicals	\$ 9,735	
	Misc. Print	\$ 7,765	
	Processing Supplies	\$ 8,000	
		<b>\$ 91,000</b>	
	<b>TOTAL</b>	<b>\$ 152,000</b>	

**Library Building**

	<b>Vendor</b>	<b>Amount</b>	<b>Notes</b>
<b>Janitorial Service</b>			
<b>New Vendor</b>	<b>Enviromental Cntrl</b>	<b>\$ 43,380</b>	
<b>Contracted-Building</b>			
	Milwaukee Alarm	\$ 840	Security
	Advanced Chiller	\$ 5,520	HVAC Preventative
	Ascend Elevator	\$ 825	Elevator Preventative
	Rinderle	\$ 1,000	Fire Door Testing
<b>Seeking Proposals</b>	AT&T	\$ 1,092	Elevator Emergency Line
	State of Wisconsin	\$ 100	Elevator & Boilers Permits to Operate
<b>Seeking Proposals</b>	Lammscapes	\$ 10,835	Grounds Maint. - Spring cleanup, 6 summer, Winter prep
<b>New Vendor</b>	Nexus	\$ 1,670	Pest Control
	B&E Controls	\$ 956	Roof Inspection (late fall/early winter)
	Veritas Elevator	\$ 88	Elevator Inspection
	Milwaukee Alarm	\$ 562	Fire Alarm Test
<b>Seeking Proposals</b>	Cintas	\$ 2,500	Fire Preparedness Testing
		<b>\$ 25,988</b>	
<b>Janitorial Supplies</b>			
<b>New Vendor</b>	<b>Bell Tape, Misc.</b>	<b>\$ 3,800</b>	Janitorial Supplies
<b>Building Supplies (M&amp;R)</b>			
	Misc.	\$ 40,000	Electrician, HVAC, Plumbing, Painting, Handyman
<b>Utilities</b>			
	We Energies	\$ 44,000	Electricity / Gas \$ 6,434
<b>Sewer &amp; Water</b>			
	City of Mequon`	\$ 2,000	
<b>Health &amp; Safety Supplies</b>			
		\$ 500	AED supplies, sanitizers, etc.
<b>Building Projects</b>			
		\$ 9,532	
	<b>TOTAL</b>	<b>\$ 169,200</b>	

**Actual**

ADAC Line w/ lower rate POTs in a Box \$65/mos.

Plus cleanup next to building  
Includes Spring & Fall Exterior Sprays