



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES

Wednesday, February 21, 2024, 5:30pm

Tolzman Community Room

Join Zoom Meeting: <https://us02web.zoom.us/j/81599575837?pwd=TEJlVUZF5UzRZVzJGOC9jdllYMGZRaZz09>

Meeting ID: 815 9957 5837

Passcode: 366767

AMENDED AGENDA

- 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 17, 2024, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for Period 13, 2023
 - b. Action Item: Accounts Payable for Period 13, 2023
 - c. Revenue and Expense Reports for January 2024
 - d. Action Item: Accounts Payable for January 2024
- VII. President's Report – C. Perry**
- VIII. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- IX. Staff Reports**
 - a. Library Operations
 - b. Director's Report – R. Muchin Young

- c. Managers' Reports – Included in Packet
- X. Unfinished Business:**
 - a. Review of Library Legislative Day
- XI. New Business**
 - a. Action Item: Approval of the 2023 Annual Report for DPI
 - b. Discussion and Possible Action: Working Meetings
- XII. Trustee Training & System/State Library Update**
 - a. Principal Activities of Wisconsin Public Library Trustees
- XIII. Future Meeting Dates**
 - a. Board of Trustees Meeting: March 20, 2024, 6pm
 - b. Other Meetings:
- XIV. Adjourn**

Catherine Perry

Posted: February 19, 2024



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees January 17, 2024 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on January 17, 2024 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 6:08 pm.

Posting of notice as of January 12, 2024 was verified.

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

Trustees Absent: Alex Lemke.

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

III. Announcements

None at this time.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the December 20, 2023 Meeting

The minutes of the December 20, 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 December 2023

The preliminary reports for December 2023 were included in the Board Packet. Changes from the previous reports were noted. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for December 2023

Ms. Nagy moved to approve the Accounts Payable Statement for December 2023 in the amount of \$43,036.15. Motion carried.

VII. President's Report

Ms. Perry had nothing to report.

VIII. Committee Reports

A. Finance

Mr. Baxter reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that no meeting was held.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young reported that these final 2023 figures compare very favorably to the 2019 numbers from the pre-Covid era, with programming numbers up significantly.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young added information about the implementation of Vega on the system level. She also added information regarding weather related closings. Finally, 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 Requested: Approval of 3-year subscription to Value Line Library Elite database with 5% discount

Ms. Buchanan moved to approve a 3-year subscription to Value Line Library Elite database with 5% discount. Motion carried.

XII. Trustee Training & System/State Library Update

A. Resources for Public Libraries

Ms. Muchin Young led a discussion on resources available for continuing education and resources for board members.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, February 21, 2024. The start time of the meeting was proposed to be moved to 5:30 to accommodate members schedules. Ms. Buchanan moved to approve the change in the meeting start time. Motion carried.

XIV. 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 6:53 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

DRAFT

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 01/31/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		01/31/2024	01/31/2024	01/31/2024	01/31/2024
		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				
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	
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		7,137.82		
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		83,798.43		
Total Department 00-000:		0.00		90,936.25	
Fund Equity		0.00		90,936.25	
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	971.06			
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT				
Total Department 95-551:		971.06		0.00	
Expenditures		971.06		0.00	
Total Fund 98:		70,471.06		90,936.25	
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,130.07		0.00	
		85,601.13		90,936.25	
OUT OF BALANCE		0.00		(5,335.12)	
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	37,775.30			
99-00-000-11710	INVESTMENTS	222,347.15			
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:		260,122.45		0.00	
Assets		260,122.45		0.00	
Account Category: Liabilities					
Department: 00-000					

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 01/31/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		01/31/2024	01/31/2024	01/31/2024	01/31/2024
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Liabilities					
Department: 00-000					
99-00-000-21511	SOCIAL SECURITY TAX		3,830.75		
99-00-000-21512	FEDERAL WITHHOLDING TAX		3,430.44		
99-00-000-21513	WISCONSIN WITHHOLDING		1,858.32		
99-00-000-21520	WI RETIREMENT				
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	1,294.08			
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	52.30			
99-00-000-21532	VISION INSURANCE WITHHOLDING	62.88			
99-00-000-21533	LIFE INSURANCE WITHHOLDING	3.28			
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	21.80			
99-00-000-21560	WISCONSIN DEFERRED COMP				
99-00-000-21590	FLEX BENEFIT				4,278.40
99-00-000-21700	ACCRUED PAYROLL				
Total Department 00-000:		10,553.85			4,278.40
Liabilities		10,553.85			4,278.40
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				
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				1,384.71
Total Department 42-006:		0.00			1,384.71
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				1,372.98
99-45-014-46712	PHOTOCOPIER				380.55
Total Department 45-014:		0.00			1,753.53
Department: 45-015 OTHER INCOME					
99-45-015-48000	MISCELLANEOUS				
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			0.00
Revenues		0.00			3,138.24
Account Category: Expenditures					
Department: 91-551 LIBRARY STAFFING					
99-91-551-51100	SALARIES & WAGES				
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	50.00			
99-91-551-51199	FRINGE BENEFITS	18,378.85			
99-91-551-52202	DUES & SUBSCRIPTIONS	1,790.00			
99-91-551-52237	WORKER S COMPENSATION	708.00			
99-91-551-57715	FLEX BENEFIT				
99-91-551-57730	UNEMPLOYMENT COMPENSATION				
Total Department 91-551:		20,926.85			0.00
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE				
99-92-551-52206	AUDIT				
99-92-551-52243	ALL OTHER INSURANCE	17,297.50			
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	997.00			
99-92-551-52285	WEPCO LEASE				

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 01/31/2024

GL Number	Description	Balance		Balance	
		Debit 01/31/2024		Credit 01/31/2024	
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Expenditures					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52286	COMPUTERS				
99-92-551-52287	MILEAGE				
99-92-551-52288	FISCAL AGENT FEE				
99-92-551-52289	PAYROLL PROCESSING		555.27		
99-92-551-52290	CONSULTANTS				
99-92-551-53300	OFFICE SUPPLIES		205.25		
99-92-551-53301	PROCESSING SUPPLIES				34.06
99-92-551-53303	TELEPHONE		435.87		
99-92-551-53307	SUPPLIES-COPY MACHINE		517.07		
99-92-551-53358	DEBT COLLECTION		58.25		
99-92-551-53359	MONARCH FEES				
Total Department 92-551:			20,066.21		34.06
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING		111.29		
99-93-551-53371	MEDIA		1,656.36		
99-93-551-53372	E CONTENT		194.57		
99-93-551-53373	PRINT		1,477.53		
Total Department 93-551:			3,439.75		0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE		3,510.00		
99-94-551-52283	CONTRACTED-BUILDING		3,234.61		
99-94-551-53306	JANITOR SUPPLIES				
99-94-551-53308	BUILDING SUPPLIES		1,524.31		
99-94-551-53360	UTILITIES		4,451.18		
99-94-551-53361	SEWER & WATER		498.08		
99-94-551-53374	HEALTH & SAFETY SUPPLIES				
99-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:			13,218.18		0.00
Expenditures			57,650.99		34.06
Total Fund 99:			328,327.29		179,607.39
+ NET OF REVENUES/EXPENDITURES - 2023			0.00		27,153.01
			328,327.29		206,760.40
OUT OF BALANCE			121,566.89		0.00
Total All Funds			398,798.35		270,543.64
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023			15,130.07		27,153.01
			413,928.42		297,696.65

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024 (Abnormal)	Activity For 01/31/2024 (Decrease)	Available Balance 01/31/2024 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	0.00	0.00	0.00	0.00
	Total Dept 08-003 - GRANTS & AIDS	0.00	0.00	0.00	0.00	0.00
	Revenues	0.00	0.00	0.00	0.00	0.00
Account Category: Expenditures						
Department: 94-551 LIBRARY BUILDING						
97-94-551-57700	BUILDING PROJECTS	0.00	0.00	0.00	0.00	0.00
	Total Dept 94-551 - LIBRARY BUILDING	0.00	0.00	0.00	0.00	0.00
	Expenditures	0.00	0.00	0.00	0.00	0.00
Fund 97 - FLW AMERICAN RESCUE PLAN ACT:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	0.00	0.00	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024 (Normal (Abnormal))	Activity For 01/31/2024 Increase (Decrease)	Available Balance 01/31/2024 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	0.00	0.00	0.00	0.00	0.00
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	0.00	0.00	0.00	0.00	0.00
Total Dept 45-015 - OTHER INCOME		0.00	0.00	0.00	0.00	0.00
Revenues		0.00	0.00	0.00	0.00	0.00
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	971.06	971.06	(971.06)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	0.00	0.00	0.00	0.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	971.06	971.06	(971.06)	100.00
Expenditures		0.00	971.06	971.06	(971.06)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		0.00	971.06	971.06	(971.06)	
NET OF REVENUES & EXPENDITURES:		0.00	(971.06)	(971.06)	971.06	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024 (Abnormal)	Activity For 01/31/2024 Increase (Decrease)	Available Balance 01/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	0.00	0.00	0.00	0.00	0.00
99-40-001-41322	THIENSVILLE TAXES	0.00	0.00	0.00	0.00	0.00
99-40-001-41323	COUNTY REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 40-001 - LOCAL PROPERTY TAXES		0.00	0.00	0.00	0.00	0.00
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	0.00	1,384.71	1,384.71	(1,384.71)	100.00
Total Dept 42-006 - FINES & FORFEITURES		0.00	1,384.71	1,384.71	(1,384.71)	100.00
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 44-013 - INTEREST INCOME		0.00	0.00	0.00	0.00	0.00
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	0.00	1,372.98	1,372.98	(1,372.98)	100.00
99-45-014-46712	PHOTOCOPIER	0.00	380.55	380.55	(380.55)	100.00
Total Dept 45-014 - SALE INCOME		0.00	1,753.53	1,753.53	(1,753.53)	100.00
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
99-45-015-48593	LIBRARY GIFTS & GRANTS	0.00	0.00	0.00	0.00	0.00
99-45-015-48594	GIFTS & GRANTS	0.00	0.00	0.00	0.00	0.00
99-45-015-49300	FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0.00
Total Dept 45-015 - OTHER INCOME		0.00	0.00	0.00	0.00	0.00
Revenues		0.00	3,138.24	3,138.24	(3,138.24)	100.00
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	0.00	50.00	50.00	(50.00)	100.00
99-91-551-51199	FRINGE BENEFITS	0.00	18,378.85	18,378.85	(18,378.85)	100.00
99-91-551-52202	DUES & SUBSCRIPTIONS	0.00	1,790.00	1,790.00	(1,790.00)	100.00
99-91-551-52237	WORKER S COMPENSATION	0.00	708.00	708.00	(708.00)	100.00
99-91-551-57715	FLEX BENEFIT	0.00	0.00	0.00	0.00	0.00
99-91-551-57730	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00
Total Dept 91-551 - LIBRARY STAFFING		0.00	20,926.85	20,926.85	(20,926.85)	100.00
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	0.00	0.00	0.00	0.00	0.00
99-92-551-52206	AUDIT	0.00	0.00	0.00	0.00	0.00
99-92-551-52243	ALL OTHER INSURANCE	0.00	17,297.50	17,297.50	(17,297.50)	100.00
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	0.00	997.00	997.00	(997.00)	100.00
99-92-551-52285	WEPCO LEASE	0.00	0.00	0.00	0.00	0.00
99-92-551-52286	COMPUTERS	0.00	0.00	0.00	0.00	0.00
99-92-551-52287	MILEAGE	0.00	0.00	0.00	0.00	0.00
99-92-551-52288	FISCAL AGENT FEE	0.00	0.00	0.00	0.00	0.00
99-92-551-52289	PAYROLL PROCESSING	0.00	555.27	555.27	(555.27)	100.00
99-92-551-52290	CONSULTANTS	0.00	0.00	0.00	0.00	0.00
99-92-551-53300	OFFICE SUPPLIES	0.00	205.25	205.25	(205.25)	100.00
99-92-551-53301	PROCESSING SUPPLIES	0.00	(34.06)	(34.06)	34.06	100.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024 (Normal Abnormal)	Activity For 01/31/2024 Increase (Decrease)	Available Balance 01/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-53303	TELEPHONE	0.00	435.87	435.87	(435.87)	100.00
99-92-551-53307	SUPPLIES-COPY MACHINE	0.00	517.07	517.07	(517.07)	100.00
99-92-551-53358	DEBT COLLECTION	0.00	58.25	58.25	(58.25)	100.00
99-92-551-53359	MONARCH FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 92-551 - LIBRARY ADMINISTRATION		0.00	20,032.15	20,032.15	(20,032.15)	100.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	0.00	111.29	111.29	(111.29)	100.00
99-93-551-53371	MEDIA	0.00	1,656.36	1,656.36	(1,656.36)	100.00
99-93-551-53372	E CONTENT	0.00	194.57	194.57	(194.57)	100.00
99-93-551-53373	PRINT	0.00	1,477.53	1,477.53	(1,477.53)	100.00
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		0.00	3,439.75	3,439.75	(3,439.75)	100.00
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	0.00	3,510.00	3,510.00	(3,510.00)	100.00
99-94-551-52283	CONTRACTED-BUILDING	0.00	3,234.61	3,234.61	(3,234.61)	100.00
99-94-551-53306	JANITOR SUPPLIES	0.00	0.00	0.00	0.00	0.00
99-94-551-53308	BUILDING SUPPLIES	0.00	1,524.31	1,524.31	(1,524.31)	100.00
99-94-551-53360	UTILITIES	0.00	4,451.18	4,451.18	(4,451.18)	100.00
99-94-551-53361	SEWER & WATER	0.00	498.08	498.08	(498.08)	100.00
99-94-551-53374	HEALTH & SAFETY SUPPLIES	0.00	0.00	0.00	0.00	0.00
99-94-551-57700	BUILDING PROJECTS	0.00	0.00	0.00	0.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		0.00	13,218.18	13,218.18	(13,218.18)	100.00
Expenditures		0.00	57,616.93	57,616.93	(57,616.93)	100.00
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		0.00	3,138.24	3,138.24	(3,138.24)	
TOTAL EXPENDITURES		0.00	57,616.93	57,616.93	(57,616.93)	
NET OF REVENUES & EXPENDITURES:		0.00	(54,478.69)	(54,478.69)	54,478.69	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		0.00	3,138.24	3,138.24	(3,138.24)	
TOTAL EXPENDITURES - ALL FUNDS		0.00	58,587.99	58,587.99	(58,587.99)	
NET OF REVENUES & EXPENDITURES:		0.00	(55,449.75)	(55,449.75)	55,449.75	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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

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	ILLINOIS LIBRARY ASSOCIATI	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	560.38	1408
98-95-551-57298	SUMMER PROGRAM	TALEWISE LLC	SCIENCE HEROES SUMMER PROGRAM	350.00	28129
98-95-551-57298	MEMORY CAFE	AMAZON CAPITAL SERVICES	MEMORY CAFE	60.68	28114
Total Department 95-551 LIBRARY GIFTS & GRANTS				971.06	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				971.06	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	DIRECT DEPOSIT/WAGES PD 1-	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	18,672.24	1404
99-00-000-11160	DIRECT DEPOSIT/WAGES PD 1-	ADP, LLC	PAYROLL TAX	19,103.06	1425
99-00-000-21511	FICA/WAGES PD 1-12-2024	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	1,904.74	1404
99-00-000-21511	FICA/WAGES PD 1-26-2024	ADP, LLC	PAYROLL TAX	1,926.01	1425
99-00-000-21512	FED/WAGES PD 1-12-2024	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	1,706.23	1404
99-00-000-21512	FED/WAGES PD 1-26-2024	ADP, LLC	PAYROLL TAX	1,724.21	1425
99-00-000-21513	WI/WAGES PD 1-12-2024	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	924.36	1404
99-00-000-21513	WI/WAGES PD 1-26-2024	ADP, LLC	PAYROLL TAX	933.96	1425
99-00-000-21520	WRS EMPLOYEE CONTRIBUTIONS	WISCONSIN RETIREMENT SYSTE	DECEMBER 2023 WRS CONTRIBUTIONS	4,969.06	1414
99-00-000-21530	HEALTH INSURANCE	DEPT. OF EMPLOYEE TRUST FU	FEBRUARY 2024 HEALTH INSURANCE	1,294.08	1409
99-00-000-21531	DENTAL SELECT PLUS	DELTA DENTAL OF WISCONSIN	FEBRUARY 2024 DENTAL SELECT PLUS	43.22	28118
99-00-000-21531	DENTAL SELECT	DELTA DENTAL OF WISCONSIN	FEBRUARY 2024 DENTAL SELECT	9.08	28118
99-00-000-21532	VISION INSURANCE	DELTA DENTAL OF WISCONSIN	FEBRUARY 2024 VISION INSURANCE	62.88	28118
99-00-000-21533	LIFE EMPLOYEE PORTION	SECURIAN FINANCIAL GROUP,	FEBRUARY 2024 LIFE INSURANCE	3.28	28127
99-00-000-21534	ACCIDENT INSURANCE	SECURIAN FINANCIAL GROUP,	FEBRUARY 2024 ACCIDENT INSURANCE	21.80	28127
Total Department 00-000				53,298.21	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	THE GRUN HEXE	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	50.00	1408
99-91-551-51199	FRINGES/WAGES PD 1-12-2024	ADP, LLC	1-12-2024 LIBRARY PAYROLL TAX	1,904.74	1404
99-91-551-51199	WRS CONTRIBUTIONS	WISCONSIN RETIREMENT SYSTE	DECEMBER 2023 WRS CONTRIBUTIONS	4,969.06	1414
99-91-551-51199	HEALTH INSURANCE	DEPT. OF EMPLOYEE TRUST FU	FEBRUARY 2024 HEALTH INSURANCE	9,489.68	1409
99-91-551-51199	LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	FEBRUARY 2024 LIFE INSURANCE	89.36	28127
99-91-551-51199	EMPLOYER TAXES/WAGES PD 1-	ADP, LLC	PAYROLL TAX	1,926.01	1425
99-91-551-52202	WLA DUES	WISCONSIN LIBRARY ASSOCIAT	WLA DUES RENEWAL RMY	250.00	28134
99-91-551-52202	TS360 SUBSCRIPTION	BAKER & TAYLOR	2024 TS360 SUBSCRIPTION	544.50	28116
99-91-551-52202	ROTARY DUES	THIENSVILLE-MEQUON ROTARY	2024 Q1 ROTARY DUES	297.10	28130
99-91-551-52202	TAX ON BOOK SALES	WI DEPARTMENT OF REVENUE	2023 ANNUAL SALES TAX	527.40	28133
99-91-551-52202	BUSINESS TAX REGISTRATION	WI DEPARTMENT OF REVENUE	BUSINESS TAX REGISTRATION	10.00	None
99-91-551-52202	WLA DUES	WISCONSIN LIBRARY ASSOCIAT	WLA DUES EV	171.00	28134
99-91-551-52237	WORKERS COMPENSATION INSUR	R & R INSURANCE	2024 WORKERS COMPENSATION (1/2)	708.00	28126
Total Department 91-551 LIBRARY STAFFING				20,936.85	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52243	PROPERTY INSURANCE	MUNICIPAL PROPERTY INSURAN	2024 PROPERTY INSURANCE	12,389.00	28122
99-92-551-52243	CRIME INSURANCE	R & R INSURANCE	2024 CRIME INSURANCE	464.00	28126
99-92-551-52243	PACKAGE INSURANCE	R & R INSURANCE	2024 PACKAGE INSURANCE (1/2)	4,444.50	28126
99-92-551-52284	BRIGHTSIGN SUBSCRIPTION	INFOCOR	1 YEAR BRIGHTSIGN PASS	495.00	28120
99-92-551-52284	MAILCHIMP	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	154.00	1408
99-92-551-52284	GIMLET ANNUAL SUBSCRIPTION	SIDECAR PUBLICATIONS LLC	GIMLET ANNUAL SUBSCRIPTION	348.00	28128
99-92-551-52289	DEC 2023 TIME & ATTENDANCE	ADP, LLC	DEC 2023 TIME & ATTENDANCE	73.35	1392
99-92-551-52289	PROCESSING DECEMBER 29 PAY	ADP, LLC	PROCESSING DECEMBER 29 PAYROLL	61.24	1403

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	JANUARY 12 PAYROLL PROCESSING	61.24	1405
99-92-551-52289	TIME & ATTENDANCE	ADP	JANUARY 2024 TIME & ATTENDANCE	70.75	1424
99-92-551-52289	W2 PROCESSING	ADP	W2 PROCESSING	227.45	1426
99-92-551-52289	PAYROLL PROCESSING	ADP	PROCESSING 1-26 PAYROLL	61.24	1431
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	96.90	28125
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	108.35	28125
99-92-551-53301	PROCESSING SUPPLIES RETURN	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES RETURN	(50.05)	28114
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	15.99	28114
99-92-551-53303	PHONE SERVICE	AT&T (OFFICE@HAND)	JANUARY 2024 PHONE SERVICE	435.87	1406
99-92-551-53307	COPY CHARGES	FORWARD TS	DECEMBER 2023 COPY CHARGES	201.76	28119
99-92-551-53307	TONER SHIPPING	FORWARD TS	TONER SHIPPING	13.10	28119
99-92-551-53307	2 COPIERS LEASE	GREATAMERICA	2 COPIERS LEASE	118.85	1410
99-92-551-53307	ADMIN COPIER LEASE	GREATAMERICA	ADMIN COPIER LEASE	169.88	1411
99-92-551-53307	TONER SHIPPING	FORWARD TS	TONER SHIPPING	13.48	28119
99-92-551-53358	COLLECTION PLACEMENTS	UNIQUE MANAGEMENT SERVICES	DEC 2023 PLACEMENTS	58.25	28131
Total Department 92-551 LIBRARY ADMINISTRATION				20,032.15	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	41.15	28114
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	15.98	28114
99-93-551-53370	PROGRAMMING SUPPLIES	PIGGLY WIGGLY	2023 PROGRAMMING SUPPLIES	22.84	28124
99-93-551-53370	PROGRAMMING SUPPLIES	PIGGLY WIGGLY	2023 PROGRAMMING SUPPLIES	6.38	28124
99-93-551-53370	TARGET	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	15.95	1408
99-93-551-53370	PROGRAMMING SUPPLIES	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	8.99	28114
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	102.44	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	84.39	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	65.78	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	880.88	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	143.40	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	62.07	28116
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	317.40	28116
99-93-551-53372	MONTHLY CHARGES	KANOPY INC	DECEMBER KANOPY CHARGES	187.20	28121
99-93-551-53372	APPLE	CARDMEMBER SERVICE	DECEMBER 2023 CREDIT CARD BILL	7.37	1408
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	518.69	28114
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	114.09	28114
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	277.80	28116
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	158.66	28116
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	107.36	28116
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	157.08	28116
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	122.87	28116
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	20.98	28114
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				3,439.75	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	CLEANING SERVICE	VANGUARD CLEANING SYSTEMS	JANUARY 2024 CLEANING SERVICE	3,510.00	28132
99-94-551-52283	ELEVATOR SERVICE	ASCEND ELEVATOR LLC	ELEVATOR REGULAR SERVICE	275.00	28115
99-94-551-52283	HVAC SERVICE CONTRACT	ADVANCED CHILLER SERVICES	HVAC SERVICE CONTRACT (1/2)	2,760.00	28113
99-94-551-52283	PEST CONTROL	ORKIN LLC	JANUARY 2024 PEST CONTROL	108.99	28123
99-94-551-52283	ELEVATOR PHONE LINE	AT&T (OFFICE@HAND)	JANUARY 2024 ELEVATOR LINE	90.62	1407
99-94-551-53308	HVAC SERVICE	ADVANCED CHILLER SERVICES	DEC 2023 HVAC SERVICE	1,524.31	28113

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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

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OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 94-551 LIBRARY BUILDING					
99-94-551-53360	ELECTRICAL SERVICE	WE ENERGIES	JANUARY 2024 ELECTRICITY	3,656.99	1412
99-94-551-53360	GAS SERVICE	WE ENERGIES	JANUARY 2024 GAS	794.19	1413
99-94-551-53361	WATER BILL	CITY OF MEQUON	Q4 2023 WATER BILL	498.08	28117
Total Department 94-551 LIBRARY BUILDING				13,218.18	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				110,925.14	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

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

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OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	971.06	
		99	F. L. WEYENBERG LIBRARY FUND	110,925.14	
		Total For All Funds:		111,896.20	

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497	21,861	21,148	21,121	21,112	19,001	259,583
2023	23,469	21,854	25,303	22,481	21,857	26,060	25,608	25,819	21,674	22,380	21,242	20,314	278,061
2024	21,854												
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199	5,338	4,987	5,135	5,499	5,635	62,449
2023	6,156	5,589	6,028	5,233	5,292	5,228	5,683	5,592	5,597	6,191	6,054	6,089	68,732
2024	6,592												
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	27,199	26,135	26,256	26,611	24,636	322,032
2023	29,625	27,443	31,331	27,714	27,149	31,288	31,291	31,411	27,271	28,571	27,296	26,403	346,793
2024													
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052	2,828	2,181	3,788	1,605	1,371	25,124
2023	1,462	1,384	1,368	1,609	1,724	1,847	1,369	1,837	1,682	1,742	1,700	2,203	19,927
2024	1,798												
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498	1,242	1,132	1,293	1,053	974	14,521
2023	1,548	1,213	1,432	1,228	1,133	2,188	1,528	1,441	1,233	1,186	1,138	1,230	16,498
2024	1,389												
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
2024	9,709												
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												

[illegible]

Date: February 16, 2024
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report February 2024

Meetings and Activities:

- Monarch Directors' Chat, 1/18 (Explanation of changes to the Annual Report w/ DPI staff)
- FOWL Board Meeting, 1/18
- Mentorship Meeting w/ Mentee, 1/22
- Intellectual Freedom SIG Meeting, 1/22
- TM Rotary Meetings, 1/30, 2/13
- FOWL Bylaws Committee, 1/23
- Wild Wisconsin Winter Web Conference, 1/24, 1/25 (See details below)
- FOWL Fundraising Committee, 1/24
- MT Historical Society Meeting, 1/24
- Monarch ILS Committee Meeting, 1/25
- FLWL Personnel Committee Meeting, 2/1
- Hook, Yarn & Stitch, 2/1
- Library Legislative Day, 2/6
- MT Chamber State of the Community Luncheon, 2/7
- Monarch Directors Council, 2/8
- Evening Readers, *An American Marriage* by Tayari Jones, 2/12
- Mequon Committee of the Whole and Common Council, 2/13
- Monarch Directors Chat, 2/15
- FOWL Membership Meeting, 2/15
- FOWL Board of Directors Meeting, 2/15
- Manager Check-Ins, 2/20
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

Professional Development:

- WWWC: Neutrality Is Not an Option: Book Bans, "Culture Wars," and Advocating for the Library
- WWWC: But We've Always Done It This Way! Leading Staff Through Change to Elevate Your Services
- WWWC: Board Support for Success
- WWWC: How to Be Heard (Without Screaming!)
- WWWC: Can't We All Just Get Along?
- WWWC: Effective Email Etiquette
- WWWC: Jeopardy! Libraries! Democracy!

I am looking at Performance Appraisal forms from libraries throughout the state. Annual evaluations are always anxiety-producing, and we do try to check in with staff frequently so any issues we may have are not magnified. Still, I will be bringing this to the Personnel Committee.

Trustees Catherin Perry and Tedd Lookatch joined me in Madison for Library Legislative Day. We visited with Senator Dan Knodl's and with Representative Deb Andraca's legislative aides. We thanked the

legislators for their support of additional library funding in the biennial budget and discussed the many non-traditional ways we serve our community.

OPERATIONS ACTIVITIES:

We had some issues with our humidifiers again. We called our vendor, and they were able to solve the problem temporarily. We hope to have a permanent solution soon.

We are still working out details with BS&A, the accounting software now used by the Village. We do not yet have all the permissions we need.

FOUNDATION:

The Foundation's 2023 Fundraising campaign has raised \$25,985 to date. As has been the case since 2017, the only expenditures have been letterhead, mailing envelopes, reply envelopes, and stamps.

The Fine Arts Series is set for 2024. Mark your calendars for these delightful Sunday afternoon events:

- March 3, 2024: An Afternoon with Gershwin featuring Jeremy Stein & Mitchell Shiner
- April 28, 2024: The Florentine Opera: Opera's Greatest Hits
- September 22, 2024: Irene Adler, The Only Woman to Outsmart Sherlock Holmes: an historical reenactment
- October 13, 2024: Singer/Songwriter Mark Dvorak

We are also working on securing speakers for Cultural Conversations. To date we have programs scheduled as follows:

- March 17, 2024: Depolarizing Ourselves with Braver Angels
- April 14, 2024: Contemporary US Asylum, Refugee, and Immigration Policy with Sara McKinnon, Associate Professor, UW Madison

FRIENDS:

The Friends membership met February 15 to adopt some bylaws changes, and to formally elect their Board of Directors. The Board then met to elect officers. FOWL now has an 8-person Board of Directors. The maximum number of directors is 9. The new officers are Carol Early Cooney, president; Sue Steinbrenner, vice-president; Pat Campau, secretary; and Katie Callen, Treasurer.

OTHER:

In preparation for our website updates, a photographer took pictures of some of our newest collection spaces. We meet again with the developer at the end of the month. Meanwhile we are entering our events into the Vega program calendar and will imbed this program into our new Civic Plus website.

Date: February 16th, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, February 2024

Activities since the last Board of Trustees meeting include:

- 1/24-25 – Wild Wisconsin Winter Webinar Series
- 1/24 – Management Meeting to discuss website redesign
- 2/1 – Willowbrook Outreach Event
- 2/2 – Management Meeting to discuss website redesign
- 2/20 – Director Checkin

Statistics: January 2024

- Checkouts: 21,854
- Door count: 9,709
- Library Card creations: 119
- Items received from other Libraries: 4,373
- Items sent to other Libraries: 2,907
- Interlibrary loans sent out: 24
- Interlibrary loans received: 12
- Quick Pickup Appointments: 9

Other:

- Our new Access Services Associate started on Monday, February 5th. Her name is Megan Gahart and we are very excited to have her on board! She will be attending UWM for her master's in library science in the fall.
- I watched some of the webinars from the Wild Wisconsin Winter Webinar series. I enjoyed "Neutrality is not an Option: Book Bans, Culture Wars, and Advocating for the Library" best. I found it to be very informational and presented points of view I hadn't considered.
- We recently moved our board game collection from behind the desk to be by our puzzle collection. We have seen a significant uptick in checkouts compared to keeping them behind the desk with the rest of the discovery kits. Many patrons have commented that they did not know we offered board games until they saw them out in the library.

Date: February 15, 2024
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, February 2024

- Our website redesign is underway. We have reviewed several example designs and picked our favorites to use as inspiration, as well as delivered our design preference and several new photos to provide an updated look. A design timeline has been approved, with the new site scheduled to go live on June 27.
- The initial document requests from Baker Tilly for our 2023 Financial Review have been submitted. We are awaiting further instructions and requests for information.
- All 2023 invoices were received and submitted as anticipated. Our final revenue deposit, which we attempted to deposit on December 22, was not recorded in the 2023 financial year. As a result, with those funds now being recorded in 2024, I anticipate our reserve fund will decrease by \$881 for this year. However, we will now start the 2024 fiscal year ahead in revenues, thanks to that delayed deposit and ecommerce from 2023 means we will start this year in a very positive revenue position.
- There was a meeting of the Information Technology on February 1. Among the items discussed were a new notification system that will alert staff of system outages and troubles much more quickly than in the past. Monarch has also begun the development of a new five-year plan, with a cellular backup connection being a current priority. In addition, discussions are undergoing about how often equipment needs to be upgraded, and if the original five-year deployment plan is still most appropriate.

Date: February 15, 2024
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: Mequon-Thiensville Community Book Club, 1/16, 2/20
- Meeting: Public Information Workgroup Meeting, 1/23
- Program: Family Storytime, 1/23, 1/24, 1/30, 1/31, 2/6, 2/7
- Meeting: Website Timeline Approval Meeting, 1/24
- Meeting: StoryWalk Laminating at Monarch System Office for MNP/s Winter Frolic, 1/25
- Program: Christ Alone School Tour for Grades 1st-4th, 1/29
- Program: Monday LEGO Club, 1/29
- Program: Spice of the Month Kits, 2/1
- Meeting: Jessica Nye from Care Patrol about program collaboration in April, 2/9

STATISTICS

--Both the eCircs and eCollections monthly statistics were high in January. Our digital offerings continue to grow, which is great! Reference statistics and programming are also off to a good start.

OTHER TASKS & TIDBITS

-At the end of January, we had a school tour with the Christ Alone students from grades 1st-4th. During their visit, we also signed up 17 of the kids with their very own library cards. (We had sent a paper library card application to the teachers beforehand for parents to fill out.)

-We are continuing to visit three local preschools to do a storytime on a monthly basis: Gan Ami Early Childhood Education, North Shore Preschool and Child Care, and Kids Rule Academy.

-All of our monthly children's & family programs are now in session. Storytimes continue to be a big draw. The first 5 weeks have seen 402 attendees at our Tuesday & Wednesday Family Storytimes. One week, we had 71 people at our Tuesday storytime, which is a number we typically see in the summer.

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)

- Dealing with Grief: A Compassus Presentation (March)
- Cultural Conversations: Sarah McKinnon (April)
- Is Owning a Small Business a Good Fit & Small Business Banking Services presented by PNC Bank (April, Money Smart Week)
- The Migration of Birds (April)
- Local Author Debbie Lakritz (May)
- Inside Holy Hill (May)

- 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)
- Teen Exam Cram (March)
- Banking Basics presented by PNC Bank (April, Money Smart Week)

- 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), Mario Day! Nintendo Switch event (March)
- Little Scientists (monthly)
- Little Artists (monthly)
- Throwback Family Movie Matinees (monthly)
- Family BINGO Night (monthly)
- Crazy 8s (8-week session from January-March)
- Spring Math Assessment with Mathnasium (March)
- Gan Ami Preschool Offsite Storytime (monthly)
- North Shore Preschool and Child Care Offsite Storytime (monthly)
- Kids Rule Academy Offsite Storytime (monthly)

- Solar Eclipse Viewing Party (April)
- Mini-Golf at the Library (March)
- Fine Arts: An Afternoon with Gershwin (March)
- Fine Arts: Florentine Opera (April)
- Friends of Weyenberg Library Book Sale with PaperPie (May)



Wisconsin Department of Public Instruction

PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 01-24)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2023

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than February 29, 2024.

I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	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?				
20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?		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			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8a. Electronic Collections <i>Locally Owned or Leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
				Method for Counting 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)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Number of Registered Users		d. Overdue Fines	4. Reference Transactions		5. Library Visits
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method
					b. Annual Count
6. Uses of Public Internet Computers			7. 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
8. Website Visits	9. Electronic Collection Retrieval				
	a. Local	b. Other	c. Statewide	d. Total	
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

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
1.	PRESIDENT					
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
No. of Library Board Members Include vacancies in this count						

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
		Subtotal 1

2. County

a. Home County Appropriation for Library Services

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
		Subtotal 2b	

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
		Subtotal 3	

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project		Amount
Subtotal 4		

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
		Subtotal 5	

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income

8. Total Operating Income Add 1 through 7

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Report operating expenditures from all sources. Do not report capital expenditures here.

2. Employee Benefits Include maintenance, security, plant operations

Subtotal 3

Amount

Subtotal 4

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Expenditure

e. Other

Total Expenditure

1. Total Amount of Other Funds at End of Year

1. Total Amount of Trust Funds Held by the Library Board at End of Year

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.

[illegible][illegible]

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)

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>			
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			
3. Circulation to Nonresidents Living in Another County in the Library System			
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System			
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	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)?	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.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

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

1. Self-directed Activities: <i>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.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
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	
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	

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	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type	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

The _____ Board of Trustees hereby states that in 2023 the _____
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.

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



	COMMENTS	
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DRAFT

Date: February 16, 2024
 To: Frank L. Weyenberg Board of Trustees
 From: Rachel Muchin Young
 Re: 2023 Annual Report Highlights

The Annual Report contains a plethora of information, but not initially in a usable format. The following information may help you analyze the data:

Mequon/Thiensville Population: 28,335
 FLWL Cardholders 11,398

Municipal Allocations	\$ 1,217,456	Allocation/Resident	\$ 42.97
Library Visits	134,423	Visits/Resident	4.74
		Visits/Cardholder	11.79
Total Physical Circulation	276,889	Checkouts/Resident	9.77
		Checkouts/Cardholder	24.29
Physical Materials Expenditures	\$ 130,508	Mtrls Expend/Resident	\$ 4.61
		Mtrls Expend/Cardholder	\$ 11.45
New Books/Audio/Video	5,775	Avg. Expend/Item	\$ 22.60
		Value Expend/Checkout (ROI)	\$ 220.83
Total Downloadable Circ.	61,776	Downloads/Resident	2.18
		Downloads/Cardholder	5.42
Total Database Retrievals	29,525	Retrievals/Resident*	1.04
Total In-Person Programs	496	In-Person Participation*	10,924
Total Self-Directed Programs	133	Self-Directed Participation*	13,848
Total Programs	629	Total Participation*	24,772

*Residency and/or Library Cards are not required.

Date: February 16, 2024
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Principal Activities of Wisconsin Public Library Trustees

The role of a public library trustee can be exciting, challenging, and rewarding, but it also requires effort. Trustees are appointed because the elected officials of their municipality believe they have the ability and dedication to contribute positively to the management of the public library – one of the most accessible and beneficial institutions in a community. Wisconsin public libraries are established according to Wisconsin State Statute Chapter 43. This chapter specifies the legal authority of the public library board. The job of trustee, then, has significant statutory authority, making it a powerful and important position. The tasks involved in being a library trustee are detailed in [Trustee Essentials](#).

Principal Activities of Wisconsin Public Library Trustees

The general function of a Wisconsin public library trustee is to participate as a member of a team – the library board – to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library. Serving as a public library trustee requires a commitment to attend and participate in board meetings; a willingness to become familiar with Wisconsin library laws and standards; an eagerness to understand the principles and practices of quality and equitable library service; and a strong commitment to freedom of expression and inquiry for all.

The following are considered principal activities of Wisconsin library boards. Successful library trustees will be proficient in these areas.

1. Understand the Roles and Laws Governing Wisconsin Public Libraries and Library Board.
2. Prepare for and Attend Regular Board meetings
3. Obtain Adequate Library Funding and Assist with the Library Budget
4. Hire and Supervise the Library Director
5. Develop and Approve Library Policies
6. Meet the Service Needs of the Community
7. Advocate for the Library

Each month we will examine these areas of proficiency by reviewing Trustee Essentials and other pertinent documents.

<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>



Wisconsin Libraries

By the Numbers

Wisconsin Residents Use Libraries

- 44.8 million physical items checked out
- 1.5 million uses of public internet computers
- 15.5 million wireless internet uses
- 7.5 million BadgerLink successful retrievals
- 1.7 million attendees at public library events
- 7.9 million eBooks, e-audiobooks, and videos downloaded

2022 Data. Source: Wisconsin Department of Public Instruction

Wisconsin has one of the most active collections of eBooks and digital audiobooks in the nation.

Did You Know?

For most Wisconsin communities, the public library is the primary place for public access to hi-speed Internet.

Public Library Systems

- Serve 381 libraries
- Offer technology infrastructure and training
- Coordinate delivery of books statewide
- Provide online catalogs and digital resources
- Supplement local library budgets
- Provide continuing education opportunities
- Offer consulting and leadership

School Media & Technology Centers

- Serve 823,804 students
- Support technology instruction and classroom teachers
- Primary funding source is Common School Fund

2022-2023 September enrollment. Source: Wisconsin Department of Public Instruction.

Wisconsin College & University Libraries

- Serve nearly 450,000 students and their local communities
- Support traditional, online, and University of Wisconsin Flexible Option
- Provide research support for more than \$4.3 billion in federal grant research

Source: Universities of Wisconsin, Wisconsin Technical College System 2022-2023 Fact Book Student Data, and the National Center for Science and Engineering Statistics.

Special Libraries

- Serve a variety of industries:
 - Health care
 - Government
 - Research institutions
 - Business



The Benefits of Wisconsin Public Libraries

Communities Need

- Reliable, affordable resources
- Access to information
- Learning opportunities
- Gathering spaces

Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect

The Benefit of Wisconsin Public Libraries



Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy through summer reading programs, teaching research skills, and helping develop information and financial literacy
- Providing important resources for homeschool families



Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and via technology



Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband access
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents

The Benefits of Wisconsin Specialized Libraries



Knowledge, Creativity, & Learning

- Access to creative application of information and data
- Ability to efficiently acquire, analyze, manage, and apply information and data
- Access to cutting-edge research, consultation services, and learning spaces to experiment and innovate
- Support for business development in biotechnology, engineering, computer science, agriculture, biofuels, health care, and more





THE LIFE CYCLE

of a Library Book

Library Staff

Board-Approved Collection Development Policy

Staff Selects

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

Purchased

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

Processed

Stamped, Labeled, and Covered

Cataloged

Added to online catalog

Shelved

Children's, Young Adult, or Adult

Copies Added

Community demand triggers the purchase of more copies

Systems' ILS Deliveries

Checked In

Reshelved

Weeded

Deselected or damaged material given to Friends for booksale or recycling

Staff Selects New Books

Library Patron

Community Member/Taxpayer

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

Patron Request

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

Read in Library

Hold Placed

Interlibrary Loan (ILL) Requested

Checked Out

Returned

Material Challenged
(See other side)



WISCONSIN
LIBRARY
ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org

When there is a **BOOK CHALLENGE**

Challenges to Library Materials

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

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

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

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

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

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

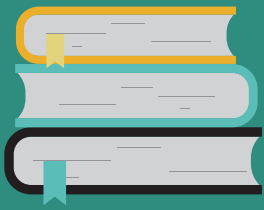


Always feel free to talk to your local library director with questions or concerns.



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SHELVING

of a library book

Determining Item Location

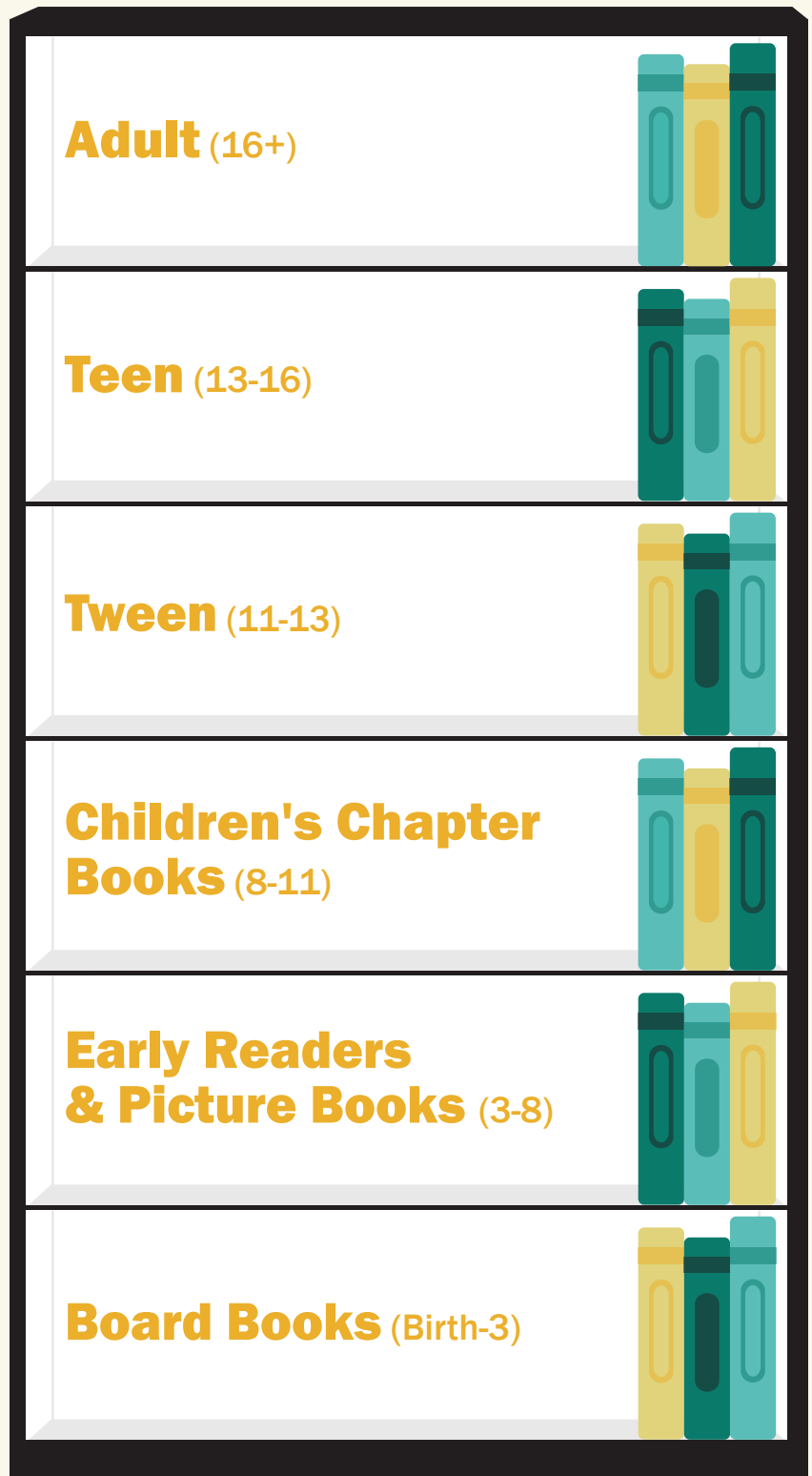
Materials are located within a local library according to best practices and local policies and procedures.

- Public libraries have a variety of books for readers of all ages, maturity levels, and interests.
- Professional reviews* often indicate an item's genre.
- Library staff consult Library of Congress records for genre and subject information.
- Library staff look at the book to confirm shelf location (e.g. age of protagonists, number of pages, illustrations).
- Libraries appreciate patron engagement. If a patron is concerned about the placement of an item, they should reach out directly to their local library. Libraries have a process in place in case a patron would like the library to reconsider the location of an item. (See *Life Cycle of a Library Book*)

*Professional reviews may include *Publisher's Weekly*, *Library Journal*, *School Library Journal*, *Horn Book*, *Booklist*, *Kirkus Reviews*, *shelf-awareness.com*, and *forewordreviews.com*.

Where does it go?

Librarians use professional guidelines, local policies and procedures, and practicalities such as space in determining where to shelve a book. Most libraries have areas for different age ranges.



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USING THE LIBRARY

with your child

Parental Rights and Responsibilities

Wisconsin public libraries value the involvement of parents and guardians in their children's use of public library materials. Responsibility for what children under the age of 16* read and use rests with their parents and guardians.

Public libraries offer many tools and resources to support **PARENTAL INVOLVEMENT**.

Libraries help families find library materials that meet their needs and interests:

- Collection development policies ensure the library has varied materials that serve the whole community.
- Trained staff select materials and help families find the titles they want.
- Signs direct children, teens, and adults to appropriate collections.
- Library staff can recommend books to support many needs, interests, and age levels.
- Libraries provide access to professional reviews to help parents and guardians determine which materials are appropriate for their child.

Many Wisconsin libraries have policies about children's library use, such as:

- Setting a minimum age for children to be in the library unattended by a parent or guardian.
- Requiring a parent or guardian to sign their child's library card application, which prevents a child from obtaining a library card without their permission.

Parents and guardians can see what their children under the age of 16* have checked out:

- Parents and guardians can call, email, or visit the library to get their child's account information.
- Parents and guardians can view their children's accounts online, via the library's website and/or an app.
- Some libraries provide the option for parents and guardians to receive a text or email receipt when their child checks out materials, which includes the titles of those materials.



***Wisconsin statute grants parents and guardians access to their children's public library records when that child is under the age of 16.**



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