



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, September 17, 2025, 6:00pm
Tolzman Community Room

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 237 432 797 026 1 Passcode: E74JG7G9

- 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 August 20, 2025, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for August 2025
 - b. Action Item: Accounts Payable for August 2025
- VII. President's Report – T. Lookatch**
- 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: Solar Panel Project – T. Lookatch
 - b. Update: Crexendo Phone System

XI. New Business:

- a. Action Requested: Approval of Amendment to System Agreement
- b. Discussion of 2026 Foundation Wish List

XII. Trustee Training & System/State Library Update

- a. TE 17: Membership in the Library System
- b. TE 18: Library Board Appointments and Composition

XIII. Future Meeting Dates

- a. Board of Trustees Meeting: October 22, 2025, 6pm
- b. Other Meetings:

XIV. Adjourn

Posted: September 12, 2025



11345 North Cedarburg Road, Mequon, WI 53092

Minutes of the Board of Trustees August 20, 2025 Meeting

Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held August 20, 2025, at 6pm in the Library's Tolzman Community Room.

I. Pledge of Allegiance

Tedd Lookatch led the Pledge of Allegiance.

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

Mr. Lookatch called the meeting to order at 6:05 pm.

Meeting notice and agenda were posted August 15, 2025.

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

Trustees attending virtually: Catherine Perry

Staff present: Rachel Muchin Young, Library Director; Beth Hatch, Admin Aide.

III. Announcements: None

IV. Public Comment: None

V. Approval of Minutes

- a. Ms. Buchanan moved to accept the minutes of the July 16, 2025, meeting as presented. Motion seconded. Motion carried.

VI. Financial Reports

- a. Mr. Baxter reviewed the July 2025 Revenue and Expenditures reports.
- b. Mr. Baxter moved to approve the July 2025 Accounts Payable in the amount of \$122,891.76. Motion seconded. Motion carried.

VII. President's Report: No report.

VIII. Committee Reports

- a. Finance: No report.
- b. Advocacy: No report.
- c. Personnel: Dr. Abraham reported that the Committee had an additional meeting on August 6, 2025, to review and finalize the Employee Handbook.

IX. Staff Reports

- a. The Library Operations Report was included in the packet.
- b. Director's Report was included in the packet. Ms. Muchin Young shared the news that we were rewarded a programming grant from the American Library Association and the Yiddish Book Center. The project, called Between Two Worlds, will include book discussions and special events during 2026. We will have discussions here as well as at the Library at the Milwaukee Jewish Community Center in Whitefish Bay. Three of the books we will read are Yiddish Books and translation. The fourth will be another title that talks about bridging two cultures.
- c. Managers' Reports were included in the packet.

X. Unfinished Business

- a. The Solar Panels are up and running, and Ms. Muchin Young shared a solar graph with the group which shows updates in real time. A kiosk will eventually be installed in the Library lobby, and this will show patrons how much energy we are saving. Continued plans are in the making for the official ribbon-cutting ceremony.
- b. Phone System Contract: Mr. Baxter moved to approve the new 48-month Crexendo phone contract. Motion seconded. Motion carried.
- c. Revised Employee Handbook and Appendix A: Ms. Agnello moved to approve the Employee Handbook and Appendix A. Motion seconded. Motion carried.

XI. New Business

- a. No new business

XII. Trustee Training & System/State Library Update

- a. OverDrive Advantage Accounts. Ms. Muchin Young gave an overview of the program.

XIII. Future Meeting Dates:

- a. Board of Trustees: Wednesday, September 17, 2025, 6pm
- b. Finance Committee: Thursday, September 4, 2025, 1pm

- XIV.** There being no further business to come before the Board of Trustees, Mr. Lookatch moved to adjourn the meeting. Motion seconded. Motion carried. Meeting adjourned at 7:03 pm.

Respectfully submitted,
Beth Hatch, Administrative Aide

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 08/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 08/31/2025 (Normal (Abnormal))	Activity For 08/31/2025 Increase (Decrease)	Available Balance 08/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	4,046.65	300.00	(4,046.65)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	844.61	0.00	(844.61)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	4,891.26	300.00	(4,891.26)	100.00
Expenditures		0.00	4,891.26	300.00	(4,891.26)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	4,891.26	300.00	(4,891.26)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(4,891.26)	(300.00)	4,891.26	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Description	2025 Amended Budget	YTD Balance 08/31/2025 (Normal (Abnormal))	Activity For 08/31/2025 Increase (Decrease)	Balance 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	1,150,000.00	862,500.00	0.00	287,500.00	75.00
99-40-001-41322	THIENSVILLE TAXES	113,676.00	85,257.00	0.00	28,419.00	75.00
99-40-001-41323	COUNTY REIMBURSEMENT	23,145.00	23,145.36	0.00	(0.36)	100.00
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,286,821.00	970,902.36	0.00	315,918.64	75.45
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	20,000.00	10,205.19	795.75	9,794.81	51.03
Total Dept 42-006 - FINES & FORFEITURES		20,000.00	10,205.19	795.75	9,794.81	51.03
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	14,000.00	9,805.38	1,621.89	4,194.62	70.04
Total Dept 44-013 - INTEREST INCOME		14,000.00	9,805.38	1,621.89	4,194.62	70.04
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	9,435.78	973.95	2,064.22	82.05
99-45-014-46712	PHOTOCOPIER	2,500.00	1,903.08	338.46	596.92	76.12
Total Dept 45-014 - SALE INCOME		14,000.00	11,338.86	1,312.41	2,661.14	80.99
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	1,500.00	3,864.44	20.00	(2,364.44)	257.63
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		21,500.00	3,864.44	20.00	17,635.56	17.97
Revenues		1,356,321.00	1,006,116.23	3,750.05	350,204.77	74.18
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	697,000.00	402,935.30	52,642.16	294,064.70	57.81
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	5,500.00	3,495.96	152.15	2,004.04	63.56
99-91-551-51199	FRINGE BENEFITS	205,491.00	125,057.57	16,143.52	80,433.43	60.86
99-91-551-52202	DUES & SUBSCRIPTIONS	2,837.00	1,967.60	0.00	869.40	69.35
99-91-551-52237	WORKER S COMPENSATION	1,336.00	1,336.00	0.00	0.00	100.00
99-91-551-57715	FLEX BENEFIT	1,900.00	0.00	0.00	1,900.00	0.00
99-91-551-57730	UNEMPLOYMENT COMPENSATION	14,000.00	9,264.02	1,110.00	4,735.98	66.17
Total Dept 91-551 - LIBRARY STAFFING		928,064.00	544,056.45	70,047.83	384,007.55	58.62
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	676.61	238.61	323.39	67.66
99-92-551-52206	AUDIT	3,975.00	0.00	0.00	3,975.00	0.00
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRAM	1,145.00	545.40	0.00	599.60	47.63
99-92-551-52243	ALL OTHER INSURANCE	19,429.00	19,429.00	0.00	0.00	100.00
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	16,548.00	9,160.23	393.79	7,387.77	55.36
99-92-551-52286	COMPUTERS	6,500.00	148.97	0.00	6,351.03	2.29
99-92-551-52287	MILEAGE	1,000.00	385.28	210.00	614.72	38.53
99-92-551-52288	FISCAL AGENT FEE	8,000.00	6,375.00	0.00	1,625.00	79.69
99-92-551-52289	PAYROLL PROCESSING	2,900.00	1,731.86	355.15	1,168.14	59.72
99-92-551-52290	CONSULTANTS	3,000.00	1,460.00	0.00	1,540.00	48.67
99-92-551-53300	OFFICE SUPPLIES	6,000.00	2,757.66	169.40	3,242.34	45.96
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	3,923.06	267.16	1,076.94	78.46
99-92-551-53303	TELEPHONE	5,300.00	3,744.79	551.07	1,555.21	70.66
99-92-551-53307	SUPPLIES-COPY MACHINE	8,000.00	5,340.73	642.81	2,659.27	66.76

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Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-53358	DEBT COLLECTION	800.00	407.75	0.00	392.25	50.97
99-92-551-53359	MONARCH FEES	18,927.00	528.00	0.00	18,399.00	2.79
Total Dept 92-551 - LIBRARY ADMINISTRATION		107,524.00	56,614.34	2,827.99	50,909.66	52.65
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	2,333.08	187.25	2,666.92	46.66
99-93-551-53371	MEDIA	21,000.00	14,075.91	4,333.99	6,924.09	67.03
99-93-551-53372	E CONTENT	35,000.00	7,955.99	2,682.94	27,044.01	22.73
99-93-551-53373	PRINT	91,000.00	39,815.69	1,978.52	51,184.31	43.75
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	64,180.67	9,182.70	87,819.33	42.22
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	43,380.00	21,690.00	0.00	21,690.00	50.00
99-94-551-52283	CONTRACTED-BUILDING	26,996.00	23,599.49	743.00	3,396.51	87.42
99-94-551-53306	JANITOR SUPPLIES	3,800.00	1,680.66	0.00	2,119.34	44.23
99-94-551-53308	BUILDING SUPPLIES	40,000.00	10,990.45	0.00	29,009.55	27.48
99-94-551-53360	UTILITIES	44,000.00	25,549.77	3,819.22	18,450.23	58.07
99-94-551-53361	SEWER & WATER	2,000.00	1,372.89	0.00	627.11	68.64
99-94-551-53374	HEALTH & SAFETY SUPPLIES	500.00	143.90	0.00	356.10	28.78
99-94-551-57700	BUILDING PROJECTS	8,057.00	86,404.00	0.00	(78,347.00)	1,072.41
Total Dept 94-551 - LIBRARY BUILDING		168,733.00	171,431.16	4,562.22	(2,698.16)	101.60
Expenditures		1,356,321.00	836,282.62	86,620.74	520,038.38	61.66
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,356,321.00	1,006,116.23	3,750.05	350,204.77	74.18
TOTAL EXPENDITURES		1,356,321.00	836,282.62	86,620.74	520,038.38	61.66
NET OF REVENUES & EXPENDITURES:		0.00	169,833.61	(82,870.69)	(169,833.61)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,356,321.00	1,006,116.23	3,750.05	350,204.77	74.18
TOTAL EXPENDITURES - ALL FUNDS		1,356,321.00	841,173.88	86,920.74	515,147.12	62.02
NET OF REVENUES & EXPENDITURES:		0.00	164,942.35	(83,170.69)	(164,942.35)	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 08/01/2025 - 08/31/2025

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	WILLIAM P MUELLER	BIRD PRESENTATION - RESTRICTED GIFTS	300.00	29770
Total Department 95-551 LIBRARY GIFTS & GRANTS				300.00	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				300.00	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-8-25	19,534.98	2178
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-22-25	19,273.78	2198
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-8-25	1,938.70	2178
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-22-25	1,951.84	2198
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-8-25	1,738.72	2178
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-22-25	1,757.71	2198
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-8-25	914.31	2178
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-22-25	922.49	2198
99-00-000-21513	WISCONSIN WITHHOLDING	WISCONSIN RETIREMENT SYSTE	2025 WRS - JULY	3,208.02	2203
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	2025-09 HEALTH INSURANCE	1,218.83	2181
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	5.76	29768
Total Department 00-000				52,465.14	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	2025-09 HEALTH INSURANCE	8,938.11	2181
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-8-25	1,938.67	2178
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	106.67	29768
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 8-22-25	1,951.80	2198
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	2025 WRS - JULY	3,208.27	2203
99-91-551-57730	UNEMPLOYMENT COMPENSATION	DIVISION OF UNEMPLOYMENT I	UNEMPLOYMENT INSURANCE	1,110.00	29758
Total Department 91-551 LIBRARY STAFFING				17,253.52	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	238.61	2202
99-92-551-52284	CONTRACTED SERVICES-TECHNO	OCLC, INC	WEBDEWEY ANNUAL	391.11	29766
99-92-551-52284	CONTRACTED SERVICES-TECHNO	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	2.68	2202
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	67.75	2176
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP TIME AND ATTENDANCE	75.95	2177
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	67.75	2201
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	67.75	2199
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP TIME AND ATTENDANCE	75.95	2200
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	169.40	29767
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES - BOOK REPAIR	267.16	29757
99-92-551-53303	TELEPHONE	AT&T (OFFICE@HAND)	JULY SERVICE - ELEVATOR LINE	95.99	2179
99-92-551-53303	TELEPHONE	AT&T (OFFICE@HAND)	JULY SERVICE - TELEPHONE	455.08	2180
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER LEASE - 2ND FLOOR	169.88	2182
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER LEASE - 1ST FLOOR	118.85	2183
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	YELLOW TONER	14.00	29760
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	COPY CHARGES - JULY	340.08	29760
Total Department 92-551 LIBRARY ADMINISTRATION				2,617.99	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	78.17	29752
99-93-551-53370	PROGRAMMING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	66.90	2202

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 08/01/2025 - 08/31/2025

POSTED AND UNPOSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTIONS - MEDIA	547.58	29752
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	16.99	29764
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	49.99	29764
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	11.89	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	120.09	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	22.90	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	14.36	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	47.61	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	128.10	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	14.39	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	986.67	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	10.18	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	54.70	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	173.40	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	11.88	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	55.11	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	246.81	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	81.32	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	39.58	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	60.92	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	49.22	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	25.20	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	17.23	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	21.19	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	149.61	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	12.73	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	25.46	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	222.37	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	10.18	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	56.13	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	82.66	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	94.62	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	21.59	29753
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	22.17	29753
99-93-551-53371	MEDIA	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	10.54	2202
99-93-551-53371	MEDIA	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	903.00	2202
99-93-551-53371	MEDIA	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	(84.38)	2202
99-93-551-53372	E CONTENT	KANOPY INC	ELECTRONIC CONTENT	246.60	29762
99-93-551-53372	E CONTENT	BOOKBROWSE LLC	SUBSCRIPTION RENEWAL	895.00	29754
99-93-551-53372	E CONTENT	WILS	PROQUEST ANCESTRY LIBRARY EDITION - R	1,541.34	29771
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	19.59	29755
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	53.64	29755
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	18.71	29755
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	48.04	29755
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - AUTOMATICALLY YOURS ACC	328.21	29753
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	999.63	29753
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	135.72	29753
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	129.00	29752
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	6.94	29755

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 08/01/2025 - 08/31/2025

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	95.23	29755
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	143.81	29755
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				9,140.52	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52283	CONTRACTED-BUILDING	LAMMSCAPES	MONTHLY LANDSCAPE MAINTENANCE - AUGUS	743.00	29763
99-94-551-53360	UTILITIES	WE ENERGIES	ELECTRIC SERVICE 2025-08	3,625.03	2184
99-94-551-53360	UTILITIES	WE ENERGIES	GAS SERVICE - 2025-08	194.19	2185
Total Department 94-551 LIBRARY BUILDING				4,562.22	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				86,039.39	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 08/01/2025 - 08/31/2025

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
98			FLW LIB GIFTS & GRANTS FUND	300.00	
99			F. L. WEYENBERG LIBRARY FUND	86,039.39	
		Total For All Funds:		86,339.39	

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 08/31/2025

GL Number	Description	YTD Balance 08/31/2025 Normal (Abnormal)
Fund: 98 FLW LIB GIFTS & GRANTS FUND		
*** Assets ***		
98-00-000-11710	INVESTMENTS	69,500.00
Total Assets		69,500.00
*** Fund Equity ***		
98-00-000-34155	GIFTS & GRANTS RESTRICTED	6,192.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED	71,579.66
Total Fund Equity		77,772.48
Total Fund 98:		
TOTAL ASSETS		69,500.00
BEG. FUND BALANCE - 2024		72,683.80
+ NET OF REVENUES/EXPENDITURES - 2024		2,413.13
+ NET OF REVENUES & EXPENDITURES		(4,891.26)
+ FUND BALANCE ADJUSTMENTS		5,088.68
= ENDING FUND BALANCE		75,294.35
+ LIABILITIES		0.00
= TOTAL LIABILITIES AND FUND BALANCE		75,294.35
OUT OF BALANCE		(5,794.35)

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 08/31/2025

GL Number	Description	YTD Balance 08/31/2025 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND		
*** Assets ***		
99-00-000-11160	SPECIAL CLEARING ACCOUNT	18,819.79
99-00-000-11710	INVESTMENTS	329,770.80
99-00-000-16220	PREPAID EXPENSES	4,000.00
99-00-000-16230	DEFERRED EXPENDITURE	16,162.84
Total Assets		368,753.43
*** Liabilities ***		
99-00-000-21511	SOCIAL SECURITY TAX	(1,908.11)
99-00-000-21512	FEDERAL WITHHOLDING TAX	(1,701.99)
99-00-000-21513	WISCONSIN WITHHOLDING	(4,098.88)
99-00-000-21520	WI RETIREMENT	4,594.45
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	(3,337.21)
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	(52.30)
99-00-000-21532	VISION INSURANCE WITHHOLDING	74.30
99-00-000-21533	LIFE INSURANCE WITHHOLDING	(6.48)
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	211.26
99-00-000-21590	FLEX BENEFIT	2,347.05
Total Liabilities		(3,877.91)
*** Fund Equity ***		
99-00-000-33900	UNAPPROPRIATED	177,868.83
99-00-000-34155	GIFTS & GRANTS RESTRICTED	(3,288.95)
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED	2,835.25
Total Fund Equity		177,415.13
Total Fund 99:		
TOTAL ASSETS		368,753.43
BEG. FUND BALANCE - 2024		177,868.83
+ NET OF REVENUES/EXPENDITURES - 2024		35,738.92
+ NET OF REVENUES & EXPENDITURES		169,833.61
+ FUND BALANCE ADJUSTMENTS		(453.70)
= ENDING FUND BALANCE		382,987.66
+ LIABILITIES		(3,877.91)
= TOTAL LIABILITIES AND FUND BALANCE		379,109.75
OUT OF BALANCE		(10,356.32)

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	20,314	278,061
2024	21,854	21,585	23,248	22,380	21,185	24,150	27,196	24,754	20,092	21,855	21,536	19,960	269,795
2025	24,105	21,910	23,439	22,722	22,644	25,431	27,703	24,642					192,596
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	6,089	68,732
2024	6,592	6,128	6,593	5,696	6,103	5,906	5,895	6,028	5,952	5,979	5,925	5,928	72,725
2025	6,577	6,032	6,751	6,359	6,484	6,273	6,563	6,732					51,771
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	26,403	346,793
2024	28,446	27,713	29,841	28,076	27,288	30,056	33,091	30,782	26,044	27,834	27,461	25,888	342,520
2025	30,682	27,942	30,190	29,081	29,128	31,704	34,266	31,374	0	0	0	0	244,367
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	2,203	19,927
2024	1,798	1,870	1,539	1,525	1,489	1,334	2,053	2,009	1,843	1,882	2,041	1,807	21,190
2025	1,999	8,804	2,117	2,134	6,708	1,771	1,516	1,347					26,396
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	1,230	16,498
2024	1,389	1,549	1,384	1,653	1,123	1,913	1,470	1,392	1,099	1,234	1,156	999	16,361
2025	1,668	1,292	1,378	1,382	1,645	2,477	1,856	1,697					13,395

[illegible]

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	86	1,316
2024	119	112	85	117	78	164	157	156	106	111	97	72	1,374
2025	122	109	128	99	95	209	162	180					1,104
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	16	9	152
2024 attendance	98	83	258	474	173	74	105	122	162	132	188	55	1,924
2025 in person programs	11	12	14	15	14	12	10	14					102
2025 attendance	135	104	277	149	218	109	117	103					1,212

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	6	2	37
2024 attendance	158	131	183	1,776	142	112	131	132	90	130	146	88	3,219
2025 drop in programs	4	2	6	4	2	2	2	2					24
2025 attendance	198	156	196	149	152	143	166	143					1,303
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	6	6	81
2024 attendance	32	29	63	29	224	308	159	51	8	33	84	38	1,058
2025 in person programs	1	4	7	5	0	8	11	3					39
2025 attendance	10	21	100	25	0	369	152	28					705

[illegible]

Childrens Programs	Jan	Feb	Mar	Apr	0	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19	16	17	24	22	15	203
2022 attendance	144	266	559	437	1,133	747	883	628	469	710	681	575	7,232
2023 in person programs	14	22	24	24	22	24	26	22	20	32	28	21	279
2023 attendance	333	615	759	629	909	1,111	973	813	505	772	681	591	8,691
2024 in person programs	20	28	26	26	19	28	33	25	19	26	23	21	294
2024 attendance	498	826	877	816	649	1,298	1,130	937	488	788	742	597	9,646
2025 in person programs	19	25	26	29	20	28	39	24					210
2025 attendance	553	692	923	941	694	1,559	1,287	791					7,440
Drop In Childrens Program:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	13	10	9	11	6	11	12	8	6	5	5	6	102
attendance	324	496	346	436	325	1,046	1,184	869	622	1,089	763	764	8,264
2022 drop in programs	9	4	5	4	4	3	5	4	2	1	4	3	48
2022 participants	679	902	1,053	1,022	1,044	562	833	479	343	779	290	720	8,706
2023 drop in programs	6	2	6	4	2	4	5	4	1	3	2	3	42
2023 attendance	852	1,039	1,219	815	608	861	673	787	629	1,163	913	998	10,557
2024 drop in programs	6	2	6	6	2	3	5	3	4	2	4	3	46
2024 attendance	767	1,168	1,007	1,173	1,027	968	856	753	364	835	1,095	728	10,741
2025 drop in programs	8	3	8	5	2	9	14	8					57
2025 attendance	930	740	1,473	894	810	1,215	1,103	1,026					8,191

Date: September 12, 2025
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: September 2025 Director's Report

SOLAR IS IN!

Unfortunately, because of a computer issue at WE Energies, we will not receive our August bill until September 23. I promise to let you all know what it is.

MEETING & ACTIVITIES:

- Frank L. Weyenberg Library
 - Shifts at Adult and Children's Desk as scheduled, and as needed
 - Management Team, 8/29
 - Hook, Yarn & Stitch, 9/2
 - Finance Committee, 9/4
 - Evening Readers 9/8
 - Met w/ Ali Buchanan and Concordia Design Students, 9/9
 - FOWL Events Comm, 9/11
- Monarch Library System
 - Directors Chats, 8/21
 - ILS Committee, 8/28
 - Governance Committee, 8/12, 9/9
 - Presentation to Sheboygan/Ozaukee Joint County Library Committee, 8/12
 - OverDrive Advantage Meeting, 8/14
 - Resources Advisory Workgroup, 8/20
 - Directors Council, 9/11
- Community
 - Thiensville-Mequon Rotary Meetings, 8/19, 8/26, 9/9, 9/16
 - Writing TR Rotary newsletter and other marketing activities
 - Mequon-Thiensville Historical Society Board Meeting, 9/3
 - Volunteered at Taste of Mequon, staffing booths for MTHS and Rotary All-User Playground (<https://mequonrotarypark.com/>)
 - City of Mequon Committee of the Whole and Common Council, 9/9
- Professional Development
 - Trustee Training Week:
 - Library Advocacy and Storymaking

PERSONNEL MATTERS:

Two employees resigned in August. Ashley is looking to hire a 20-hour per week Patrons Services Associate and Emily is hiring a 12-hour per week page.

We will introduce the updated Employee Handbook at Friday's Staff Development session. We will also move some collections and equipment as we work to make the library more welcoming and accessible.

I will take vacation for Jewish Holy Days on the following dates:

- Tuesday and Wednesday, September 23 and 24, for Rosh Hashana, the Jewish New Year (Happy 5786 everyone!)
- Wednesday afternoon and Thursday, October 1 and 2, for Yom Kippur, the Day of Atonement
- Tuesday and Wednesday, October 7 and 8, for Sukkot, a Jewish Thanksgiving
- Tuesday and Wednesday, October 14 and 15, Shemini Atzeret and Simchat Torah (end of Sukkot and the day we finish reading the annual cycle of the Torah and begin anew)

OPERATIONS ACTIVITIES:

I've hired a new handyman who is responsive, less expensive, and is able to perform tasks that have been beyond others we've hired. Many of these repairs should have been made years ago, but the tasks were blown out of proportion and solutions were apparently never explored. Last year we ended the year having used only 22% of our maintenance and repair budget. To date this year we have spent 24% of our M&R budget and I do anticipate more, but we will get this building looking and operating as it should. Among recent projects have been the repair of ceiling tiles in the rotunda, installation of the carpet in the vestibule, addition of new rubber sweeps on the Tolzman emergency door (though we will need some additional work on the roof), and repair of the handicap door button.

The new basement flooded over the August 10 weekend, and our sump pump gave up the ghost. It is clean water, not sewage. The water did not rise to the level of our electrical panels and A/C units in the basement. Drywall will need to be replaced. This project has begun. The only other items stored there were carpet tiles, floor tiles, and ceiling tiles, as well as a number of items that would have been tossed if we had a dumpster. We can make a claim for lost property.

The insurance adjuster has been out, as well as the reclamation company. They brought in a portable sump pump which pumped the water out of the building. Once we had no more standing water, the plumber was out to look at our sump pump. Apparently, the breaker was tripped. Nevertheless, only one of the two pumps is working. Once the parts are in. The plumber took the time to show me how the pumps operate, and how and when the high-water alarm works. I have a better understanding of how it works and what I need to check on a regular basis.

We are working on the budget. I'm trying to get as granular as possible for the greatest handle on our finances. There will be several vendor changes moving forward.

I am seeking proposals for some landscaping. We need to fill in ruts caused by the heavy equipment used to get the solar panels on the roof. We also need to cut down two trees (at either side of the entrance) because they are dropping leaves on the roof. The tree at the east side of the entrance is especially problematic because its leaves are blocking the drain and adding to the water

problems we've had in the Tolzman. I will also get proposals to replace the two trees and for some landscaping around the back of the library.

FRIENDS:

The Friends are committed to sponsoring Summer Reading Programs going forward, but they are also interested in funding another project. They approved funds for the World Languages Collection. They will raise funds for this project over the next year, but have committed sufficient funds to cover the shelving, which has been ordered.

FOUNDATION:

We have not yet completed our Foundation Wish List for 2026. We would like the Foundation to continue to fund its signature events, the Fine Arts Series and Cultural Conversations, as well as our 4K movies. We will also ask them to continue underwriting our Adventure Passes, the seasonal changes to our outdoor planters. We'd also like two loveseats for the children's department to match the sofas we have there. Additionally, this year we'd like to ask them to fund new landscaping for the west end of the Library. We are awaiting proposals and pricing for that.

The proposed draft of the 2026 Wish List follows this report.

OTHER:

Working with Monarch Library System which is working, in turn, with county library committees to secure additional funds for digital resources.

2026 Wish List

	<i>Description</i>	<i>Details</i>	<i>Itemized Estimate</i>	<i>Total Estimate</i>
1	Landscaping			
		Quarterly Changes to Exterior Planters	\$ 4,000	
		New Landscaping for the West end of the Library	\$ 12,000	
				\$ 16,000
2	Adventure Passes			
		Betty Brinn Children's Museum (2 Annual Passes)	\$ 1,000	
		Bookworm Gardens (1 Annual Pass)	\$ 100	
		Harley Davidson Museum (3 Annual Passes)	\$ 500	
		Mequon Community Pool (2 Family Passes)	\$ 240	
		Milwaukee Art Museum (4 Annual pass)	\$ 600	
		Milwaukee County Zoo (2 Annual passes)	\$ 1,000	
		Mitchell Park Domes (3 Annual passes)	\$ 1,500	
		Schlitz Audobon Center (1 Annual Pass)	\$ 75	
				\$ 5,015
3	Fine Arts Series			
		#1		
		#2		
		#3		
		#4		
				\$ 5,000
4	Cultural Conversations			
		#1 Is School Choice Good for Wisconsin		
		#2		
		#3		
		#4		
				\$ 2,000
5	Film Series	For Adult, Children, and Teen Film Events		\$ 1,200
8	Furniture	2 JSI Loveseats		\$ 7,800
		Totals		\$ 37,015

Date: September 11, 2025
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Assistant Library Director, Patron Services Department Report

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

- Conference: Play Make Learn Conference, Madison, 8/20-8/22
- Books & Media Ordering, 8/25, 9/2, 9/8, 9/15
- FastSigns Meeting, 8/28
- Management Meeting, 8/28
- Program: Spice of the Month Kits, 9/1
- Festival: Taste of Mequon, 9/6
- Flight Path Kickoff Meeting, 9/9
- Program: Monarch Memory Café, 9/15
- Vacation: 9/2-9/5

TASKS & TIDBITS

-I attended the Kickoff Meeting for the Flight Path grant. Each participant is getting a kit of materials, along with the \$500 stipend. Shipment of the kits will be happening in the next few weeks, but I reached out to the organizers to let them know we had our first program happening at the end of the month, so our kit will be sent to us next week hopefully.

Our first birding program is “**Changing Bird Populations**” on Thursday, September 25 at 6:00 PM. The speaker is Bill Mueller, Director Emeritus of the Lake Michigan Bird Observatory in Ozaukee County; he retired in October 2019.

-I have received multiple applications for the Patron Services Associate Librarian position. I have already scheduled several interviews which will take place late next week.

-On Tuesday, September 9, the library hosted the NorthShore Preschool for a storytime and tour of the Children’s area.

PLAY MAKE LEARN Conference – August 21 & 22

Opening Keynote: Nicole Louie & Chundou Her & The Mattering Collective (Jay'ion Williams, Edith Juarez Ocotl, and Michelle Corea Cruz)

Nicole and Chundou started the opening keynote by explaining that their project started as a math-based initiative in the schools, but after speaking with the students and actively listening to their stories, became a whole new project that used sock puppets to tell each student’s experience with racism and racial bias that they experienced and continue to experience in school. The group played a few of the sock puppet videos that they had created, and after would talk a bit further about each short video.

FutureCraft Workshop: Tools for Rethinking, Reframing, and Remaking Tomorrow, Presenter: Jillian L. Warren

This workshop introduced FutureCraft, a critical making framework and card deck designed to support reflection and design ideation around sustainability, ethics, and emerging technologies.

Step 1: Pick a Design Lens card. Step 2: Pick a Function card. Step 3: Pick a Bio-Material Practice card. The presenter had us sit in groups to talk about our ideas as she walked us through the FutureCraft process, but there was so much information that we did not actually have a lot of time to brainstorm ideas.

Discovery Storytime: When the Library is a Laboratory; Presenter: Rob Polivka

The presenter was a Children's librarian from the Hillsboro Public Library in Hillsboro, OR. He demonstrated and talked about the STEAM storytimes that he regularly does for his library. He shared the games, crafts, experiments and demonstrations that he has done, and which are suitable for libraries and groups of all sizes

Imagined Plants: Connecting Imagination with Literacy, Art, and Science at Any Grade Level; Presenters: Kelsey Raschke and Mary Pleiss

The presenters were educators from the Paine Art Center in Oshkosh, and they discussed how they have spent the last few years working closely with the Oshkosh schools to tie art and creating art with the science of plants.

Individual Presentations: Playful Tech

"I'll do something to entertain me while I wait for [paint] to dry": Children's casual engagements with Roblox; Presenters: Rebekah Willett, Roxy Valezquez, Caitlin Tobin

-The first presentation was a UW-Madison Library & Information Science research project about a small-focus group of kids from single-parent households and how they use Roblox.

Breaking Patterns, Breaking Stasis, and Breaking Through to Critical Play with Generative AI; Presenter: Adam Rogers

-The second presentation was the Learning Innovation Librarian from NC State University and how they started introducing AI literacy at the university.

Celebrating Collaborative Cardboard; Presenter: Laurie Rossbach

The first session on Friday was the head of the children's art studio at the Madison Children's Museum. She presented how they use cardboard in the Art Studio with a variety of child-friendly tools and art supplies to inspire and build self-confidence in the children.

All the Library's a Stage: Creating a DIY Drama Club for Tweens; Presenters: Rowan Mashburn, Ellie Friends

The presenters were two librarians from the Arapahoe Libraries in Colorado. They shared their experience in running a drama club for kids ages 9-12 and shared the games/skits they did with the kids.

-Knife Baby Angry Cat, Hot News, & Neanderthal Poetry

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (2x a month)
- Evening Readers Book Club (monthly)
- History Book Club (monthly)
- Hook, Yarn & Stitch Club (monthly)

- Monarch Memory Café (September)
- Movie Matinees (1st & 3rd Fridays monthly)
- Throwback Movie Matinees (Last Saturdays, monthly)
- Mequon-Thiensville Community Book Club (monthly)
- Philosophers in the Midst of History series (quarterly)
- Spice of the Month Club Kits (monthly)
- Changing Bird Populations (September)
- Sourdough Bread Baking (October)
- The Road to Medicare (October, November)
- Shipwrecks of the Great Lakes (November)

- Dungeons & Dragons Character Workshop (September)
- Strategies for a Smarter College Search (Virtual, September)
- Dungeons & Dragons: Campaign A (September-December)
- Dungeons & Dragons: Campaign B (September-December)
- Dungeons & Dragons Winter One Shot (December)

- Shake & Shimmy Storytime (4x this summer, starts again on September 15)
- Read & Create Storytime (monthly)
- Tiny Tune Time (monthly) *new name for Tiny Dancers
- 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)
- Children's Movie Matinees (October, November, December)
- Gan Ami Preschool Offsite Storytime (monthly)
- North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly)
- Kids Rule Academy Offsite Storytime (monthly)
- Tuesday & Wednesday Family Storytimes (weekly from September 16-December 10)
- STEAM Boot Camp (October 17, December 29)
- Oral Health program with local dentist Dr. Sofia (October)
- Rocking in the New Year with Randy Peterson (December)

- Family BINGO Night (monthly)
- Chess Club: All Ages (monthly)
- Fine Arts Series (September, November)
- Weyenberg Library Solar Project & Drone Flight (September)
- Local Author & Librarian Steph Cherrywell (October)
- Quiet Reading Club (August, September, October)
- More Math Morsels (September)

Date: 9/12/2025

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, September 2025

Activities since the last Board of Trustees meeting include:

- 8/22 – Vendor Meeting - Envisionware
- 8/26 – Management Meeting
- 8/28 – Vendor Meeting - Fast Signs
- 9/1 – Library Card Signup Month/Food for Fines campaign began
- 9/10 – Webinar: Building Library Training Program with Your Existing Staff
- 9/4 – Willowbrook Outreach Event
- 9/6 – Taste of Mequon Outreach Event
- 9/9 – Webinar: WI Tech Days - What Does AI Mean for our Future?
- 9/10 – Webinar: WI Tech Days - Truth in the Age of Deepfakes

Statistics: August 2024

- Checkouts: 24,642
- Library Card Creations: 180

Other:

- I have begun the hiring process for a new Access Services Page. The position has been opened due to staff resignation. We have received some applicants and I will begin interviewing in the coming weeks. I hope to have the position filled as soon as possible.
- This year for Library Card Signup Month (September), we are hosting a Food for Fines food drive at the library. For each non-perishable item donated, we will waive \$2 in overdue fines from patron accounts. This campaign will be ongoing all month long. We will also have library stickers available at the service desks for September.
- Molly Olk & I attended some sessions for the Wisconsin Tech Days Conference. This year's conference was geared towards AI and discussing steps for safe & effective use. I found these webinars to be very enlightening about the future of AI and how to determine signs of AI (which is getting closer to the real thing every day!).
- Ashley Pike & I attended the Taste of Mequon to do library outreach. We set up a booth at the library entrance for the event. We handed out stickers, bookmarks, and pamphlets about library services.

APPENDIX F – DRAFT 5/13/25

NEW IT PROJECTS

Member libraries agree to give Monarch Staff reasonable notice before specifying, purchasing, or receiving their Board's approval (whichever comes first), for any significant projects that may interface with Monarch IT or ILS network.

Refer to the timeframes for project planning listed below for minimum notice periods required. If the Member Library does not give sufficient notice, Monarch Staff may not be able to accommodate the project. Member Libraries should submit the New Project Planning Form (below) as soon as they are aware of the project.

Advance notice required for project planning:

- New library: Six (6) months prior to launch to move TEACH LINE.
- Large Equipment Installation: Four (4) months prior to installation (e.g., Self Check Kiosks, Automated Materials Handlers, Outdoor Lockers).
- All Other Equipment Installation or Relocation: Three (3) months prior to installation or move.

New Project Planning Form

1. Library Name:

2. Your Name and Title:

3. Phone Number:

4. Email Address:

5. Please describe the full scope of your project:

6. Do you need support from Monarch IT or ILS staff, or do you have expertise in-house or from your municipality? (please explain):

7. Does it need an API, SIP license, or other interface with Polaris? If yes, please specify:

Membership in the Library System

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Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

In This Trustee Essential

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other *Trustee Essentials* for details on these requirements, including [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #18: Library Board Appointments and Composition](#).)
2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a consolidated county public library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see [Trustee Essential #19: Library Director Certification](#) for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, your library annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

1. Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections [43.11\(3\)](#) and [43.13\(1\)](#) and provides the financial support needed to administer the plan (see <http://dpi.wi.gov/pld/legislation-funding/county-library> for details of these requirements).
2. Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see [*Trustee Essential #26: The Public Library System Trustee—the Broad Viewpoint.*](#))

Discussion Questions

1. What are examples of ways your community's residents have benefited from library system services?
2. What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

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

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

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Library Board Appointments and Composition

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In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures. Citizen control helps your library support these ideals. (For more information, see [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

Diversity of Viewpoint and Expertise

Another traditional public library ideal is that the library serves *all* members of the community equitably. A citizen board representing a cross section of the community should help your library do that. A library board composed of members with varying backgrounds and perspectives can contribute to the success of the library. For example, the school district administrator (or administrator’s designee) brings expertise in the field of education and often in the field of personnel management practice. A lawyer, a businessperson, a parent, an elected official, and many others, all have knowledge and experience that can contribute to effective library board decision-making.

It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board. See also [Trustee Essential #1: The Trustee Job Description](#) for additional qualities of a good library board member.

Statutory Requirements

The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes. To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers. (See also [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #17: Membership in the Library System](#).)

In This Trustee Essential

- Why citizen boards control public libraries in Wisconsin
- The legally required procedures for appointment of library board members
- The legally required composition of library boards

Municipal Library Boards

The mayor, village president, town chair, or tribal chair makes appointments to a municipal² public library board, with the approval of the municipal governing body, for three-year terms. Not more than two board members may reside outside of the municipality. Terms of office for library trustees begin on the date set by local ordinance (usually May 1) and are for three years unless the appointment is to fill an unexpired term. Special terms of office apply for a newly formed library (see Wisconsin Statutes Section [43.54\(1\)\(b\)](#)), and when a city council has voted to reduce the size of the board under Section [43.54\(3\)](#).

One of the members must be a school district administrator or the administrator's representative, to represent the public school district(s) in which the public library is located. The school district administrator or the administrator's designee must still be formally appointed for a three-year term by the mayor, village president, town chair, or tribal chair, with the approval of the municipal governing body.

Although the law does not require that a member of the municipal governing body be appointed, this is a frequent practice and one that often improves communication between the library board and the municipality. The law does, however, specify that at any one time not more than one member of the municipal governing body can be a member of the library board.

If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

If a county (or another municipality) provides financial support to your library, it may have the option of appointing members to your board. Wisconsin Statutes Section [43.60\(3\)](#) provides that whenever a county (or another municipality) appropriates funds for a municipal library equaling at least one-sixth of the amount appropriated by the establishing municipality, the county (or other municipality) may appoint a library board member to serve in addition to those appointed by the municipality. Two board members may be appointed when the county (or another municipality) appropriates at least one-third the amount that was appropriated by the establishing municipality. These appointments are *in addition* to the municipal appointments. So, for example, if your board has seven municipal appointments, and the county appoints one member under the provisions of Section [43.60\(3\)](#), your board would have a total of eight members.

Village, Town, and Tribal Libraries

Library boards established by a village, town, tribal government or tribal association have either five or seven members appointed by the village president, town chair, or tribal chair, respectively, with the approval of the municipal governing body.

² For purposes of Wisconsin library law, tribal governments and tribal associations are considered "municipalities." Public libraries in a First Class City have special rules for the appointing authority and for library board composition (see Section [43.54\(am\)](#)).

Fourth Class Cities

Library boards established by a Fourth Class City have seven members appointed by the mayor, with approval of the city council.

Second and Third Class Cities

Library boards established by a Second or Third Class City have nine members appointed by the mayor, with approval of the city council. However, the city council may, by a two-thirds vote, reduce the number appointed by the mayor to seven.

First Class Cities

Library boards established by a First Class City have special rules for appointing authority and library board composition (see Wisconsin Statutes Section [43.54\(1\)\(am\)](#)).

Joint Library Boards

A joint public library can be established by two or more municipalities or a county and one or more municipalities located in whole or in part in the county, by appropriate agreement of their governing bodies. The library board of a joint library has seven to eleven members, and the composition of the board must be representative of the participants in the joint library. The joint library agreement must spell out the number of representatives for each participant. The head of each participating governing body appoints board members. The rules discussed above regarding length of terms, unexpired terms, and school district representation also apply to joint library boards.

County Library Boards

In counties with a consolidated county public library, the county board chair, with the approval of the county board, appoints a seven-member or nine-member county library board. In counties with a county library service, the county board chair, with the approval of the county board, appoints a seven-member county library board. Both types of county library boards must have at least one, but not more than two, county board members. In addition, the board must include at least one school district administrator (or that school district administrator's designee) of a school district located in whole or in part in the county.

The board of a county library *service* must also include representatives of municipal library boards of libraries in the county and also persons residing in municipalities not served by municipal libraries.

The same rules discussed above regarding length of terms and filling unexpired terms also apply to county library boards.

Federated Public Library System Boards for a Single-County Library System

In a single-county library system, a seven-member board is appointed by the county executive or the county board chair (in counties without a county executive) and approved by the county board. Board terms are three years. At least three members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries of participating municipalities, and at least one of these shall be a member of the library board governing the resource library. At least one but not more than two members of the county board shall be members of the system board at any one time. No current employee of a member public library may serve on the board. Board terms begin on January 1. If a board member leaves office before expiration of term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Federated Public Library System Boards for a Multi-County Library System

In a multicounty federated public library system (a federated library system whose territory lies within 2 or more counties), the system board consists of a minimum of 11 but no more than 20 members. However, the board may consist of more than 20 members if the county boards, acting jointly, determine that each county in the system shall be represented by at least two members on the system board (see Wisconsin Statutes Section [43.19](#) for more on federated public library systems).

Members are nominated by the county executive or the county board chair (in counties without a county executive) in each county in the system and approved by each county board. Board terms are three years. Appointments must be as closely proportionate to the populations of the respective counties as practical, but each county shall be represented by at least one member on the system board. Each county board may appoint one county board member to the system board. At least one of the appointees shall be a member of the library board governing the resource library. No current employee of a member public library may be appointed to the board. Board terms begin on January 1. If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Discussion Questions

1. What are possible reasons why the statutes provide for a school district representative on the library board?
2. What are possible reasons why the statutes limit board membership to one elected official from the governing body?

3. What groups (demographic, occupational, etc.) are currently represented on the library board? When board positions become vacant, what community groups could be looked to for possible candidates?

Sources of Additional Information

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

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