



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, January 17, 2024, 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 December 20, 2023, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for December 2023
 - b. Action Item: Accounts Payable for December 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 Requested: Approval of 3-year subscription to Value Line Library Elite database with 5% discount

XII. Trustee Training & System/State Library Update

- a. Resources for Public Libraries

XIII. Future Meeting Dates

- a. Board of Trustees Meeting: February 21, 2024, 6pm
- b. Other Meetings:

XIV. Adjourn

Catherine Perry

Posted:



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees December 20, 2023 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on December 20, 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 6:00 pm.

Posting of notice as of December 15, 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

Ms. Muchin Young announced that Library Legislative Day is coming up and that anyone from the Board interested in attending should contact her so they can get registered.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the November 15, 2023 Meeting

The minutes of the November 15, 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 November 2023

The reports were included in the Board Packet. These reports represent the new format, utilizing the BS&A software utilized by the Village of Thiensville. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for November 2023

Mr. Hansher moved to approve the Accounts Payable Statement for November 2023 in the amount of \$100,312.09. Motion carried.

VII. President's Report

Ms. Perry had nothing to report.

VIII. Committee Reports

A. Finance

Mr. Baxter reported that a meeting was held on November 28, 2023. The committee discussed the 2024 operating budget. A proposed budget is enclosed for action later in this meeting.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that a joint meeting with the Finance Committee was held on November 28, 2023. The committee likewise discussed the 2024 operating budget.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young reported that statistics are generally positive and the library is busy.

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

XI. New Business

A. Action Item: 2023 Budget Amendment

The proposed amendment to the 2023 operating budget was included in the board packet.

Ms. Buchanan moved to approve the 2023 budget amendment as presented. Motion carried.

B. Action Item: Approval of 2024 Budget

The proposed 2024 budget was included in the board packet.

Mr. Lookatch moved to approve the 2024 Budget as presented. Motion carried.

XII. Closed Session

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

Ms. Wagner moved to enter into closed session. Motion carried on a 9-0 voice vote.

XIII. Reconvene in Open Session

Ms. Buchanan moved to reconvene into open session. Motion carried.

Ms. Buchanan moved to approve the wage adjustment for the Library Director with an effective date of January 1, 2024. Motion carried.

XIV. Trustee Training & System/State Library Update

A. TE27: Trustee Orientation and Continuing Education

Ms. Muchin Young discussed Chapter 27 of the Trustees Essentials manual, Trustee Orientation and Continuing Education.

XV. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, January 17, 2024.

XVI. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanan. Motion carried and meeting was adjourned at 6:50 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 12/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 (Normal (Abnormal))	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 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 12/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 (Normal) (Abnormal)	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 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	0.00	78,274.43	6.56
Total Dept 45-015 - OTHER INCOME		85,120.25	9,198.00	0.00	75,922.25	10.81
Revenues		85,120.25	9,198.00	0.00	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	4,718.34	361.07	(3,370.52)	350.07
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	83,772.43	19,609.73	114.42	64,162.70	23.41
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		85,120.25	24,328.07	475.49	60,792.18	28.58
Expenditures		85,120.25	24,328.07	475.49	60,792.18	28.58
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		85,120.25	9,198.00	0.00	75,922.25	
TOTAL EXPENDITURES		85,120.25	24,328.07	475.49	60,792.18	
NET OF REVENUES & EXPENDITURES:		0.00	(15,130.07)	(475.49)	15,130.07	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 12/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Normal (Abnormal)	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 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	19,483.40	387.75	448.60	97.75
Total Dept 42-006 - FINES & FORFEITURES		19,932.00	19,483.40	387.75	448.60	97.75
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	2,668.00	11,312.00	0.00	(8,644.00)	423.99
Total Dept 44-013 - INTEREST INCOME		2,668.00	11,312.00	0.00	(8,644.00)	423.99
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	9,880.00	9,082.49	538.00	797.51	91.93
99-45-014-46712	PHOTOCOPIER	2,534.00	2,332.45	112.25	201.55	92.05
Total Dept 45-014 - SALE INCOME		12,414.00	11,414.94	650.25	999.06	91.95
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	1,276,940.06	1,038.00	13,059.94	98.99
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	670,300.00	646,224.56	52,864.44	24,075.44	96.41
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	2,500.00	3,211.07	0.00	(711.07)	128.44
99-91-551-51199	FRINGE BENEFITS	215,600.00	209,362.73	20,510.68	6,237.27	97.11
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	864,606.64	73,375.12	30,718.36	96.57
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	1,111.45	145.20	(111.45)	111.15
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	10,962.24	742.18	(1,662.24)	117.87
99-92-551-52286	COMPUTERS	5,000.00	2,060.64	914.97	2,939.36	41.21
99-92-551-52287	MILEAGE	1,500.00	708.08	120.91	791.92	47.21
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	3,478.02	173.56	246.98	93.37
99-92-551-52290	CONSULTANTS	0.00	269.00	0.00	(269.00)	100.00
99-92-551-53300	OFFICE SUPPLIES	3,500.00	5,756.41	109.11	(2,256.41)	164.47
99-92-551-53301	PROCESSING SUPPLIES	3,500.00	6,258.11	857.88	(2,758.11)	178.80
99-92-551-53303	TELEPHONE	4,000.00	5,154.64	435.65	(1,154.64)	128.87
99-92-551-53307	SUPPLIES-COPY MACHINE	6,000.00	6,827.86	527.60	(827.86)	113.80
99-92-551-53358	DEBT COLLECTION	1,000.00	920.35	198.05	79.65	92.04
99-92-551-53359	MONARCH FEES	17,150.00	16,388.39	0.00	761.61	95.56

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 (Normal) (Abnormal)	Activity For 12/31/2023 Increase (Decrease)	Available Balance 12/31/2023 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	96,170.19	4,225.11	(4,220.19)	104.59
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	6,054.85	229.40	(1,054.85)	121.10
99-93-551-53371	MEDIA	25,000.00	15,394.91	1,405.63	9,605.09	61.58
99-93-551-53372	E CONTENT	37,000.00	31,366.44	157.36	5,633.56	84.77
99-93-551-53373	PRINT	85,000.00	80,439.00	7,039.47	4,561.00	94.63
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	133,255.20	8,831.86	18,744.80	87.67
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	42,120.00	41,838.75	3,510.00	281.25	99.33
99-94-551-52283	CONTRACTED-BUILDING	24,000.00	23,476.61	1,625.05	523.39	97.82
99-94-551-53306	JANITOR SUPPLIES	2,605.00	4,043.37	67.41	(1,438.37)	155.22
99-94-551-53308	BUILDING SUPPLIES	30,000.00	38,439.45	1,013.99	(8,439.45)	128.13
99-94-551-53360	UTILITIES	45,000.00	47,856.62	3,965.15	(2,856.62)	106.35
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	157,108.72	10,181.60	(6,383.72)	104.24
Expenditures		1,290,000.00	1,251,140.75	96,613.69	38,859.25	96.99
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,290,000.00	1,276,940.06	1,038.00	13,059.94	
TOTAL EXPENDITURES		1,290,000.00	1,251,140.75	96,613.69	38,859.25	
NET OF REVENUES & EXPENDITURES:		0.00	25,799.31	(95,575.69)	(25,799.31)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,375,120.25	1,317,298.60	1,038.00	57,821.65	
TOTAL EXPENDITURES - ALL FUNDS		1,375,120.25	1,306,629.36	97,089.18	68,490.89	
NET OF REVENUES & EXPENDITURES:		0.00	10,669.24	(96,051.18)	(10,669.24)	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 12/31/2023

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		12/31/2023	12/31/2023	12/31/2023	12/31/2023
		Normal	(Abnormal)	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				4,587.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED				83,786.43
Total Department 00-000:		0.00			88,374.25
Fund Equity		0.00			88,374.25
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			4,718.34	
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT			19,609.73	
Total Department 95-551:		24,328.07			0.00
Expenditures		24,328.07			0.00
Total Fund 98:		93,828.07			97,572.25
OUT OF BALANCE		0.00			(3,744.18)
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 12/31/2023

GL Number	Description	Balance		Balance	
		Debit 12/31/2023	Normal (Abnormal)	Credit 12/31/2023	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			4,969.06	
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			4,695.29	
99-00-000-21700	ACCRUED PAYROLL				
Total Department 00-000:		0.00		9,664.35	
Liabilities		0.00		9,664.35	
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			19,483.40	
Total Department 42-006:		0.00		19,483.40	
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			9,082.49	
99-45-014-46712	PHOTOCOPIER			2,332.45	
Total Department 45-014:		0.00		11,414.94	
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		1,276,940.06	
Account Category: Expenditures					
Department: 91-551 LIBRARY STAFFING					
99-91-551-51100	SALARIES & WAGES	646,224.56			
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,211.07			
99-91-551-51199	FRINGE BENEFITS	209,362.73			
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:		864,606.64		0.00	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE	1,111.45			
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	10,962.24			
99-92-551-52285	WEPCO LEASE				
99-92-551-52286	COMPUTERS	2,060.64			
99-92-551-52287	MILEAGE	708.08			

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Balance As of 12/31/2023

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		12/31/2023	12/31/2023	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	3,478.02			
99-92-551-52290	CONSULTANTS	269.00			
99-92-551-53300	OFFICE SUPPLIES	5,756.41			
99-92-551-53301	PROCESSING SUPPLIES	6,258.11			
99-92-551-53303	TELEPHONE	5,154.64			
99-92-551-53307	SUPPLIES-COPY MACHINE	6,827.86			
99-92-551-53358	DEBT COLLECTION	920.35			
99-92-551-53359	MONARCH FEES	16,388.39			
Total Department 92-551:		96,170.19			0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	6,054.85			
99-93-551-53371	MEDIA	15,394.91			
99-93-551-53372	E CONTENT	31,366.44			
99-93-551-53373	PRINT	80,439.00			
Total Department 93-551:		133,255.20			0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	41,838.75			
99-94-551-52283	CONTRACTED-BUILDING	23,476.61			
99-94-551-53306	JANITOR SUPPLIES	4,043.37			
99-94-551-53308	BUILDING SUPPLIES	38,439.45			
99-94-551-53360	UTILITIES	47,856.62			
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:		157,108.72			0.00
Expenditures		1,251,140.75			0.00
Total Fund 99:		1,547,134.20			1,458,761.10
OUT OF BALANCE		88,373.10			0.00
Total All Funds		1,622,122.81			1,587,493.89

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 12/01/2023 - 12/31/2023

POSTED AND UNPOSTED

OPEN AND 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	LIONS CLUB GIFT	BAKER & TAYLOR	LIONS CLUB GIFT	147.26	28007
98-95-551-57298	LIONS CLUB GIFT	BAKER & TAYLOR	LIONS CLUB GIFT	98.88	28007
98-95-551-57298	LIONS CLUB GIFT	BAKER & TAYLOR	LIONS CLUB GIFT	93.51	28007
98-95-551-57298	LIONS CLUB GIFT	BAKER & TAYLOR	LIONS CLUB GIFT	21.42	28007
98-95-551-57299	LEONARDOS	CARDMEMBER SERVICE	NOV CREDIT CARD BILL	114.42	1367
Total Department 95-551 LIBRARY GIFTS & GRANTS				475.49	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				475.49	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-21520	NOV WRS - EMPLOYEE	WISCONSIN RETIREMENT SYSTE	NOV WRS CONTRIBUTIONS	3,296.40	1369
99-00-000-21530	JAN 2024 HEALTH - EMPLOYEE	DEPT. OF EMPLOYEE TRUST FU	JANUARY 2024 HEALTH INSURANCE	1,531.00	1360
99-00-000-21531	DENTAL SELECT PLUS	DELTA DENTAL OF WISCONSIN	JAN 2024 DENTAL SELECT PLUS	43.22	28009
99-00-000-21531	DENTAL SELECT	DELTA DENTAL OF WISCONSIN	JAN 2024 DENTAL SELECT	9.08	28009
99-00-000-21532	VISION INSURANCE	DELTA DENTAL OF WISCONSIN	JAN 2024 VISION INSURANCE	62.88	28009
99-00-000-21533	LIFE INSURANCE - EMPLOYEE	SECURIAN FINANCIAL GROUP,	JANUARY 2024 LIFE INSURANCE	3.28	28023
99-00-000-21534	ACCIDENT INSURANCE - EMPLO	SECURIAN FINANCIAL GROUP,	JANUARY 2024 ACCIDENT INSURANCE	21.80	28023
Total Department 00-000				4,967.66	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51199	LIFE INSURANCE - EMPLOYER	SECURIAN FINANCIAL GROUP,	JANUARY 2024 LIFE INSURANCE	89.36	28023
99-91-551-51199	NOV WRS - EMPLOYER	WISCONSIN RETIREMENT SYSTE	NOV WRS CONTRIBUTIONS	3,296.40	1369
99-91-551-51199	JAN 2024 HEALTH - EMPLOYER	DEPT. OF EMPLOYEE TRUST FU	JANUARY 2024 HEALTH INSURANCE	11,227.00	1360
Total Department 91-551 LIBRARY STAFFING				14,612.76	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	USPS	CARDMEMBER SERVICE	NOV CREDIT CARD BILL	145.20	1367
99-92-551-52284	TEACH DATA ACCESS JUL-DEC	DEPARTMENT OF ADMINISTRATI	TEACH DATA ACCESS JUL-DEC 2023	600.00	28011
99-92-551-52284	MAILCHIMP	CARDMEMBER SERVICE	NOV CREDIT CARD BILL	139.50	1367
99-92-551-52284	AMAZON WEB SERVICES	CARDMEMBER SERVICE	NOV CREDIT CARD BILL	1.34	1367
99-92-551-52284	AMAZON WEB SERVICES	CARDMEMBER SERVICE	NOV CREDIT CARD BILL	1.34	1367
99-92-551-52286	COMPUTER SUPPLIES	AMAZON CAPITAL SERVICES	COMPUTER SUPPLIES	22.99	28005
99-92-551-52286	COMPUTER SUPPLIES	AMAZON CAPITAL SERVICES	COMPUTER SUPPLIES	107.98	28005
99-92-551-52286	COMPUTER EQUIPMENT	MONARCH LIBRARY SYSTEM	COMPUTER EQUIPMENT	710.00	28015
99-92-551-52286	TECHSOUP	CARDMEMBER SERVICE	NOV CREDIT CARD BILL	74.00	1367
99-92-551-52289	12/15/23 PAYROLL PROCESSIN	ADP, LLC	12/15/23 PAYROLL PROCESSING	86.78	1359
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	87.76	28022
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	21.35	28005
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	39.90	28005
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	14.99	28005
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	686.10	28010
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	88.90	28010
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	27.99	28005
99-92-551-53303	DEC PHONE SERVICE	AT&T (OFFICE@HAND)	DEC PHONE SERVICE	435.65	1366
99-92-551-53307	NOV METER CHARGES	FORWARD TS	NOV METER CHARGES	225.45	28012
99-92-551-53307	TONER SHIPPING	FORWARD TS	TONER SHIPPING	13.42	28012
99-92-551-53307	2 COPIERS LEASE	GREATAMERICA	2 COPIERS LEASE	118.85	1361
99-92-551-53307	ADMIN COPIER LEASE	GREATAMERICA	ADMIN COPIER LEASE	169.88	1362
99-92-551-53358	NOV PLACEMENTS	UNIQUE MANAGEMENT SERVICES	NOVEMBER PLACEMENTS	198.05	28024

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 92-551 LIBRARY ADMINISTRATION					
Total Department 92-551 LIBRARY ADMINISTRATION				4,017.42	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	84.94	28005
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	40.43	28005
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	6.99	28005
99-93-551-53370	PROGRAMMING SUPPLIES	PIGGLY WIGGLY	PROGRAMMING SUPPLIES	4.08	28017
99-93-551-53370	PENZEYS SPICES	CARDMEMBER SERVICE	NOV CREDIT CARD BILL	42.32	1367
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	377.19	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	62.74	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	36.05	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	20.93	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	47.62	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	49.69	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	13.73	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	19.68	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	62.79	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	44.61	28007
99-93-551-53371	MEDIA	BAKER & TAYLOR	MEDIA	44.68	28007
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA	29.96	28005
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA	232.20	28005
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA	94.92	28005
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA	268.84	28005
99-93-551-53372	NOV KANOPY	KANOPY INC	NOV KANOPY USAGE	152.10	28014
99-93-551-53372	APPLE.COM	CARDMEMBER SERVICE	NOV CREDIT CARD BILL	5.26	1367
99-93-551-53373	PRINT MATERIALS	BAKER & TAYLOR	PRINT MATERIALS	586.91	28007
99-93-551-53373	PRINT MATERIALS	BAKER & TAYLOR	PRINT MATERIALS	328.90	28007
99-93-551-53373	PRINT MATERIALS	BAKER & TAYLOR	PRINT MATERIALS	1,675.05	28007
99-93-551-53373	PRINT MATERIALS	BAKER & TAYLOR	PRINT MATERIALS	347.50	28007
99-93-551-53373	PRINT MATERIALS	BAKER & TAYLOR	PRINT MATERIALS	345.68	28007
99-93-551-53373	PRINT MATERIALS	BAKER & TAYLOR	PRINT MATERIALS	668.43	28007
99-93-551-53373	PRINT MATERIALS	BAKER & TAYLOR	PRINT MATERIALS	403.70	28007
99-93-551-53373	PRINT MATERIALS	BAKER & TAYLOR	PRINT MATERIALS	1,095.07	28007
99-93-551-53373	PRINT MATERIALS	BAKER & TAYLOR	PRINT MATERIALS	396.12	28007
99-93-551-53373	AUTOMATICALLY YOURS PRINT	BAKER & TAYLOR	AUTOMATICALLY YOURS PRINT	283.24	28007
99-93-551-53373	AUTOMATICALLY YOURS PRINT	BAKER & TAYLOR	AUTOMATICALLY YOURS PRINT	245.16	28007
99-93-551-53373	AUTOMATICALLY YOURS PRINT	BAKER & TAYLOR	AUTOMATICALLY YOURS PRINT	349.39	28007
99-93-551-53373	AUTOMATICALLY YOURS PRINT	BAKER & TAYLOR	AUTOMATICALLY YOURS PRINT	83.97	28007
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	19.99	28005
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	19.99	28005
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	152.84	28005
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	19.95	28005
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	17.58	28005
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				8,781.22	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	DECEMBER JANITOR SERVICE	VANGUARD CLEANING SYSTEMS	DECEMBER JANITOR SERVICE	3,510.00	28025
99-94-551-52283	FALL CLEAN UP	JOHN LAMM OF JACKSON, INC	FALL CLEAN-UP	1,434.00	28013
99-94-551-52283	DEC ELEVATOR PHONE SERVICE	AT&T (OFFICE@HAND)	DEC ELEVATOR PHONE SERVICE	82.06	1366
99-94-551-52283	PEST SERVICE	ORKIN LLC	DEC PEST SERVICE	108.99	28016

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Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 94-551 LIBRARY BUILDING					
99-94-551-53306	JANITOR SUPPLIES	AMAZON CAPITAL SERVICES	JANITOR SUPPLIES	67.41	28005
99-94-551-53308	HVAC REPAIRS	ADVANCED CHILLER SERVICES	HVAC REPAIRS	1,013.99	28004
99-94-551-53360	DEC ELECTRIC	WE ENERGIES	DEC ELECTRIC	3,329.40	1368
99-94-551-53360	DEC GAS	WE ENERGIES	DEC GAS	635.75	1368
Total Department 94-551 LIBRARY BUILDING				10,181.60	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				42,560.66	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 12/01/2023 - 12/31/2023

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	475.49	
		99	F. L. WEYENBERG LIBRARY FUND	42,560.66	
		Total For All Funds:		43,036.15	

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
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
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
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
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
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	10,031	134,423
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
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	10	154
2023 attendance	67	107	214	80	173	118	73	121	65	184	62	96	1,360

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	93	1,686
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
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7	3	3	3	4	2	0	2	2	2	1	3	32
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
2022 drop in programs	6	4	5	3	5	3	3	3	3	3	3	4	45
2022 participants	13	72	101	77	98	147	88	100	66	77	79	87	1,005
2023 drop in programs	7	4	8	6	4	4	4	4	4	4	4	3	56
2023 attendance	108	164	237	178	105	163	139	135	88	108	85	94	1,604
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19	16	17	24	22	15	203
2022 attendance	144	266	559	437	1,133	747	883	628	469	710	681	575	7,232
2023 in person programs	14	22	24	24	22	24	26	22	20	32	28	21	279
2023 attendance	333	615	759	629	909	1,111	973	813	505	772	681	591	8,691
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	13	10	9	11	6	11	12	8	6	5	5	6	102
attendance	324	496	346	436	325	1,046	1,184	869	622	1,089	763	764	8,264
2022 drop in programs	9	4	5	4	4	3	5	4	2	1	4	3	48
2022 participants	679	902	1,053	1,022	1,044	562	833	479	343	779	290	720	8,706
2023 drop in programs	6	2	6	4	2	4	5	4	1	3	2	3	42
2023 attendance	852	1,039	1,219	815	608	861	673	787	629	1,163	913	998	10,557

Date: January 12, 2024
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report January 2024

Meetings Attended:

- Monarch Directors' Chat, 12/21
- FOWL Fundraising Meeting, 12/21
- Evening Readers, *Pieces of Happiness* by Anne Ostby, 1/8
- WLA Mentorship Orientation, 1/9
- Regular T-M Rotary Meetings, 12/21
- WLA Mentorship Orientation, 1/10
- Website Redesign Kickoff Meeting, 1/10
- Monarch Directors Council, 1/11
- Village of Thiensville Board of Trustees, 1/15
- Manager Check Ins, 1/16
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

At the January Monarch Library System Directors Council meeting, the following FLWL staff were elected to continue serving on various system committees and workgroups:

Cooperative Cataloging Workgroup: Emily Vosberg
Governance Committee: Rachel Muchin Young
Integrated Library System Committee: Rachel Muchin Young, Secretary
Public Information Workgroup: Ashley Pike
Resources Advisory Workgroup: Rachel Muchin Young, Chair
Technology Workgroup: David Bruce and Craig Jacobson

I'm pleased with our staff's willingness to participate in System operations.

OPERATIONS ACTIVITIES:

We closed both Tuesday, January 9, and Friday, January 12, due to snow storms. In both cases, we waited until the Mequon-Thiensville School District announced that they were closing to make our decision to close. Our biggest challenge is that the majority of our staff has significant commutes to work.

FOUNDATION:

All furniture authorized for 2024 has been ordered.

To date, the 2023 Fall Fundraising letter has resulted in more than \$23,000 in donations.

FRIENDS:

Now that the Friends are established (two years in April!), they will be looking to formalize some of their practices and procedures. It is interesting to be a part of this evolving organization.

OTHER:

It is not too late to register for the [Wild Wisconsin Winter Web Conference](http://www.wildwisconsinwinterweb.com), January 24 and 25. The webinars are organized into four tracks: Management and Marketing (Wednesday), and Internal Communications and Programming (Thursday). Also of note are the opening and closing sessions: Neutrality is not an option: Book Bans, "Culture Wars," and Advocating for the Library, and Jeopardy! Libraries! Democracy! with nine-time Jeopardy! Champion Dr. Ben Chan, Assistant Professor of Philosophy at St. Norbert College (DePere, WI). For more information, visit www.wildwisconsinwinterweb.com. All webinars will be recorded for asynchronous viewing. There is no charge to attend any of the sessions.

Library Legislative Day is Tuesday, February 6, 2024. Tedd Lookatch and I are planning to attend.

Date: January 12th, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, January 2024

Activities since the last Board of Trustees meeting include:

- 1/10 – CivicPlus Website Redesign Meeting
- 1/11 – Willowbrook Outreach Event
- 1/17 – Cooperative Cataloging Workgroup Meeting

Statistics: December 2023

- Checkouts: 20,314
- Door count: 10,031
- Library Card creations: 86
- Items received from other Libraries: 3,354
- Items sent to other Libraries: 2,051
- Interlibrary loans sent out: 30
- Interlibrary loans received: 6
- Quick Pickup Appointments: 10

Other:

- We received 225 pounds of non-perishable foods last month for our food drive with Family Sharing of Ozaukee County! This is significantly more than we have ever received from hosting a food drive.
- I have been reviewing applicants on a rolling basis since opening the vacant Associate position last month. So far, we have received several prospective candidates. I am hoping to hire someone in the next month to fill the role.
- In preparation for a new staff member, I have gone through the Circulation Manual and updated information where necessary.
- The Library closed on Tuesday, January 9th due to the weather.
- We have started the process of redesigning our website with CivicPlus. Management attended a meeting regarding the initial steps and expectations.

Date: January 11, 2024
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, January 2024

- Our annual reconciliation of the Wisconsin Retirement System for 2023 is complete, with no issues or discrepancies found.
- We have begun the process of a (free) redesign of the Library's homepage. We received many interesting examples of work that has been done for other library and municipal sites. The initial meeting involved meeting the design team, going over project timelines and reviewing the expectations for what we would like to accomplish on the new homepage. We have some initial work to do to prepare which is due by the end of the month.
- Initial documents have been provided to Baker Tilly for the Library's financial review in 2023. All of the items they have requested should be prepared in short time with no foreseeable difficulty.
- We have successfully switched over to ADP's "essentials" package for payroll and are now seeing an approximate 40% decrease in the price we pay with every payroll we run.
- With only a few outstanding 2023 invoices left to account for, we are projecting to finish very close to our anticipated spending, with the chance of a small increase being made to our reserve fund. This is in spite of the fact that we still have a significant portion of e-commerce outstanding for the second half of 2023.
- The new ticketing system for Information and Technology issues has fully gone live with Monarch on January 1, 2024. We have selected the users who will be able to submit tickets to ensure the best possible breadth of coverage while ensuring a small enough pool that issues will neither go unnoticed nor will we be making tickets to Monarch for issues that we could correct ourselves.
- There was no meeting of the Information Technology Workgroup in January, with regular meetings scheduled to resume on February 1.

Date: January 10, 2024
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: Winter Break Math Assessment with Mathnasium, 12/28
- Program: Sugarplum Fantasia, 12/29
- Program: Spice of the Month Kits, 1/1
- Program: Friday Movie Matinee, 1/5
- Meeting: Website Re-design meeting with CivicPlus, 1/10
- Program: Monarch Memory Cafe, 1/15
- Program: Mequon-Thiensville Community Book Club, 12/16

STATISTICS

-Overall, I think we had a great year for both eCircs and eCollections. Reference statistics for 2023 are also higher than they have been for the last few years. And our programming numbers are fantastic for year-end totals.

OTHER TASKS & TIDBITS

The Sugarplum Fantasia event during the winter break went extremely well. We had 100 attendees for the event; and the balloon drop was a big hit.

The Winter Break Math Assessment event was well received by the families that participated. Mathnasium staff were pleased with the responses, so we have scheduled another program in March for the same age ranges, and may also schedule a teen event in the spring.

Patron Services staff have started purchasing items again. The Monarch System office gave us a go-ahead on January 3, 2024. On Monday, January 8, 2024, I sent out the first two orders of our regular purchasing schedule.

I have started scheduling additional programs for the spring, and have started scheduling some of the summer reading special events. At the end of December, I also purchased some iRead materials for the 2024 theme of "Read, Renew, Repeat." Those materials should arrive sometime in April.



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)
- Local Author Deborah Mueller (January)
- Hospice 101: A Compassus Presentation (February)
- Dealing with Grief: A Compassus Presentation (March)
- Inside Holy Hill (May)
- 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)
- Major Changes to College Search and ACT/SAT Testing Updates Webinar (March)
- 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)
- Spring Math Assessment with Mathnasium (March)
- Gan Ami Preschool Offsite Storytime (monthly)
- Solar Eclipse Viewing Party (April)
- Mini-Golf at the Library (March)
- Fine Arts: Gershwin (March)
- Fine Arts: Florentine Opera (April)

Date: January 12, 2024
To: FLWL Board of Trustees
From: Rachel Muchin Young
Re: Trustee Training: Library Resources

Resources for Public Libraries and Trustees

- Wisconsin Department of Public Instruction, Division for Libraries and Technology
 - The Library Services Team serves as Wisconsin's [State Library Administrative Agency](#) and works to empower Wisconsin's libraries to best serve their communities' needs.
 - <https://dpi.wi.gov/dlt>
- Monarch Library System
 - One of 15 Library Systems in Wisconsin
 - Monarch provides the Integrated Library System (database of all holdings and patrons), a delivery service to facilitate materials sharing, leadership in areas of automation and telecommunication, consulting services in all aspects of library service, and access to quality continuing education programs for librarians.
 - <https://monarchlibraries.org/>
- Institute of Museum and Library Services
 - The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.
 - <https://www.imls.gov/>
- American Library Association
 - International Professional Trade Organization
 - ALA was founded October 6, 1876. Its mission is "to provide leadership for the development, promotion and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all."
 - <https://www.ala.org/>
- Wisconsin Library Association
 - Statewide Professional Trade Organization
 - <https://www.wisconsinlibraries.org/>