



11345 North Cedarburg Road, Mequon, WI 53092

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

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in 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 November 15, 2023, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for November 2023
 - b. Action Item: Accounts Payable for November 2023
- 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 – R. Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business: None**
- XI. New Business**
 - a. Action Item: 2023 Budget Amendment
 - b. Action Item: Approval of 2024 Budget

XII. Closed Session

The Board of Trustees may 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.

XIII. Reconvene in Open Session

For the purpose of acting upon actions recommended in closed session.

Action Item: Wage Adjustment for Director (with effective date)

XIV. Trustee Training & System/State Library Update

- a. TE27: Trustee Orientation and Continuing Education

XV. Future Meeting Dates

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

XVI. Adjourn

Catherine Perry

Posted:



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees November 15, 2023 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on November 15, 2023 at 6:00 pm in the Library's Tolzman Community Room.

I. Pledge of Allegiance

Catherine Perry led the Pledge of Allegiance.

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

Ms. Perry called the meeting to order at 6:01 pm.

Posting of notice as of October 13, 2023 was verified.

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

Trustees Absent: Alex Lemke.

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

III. Announcements

None at this time.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the October 18, 2023 Meeting

The minutes of the October 18, 2023 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 October 2023

The reports were included in the Board Packet. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for October 2023

Ms. Nagy moved to approve the Accounts Payable Statement for October 2023 in the amount of \$96,834.35. Motion carried.

VII. President's Report

Ms. Perry had 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 reported that most statistics are trending positively.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young answered questions from the Board on her activities.
- C. Managers' Reports
The written reports were included in the Board Packet.

X. Unfinished Business

- A. Discussion: Municipal Allocations Status
Ms. Muchin Young reported that the City of Mequon has approved an allocation amount of \$1,131,716. The Village of Thiensville is expected to approve their allocation amount at a future meeting.

XI. New Business

- A. Action Requested: 2024 Holiday Closings
The list of proposed holiday closings was included in the Board Packet.

Mr. Lookatch moved to approve the holiday closings as proposed. Motion carried.
- B. Action Requested: 2024 Board of Trustees Meeting Schedule
The proposed schedule of Board meetings for 2024 was included in the Board Packet.

Ms. Nagy moved to approve the 2024 Board of Trustees meeting schedule as proposed. Motion carried.
- C. Discussion and Possible Action: Fiscal Agent MOU
Ms. Muchin Young reported on meetings with the Village of Thiensville and the need to modernize the existing Memorandum of Understanding regarding fiscal agent services. No action was taken at this time.

XII. Trustee Training & System/State Library Update

- A. WLA Annual Convention Report
Ms. Muchin Young discussed her activities at the annual Wisconsin Library Association conference.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, December 20, 2023.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Mr. Hansher. Motion carried and meeting was adjourned at 6:59 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

DRAFT

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 11/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023 (Normal (Abnormal))	Activity For 11/30/2023 Increase (Decrease)	Available Balance 11/30/2023 Normal (Abnormal)	% Bdgt Used
Fund: 97 FLW AMERICAN RESCUE PLAN ACT						
Account Category: Revenues						
Department: 08-003 GRANTS & AIDS						
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS	0.00	31,160.54	0.00	(31,160.54)	100.00
	Total Dept 08-003 - GRANTS & AIDS	0.00	31,160.54	0.00	(31,160.54)	100.00
	Revenues	0.00	31,160.54	0.00	(31,160.54)	100.00
Account Category: Expenditures						
Department: 94-551 LIBRARY BUILDING						
97-94-551-57700	BUILDING PROJECTS	0.00	31,160.54	0.00	(31,160.54)	100.00
	Total Dept 94-551 - LIBRARY BUILDING	0.00	31,160.54	0.00	(31,160.54)	100.00
	Expenditures	0.00	31,160.54	0.00	(31,160.54)	100.00
Fund 97 - FLW AMERICAN RESCUE PLAN ACT:						
TOTAL REVENUES		0.00	31,160.54	0.00	(31,160.54)	
TOTAL EXPENDITURES		0.00	31,160.54	0.00	(31,160.54)	
NET OF REVENUES & EXPENDITURES:		0.00	0.00	0.00	0.00	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 11/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023 (Normal (Abnormal))	Activity For 11/30/2023 Increase (Decrease)	Available Balance 11/30/2023 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Revenues						
Department: 45-015 OTHER INCOME						
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED	1,347.82	3,700.00	0.00	(2,352.18)	274.52
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	83,772.43	5,498.00	135.00	78,274.43	6.56
Total Dept 45-015 - OTHER INCOME		85,120.25	9,198.00	135.00	75,922.25	10.81
Revenues		85,120.25	9,198.00	135.00	75,922.25	10.81
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	1,347.82	4,357.27	119.98	(3,009.45)	323.28
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	83,772.43	19,495.31	774.05	64,277.12	23.27
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		85,120.25	23,852.58	894.03	61,267.67	28.02
Expenditures		85,120.25	23,852.58	894.03	61,267.67	28.02
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		85,120.25	9,198.00	135.00	75,922.25	
TOTAL EXPENDITURES		85,120.25	23,852.58	894.03	61,267.67	
NET OF REVENUES & EXPENDITURES:		0.00	(14,654.58)	(759.03)	14,654.58	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 11/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023 (Normal (Abnormal))	Activity For 11/30/2023 Increase (Decrease)	Available Balance 11/30/2023 Normal (Abnormal)	% Bdg Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,106,716.00	1,106,716.00	0.00	0.00	100.00
99-40-001-41322	THIENSVILLE TAXES	110,740.00	110,740.00	0.00	0.00	100.00
99-40-001-41323	COUNTY REIMBURSEMENT	15,976.00	15,976.06	0.00	(0.06)	100.00
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,233,432.00	1,233,432.06	0.00	(0.06)	100.00
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	19,932.00	19,095.65	844.60	836.35	95.80
Total Dept 42-006 - FINES & FORFEITURES		19,932.00	19,095.65	844.60	836.35	95.80
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	2,668.00	11,312.00	1,550.95	(8,644.00)	423.99
Total Dept 44-013 - INTEREST INCOME		2,668.00	11,312.00	1,550.95	(8,644.00)	423.99
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	9,880.00	8,544.49	853.00	1,335.51	86.48
99-45-014-46712	PHOTOCOPIER	2,534.00	2,220.20	237.15	313.80	87.62
Total Dept 45-014 - SALE INCOME		12,414.00	10,764.69	1,090.15	1,649.31	86.71
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	1,554.00	1,297.66	0.00	256.34	83.50
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		21,554.00	1,297.66	0.00	20,256.34	6.02
Revenues		1,290,000.00	1,275,902.06	3,485.70	14,097.94	98.91
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	670,300.00	567,241.78	52,408.65	103,058.22	84.63
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	2,500.00	3,211.07	541.04	(711.07)	128.44
99-91-551-51199	FRINGE BENEFITS	215,600.00	188,852.05	17,375.39	26,747.95	87.59
99-91-551-52202	DUES & SUBSCRIPTIONS	3,500.00	2,662.60	0.00	837.40	76.07
99-91-551-52237	WORKER S COMPENSATION	1,325.00	1,257.00	0.00	68.00	94.87
99-91-551-57715	FLEX BENEFIT	2,100.00	1,888.68	0.00	211.32	89.94
Total Dept 91-551 - LIBRARY STAFFING		895,325.00	765,113.18	70,325.08	130,211.82	85.46
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	966.25	0.00	33.75	96.63
99-92-551-52206	AUDIT	6,750.00	6,750.00	0.00	0.00	100.00
99-92-551-52243	ALL OTHER INSURANCE	21,525.00	21,525.00	0.00	0.00	100.00
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	9,300.00	10,220.06	139.50	(920.06)	109.89
99-92-551-52286	COMPUTERS	5,000.00	1,145.67	0.00	3,854.33	22.91
99-92-551-52287	MILEAGE	1,500.00	587.17	110.43	912.83	39.14
99-92-551-52288	FISCAL AGENT FEE	8,000.00	8,000.00	0.00	0.00	100.00
99-92-551-52289	PAYROLL PROCESSING	3,725.00	3,304.46	246.91	420.54	88.71
99-92-551-52290	CONSULTANTS	0.00	269.00	0.00	(269.00)	100.00
99-92-551-53300	OFFICE SUPPLIES	3,500.00	5,639.43	88.72	(2,139.43)	161.13
99-92-551-53301	PROCESSING SUPPLIES	3,500.00	5,344.25	423.00	(1,844.25)	152.69
99-92-551-53303	TELEPHONE	4,000.00	4,718.99	435.83	(718.99)	117.97
99-92-551-53307	SUPPLIES-COPY MACHINE	6,000.00	6,300.26	538.19	(300.26)	105.00
99-92-551-53358	DEBT COLLECTION	1,000.00	722.30	128.15	277.70	72.23
99-92-551-53359	MONARCH FEES	17,150.00	16,388.39	10.44	761.61	95.56

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023 (Normal (Abnormal))	Activity For 11/30/2023 Increase (Decrease)	Balance Available 11/30/2023 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 92-551 LIBRARY ADMINISTRATION						
Total Dept 92-551 - LIBRARY ADMINISTRATION		91,950.00	91,881.23	2,121.17	68.77	99.93
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	5,825.45	882.44	(825.45)	116.51
99-93-551-53371	MEDIA	25,000.00	13,989.28	1,036.91	11,010.72	55.96
99-93-551-53372	E CONTENT	37,000.00	31,209.08	6,102.46	5,790.92	84.35
99-93-551-53373	PRINT	85,000.00	73,399.53	6,769.25	11,600.47	86.35
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	124,423.34	14,791.06	27,576.66	81.86
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	42,120.00	38,328.75	3,510.00	3,791.25	91.00
99-94-551-52283	CONTRACTED-BUILDING	24,000.00	21,851.56	4,925.62	2,148.44	91.05
99-94-551-53306	JANITOR SUPPLIES	2,605.00	3,975.96	348.55	(1,370.96)	152.63
99-94-551-53308	BUILDING SUPPLIES	30,000.00	37,425.46	1,222.25	(7,425.46)	124.75
99-94-551-53360	UTILITIES	45,000.00	43,891.47	2,834.97	1,108.53	97.54
99-94-551-53361	SEWER & WATER	1,800.00	1,453.92	0.00	346.08	80.77
99-94-551-53374	HEALTH & SAFETY SUPPLIES	200.00	0.00	0.00	200.00	0.00
99-94-551-57700	BUILDING PROJECTS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		150,725.00	146,927.12	12,841.39	3,797.88	97.48
Expenditures		1,290,000.00	1,128,344.87	100,078.70	161,655.13	87.47
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,290,000.00	1,275,902.06	3,485.70	14,097.94	
TOTAL EXPENDITURES		1,290,000.00	1,128,344.87	100,078.70	161,655.13	
NET OF REVENUES & EXPENDITURES:		0.00	147,557.19	(96,593.00)	(147,557.19)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,375,120.25	1,316,260.60	3,620.70	58,859.65	
TOTAL EXPENDITURES - ALL FUNDS		1,375,120.25	1,183,357.99	100,972.73	191,762.26	
NET OF REVENUES & EXPENDITURES:		0.00	132,902.61	(97,352.03)	(132,902.61)	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 11/30/2023

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		11/30/2023	11/30/2023	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				31,160.54
Total Department 08-003:		0.00			31,160.54
Revenues		0.00			31,160.54
Account Category: Expenditures					
Department: 94-551 LIBRARY BUILDING					
97-94-551-57700	BUILDING PROJECTS	31,160.54			
Total Department 94-551:		31,160.54			0.00
Expenditures		31,160.54			0.00
Total Fund 97:		31,160.54			31,160.54
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				1,347.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED				83,772.43
Total Department 00-000:		0.00			85,120.25
Fund Equity		0.00			85,120.25
Account Category: Revenues					
Department: 45-015 OTHER INCOME					
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED				3,700.00
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT				5,498.00
Total Department 45-015:		0.00			9,198.00
Revenues		0.00			9,198.00
Account Category: Expenditures					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	4,357.27			
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	19,495.31			
Total Department 95-551:		23,852.58			0.00
Expenditures		23,852.58			0.00
Total Fund 98:		93,352.58			94,318.25
OUT OF BALANCE		0.00			(965.67)
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				
99-00-000-11710	INVESTMENTS			295,993.45	
99-00-000-11800	PETTY CASH				
99-00-000-13900	ALLOWANCE FOR DOUBTFUL ACCTS				
99-00-000-16220	PREPAID EXPENSES				
99-00-000-16230	DEFERRED EXPENDITURE				
Total Department 00-000:		295,993.45			0.00
Assets		295,993.45			0.00
Account Category: Liabilities					
Department: 00-000					
99-00-000-21511	SOCIAL SECURITY TAX				
99-00-000-21512	FEDERAL WITHHOLDING TAX				

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 11/30/2023

GL Number	Description	Balance	
		Debit 11/30/2023 Normal (Abnormal)	Credit 11/30/2023 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND			
Account Category: Liabilities			
Department: 00-000			
99-00-000-21513	WISCONSIN WITHHOLDING		
99-00-000-21520	WI RETIREMENT		3,296.40
99-00-000-21530	HEALTH INSURANCE WITHHOLDING		
99-00-000-21531	DENTAL INSURANCE WITHHOLDING		
99-00-000-21532	VISION INSURANCE WITHHOLDING		
99-00-000-21533	LIFE INSURANCE WITHHOLDING		
99-00-000-21534	ACCIDENTAL INS WITHHOLDING		
99-00-000-21560	WISCONSIN DEFERRED COMP		
99-00-000-21590	FLEX BENEFIT		3,711.37
99-00-000-21700	ACCRUED PAYROLL		
Total Department 00-000:		0.00	7,007.77
Liabilities		0.00	7,007.77
Account Category: Fund Equity			
Department: 00-000			
99-00-000-33900	UNAPPROPRIATED		172,156.69
99-00-000-34155	GIFTS & GRANTS RESTRICTED		
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED		
Total Department 00-000:		0.00	172,156.69
Fund Equity		0.00	172,156.69
Account Category: Revenues			
Department: 40-001 LOCAL PROPERTY TAXES			
99-40-001-41321	MEQUON TAXES		1,106,716.00
99-40-001-41322	THIENSVILLE TAXES		110,740.00
99-40-001-41323	COUNTY REIMBURSEMENT		15,976.06
Total Department 40-001:		0.00	1,233,432.06
Department: 42-006 FINES & FORFEITURES			
99-42-006-46710	FINES & FEES		19,095.65
Total Department 42-006:		0.00	19,095.65
Department: 44-013 INTEREST INCOME			
99-44-013-48100	INVESTMENT INTEREST		11,312.00
Total Department 44-013:		0.00	11,312.00
Department: 45-014 SALE INCOME			
99-45-014-46711	BOOK SALES		8,544.49
99-45-014-46712	PHOTOCOPIER		2,220.20
Total Department 45-014:		0.00	10,764.69
Department: 45-015 OTHER INCOME			
99-45-015-48000	MISCELLANEOUS		1,297.66
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	1,297.66
Revenues		0.00	1,275,902.06
Account Category: Expenditures			
Department: 91-551 LIBRARY STAFFING			
99-91-551-51100	SALARIES & WAGES	567,241.78	
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,211.07	
99-91-551-51199	FRINGE BENEFITS	188,852.05	
99-91-551-52202	DUES & SUBSCRIPTIONS	2,662.60	
99-91-551-52237	WORKER S COMPENSATION	1,257.00	
99-91-551-57715	FLEX BENEFIT	1,888.68	
99-91-551-57730	UNEMPLOYMENT COMPENSATION		
Total Department 91-551:		765,113.18	0.00
Department: 92-551 LIBRARY ADMINISTRATION			
99-92-551-52201	POSTAGE	966.25	
99-92-551-52206	AUDIT	6,750.00	
99-92-551-52243	ALL OTHER INSURANCE	21,525.00	
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	10,220.06	
99-92-551-52285	WEPCO LEASE		
99-92-551-52286	COMPUTERS	1,145.67	
99-92-551-52287	MILEAGE	587.17	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 11/30/2023

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		11/30/2023	11/30/2023	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Expenditures					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52288	FISCAL AGENT FEE	8,000.00			
99-92-551-52289	PAYROLL PROCESSING	3,304.46			
99-92-551-52290	CONSULTANTS	269.00			
99-92-551-53300	OFFICE SUPPLIES	5,639.43			
99-92-551-53301	PROCESSING SUPPLIES	5,344.25			
99-92-551-53303	TELEPHONE	4,718.99			
99-92-551-53307	SUPPLIES-COPY MACHINE	6,300.26			
99-92-551-53358	DEBT COLLECTION	722.30			
99-92-551-53359	MONARCH FEES	16,388.39			
Total Department 92-551:		91,881.23			0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	5,825.45			
99-93-551-53371	MEDIA	13,989.28			
99-93-551-53372	E CONTENT	31,209.08			
99-93-551-53373	PRINT	73,399.53			
Total Department 93-551:		124,423.34			0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	38,328.75			
99-94-551-52283	CONTRACTED-BUILDING	21,851.56			
99-94-551-53306	JANITOR SUPPLIES	3,975.96			
99-94-551-53308	BUILDING SUPPLIES	37,425.46			
99-94-551-53360	UTILITIES	43,891.47			
99-94-551-53361	SEWER & WATER	1,453.92			
99-94-551-53374	HEALTH & SAFETY SUPPLIES				
99-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:		146,927.12			0.00
Expenditures		1,128,344.87			0.00
Total Fund 99:		1,424,338.32			1,455,066.52
OUT OF BALANCE		0.00			(30,728.20)
Total All Funds		1,548,851.44			1,580,545.31

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497	21,861	21,148	21,121	21,112	19,001	259,583
2023	23,469	21,854	25,303	22,481	21,857	26,060	25,608	25,819	21,674	22,380	21,242		257,747
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199	5,338	4,987	5,135	5,499	5,635	62,449
2023	6,156	5,589	6,028	5,233	5,292	5,228	5,683	5,592	5,597	6,191	6,054		62,643
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	27,199	26,135	26,256	26,611	24,636	322,032
2023	29,625	27,443	31,331	27,714	27,149	31,288	31,291	31,411	27,271	28,571	27,296		320,390
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052	2,828	2,181	3,788	1,605	1,371	25,124
2023	1,462	1,384	1,368	1,609	1,724	1,847	1,369	1,837	1,682	1,742	1,700		17,724
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498	1,242	1,132	1,293	1,053	974	14,521
2023	1,548	1,213	1,432	1,228	1,133	2,188	1,528	1,441	1,233	1,186	1,138		15,268
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	8,004	106,783
2022	8,947	8,296	9,593	9,844	9,659	11,182	11,810	11,448	9,563	10,336	9,924	7,944	118,546
2023	10,714	10,035	11,761	10,730	11,140	13,098	12,404	13,061	9,942	10,820	10,687		124,392
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116	112	101	99	86	1,325
2023	114	117	112	75	90	149	111	151	113	102	96		1,230
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		144
2023 attendance	67	107	214	80	173	118	73	121	65	184	62		1,264

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		33
2023 attendance	195	128	163	166	106	119	93	149	165	185	124		1,593
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		57
2023 attendance	13	24	27	15	14	530	56	38	42	27	61		847
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		53
2023 attendance	108	164	237	178	105	163	139	135	88	108	85		1,510
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		258
2023 attendance	333	615	759	629	909	1,111	973	813	505	772	681		8,100
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		39
2023 attendance	852	1,039	1,219	815	608	861	673	787	629	1,163	913		9,559

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

Meetings Attended:

- Monarch Directors Chats, 11/16, 12/7
- FOWL Executive Committee and Board of Directors meetings, 11/16
- Village of Thiensville Board of Trustees, 11/20
- FLWL Finance/Personnel Committee, 11/28
- Regular T-M Rotary Meetings, 11/28, 12/5
- Monarch Library System ILS Committee, 11/30
- Hook, Yarn & Stitch, 12/7
- Evening Readers, 12/11
- Management Team, 12/12
- Monarch Directors Council, 12/14
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

Patty Naumann retired last week. She has worked as an Access Services Associate since November 13, 2000. We will miss her and wish her well on her retirement.

We are advertising for a new Part Time (20 hrs/wk) Access Services Associate.

I will be on vacation 12/23/23 through 1/2/24. I may still be reached by any of the usual methods.

OPERATIONS ACTIVITIES:

The Village of Thiensville approved their 2024 municipal budget at their November 20 meeting. The increase in the library allocation is the first more than a decade. The City of Mequon also approved their budget. With those allocations set, the Personnel and Finance Committees met to discuss the budget. They voted to bring the budget to the full Board. Since that meeting some vendors have notified us of actual expenditures will be different than our initial estimates. These will be presented at the BoT meeting.

I have discussed several planned enhancements of the Polaris Integrated Library System that will come in the form of three Vega modules: Program, Promote, and Discover. Program is a meeting room reservation and calendaring program. Promote is a way to communicate with patrons with a series of customizable emails and other e-communication (and has the potential of eliminating our need for MailChimp). Finally, Discover will enhance the catalog directly, enabling patrons and staff alike to find all copies of a book with a single search. Monarch Library System is a development partner working on Program. This relationship has allowed the system to negotiate a very favorable contract for all three modules. It is anticipated that these features will go live in Q3 of next year. Note that no payments will be made until the products are functioning as promised.

FOUNDATION:

I met with a furniture vendor on several occasions to discuss the furniture purchases approved by the Weyenberg Public Library Foundation. We still have several decisions to make regarding fabrics and finishes, and how many of the study carrels to outfit with electricity. Our goal is to order all items by the end of the year.

The Fall Fundraising letter has been written and approved by the Foundation Board. We sent about 2,350 letters, each individually signed. The response has been positive.

FRIENDS:

The Friends are having a PaperPie Book Sale Sunday, November 17. You may be more familiar with the name "Usborne," which sells primarily children's books in a direct-to-consumer model. The Sunday afternoon sale will give patrons the opportunity to purchase some last-minute gifts, or just expand their personal libraries. All profits will go to the Friends of Weyenberg Library to support the Library. In many libraries the Friends sell used books to raise funds, but the Library has been relying on FLWL Book Store revenues for several years and thus cannot turn over the revenue to FOWL. They must, therefore, be creative in their fundraising and they are certainly rising to the occasion.

At the last FOWL meeting of 2023 they approved a \$2,000 grant to cover the Summer Reading Program. The 2024 theme is Read, Renew, Repeat. This will enable the Library to present an exciting Summer Reading Program in spite of our decreased programming budget.



OTHER:

Wednesday, December 6, a non-partisan Panel on Antisemitism was held at the Library. The meeting was planned and the Tolzman Room reserved by the chairman of the Republican Party Ozaukee County. While we normally ask organizers only if the event is free and open to the public, in light of the current political climate, we did follow up to find out who would be speaking to help us determine if extra security would be necessary. Two extra managers were here (I attended the meeting) and the Mequon Police Department sent an officer just to be present. Fortunately, there was no need for additional security, though we did reach room capacity. Most attendees stayed for the entire two-hour program.

In each of the 15 library systems in the State, the largest library is the resource library. Included in this packet is the report the Monarch Resource Library (Mead Library in Sheboygan) gave at the December Directors Council meeting. The report details how they use their \$100,000 fee (provided through State funding).

The 2024 Budget Draft was approved at the Joint Meeting of the Finance and Personnel Committees. Since that meeting, however, we have received actual figures for insurance (lower) and Vanguard Services (higher). Other items have been adjusted to balance. Each line item changed is marked with an asterisk.

Library Legislative Day is Tuesday, February 6, 2024. Registration is \$45, which the Library will cover for any Trustee interested in attending. I will be driving to Madison that morning and will be happy to carpool. We do need to be there by about 8:30am. Click on the following link for more information: <https://www.wisconsinlibraries.org/library-legislative-day>. If you choose to attend, please let me know so I can register all of us together. Included in this packet is an interesting handout: The Lifecycle of a Library Book.

2023 Resource Library Report to Monarch Library System

Item/Service	2023 Compensation
In Demand collection (books, DVDs, etc.) Expenditures: \$18,554.02 Encumbrances (roll over to FY24): \$4,347.40 • 469 books added • 124 large print books • 105 DVDs • 55 BluRays	\$20,000
System Advantage e-book & e-audio holds reduction account (WPLC/Overdrive) Expenditures: \$55,473.72 • 8,972 ebook and audiobooks were added (Mead took over all Overdrive Advantage purchasing in 2023 and we focused on getting caught up from previous years when purchasing was not being done on a regular basis, hence the large spending overage. \$7,419.44 remains in content credit)	\$40,000
Specialized collections (nonfiction & reference) Expenditures: \$20,000 • Funds went towards the purchase of 2,425 regular and large print non-fiction books (Mead no longer has a reference collection—instead we circulate reference-type materials to all Monarch libraries)	\$20,000
Marketing or other professional consultation Continued support of programming, reference, and Admin/Library Board/Foundation support to member libraries	\$5,000
Support staff (paying invoices, reporting, processing of materials) Management of Overdrive Advantage and In-Demand budgeting, purchasing, invoicing, physical processing and cataloging when necessary, and collection management.	\$5,000
Special projects (RFID, technology, etc.) Continued support of RFID Implementation including library visits, training, documentation, troubleshooting & administrative assistance. Cataloger continued to do system-level work on database cleanup.	\$10,000
TOTAL	\$100,000



THE LIFE CYCLE

of a Library Book

Library Staff

Board-Approved Collection Development Policy

Staff Selects

Professional Journals (e.g. Publishers Weekly, Library Journal, BookList), Magazines, Newspapers, Staff Expertise

Purchased

Baker & Taylor, Ingram, Local Bookstores, Amazon, Direct from Publisher

Processed

Stamped, Labeled, and Covered

Cataloged

Added to online catalog

Shelved

Children's, Young Adult, or Adult

Copies Added

Community demand triggers the purchase of more copies

Systems' ILS Deliveries

Checked In

Reshelved

Weeded

Deselected or damaged material given to Friends for booksale or recycling

Staff Selects New Books

Library Patron

Community Member/Taxpayer

90% of library budgets come from municipal governments (city, village, town, county, tribal, etc.)

Patron Request

Word of mouth, media mentions, newspapers, magazines, BookTok, etc.

Read in Library

Hold Placed

Interlibrary Loan (ILL) Requested

Checked Out

Returned

Material Challenged
(See other side)



WISCONSIN
LIBRARY
ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org

When there is a **BOOK CHALLENGE**

Challenges to Library Materials

Libraries have policies and procedures in place to respectfully address a community member's concerns. It begins long before an item is placed in the collection.

How are **MATERIALS ADDED** to a library's collection?

- A locally appointed Library Board of Trustees develops a Collection Development Policy to guide its library's selection of materials.
- Local library staff use their training and expertise, professional book reviews, and patron requests to purchase materials that fit the Library Board's Collection Development Policy and reflect the needs and interests of the local community.
- Librarians locate materials in the library based on their professional expertise, knowledge of the community, and the Collection Development Policy.

What process does a library use to deal with a **MATERIALS CHALLENGE**?

The library's board-approved Collection Development Policy details a process for responding to materials challenges:

- When a patron notifies the library of an item they believe should be removed or relocated, staff provide the patron with a materials-reconsideration form that allows the patron to express their concerns.
- Staff review the submission; read, listen, or watch the item in its entirety; and determine whether the item complies with the Collection Development Policy.
- The Library Director notifies the patron in writing of its decision. The patron has the opportunity to appeal the decision to the Library Board.
- If the patron appeals the decision, the Library Board conducts its own review in relation to the Collection Development Policy. The Library Board notifies the patron of its decision in writing.



Always feel free to talk to your local library director with questions or concerns.



WISCONSIN
LIBRARY
ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org

Date: December 15, 2023

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, December 2023

Activities since the last Board of Trustees meeting include:

- 11/21 – Director Check-In
- 12/7 – Willowbrook Outreach Event
- 12/12 – Management Meeting
- 12/13 – Cooperative Cataloging Workgroup Meeting
- 12/19 – Director Check-In

Statistics: November 2023

- Checkouts: 21,242
- Door count: 10,687
- Library Card creations: 96
- Items received from other Libraries: 3,791
- Items sent to other Libraries: 2,410
- Interlibrary loans sent out: 29
- Interlibrary loans received: 16
- Quick Pickup Appointments: 6

Other:

- Patty Naumann's last day was Friday, December 8. She has served our community as an Access Services Associate for 23 years and will be missed by staff and patrons alike.
- The hiring process for the vacant Associate position has begun. I will be reviewing applications on a rolling basis and hope to have someone in the position by the end of January.
- The Library is hosting a food drive for Family Sharing of Ozaukee County through Monday, December 18^{De}. We have filled two barrels already thanks to generous donations from our community!

Date: December 14, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, December 2023

- The Village of Thiensville has migrated to BS&A for invoice entry and payment processing effective this month. We have begun entering our bills under the new procedures. We have had several questions pop up in the process, though the implementation specialist from BS&A has been quick to reply to our concerns. Overall, it is too early to determine the impact on the Library's workflow or time required, though we should be better able to assess once we have had some experience with the system.
- The Foundation's annual fundraising mailing is complete, with 2,351 mail pieces having been sent out (an increase of ~850 from 2022's mailing). Returns have been encouraging so far, with several first-time donors already having returned to the Library.
- The Monarch IT department was at the Library on December 7 to complete migration of the public PCs to the system-managed update and freeze system. They also ran network cables to the public PCs in the eBar area, so that we will no longer need wires taped to the floor to network those computers!
- The system office also delivered 15 - 32" monitors that were made available to us at no cost thanks to a donation from an insurance company in West Bend that was closing its office. The monitors were only a few months old and are a significant improvement over many of the ones we were using, so we were happy to take as many as we could. We've installed them at public access catalog stations, public computers at the eBar area, and at staff workstations. FYI, new versions of the same monitor have a list price of \$399.
- The monthly meeting of the IT workgroup took place on December 7. Among the items discussed included best practices in the event of a system outage, IT workflows, public printing options and the new ticketing system, which we have now received invites to participate in.
- We have received our list of preliminary audit items for 2023. As expected now that we are a fiduciary unit of the Village of Thiensville, the list of items to complete was much smaller than in previous years. Most items will be completed after the end of the year once all invoices have been received.
- The Department of Employee Trust Funds had a semi-regular check-in for local employers on December 14. Among the topics discussed was the department's transition to a new, modernized computing and reporting system, expected to launch in the summer of 2024. While there is much work to be done for the transition, they have promised there will be ample updates and instructions in preparation of the change.
- The annual roof inspection was completed on December 8, with no major issues discovered.
- Regular elevator inspection and service was completed on December 12, and all was found to be in good order.

Date: December 14, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: Family Storytime, 12/5, 12/6, 12/12, 12/13
- Program: Spice of the Month Kits, 12/1
- Program: Drop-In Tech Help, 12/12
- Management Meeting, 12/12
- Program: Friday Movie Matinee, 11/17
- Program: Mequon-Thiensville Community Book Club, 11/21
- Program: Mequon-Thiensville Community Book Club, 12/19
- Vacation: 11/24, 11/28, 11/29, 12/4, 12/15, 12/18

MONTHLY STATISTICS

-eCircs continue to do very well every month. We have now surpassed the yearly total in eCircs for both 2021 and 2022, and we still have one month to go. Reference transactions continue to be steady. We have surpassed the 2022 reference yearly total and are very close to surpassing the 2021 yearly total. Programming statistics are great. In every age level and type of program, we have surpassed the 2021 and 2022 yearly totals for attendance/participation.

OTHER TASKS & TIDBITS

My department has been busy the last two weeks getting ready for the Sugarplum Fantasia event at the end of the month. So far, we have about four set pieces finished and are currently working on two others. I also spent about an hour this past week putting up snowflake decorations around the library.

PNC Bank came to the Library's Friday movie matinee on December 1 and handed out popcorn to the attendees. PNC Bank plans on coming to the Friday movie matinees as long as they have the staff available on those days. They were unable to come to the November 17 showing because they had multiple staff members out sick.

Collection purchasing orders wrapped up at the end of November. We are currently waiting for all the December releases to arrive before the Monarch System does their back-end processes to close out 2023 and we can begin setting up the 2024 ordering structure.

The Friends of the Library is working with a long-time patron/resident who works for PaperPie (formerly Usborne Books) to hold a book sale on Sunday, December 17 from 12:15-3:00pm. I have been coordinating with the Friends to help advertise the event on the library's website and December calendar brochure.

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (2-3 each month)
- Evening Readers Book Club (monthly)
- History Book Club (monthly)
- Hook, Yarn & Stitch Club (monthly)
- Monarch Memory Café (triannual, 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)
- Dungeons & Dragons Winter One Shot for Adults (December)

- Dungeons & Dragons Winter One Shot for Teens (December)
- Dungeons & Dragons, Tuesday A Campaign (biweekly for 7 sessions, January-May)
- Dungeons & Dragons, Tuesday B Campaign (biweekly for 7 sessions, January-May)
- Dungeons & Dragons, Wednesday Campaign (biweekly for 7 sessions, January-May)
- Take & Make Teen Craft Kits (monthly)

- Family Storytime (weekly on Tuesdays & Wednesdays)
- Shake & Shimmy Storytime (biweekly)
- Read & Create Storytime (monthly)
- Little Learners (monthly)
- Monday LEGO Club (monthly)
- Saturday LEGO Club (monthly)
- Parachute Play (monthly)
- Nintendo Switch Days (monthly)
- Little Scientists (monthly)
- Little Artists (monthly)
- Throwback Family Movie Matinees (monthly)
- Family BINGO Night (monthly)
- Winter Reading Challenge (December-February)
- Winter Reading Challenge Pizza Party (February)
- Crazy 8s (8-week session from January-March)
- Winter Break Math Assessment with Mathnasium (December)
- Sugarplum Fantasia: A Noon Year's Eve Event (December)
- Gan Ami Preschool Offsite Storytime (monthly)

Proposed Amendments to the 2023 Library Operating Budget

MONEY OUT		CURRENT	REVISED	CHANGE
99-91-551-1-100	Salaries & Wages	\$670,300	\$663,300	\$7,000
99-91-551-1-199	Fringe Benefits	\$215,600	\$214,600	\$1,000
99-93-551-3-371	Media	\$25,000	\$18,000	\$7,000
99-92-551-3-372	E-Content	\$37,000	\$32,000	\$5,000
TOTAL				\$20,000

MONEY IN		CURRENT	REVISED	CHANGE
99-92-551-2-284	Contracted Technology	\$9,300	\$11,300	\$2,000
99-92-551-2-300	Office Supplies	\$3,500	\$5,500	\$2,000
99-92-551-2-301	Processing Supplies	\$3,500	\$5,500	\$2,000
99-92-551-2-303	Phone	\$4,000	\$5,000	\$1,000
99-92-551-2-307	Supplies-Copy Machine	\$6,000	\$7,000	\$1,000
99-94-551-3-308	Building Supplies	\$30,000	\$39,000	\$9,000
99-94-551-3-360	Utilities	\$45,000	\$48,000	\$3,000
TOTAL				\$20,000

Note – The total Money Out must be equal to Money In.

Authorized by the Board of Trustees, December 20, 2023

Catherine Perry, President

Rachel Muchin Young, Library Director

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

REVENUES

Account #	Name of Account	Proposed 2024 11/24/2023	2023	2022	2021	2020	2019	2018
99-40-001-900	MEQUON ALLOCATIONS	\$ 1,131,716	\$ 1,106,716	\$ 1,061,000	\$ 1,058,000	\$ 1,075,000	\$ 1,050,000	\$ 1,049,000
99-40-001-901	THIENSVILLE ALLOCATIONS	\$ 111,351	\$ 110,740	\$ 110,740	\$ 110,740	\$ 110,740	\$ 110,740	\$ 110,740
99-40-001-902	County Reimbursement	\$ 14,512	\$ 15,976	\$ 12,994	\$ 13,111	\$ 14,967	\$ 11,500	\$ 10,210
99-42-006-903	Fines & Fees	\$ 22,000	\$ 19,932	\$ 18,000	\$ 9,000	\$ 27,543	\$ 27,010	\$ 29,450
99-44-013-300	Investment Interest	\$ 20,000	\$ 2,668	\$ 500	\$ 1,500	\$ 5,000	\$ 3,500	\$ 2,000
99-45-015-280	Miscellaneous Revenue	\$ 7,693	\$ 1,554	\$ 2,266	\$ 1,649	\$ 2,750	\$ 2,750	\$ 2,500
99-45-014-904	Book Sale Revenue	\$ 11,500	\$ 9,880	\$ 7,500	\$ 9,000	\$ 7,500	\$ 4,000	\$ 3,000
99-45-014-906	Photocopier	\$ 2,600	\$ 2,534	\$ -	\$ -	\$ -	\$ -	\$ -
99-45-015-520	Fund Balance Transfer	\$ 20,000	\$ 20,000	\$ 37,000	\$ -	\$ 40,000	\$ -	\$ -
TOTAL REVENUES	TOTAL REVENUES	\$ 1,341,372	\$ 1,290,000	\$ 1,250,000	\$ 1,203,000	\$ 1,283,500	\$ 1,209,500	\$ 1,206,900

EXPENDITURES

STAFFING

Account #	Name of Account	Proposed 2024 11/24/2023	2023 Adopted Budget	2022 Adopted Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget
99-91-551-1-100	Salaries & Wages	\$ 703,355	\$ 670,300	\$ 631,900	\$ 597,250	\$ 583,850	\$ 564,705	\$ 548,000
99-91-551-1-115	Travel/Training/Seminars	\$ 3,500	\$ 2,500	\$ 3,500	\$ 2,000	\$ 3,500	\$ 3,000	\$ 3,000
99-91-551-1-199	Benefits	\$ 235,115	\$ 215,600	\$ 202,500	\$ 218,000	\$ 208,500	\$ 174,835	\$ 168,000
99-91-551-2-202	Dues & Subscriptions	\$ 2,890	\$ 3,500	\$ 3,500	\$ 3,300	\$ 3,250	\$ 3,200	\$ 2,900
99-91-551-2-237	Worker's Compensation	\$ 1,415 *	\$ 1,325	\$ 1,500	\$ 1,400	\$ 1,313	\$ 1,320	\$ 1,500
99-91-551-7-715	Flex Benefit	\$ 1,900	\$ 2,100	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
99-91-551-7-730	Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 948,175	\$ 895,325	\$ 844,800	\$ 823,850	\$ 802,313	\$ 748,960	\$ 725,300

ADMINISTRATION

Account #	Name of Account	Proposed 2024 11/24/2023	2023 Adopted Budget	2022 Adopted Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget
99-92-551-2-201	Postage	\$ 1,000	\$ 1,000	\$ 850	\$ 600	\$ 600	\$ 618	\$ 600
99-92-551-2-206	Audit	\$ 3,750	\$ 6,750	\$ 6,650	\$ 6,550	\$ 6,550	\$ 6,500	\$ 6,350
99-92-551-2-243	Other Insurance	\$ 21,743 *	\$ 21,525	\$ 20,000	\$ 20,000	\$ 19,378	\$ 19,016	\$ 18,500
99-92-551-2-284	Contracted-Technology	\$ 13,672	\$ 9,300	\$ 7,000	\$ 6,650	\$ 19,500	\$ 19,500	\$ 25,000

99-92-551-2-286	Computers	\$ 6,500	\$ 5,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 12,500	\$ 15,000
99-92-551-2-287	Mileage	\$ 1,000	\$ 1,500	\$ 1,500	\$ 600	\$ 1,500	\$ 1,500	\$ 1,500
99-92-551-2-288	Fiscal Agent Fee	\$ 8,000	\$ 8,000	\$ 7,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
99-92-551-2-289	Payroll Processing	\$ 2,700	\$ 3,725	\$ 3,750	\$ 3,500	\$ 4,500	\$ 4,000	\$ 3,500
99-92-551-2-290	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200	\$ 3,000
99-92-551-3-300	Office Supplies	\$ 4,000	\$ 3,500	\$ 6,500	\$ 6,500	\$ 8,000	\$ 8,000	\$ 8,000
99-92-551-3-301	Work Supplies	\$ 5,000	\$ 3,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -
99-92-551-3-303	Phone	\$ 5,100	\$ 4,000	\$ 2,750	\$ 2,475	\$ 2,200	\$ 1,575	\$ 1,150
99-92-551-3-307	Supplies-Copy Machine	\$ 7,700	\$ 6,000	\$ 5,500	\$ 4,950	\$ 4,947	\$ 4,500	\$ 3,500
99-92-551-3-358	Debt Collection	\$ 720	\$ 1,000	\$ 500	\$ 325	\$ 325	\$ 325	\$ 750
99-92-551-3-359	Monarch Fees	\$ 15,166	\$ 17,150	\$ 15,500	\$ 17,500	\$ 15,050	\$ 13,641	\$ 11,750
		\$ 96,051	\$ 91,950	\$ 90,000	\$ 85,650	\$ 103,550	\$ 100,875	\$ 104,600

PROGRAM & COLLECTION

Account #	Name of Account	Proposed 2024 11/24/2023	2023 Adopted Budget	2022 Adopted Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget
99-93-551-3-370	Programming	\$ 5,000	\$ 5,000	\$ 6,000	\$ 4,000	\$ 6,000	\$ 6,000	\$ 6,000
99-93-551-3-371	Media	\$ 20,000	\$ 25,000	\$ 30,000	\$ 31,325	\$ 32,000	\$ 31,000	\$ 20,000
99-93-551-3-372	E-Content	\$ 30,000	\$ 37,000	\$ 40,000	\$ 39,500	\$ 30,000	\$ 30,000	\$ 30,000
99-93-551-3-373	Print	\$ 85,000	\$ 85,000	\$ 85,000	\$ 86,600	\$ 93,000	\$ 93,000	\$ 100,000
		\$ 140,000	\$ 152,000	\$ 161,000	\$ 161,425	\$ 161,000	\$ 160,000	\$ 156,000

BUILDING

Account #	Name of Account	Proposed 2024 11/24/2023		2023 Adopted Budget	2022 Adopted Budget	2021 Adopted Budget	2020 Adopted Budget	2019 Adopted Budget	2018 Adopted Budget
99-94-551-2-282	Janitorial Service	\$ 44,432	*	\$ 42,120	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800
99-94-551-2-283	Contracted-Building	\$ 24,716		\$ 24,000	\$ 22,000	\$ 21,250	\$ 21,250	\$ 20,000	\$ 20,000
99-94-551-3-306	Janitor Supplies	\$ 4,000		\$ 2,605	\$ 2,500	\$ 2,500	\$ 3,000	\$ 4,000	\$ 4,000
99-94-551-3-308	Building Supplies (M&R)	\$ 31,998	*	\$ 30,000	\$ 30,000	\$ 27,225	\$ 50,000	\$ 50,000	\$ 50,000
99-94-551-3-358	Utilities	\$ 45,000		\$ 45,000	\$ 42,500	\$ 40,000	\$ 42,637	\$ 44,865	\$ 42,800
99-94-551-3-359	Sewer & Water	\$ 2,000		\$ 1,800	\$ 1,800	\$ 1,800	\$ 2,000	\$ 2,000	\$ 2,500
99-94-551-3-374	Health & Safety Supplies	\$ -		\$ 200	\$ -	\$ 2,000	\$ -	\$ -	\$ -
99-94-551-7-700	Building Projects	\$ 5,000		\$ 5,000	\$ 26,600	\$ 8,500	\$ 68,950	\$ 50,000	\$ 72,900
		\$ 157,146		\$ 150,725	\$ 154,200	\$ 132,075	\$ 216,637	\$ 199,665	\$ 221,000

TOTAL EXPENDITURES		\$ 1,341,372		\$ 1,290,000	\$ 1,250,000	\$ 1,203,000	\$ 1,283,500	\$ 1,209,500	\$ 1,206,900
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Proposed 2024 11/9/2023

Municipal Allocations include increases: Revenues include proposed municipal increases (M + \$25K; T + \$611; M Capital +\$3,193)

Miscellaneous Revenues include payout of a Mequon Capital Expenditures Fund for the Library (+\$3,193) and payout of unused Flexible Spending Funds (+\$3,000)

Expenditures include reducing audit fee by \$3K (Library as Fiduciary Fund of VoT)

deductibles raised on 2 policies saving ~ \$2K

FAF reduced \$1K per email from CLH dated 11/3/23

Trustee Orientation and Continuing Education

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Trustee Orientation

To carry out their duties effectively, new trustees need information about the library's services, needs, and plans. They also need some understanding of the legal responsibilities of the library board and the relationship of the board to the municipality, and to the library director and other library staff. A good orientation will provide new trustees with the answers they need to undertake their duties confidently.

The orientation program should be planned step by step by the library board, with the assistance of the library director. Orientation should start as soon as possible after the new board member is appointed—before the first meeting, if possible. See the attached [Sample Trustee Orientation Outline](#) for ideas.

Trustee Continuing Education

Even the most knowledgeable and experienced library trustee needs continuing education to stay informed about new laws, new technologies, and new possibilities for library service. Library services and library policies must constantly change to keep pace with changing community needs, new laws, and new technologies. Library leaders, including library trustees, who stay informed of these changes, will be better able to provide high-quality library service to their community.

Probably the most valuable type of continuing education experience for trustees is attendance at system or statewide workshops or at conferences such as the annual Wisconsin Association of Public Libraries (WAPL) and Wisconsin Library Association (WLA) conferences. One of the most rewarding aspects of system and statewide workshops is the opportunity to share experiences and ideas with trustees from other libraries. Information about these workshops and conferences is available in your system newsletter.

Because trustees are busy people with many commitments, it may be difficult to find the time to participate in many workshops and conferences. Fortunately, there are many other ways to learn and stay informed.

Newsletters and Discussion Lists

Your library system's newsletter is a great source of regional and statewide library news and developments.

One of many benefits to membership in Wisconsin Library Trustees and Friends (WLTF) is the WLTF newsletter, which contains news and information important to Wisconsin library trustees.

In This Trustee Essential

- The importance of new trustee orientation
- Why continuing education is essential for all trustees
- Opportunities for continuing education even for busy trustees

The Division for Libraries and Technology has used a variety of methods to disseminate information to the Wisconsin library community. The newest method of communicating is the [Wisconsin Libraries for Everyone](http://wilibrariesforeveryone.blogspot.com) blog (wilibrariesforeveryone.blogspot.com); we encourage trustees to follow this blog. The final issue of the *Channel Weekly* electronic newsletter was published on December 18, 2014. *Channel Weekly* archives will be available indefinitely on the DPI website.

For many years the Division for Libraries and Technology has sponsored an email discussion list, WISPUBLIB, as a way to allow the Wisconsin public library community to share news and ideas and to get answers to questions about public library services, policies, laws, etc. Beginning in the fall of 2015 the Division is using the social media tool Google+ Communities as a way of offering an efficient, flexible venue for sharing news, ideas, and resources within in our Wisconsin public library community.

The Division encourages public library and library system staff and trustees, as well as anyone with an interest in public library issues, to subscribe to the various Google+ Communities sponsored by the Division.

Other Continuing Education Ideas

Short continuing education sessions can be held during library board meetings. This is a way to reach every trustee on the board (hopefully) and also a way to involve the board in brainstorming or problem-solving discussions on issues that may be important to the library.

The *Trustee Essentials* that make up this handbook can be used for short continuing education sessions held during regular or special board meetings. The meeting agenda should alert board members that a particular *Trustee Essential* will be reviewed at the next board meeting. Each board member should read the *Trustee Essential* in advance of the meeting and bring to the meeting any questions or thoughts concerning the issues raised by the *Trustee Essential*. Most of the *Trustee Essentials* include discussion questions. Perhaps a board member (especially one with experience on the topic to be covered) or the library director or a library system staff person could volunteer in advance to lead the discussion.

The DLT has produced “Trustee Training Modules” that can also be used to guide trustee continuing education sessions at regular or special board meetings. These modules are available in PowerPoint and web versions at <http://dpi.wi.gov/pld/boards-directors>. These modules are designed to be used for continuing education sessions led by a knowledgeable trustee or librarian.

Keep in mind that your library system offers professional consulting services to member library staff and member library boards. These consultants are knowledgeable about a wide range of library practices and issues, as well as new laws and new technologies that may be of interest to your library. Consider inviting a library system consultant or other expert to lead a continuing education session at a regular or special board meeting.

Active involvement in an organization like the Wisconsin Library Trustees and Friends (WLTF) and/or the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) is another excellent way to keep up to date on library issues and share ideas with fellow trustees.

Websites

The DLT maintains a Wisconsin Library Trustee Resource Page at <http://dpi.wi.gov/pld/boards-directors>. This webpage features the Trustee Training Modules discussed above, as well as many other resources to support the activities of library trustees. Many library system websites also have important information for library trustees.

Budgeting for Trustee Continuing Education

The annual library budget should include funding for trustee continuing education. Funding should be provided to pay the expenses for trustees to attend library system workshops and send at least one trustee per year to the annual WAPL and/or WLA conferences. Funding should also be provided for at least one trustee's membership in WLTF (and WLA).

Discussion Questions

1. What issues do you want to learn more about? Where can you turn to learn more about those issues?
2. Should the Wisconsin Library Trustees and Friends look into voluntary certification for library trustees? If so, what should be required to earn certification?

Sources of Additional Information

- Attached Sample Trustee Orientation Outline
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- Wisconsin Library Trustee Resource Page at <http://dpi.wi.gov/pld/boards-directors>
- Wisconsin Library Trustees and Friends (WLTF) at wla.wisconsinlibraries.org/wltf
- Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at www.ala.org/altaff

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

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Sample Trustee Orientation Outline

Your library's orientation program can generally follow these steps:

1. The board president (or library director or other board designee) should contact the new trustee to welcome him/her to the board and schedule the orientation session or sessions.
2. Immediately send the new trustee a packet that includes:

- a copy of this handbook
- bylaws of the board
- a list of board members, indicating terms of office and board officers
- board committee membership lists
- calendar of upcoming meetings

At a later point, you may also wish to share the following information with the new trustee:

- the library's latest annual report
 - the library's strategic plan and current technology plan (if any)
 - the library's policies
 - the library's current and previous year's budget
 - the board's meeting minutes for the previous six months
 - the director's reports for the previous six months
 - the latest monthly statistical report and financial report
 - an organizational chart of the library staff with names and titles
 - the library board's annual calendar, including legal requirements and deadlines
 - Wisconsin Statutes Chapter 43 (Wisconsin's library law)
 - access to the [Wisconsin Public Library Standards](#)
 - a copy of a brochure or other concise information about your library system
3. The orientation should include a tour of the library, with the director, to introduce staff and discuss library programs and services.
 4. The orientation should include meetings with the library director (and perhaps a library board representative) to discuss library services, library plans, and other important issues. A possible plan for the remainder of the orientation program could be as follows:
 - a. A meeting/discussion with the library director to learn:

- how the library is organized and governed
 - how the library is funded
 - how the library is operated day to day
 - how the library serves the needs of the community
 - how the library is linked to other resources, other libraries, and the library system
 - how the library could better serve the community
- b. A meeting/discussion with one or more board representatives to talk about:
- library board statutory powers and duties (review [Trustee Essential #2: Who Runs the Library?](#))
 - board bylaws, organization, officers, and committees (review [Trustee Essential #3: Bylaws—Organizing the Board for Effective Action](#))
 - location, schedule, and conduct of meetings (review [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#))
 - responsibilities and expectations of board members (review [Trustee Essential #1: The Trustee Job Description](#))
 - library strategic plans, and the status of activities to meet the objectives of those plans
 - recent library accomplishments
 - board relationship to the library director, the library staff, and the municipality (review [Trustee Essential #2: Who Runs the Library?](#))

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