



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
AGENDA**

**Wednesday, February 19, 2025, 6:00pm
Tolzman Community Room**

Join Zoom Meeting:

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

Meeting ID: 815 9957 5837

Passcode: 366767

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of the January 15, 2025, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for January 2025
 - b. Action Item: Accounts Payable for January 2025
- VII. President's Report – C. Perry**
- VIII. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- IX. Staff Reports**
 - a. Library Operations
 - b. Director's Report – Muchin Young
 - c. Managers' Reports – Included in Packet

- X. Unfinished Business:**
 - a. Update: Solar Panel Project – T. Lookatch
 - b. Review of Library Legislative Day

- XI. New Business:**
 - a. Action Item: Approval of the 2024 Annual Report for DPI

- XII. Trustee Training & System/State Library Update**
 - a. Review of Annual Planning Calendar

- XIII. Future Meeting Dates**
 - a. Board of Trustees Meeting: March 19, 2025, 6pm
 - b. Other Meetings:

- XIV. Adjourn**

Catherine Perry

Posted: February 14, 2025

Dear Rachel and staff,

For fifty years,
we have been privileged
to use the Weyenberg Library,
even during a pandemic.

The library is one of the last
democratic spaces.

At the Weyenberg Library,
age, race, income,
and status fades into irrelevance
as every visitor has equal access
to the vast of resources.

Weyenberg Library quietly stands
as a fortress for the free exchange of ideas,
and a haven for those seeking growth.

Thank you for being
a beacon of light in an
ever-changing world.

May you continue to inspire, educate,
and innovate to serve a freer,
more enlightened

Mequon/Thiensville community.

A handwritten signature in black ink, appearing to read "Rachel", enclosed within a large, loopy oval shape.



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees January 15, 2025 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held January 15, 2025 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 January 10, 2025, was verified.

Trustees present: Catherine Perry, President; Tedd Lookatch, Vice President; Jeffrey Hansher, Secretary; Liz Agnello, Ellen Nagy, Cathrine Wagner

Trustees attending virtually: Amy Abbott, Ali Buchanan.

Trustees Absent: Graham Baxter, Jennifer Abraham

Staff Present: Rachel Muchin Young, Library Director and Ashley Pike, Asst. Director.

III. Announcements

Mary Fletcher passed away on Monday, January 13. She started working at the Library in 1998.

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

Carol Cooney, President of the Friends of Weyenberg Library, shared a recap of activities for the last few years, as well as some upcoming events for 2025. Ms. Cooney also shared that it is the Friends 3rd anniversary in April 2025.

V. Approval of Minutes

A. Action Item: Minutes of the December 18, 2024, Meeting

The minutes of the December 18, 2024 meeting were included in the packet. A motion to accept the minutes was made by Mr. Hansher. The motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for November 2024

The reports were included in the Board Packet. It was noted that no revenue was reported because of switching of staff. Amount given in oral report by Director Muchin Young.

B. Action Item: Accounts Payable Statement for December 2024

The November revenue deposit was not made in time. Instead, there were two deposits made in December. The invoice report number is large with trying to wrap up 2024 accounts, which included previous missed invoices from October and early November. Ms. Agnello moved to approve the December 2024 Accounts Payable Statement in the amount of \$154,408.91. Motion was seconded by Mr. Lookatch. Motion carried.

VII. President's Report

None at this time.

VIII. Committee Reports

A. Finance

It was reported that no meeting was held.

B. Advocacy

It was reported that no meeting was held.

C. Personnel

It was reported that no meeting was held.

IX. Staff Reports

A. Library Operations Report

Report was included in the Board Packet.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young gave an update on the Foundation Fund Drive.

C. Managers' Reports

The written reports were included in the Board Packet.

X. Unfinished Business

A. Audit Report – It was reported that the audit was fine. Discussion was tabled and assigned to the Finance Committee.

B. Update: Solar Panels – T. Lookatch and guest from Arch Solar, Andrew Holmstrom Mr. Holmstrom discussed the project timeline with a potential start date of April. If the weather is colder in the beginning of April, it would be pushed back by a few weeks. Ms. Muchin Young informed the Board about a meeting she had with the City of Mequon concerning the solar panel project.

XI. Trustee Training & System/State Library Update

A. The Wild Wisconsin Winter Web Conference takes place on January 22-23, 2025. Registration is free for anyone wishing to attend any of the online sessions.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, February 19, 2024, at 6:00 pm.

XIII. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms.

Nagy. Motion was seconded by Mr. Hansher. Motion carried and meeting was adjourned at 7:10 p.m.

Respectfully submitted,
Ashley Pike, Assistant Library Director

DRAFT

FRANK L. WEYENBERG LIBRARY
ACCOUNT SUMMARIES BY MONTH - 2025

ACCOUNT CATEGORY	2025 BUDGET	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL	MONTHLY AVERAGE
REVENUES															
40-001 Local Property Taxes	\$ 1,286,821.00	\$ 27,837.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,837.75	\$ 27,837.75
42-006 Fines & Forfeitures	\$ 20,000.00	\$ 1,384.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,384.70	\$ 1,384.70
44-013 Investment Income	\$ 14,000.00	\$ 1,141.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,141.10	\$ 1,141.10
45-014 Sale Income	\$ 14,000.00	\$ 1,753.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,753.50	\$ 1,753.50
45-015 Other Income	\$ 21,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES	\$ 1,356,321.00	\$ 32,117.05											\$ -	\$ 32,117.05	\$ 32,117.05
EXPENDITURES															
91-551 Staffing	\$ 929,209.00	\$ 66,854.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,854.27	\$ 66,854.27
92-551 Administration	\$ 106,379.00	\$ 4,516.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,516.09	\$ 4,516.09
93-551 Program & Collection	\$ 152,000.00	\$ 2,542.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,542.69	\$ 2,542.69
94-551 Building	\$ 168,733.00	\$ 11,914.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,914.50	\$ 11,914.50
EXPENDITURES	\$ 1,356,321.00	\$ 85,827.55											\$ -	\$ 85,827.55	\$ 85,827.55

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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

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	LIB GIFTS & GRANTS RESTRIC	AMAZON CAPITAL SERVICES	MEMORY CAFE SUPPLIES	125.65	None
Total Department 95-551 LIBRARY GIFTS & GRANTS				125.65	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				125.65	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	LIB PR TAXES & DD/1-10-25	ADP, LLC	LIB PR TAXES & DD/1-10-25 CK DATE	22,195.03	1888
99-00-000-11160	/WAGES PD 1-24-2025	ADP, LLC	LIBRARY/WAGES PD 1-27-2025	18,379.11	1889
99-00-000-21511	LIB PR TAXES & DD/1-10-25	ADP, LLC	LIB PR TAXES & DD/1-10-25 CK DATE	2,367.28	1888
99-00-000-21511	FICA/WAGES PD 1-24-2025	ADP, LLC	LIBRARY/WAGES PD 1-27-2025	1,850.20	1889
99-00-000-21512	LIB PR TAXES & DD/1-10-25	ADP, LLC	LIB PR TAXES & DD/1-10-25 CK DATE	3,037.34	1888
99-00-000-21512	FED/WAGES PD 1-24-2025	ADP, LLC	LIBRARY/WAGES PD 1-27-2025	1,713.07	1889
99-00-000-21513	LIB PR TAXES & DD/1-10-25	ADP, LLC	LIB PR TAXES & DD/1-10-25 CK DATE	1,239.26	1888
99-00-000-21513	WI/WAGES PD 1-24-2025	ADP, LLC	LIBRARY/WAGES PD 1-27-2025	887.02	1889
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	2025-FEB. HEALTH INSURANCE	3,757.60	1899
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	FEBRUARY DENTAL SUPPLEMENTAL SELECT P	43.22	None
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	FEBRUARY DENTAL SUPPLEMENTAL SELECT P	9.09	None
99-00-000-21532	VISION INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	FEBRUARY VISION INSURANCE	45.74	None
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	2025.02 LIFE INS.	3.60	None
99-00-000-21590	FLEX BENEFIT	DIVERSIFIED BENEFIT SERVIC	FLEX BENEFIT ENROLLMENT	1,895.50	None
Total Department 00-000				57,423.06	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	WISCONSIN LIBRARY ASSOCIAT	LIBRARY LEGISLATIVE DAY	180.00	None
99-91-551-51199	LIB PR TAXES & DD/1-10-25	ADP, LLC	LIB PR TAXES & DD/1-10-25 CK DATE	2,367.28	1888
99-91-551-51199	FRINGE BENEFITS	AURORA EAP	EAP Q1	212.10	None
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	2025.02 LIFE INS.	98.90	None
99-91-551-51199	/WAGES PD 1-24-2025	ADP, LLC	LIBRARY/WAGES PD 1-27-2025	1,850.23	1889
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	2025-FEB. HEALTH INSURANCE	3,757.60	1899
99-91-551-52202	DUES & SUBSCRIPTIONS	THIENSVILLE-MEQUON ROTARY	DUES	297.10	None
99-91-551-52237	WORKER S COMPENSATION	R & R INSURANCE SERVICES,	WORKERS COMP INSURANCE	668.00	None
Total Department 91-551 LIBRARY STAFFING				9,431.21	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52243	ALL OTHER INSURANCE	R & R INSURANCE SERVICES,	LIABILITY & CRIME	3,138.50	None
99-92-551-52284	CONTRACTED SERVICES-TECHNO	SIDECAR PUBLICATIONS LLC	ANNUAL GIMLET SUBSCRIPTION	348.00	None
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	PAYROLL PROCESSING	93.00	1885
99-92-551-52289	PROCESSING 1/18/25 PAYROLL	ADP, INC.	PROCESSING 1/18/25 PAYROLL	61.24	1886
99-92-551-52289	TIME & ATTENDANCE/JANUARY	ADP, INC.	TIME & ATTENDANCE/JANUARY	68.15	1887
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIE PS	19.99	None
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	45.99	None
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	14.44	None
99-92-551-53300	OFFICE SUPPLIES	ELM USA, INC.	DISC CLEANING COMPOUND	134.95	None
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	364.91	None
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	CREDIT MEMO	(45.68)	None
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	BOOK SHOP STICKERS	25.92	None
99-92-551-53301	PROCESSING SUPPLIES	INNOVATIVE LABEL TECHNOLOG	BOPP LABELS	217.97	None
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	YELLOW TONER	13.43	None
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	BLACK TONER	15.28	None

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 92-551 LIBRARY ADMINISTRATION					
Total Department 92-551 LIBRARY ADMINISTRATION				4,516.09	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	18.98	None
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	39.98	None
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	SPICES	37.17	None
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MUSIC CD	14.33	None
99-93-551-53372	E CONTENT	AMAZON CAPITAL SERVICES	CREDIT MEMO	(0.05)	None
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	CREDIT MEMO	(35.18)	None
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTION PRINT	15.74	None
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTION PRINT	78.27	None
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT AUTOMATICALLY YOURS	83.83	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION AUTOMATICALLY YOURS	164.32	None
99-93-551-53373	PRINT	PLAYAWAY PRODUCTS	WONDERBOOKS	136.98	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	1,988.32	None
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				2,542.69	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	ENVIRONMENT CONTROL	JANUARY JANITORIAL SERVICE	3,615.00	None
99-94-551-52282	JANITORIAL SERVICE	ENVIRONMENT CONTROL	JANITORIAL FEBRUARY	3,615.00	None
99-94-551-52283	2025 MONITORING & MAINTENA	MILWAUKEE ALARM COMPANY	2025 MONITORING & MAINTENANCE	1,849.50	29216
99-94-551-52283	CONTRACTED-BUILDING	ADVANCED CHILLER SERVICES	2025 ANNUAL HVAC SERVICE CONTRACT	2,760.00	None
99-94-551-52283	CONTRACTED-BUILDING	NEXUS PEST SOLUTIONS	PEST CONTROL	75.00	None
Total Department 94-551 LIBRARY BUILDING				11,914.50	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				85,827.55	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	125.65	
		99	F. L. WEYENBERG LIBRARY FUND	85,827.55	
		Total For All Funds:		<u>85,953.20</u>	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 01/31/2025

GL Number	Description	Debit Normal (Abnormal)	Balance 01/31/2025 Normal (Abnormal)	Credit Normal (Abnormal)	Balance 01/31/2025 Normal (Abnormal)
Fund: 97 FLW AMERICAN RESCUE PLAN ACT					
Account Category: Fund Equity					
Department: 00-000					
97-00-000-33900	UNAPPROPRIATED				
Total Department 00-000:		0.00			0.00
Fund Equity		0.00			0.00
Account Category: Revenues					
Department: 08-003 GRANTS & AIDS					
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS				
Total Department 08-003:		0.00			0.00
Revenues		0.00			0.00
Account Category: Expenditures					
Department: 94-551 LIBRARY BUILDING					
97-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:		0.00			0.00
Expenditures		0.00			0.00
Total Fund 97:		0.00			0.00
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2024		63,119.00			0.00
		63,119.00			0.00
OUT OF BALANCE		63,119.00			0.00
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Account Category: Assets					
Department: 00-000					
98-00-000-11710	INVESTMENTS	69,500.00			
Total Department 00-000:		69,500.00			0.00
Assets		69,500.00			0.00
Account Category: Fund Equity					
Department: 00-000					
98-00-000-34155	GIFTS & GRANTS RESTRICTED			12,685.82	
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED			72,356.77	
Total Department 00-000:		0.00		85,042.59	
Fund Equity		0.00		85,042.59	
Account Category: Revenues					
Department: 45-015 OTHER INCOME					
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED				
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT				
Total Department 45-015:		0.00			0.00
Revenues		0.00			0.00
Account Category: Expenditures					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED				
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT				
Total Department 95-551:		0.00			0.00
Expenditures		0.00			0.00
Total Fund 98:		69,500.00			85,042.59
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2024		6,945.66			0.00
		76,445.66			85,042.59
OUT OF BALANCE		0.00			(8,596.93)
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	40,574.14			
99-00-000-11710	INVESTMENTS	223,465.42			
99-00-000-11800	PETTY CASH				
99-00-000-13900	ALLOWANCE FOR DOUBTFUL ACCTS				
99-00-000-16220	PREPAID EXPENSES	6,000.00			
99-00-000-16230	DEFERRED EXPENDITURE	11,262.84			
Total Department 00-000:		281,302.40			0.00

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 01/31/2025

GL Number	Description	Balance	
		Debit 01/31/2025 Normal (Abnormal)	Credit 01/31/2025 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND			
Account Category: Assets			
Assets		281,302.40	0.00
Account Category: Liabilities			
Department: 00-000			
99-00-000-21511	SOCIAL SECURITY TAX	4,217.48	
99-00-000-21512	FEDERAL WITHHOLDING TAX	4,750.41	
99-00-000-21513	WISCONSIN WITHHOLDING	2,126.28	
99-00-000-21520	WI RETIREMENT	0.14	
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	4,026.73	
99-00-000-21531	DENTAL INSURANCE WITHHOLDING		
99-00-000-21532	VISION INSURANCE WITHHOLDING		80.02
99-00-000-21533	LIFE INSURANCE WITHHOLDING		7.20
99-00-000-21534	ACCIDENTAL INS WITHHOLDING		95.90
99-00-000-21560	WISCONSIN DEFERRED COMP		
99-00-000-21590	FLEX BENEFIT		5,322.03
99-00-000-21700	ACCRUED PAYROLL		
Total Department 00-000:		15,121.04	5,505.15
Liabilities		15,121.04	5,505.15
Account Category: Fund Equity			
Department: 00-000			
99-00-000-33900	UNAPPROPRIATED		177,868.83
99-00-000-34155	GIFTS & GRANTS RESTRICTED	2,877.06	
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED		2,835.25
Total Department 00-000:		2,877.06	180,704.08
Fund Equity		2,877.06	180,704.08
Account Category: Revenues			
Department: 40-001 LOCAL PROPERTY TAXES			
99-40-001-41321	MEQUON TAXES		
99-40-001-41322	THIENSVILLE TAXES		
99-40-001-41323	COUNTY REIMBURSEMENT		
Total Department 40-001:		0.00	0.00
Department: 42-006 FINES & FORFEITURES			
99-42-006-46710	FINES & FEES		6,071.88
Total Department 42-006:		0.00	6,071.88
Department: 44-013 INTEREST INCOME			
99-44-013-48100	INVESTMENT INTEREST		
Total Department 44-013:		0.00	0.00
Department: 45-014 SALE INCOME			
99-45-014-46711	BOOK SALES		3,419.03
99-45-014-46712	PHOTOCOPIER		212.80
Total Department 45-014:		0.00	3,631.83
Department: 45-015 OTHER INCOME			
99-45-015-48000	MISCELLANEOUS		112.00
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	112.00
Revenues		0.00	9,815.71
Account Category: Expenditures			
Department: 91-551 LIBRARY STAFFING			
99-91-551-51100	SALARIES & WAGES		
99-91-551-51115	TRAVEL/TRAINING/SEMINARS		
99-91-551-51199	FRINGE BENEFITS	7,975.11	
99-91-551-52202	DUES & SUBSCRIPTIONS		
99-91-551-52237	WORKER S COMPENSATION		
99-91-551-57715	FLEX BENEFIT		
99-91-551-57730	UNEMPLOYMENT COMPENSATION		
Total Department 91-551:		7,975.11	0.00
Department: 92-551 LIBRARY ADMINISTRATION			
99-92-551-52201	POSTAGE		
99-92-551-52206	AUDIT		
99-92-551-52243	ALL OTHER INSURANCE		

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 01/31/2025

GL Number	Description	Balance	
		Debit 01/31/2025 Normal (Abnormal)	Credit 01/31/2025 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND			
Account Category: Expenditures			
Department: 92-551 LIBRARY ADMINISTRATION			
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY		
99-92-551-52285	WEPCO LEASE		
99-92-551-52286	COMPUTERS		
99-92-551-52287	MILEAGE		
99-92-551-52288	FISCAL AGENT FEE		
99-92-551-52289	PAYROLL PROCESSING	222.39	
99-92-551-52290	CONSULTANTS		
99-92-551-53300	OFFICE SUPPLIES		
99-92-551-53301	PROCESSING SUPPLIES		
99-92-551-53303	TELEPHONE		
99-92-551-53307	SUPPLIES-COPY MACHINE		
99-92-551-53358	DEBT COLLECTION		
99-92-551-53359	MONARCH FEES		
Total Department 92-551:		222.39	0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION			
99-93-551-53370	PROGRAMMING		
99-93-551-53371	MEDIA		
99-93-551-53372	E CONTENT		
99-93-551-53373	PRINT		
Total Department 93-551:		0.00	0.00
Department: 94-551 LIBRARY BUILDING			
99-94-551-52282	JANITORIAL SERVICE		
99-94-551-52283	CONTRACTED-BUILDING	1,849.50	
99-94-551-53306	JANITOR SUPPLIES		
99-94-551-53308	BUILDING SUPPLIES		
99-94-551-53360	UTILITIES		
99-94-551-53361	SEWER & WATER		
99-94-551-53374	HEALTH & SAFETY SUPPLIES		
99-94-551-57700	BUILDING PROJECTS		
Total Department 94-551:		1,849.50	0.00
Expenditures		10,047.00	0.00
Total Fund 99:		309,347.50	196,024.94
+ NET OF REVENUES/EXPENDITURES - 2024		0.00	49,272.20
		309,347.50	245,297.14
OUT OF BALANCE		64,050.36	0.00
Total All Funds		378,847.50	281,067.53
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2024		70,064.66	49,272.20
		448,912.16	330,339.73

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												122
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												11
2025 attendance	135												135

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	3												3
2025 attendance	148												148
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												1
2025 attendance	10												10
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD

Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19	16	17	24	22	15	203
2022 attendance	144	266	559	437	1,133	747	883	628	469	710	681	575	7,232
2023 in person programs	14	22	24	24	22	24	26	22	20	32	28	21	279
2023 attendance	333	615	759	629	909	1,111	973	813	505	772	681	591	8,691
2024 in person programs	20	28	26	26	19	28	33	25	19	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												19
2025 attendance	553												553
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

Date: February 10, 2025
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report February 2025

MEETINGS AND ACTIVITIES:

- MLS Directors Chat, 1/16 , 2/6
- Strategic Plan Launch Party, 1/16
- Funeral for Mary Fletcher, 1/17
- Cultural Conversations: Human Trafficking, 1/19
- Village of Thiensville Board of Trustees and/or COW, 1/20, 2/3, 2/17
- Meeting with Mequon City Leaders, 1/21
- Continuing education webinars, 1/22, 1/23
- FLWL Executive Committee, 1/22
- MLS ILS Committee, 1/23
- HVAC Training, 1/30
- Unemployment Hearing, 2/3
- Hook, Yarn & Stitch, 2/6
- FOWL Fundraising Committee Meeting, 2/4
- Evening Readers, *Women of the Copper Country* by Mary Doria Russell, 2/10
- Library Legislative Day, 2/11
- Mequon Common Council and COW, 2/11
- State of the Communities Luncheon, 2/12/14
- MLS Directors Council, 2/13
- FOWL Board of Directors, 2/13
- League of Women Voters Birthday Party, 2
- MLS Resource Advisory Workgroup, 2/19
- TM Rotary, 1/21, 1/28, 2/4, 2/18
- Regular and As-Needed Adult and Children's Reference Desk, and Circulation Dept. shifts

Library Legislative Day, was Tuesday, February 11, in Madison: Liz Agnello, Ali Buchanan, Tedd Lookatch, and I had the opportunity to visit with three legislators. As expected, we had very pleasant meetings with Sen. Jodi Habush-Sinykin and Rep. Deb Andraca. One assemblyman was unable to take our appointment, and another (who represents my home district and not the library) was salty as usual. The Governor is putting a total of \$6 million in his next biennial budget which will be announced the week of our meeting. There are several library champions on the Joint Finance Committee, so we will see what happens. State funds provide for such things as Badgerlink databases, Libby, and the statewide delivery system.

February 5, was the first day since November 15, that I felt my head was above water. We are moving on. To prepare for that, I am writing a step-by-step Administration Procedures Manual for our new Admin/Accounts Payable Aide. I will begin by writing the procedures for regular on-going activities, but will add procedures for less frequent activities (Annual Report for the State, Financial Audit, etc.). The position is posted on our website, the Monarch Library System website, and on

Indeed. Additionally we posted the position for Page Level 2. This 14 hour per week position will work primarily in the Access Services Department, as well as wherever needed in the Library.

Regarding the Unemployment Hearing. We had an employee who resigned with two weeks' notice. We paid out his remaining vacation. He told us he was offered a full-time position. That lasted a week. He then applied for unemployment. I was baffled because I did not think employees who resigned were eligible for that benefit. At the hearing I learned otherwise. For the time being, this employee has a part-time job with more hours and a higher wage than he was earning here, so this will not come into play. Meanwhile, we did budget for another employee who has not yet secured another.

I attended the following Wild Wisconsin Winter Web Conference webinars:

- Out With the Old: Ditching Harmful Management Tactics
- Up or Out: Smarter Ways to Get Library Employees Back on Track, or End the Ride
- Crucial Conversations

The first encouraged me to look inward and the second encouraged me to look outward; the third gave me tips to tackle the hard interactions.

OPERATIONS ACTIVITIES:

The Annual Report to the State is included in this packet for your review and approval at the February meeting. It needs to be submitted to the State no later than February 28, 2025.

We've started the new year addressing a number of maintenance issues;

1. Our new pest control firm, Nexus Pest Solutions, treated the building 1/24/25. Not only do they charge less, but they appear to be substantially more conscientious than our former contractor.
2. Budiac Plumbing repaired a running toilet and replaced the filters in our two bottle filler bubblers. Of note is that the two bubblers have been used to fill 8,321 bottles since they were installed.
3. Odd Job Todd installed shelves in the Quick Pickup Room for use by the Friends. They also rehung the door to the Conference and cleaned the hand dryer drains in the first-floor restrooms, among other tasks.

I will be looking into quotes for repairing and repainting several walls throughout the building.

Boiler #1 has been "in alarm." The installers have been out a couple of times to fix the problem (which appears to be a filter), so it appears to be working as it should. Meanwhile, the State inspected the new boilers and no code violations were identified.

Mr. Lookatch and I spent considerable time trying to follow the City's guidelines for public bids. Unfortunately, we seem to fall into a no man's land. We are not quite "government" and, therefore, cannot use the State bid site to solicit bids. We are publishing in the *News Graphic*, which is perfectly acceptable.

Another glitch in the schedules for invoices and deposits. After talking with the Village, we will now enter all invoices by the second Tuesday of each month so they can be approved by

Thiensville’s Board of Trustees and paid by the end of the month, and we will make sure our deposit is made in a timely fashion, much earlier in the last week of the month than we had been told.

The deposit that should have been entered in January is large because we received the 2024 Q3 and Q4 credit card payments from Monarch Library System. The deposit is as follows:

Fines & Fees	\$6,071.88
Book Sales	\$3,419.03
Meeting Rooms	\$ 112.00
Copies	\$ 212.80
Unrestricted Gifts	\$3,000.00
TOTAL	\$12,815.71

MONARCH LIBRARY SYSTEM:

I have long served as Secretary for the ILS (Integrated Library System) Committee. At January’s meeting I was elected Vice-Chair. This committee addresses issues related to the database we use for all patron and materials management, as well as acquisitions.

I am also on the Governance Committee.

I also serve as Facilitator of the Resources Advisory Workgroup. We evaluate opportunities to expand our collections through online databases.

The System is working with WiLS to develop a Strategic Plan to guide them through the next several years. Like many in the System, I participated in this process.

FRIENDS:

The [Friends of Weyenberg Library](#) are filling the year with a variety of programs and events. Mark you calendars for Author Events featuring Kevin Kluesner with Debora O’Donnell, Tuesday, March 11, at 6:30pm, and Deb Hufford, Thursday, May 20, at 6:30pm.

FOUNDATION:

Funds continue to arrive for the Weyenberg Public Library Foundation, and I continue making deposits and writing thank you notes. Those are high on my list of feel-good tasks.

Date: February 13, 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:

- Books & Media Ordering, 1/13, 1/20, 1/27, 2/3, 2/10
- Webinar: Changing Leadership Styles, 1/22
- Webinar: Out with the Old: Ditching Harmful Management Tactics, 1/22
- Webinar: Up or Out: Smarter Ways to Get Library Employees Back on Track, or End the Ride, 1/22
- Webinar: Small Spaces, Big Opportunity, 1/23
- Webinar: Crucial Conversations, 1/23
- Program: Family Storytime, 1/28, 1/29, 2/11, 2/12
- Monarch Public Info Workgroup Meeting, 1/28
- Webinar: ILA Noon Network: Reading Dragons & Friends, 1/29
- Building Training: HVAC System, 1/30
- Virtual Meeting: PBS Cohort Meeting, 1/30, 2/13, 2/20
- Program: Spice of the Month Kits, 2/1
- Program: Saturday LEGO Club, 2/8
- Program: Piggy Bank Pals, 2/14
- Program: 105th Birthday of League of Women Voters Ozaukee & Washington County, 2/14

STATISTICS

- We seem to be off to a great start for statistics in January. Our Reference statistics were the busiest we've seen in 4+ years. eCircs and eCollections for January were also the highest we've seen in 4+ years. And our programming numbers for all ages were also great!

OTHER TASKS & TIDBITS

-The PWSB in Mequon starts their new monthly program with the library this February. It is a financial literacy storytime called Piggy Bank Pals. I am still working with PWSB to get an additional two adult financial programs scheduled for Money Smart Week in April. We currently have one on the calendar.

-Some of our children's special summer reading events have been scheduled. We are excited to have Duke Otherwise, Cattail Critters, J&R Aquatic Animal Rescue, and Hoop Elation as part of our 2025 Summer Reading program.

-A local dentist at Mequon Smile Design is looking to host another "Tea with the Tooth Fairy" event at the library. We are currently exploring a few dates, since the original plan for March had to be moved due to a conflict that came up with their schedule.

-I received a phone call from the childcare center at MATC in Mequon for a special storytime visit in April for Week of the Young Child. We settled on the library visiting them on Monday, April 7. It has been a

while since we have gone to MATC for Week of the Young Child, so I am glad we are able to get something scheduled again!

-The current artist in the gallery is planning on holding an artist's reception on Monday, February 17. I have also been in communication with the next art group for March & April, the M-T Senior Art League, and they are planning on having their artists' reception on Saturday, March 8.

UPCOMING LIBRARY PROGRAMS

<ul style="list-style-type: none">•Drop-In Tech Help (2x a 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)•Philosophers in the Midst of History series (quarterly)•Spice of the Month Club Kits (monthly)•Cultural Conversations: Human Trafficking (January)•105th Anniversary of the League of Women Voters in Ozaukee & Washington County (February)•Take Me Out to the Ball Game, Milwaukee County Historical Society (March)•Creating a Backyard Wildlife Habitat (April)•Be the Superhero of Your Own Financial Story, Money Smart Week (April)•The 10 Warning Signs of Alzheimer's (May)•Ice Age National Scenic Trail (May) •Dungeons & Dragons Character Workshop (January)•Dungeons & Dragons, Tuesday Campaign A & B (biweekly for 6 sessions starting in February)•Strategies for a Smarter College Search and ACT/SAT Updates: Zoom Webinar (March)•Teen Exam Cram (March)	<ul style="list-style-type: none">•Family Storytime (weekly on Tuesdays & Wednesdays starting January 14)•Shake & Shimmy Storytime (biweekly)•Read & Create Storytime (monthly)•Tiny Dancers (monthly)•Monday LEGO Club (monthly)•Saturday LEGO Club (monthly)•Parachute Play (monthly)•Nintendo Switch Days (monthly)•Little Scientists (monthly)•Little Artists (monthly)•Throwback Family Movie Matinees (monthly)•Piggy Bank Pals (monthly with PWSB)•Children's Movie Matinees (February, March, April)•Gan Ami Preschool Offsite Storytime (monthly)•North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly)•Kids Rule Academy Offsite Storytime (monthly)•MATC Storytime (April) •Family BINGO Night (monthly)•Chess Club: All Ages (monthly)•Math Morsels (3 Saturdays in March)•Fine Arts Series (March, May, September, November)•Mini-Golf (March)
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Date: 2/13/2025

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:

- 1/16 - Strategic Plan Launch Party
- 1/21 - Director Checkin
- 1/22-23 – Wild Wisconsin Winter Webinar Conference
 - Crucial Conversations
 - Embodied Communication
 - The Art of Giving Great Service
 - Developing a Personal Cultural Humility Toolkit
 - Changing Leadership Styles
 - Out With the Old: Ditching Harmful Management Tactics
 - Up or Out: Smarter Ways to Get Library Employees Back on Track or End the Ride
- 2/6 – Willowbrook Outreach Event

Statistics: January 2024

- Checkouts: 24,105
- Door count: 11,746
- Library Card creations: 122
- Items received from other Libraries: 5,039
- Items sent to other Libraries: 4,150
- Quick Pickup Appointments: 20
 - This is the highest monthly total for our Quick Pickup window since 2022!

Other:

- I attended the Wild Wisconsin Winter Webinar Conference on January 22nd-23rd. During this conference, I attended the management and small library sessions. I learned about how to be a more effective manager and tips for providing great service to our patron base.
- I have posted our new Page Level 2 position. I hope to have someone fill the position in the next month or so. I am working on making a new job manual for the position and plan to have it finished by the time we hire.



I. GENERAL INFORMATION

1. Name of Library Frank L. Weyenberg Library		2. Public Library System Monarch Library System			
3b. Head Librarian First Name Rachel	3c. Head Librarian Last Name Muchin Young	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 10/31/2028	
6a. Street Address 11345 N. Cedarburg Rd.	6b. Mailing Address or PO Box 11345 N. Cedarburg Rd.	7. City / Village / Town Mequon	8a. ZIP 53092	8b. ZIP4 1998	9. County Ozaukee
10. Library Phone Number 2622422593	11. Fax Number (262)478-3200	12. Library E-mail Address of Director rmuchinyoung@flwlib.org			
13. Library Website URL www.flwlib.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? Yes				
20. Square Footage of Public Library 33,600	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	64	0	0
19b. Number of winter weeks	37	0	0
19c. Summer hours open per week	60	0	0
19d. Number of summer weeks	15	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,268	0	0

II. LIBRARY COLLECTIONS							
				a. Number Owned / Leased	b. Number Added		
1. Books in Print				89,246	4,914		
2. Physical Subscriptions				93			
3. Physical Audio Materials				5,075	255		
4. Physical Video Materials				8,315	497		
5. Other Physical Materials				1,102			
6. Total Physical Items in Collection				103,738			
				Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State	
7. E-books				No	Yes	No	
8. E-serials				No	Yes	No	
9. E-audio				No	Yes	No	
10. E-video				No	No	No	
11. Research Databases				Yes	Yes	Yes	
12. Online Learning Platforms				No	Yes	Yes	
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>		
268,370	125,129	9,332	41,376		47,868		
Method for Counting ILL Transactions Categorized ILL Transactions							
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>		
Integrated Library Systems (ILS)			41,066		47,723		
WISCAT			310		145		
Other (includes OCLC, manual tracking or other methods)			0		0		
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
29,652	11,437	28,377	0	5,688	69,466		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
11,612	90	11,702	Yes	Actual Count	16,361	Actual Count	144,567
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
12	8	Actual Count	5,137	Actual Count	19,663		

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	237	95	86	141	20
Total Attendance	9,070	2,422	1,532	1,211	1,104

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded
Number of Programs	527	51	1	0
Total Attendance	12,628	2,709	2	
Total Program Views				0

Describe the library's in-person programs:

Storytimes, book discussions, fiber arts group, technology classes, movie matinees, exam cram, lectures, Memory Cafes, dementia and eldercare, LEGO Club, arts & crafts, Fine Arts Events, historical and cultural presentations, games & gaming, financial literacy, senior resources (grief, funeral arrangements, etc.), citizen science, math programs, many with a focus on intergenerational interaction.

Which platforms does the library use to host the library's live, virtual programs:

Zoom

Describe the library's live, virtual programs:

College Entrance Prep Class

Which platforms does the library use to host the library's pre-recorded programs:

n/a

Describe the library's pre-recorded programs:

n/a

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Catherine	Perry	4131 West Rudella Road	Mequon	53092	cperry@flwlib.org
2. Jennifer	Abraham	211 Riverview Drive	Thiensville	53092	jabraham@flwlib.org
3. Graham	Baxter	1219 Pippin Court	Mequon	53092	gbaxter@flwlib.org
4. Ali	Buchanan	10662 North Wauwatosa Road	Mequon	53097	abuchanan@flwlib.org
5. Jeffrey	Hansher	9948 North Concord	Mequon	53097	jhansher@flwlib.org
6. Liz	Agnello	314 Bel Aire Drive	Thiensville	53092	lagnello@flwlib.org
7. Tedd	Lookatch	11116 North Riverland Court	Mequon	53092	tlookatch@flwlib.org
8. Ellen	Nagy	9616 North Linde Court	Mequon	53092	enagy@flwlib.org
9. Cathrine	Wagner	9834 North Auburn Court	Mequon	53092	cwagner@flwlib.org
10. Amy	Abbott	600 Laurel Lake Road, #4	Thiensville	53092	aabbott@flwlib.org
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

10

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$101,566	40.00
Patron Services Manager	Department Head / Coordinator / Senior Manager	MLS (ALA)	\$70,450	40.00
Access Services Manager	Department Head / Coordinator / Senior Manager	MLS (ALA)	\$60,341	40.00
Business Manager	Office Manager	Other	\$63,835	40.00
Patron Services Librarian	Librarian (MLS)	MLS (ALA)	\$55,702	40.00
Patron Services Librarian	Librarian (MLS)	MLS (ALA)	\$53,789	40.00
Patron Services Librarian	Librarian (MLS)	MLS (ALA)	\$52,291	40.00
Access Services Technician	Copy Cataloger	Other	\$47,528	40.00
Access Services Lead	Clerk - Public Services	Other	\$39,707	40.00
Associate Librarian	Associate Librarian (non-MLS)	Other	\$45,614	40.00
Associate Librarian	Associate Librarian (non-MLS)	Other	\$18,054	20.00
Access Services Associate	Clerk - Public Services	Other	\$19,458	20.00
Access Services Associate	Clerk - Public Services	Other	\$17,950	20.00
Access Services Associate	Clerk - Public Services	Other	\$17,950	20.00
Access Services Associate	Clerk - Public Services	Other	\$17,358	20.00
Page	Page/Shelver	Other	\$6,552	12.00
Page	Page/Shelver	Other	\$6,552	12.00
Page	Page/Shelver	Other	\$6,552	12.00

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			31,105
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	15,672	2,432	18,104
3. Circulation to Nonresidents Living in Another County in the Library System	3,280	1,191	4,471
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	7,707	485	8,192
5. Circulation to All Other Wisconsin Residents	338	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Sheboygan	213	f.	
b. Washington	969	g.	
c. Waukesha	485	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2024 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	35	11	15
Total Self-Directed Activity Participation	10,443	298	157
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	37	0	98
Total Self-Directed Activity Participation	3,219	0	14,117

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Chelsea	Gilman	cgilman@flwlib.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Ashley	Pike	apike@flwlib.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually 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 [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Catherine Perry	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Rachel Muchin Young	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Ozaukee

The Frank L. Weyenberg Library Board of Trustees hereby states that in 2024 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*


Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Catherine Perry	

COMMENTS

SECTION_III

General Interest Synchronous Program Attendance

We initiated new family focused programming that encourages children, parents, and grandparents (or other caregivers) to participate together.--2025-02-04

SECTION_IV

Mr/Ms

Dr.--2025-01-27

Mr/Ms

Dr.--2025-01-27

SECTION_XV

Did the library system provide effective leadership and adequately meet the needs of the library?

Please fix the grammar. Either change the question to a statement, or change the response to yes/no--2025-02-04

DRAFT



Annual Planning Calendar

January

- General Activities
 - Wild Wisconsin Winter Web Conference
- Board Meeting Activities
 - Review and approve prior year financials

February

- General Activities
 - Library Legislative Day (generally second Tuesday of the month)
 - Notify municipalities of any Trustees whose terms expire April 30.
- Board Meeting Activities
 - Review and approval of Annual Report, and submit to the Wisconsin Department of Public Instruction

March

- General Activities
- Board Meeting Activities
 - Board President appoints Nominating Committee

April

- General Activities
 - New Trustees appointed by Municipalities
 - Orientation for new Trustees
 - Provide prior year usage and expenditures statistics to Monarch Library System, Ozaukee County, and adjacent counties, as required by Wisconsin State Statutes Section 43.12. (Final deadline for all counties is July 1.)
- Board Meeting Activities

May

- General Activities
 - Wisconsin Public Library Association Conference
 - Orientation for new Trustees (continued as needed)
- Board Meeting Activities
 - Annual Board Meeting
 - Nominating Committee Report
 - Election of Officers
 - Standing Committee Appointments (by President)

June

- General Activities
 - Summer Reading Program Kickoff
- Board Meeting Activities

July

- General Activities
- Board Meeting Activities
 - Discussion begins about the following year's budget

August

- General Activities
 - Summer Reading Program Ends
 - Trustee Training Week
- Board Meeting Activities
 - Discussion continues about following year's budget

September

- General Activities
 - Municipal Budget meetings begin
- Board Meeting Activities
 - Finance and Personnel Committees meet
 - Discussion continues about following year's budget
 - Approval of Wish List for the Weyenberg Public Library Foundation

October

- General Activities
 - Municipal Budget meetings continue
 - Wisconsin Library Association Annual Conference
- Board Meeting Activities

- Discussion continues about following year's budget

November

- General Activities
 - Weyenberg Public Library Foundation Annual Fund Drive
- Board Meeting Activities
 - Budget Approval (depending upon Municipalities schedule)
 - Approval of Board of Trustees meeting schedule for the coming year
 - Approval of Holidays and Closed dates for coming year

December

- General Activities
- Board Meeting Activities
 - Director presents progress report on current year's annual goals and objectives, and provides Board of Trustees with annual goals and objectives for the coming year.



2024-2025 Library Board of Trustees

President

Catherine Perry (Mequon At-Large, 2027)

cperry@flwlib.org

Vice-President

Tedd Lookatch (Mequon At-Large, 2026)

tlookatch@flwlib.org

Secretary

Jeffrey Hansher (Mequon Elected Official, 2025)

jhansher@flwlib.org

Treasurer

Graham Baxter (Mequon At-Large, 2025)

gbaxter@flwlib.org

Jennifer Abraham (Thiensville Elected Official, 2024)

jabraham@flwlib.org

Liz Agnello (Thiensville At-Large, 2025)

lagnello@flwlib.org

Ellen Nagy (Mequon At-Large, 2026)

enagy@flwlib.org

Cathrine Wagner (Mequon At-Large, 2025)

cwagner@flwlib.org

Ali Buchanan (Mequon At-Large, 2027)

abuchanan@flwlib.org

Amy Abbott (Mequon-Thiensville School District, Indef.)

aabbott@flwlib.org

Joined in 2024

Liz Agnello (Thiensville At-Large)

Departed in 2023

Alex Lemke (Thiensville At-Large)