



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
AGENDA**

**Wednesday, March 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 February 19, 2025, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for February 2025
 - b. Action Item: Accounts Payable for February 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

- XI. New Business:**
 - a. Action Requested: Appointment of Nominating Committee

- XII. Trustee Training & System/State Library Update**
 - a. Who Runs the Library:
Guidelines to Roles & Responsibilities in Wisconsin's Public Libraries

- XIII. Future Meeting Dates**
 - a. Board of Trustees Meeting: April 16, 2025, 6pm
 - b. Other Meetings:

- XIV. Adjourn**

Catherine Perry

Posted: March 14, 2025



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees February 19, 2025 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on February 19, 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 February 14, 2025 was verified.

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

Trustees attending virtually: Cathrine Wagner.

Trustees Absent: Graham Baxter, Jennifer Abraham, Amy Abbott

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

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 January 15, 2025 Meeting

The minutes of the January 15, 2025 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 January 2025.

The reports were included in the Board Packet. Amount given in oral report by Director Muchin Young.

B. Action Item: Accounts Payable Statement for January 2025

Accounts Payable amount given in oral report by Director Muchin Young.

Ms. Nagy moved to approve the January 2025 Accounts Payable Statement in the amount of \$85,953.00. Motion was seconded by Mr. Hansher. Motion carried.

VII. President's Report

Ms. Perry thanked the Board members that attended Library Legislative Day.

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.
- C. Managers' Reports
The written reports were included in the Board Packet.

X. Unfinished Business

- A. Update: Solar Panels –The deadline for bids is set for the following day. Only one bid has been received so far.

- B. Review of Library Legislative Day – This year was a budget year, so the recommended conversations were different from last year (which was a 'Thank you' year). The governor has announced plans to go forward with library funding. Board members talked with the lobbyist and WLA President and good conversations with both.

XI. New Business

- A. Action Item: Approval of the 2024 Annual Report for DPI -Annual Report was read by Ms. Perry. Annual Report was approved.

XII. Trustee Training & System/State Library Update

- A. Review of Annual Planning Calendar – There was a discussion of the document and possible changes that may be made to it. There was a discussion of further training for new Trustees.

XIII. Future Meeting Dates

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

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanan. Motion was seconded by Mr. Hansher. Motion carried and meeting adjourned at 7:10 p.m.

Respectfully submitted,
Ashley Pike, Assistant Library Director

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 02/01/2025 - 02/28/2025

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	CIRCULATING GAMES	597.52	None
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	PIGGLY WIGGLY	PROGRAM SUPPLIES	24.12	None
98-95-551-57299	LIB GIFTS & GRANTS UNRESTR	QUILL.COM	CONSTRUCTION PAPER	844.61	None
Total Department 95-551 LIBRARY GIFTS & GRANTS				1,466.25	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				1,466.25	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	LIB WAGES PD 2-7-2025	ADP, LLC	LIB WAGES PD 2-7-2025	17,973.75	1914
99-00-000-11160	WAGES PD 2-21-2025	ADP, LLC	WAGES PD 2-21-2025	18,268.81	1942
99-00-000-21511	LIB WAGES PD 2-7-2025	ADP, LLC	LIB WAGES PD 2-7-2025	1,836.93	1914
99-00-000-21511	WAGES PD 2-21-2025	ADP, LLC	WAGES PD 2-21-2025	1,862.82	1942
99-00-000-21512	LIB WAGES PD 2-7-2025	ADP, LLC	LIB WAGES PD 2-7-2025	1,700.41	1914
99-00-000-21512	WAGES PD 2-21-2025	ADP, LLC	WAGES PD 2-21-2025	1,719.72	1942
99-00-000-21513	LIB WAGES PD 2-7-2025	ADP, LLC	LIB WAGES PD 2-7-2025	881.30	1914
99-00-000-21513	WAGES PD 2-21-2025	ADP, LLC	WAGES PD 2-21-2025	890.71	1942
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	2025-01 WRS	2,181.42	1944
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	2025-01 WRS - SUPPLEMENTAL	1,675.94	1945
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	2025-03 HEALTH INSURANCE	927.17	1957
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	2025-01/02/03 DENTAL SUPPL. SELECT PL	129.66	None
99-00-000-21532	VISION INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	2025-02/03 VISION INS	97.20	None
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	7.20	29304
Total Department 00-000				50,153.04	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	171.88	1943
99-91-551-51199	LIB WAGES PD 2-7-2025	ADP, LLC	LIB WAGES PD 2-7-2025	1,836.93	1914
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	95.30	29304
99-91-551-51199	WAGES PD 2-21-2025	ADP, LLC	WAGES PD 2-21-2025	1,862.82	1942
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	2025-03 HEALTH INSURANCE	6,799.25	1957
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	2025-01 WRS	2,181.42	1944
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	2025-01 WRS - SUPPLEMENTAL	1,675.94	1945
99-91-551-52202	MEMBERSHIP RMY	WISCONSIN LIBRARY ASSOCIAT	MEMBERSHIP RMY	250.00	29309
99-91-551-52202	MEMBERSHIP AP	WISCONSIN LIBRARY ASSOCIAT	MEMBERSHIP AP	180.00	29309
Total Department 91-551 LIBRARY STAFFING				15,053.54	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	219.00	1943
99-92-551-52243	ALL OTHER INSURANCE	MUNICIPAL PROPERTY INSURAN	2025 PROPERTY	13,152.00	None
99-92-551-52284	CONTRACTED SERVICES-TECHNO	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	136.02	1943
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	PAYROLL	61.24	1913
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	2025-02 ADP ESSENTIAL PAYROLL	61.24	1940
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	2025-02 ADP TIME & ATTENDANCE	73.35	1941
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	62.99	None
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	4.99	None
99-92-551-53303	TELEPHONE	AT&T (OFFICE@HAND)	JAN PHONE SERVICE	454.97	1915
99-92-551-53303	2025.02 PHONE SERVICE	AT&T (OFFICE@HAND)	2025.02 PHONE SERVICE	454.26	1916
99-92-551-53307	2025-2 COPIERS LEASE/JANUA	GREATAMERICA	2025-2 COPIERS LEASE	144.85	1917
99-92-551-53307	2025-02 COPIER LEASE/JANUA	GREATAMERICA	2025-02 COPIER LEASE	170.07	1918
99-92-551-53307	COPIES	FORWARD TS	COPIES	304.18	29296

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 02/01/2025 - 02/28/2025

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					
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	MAGENTA TONER	14.00	None
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	COLLECTION PLACEMENTS 2025.01	93.20	29308
Total Department 92-551 LIBRARY ADMINISTRATION				15,406.36	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	32.98	29287
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	SUPPLIES -- TECHNOLOGY	18.59	None
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	17.18	None
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	76.97	None
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	37.93	None
99-93-551-53370	PROGRAMMING	MILWAUKEE COUNTY HISTORICA	PROGRAM TAKE ME OUT TO THE BALLGAME	225.00	None
99-93-551-53370	PROGRAMMING	PIGGLY WIGGLY	PROGRAM SUPPLIES	22.89	None
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	17.99	None
99-93-551-53371	VIDEO GAMES	AMAZON CAPITAL SERVICES	VIDEO GAMES	231.50	29287
99-93-551-53371	VIDEO GAMES	AMAZON CAPITAL SERVICES	VIDEO GAMES	249.71	29287
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	VIDEO GAMES	129.98	29287
99-93-551-53371	MEDIA	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	70.45	1943
99-93-551-53372	STREAMING VIDEO	KANOPI INC	STREAMING VIDEO	256.50	29298
99-93-551-53373	AUTOMATICALLY YOURS	BAKER & TAYLOR	AUTOMATICALLY YOURS	361.81	29289
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT	907.30	29289
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT	237.34	29289
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT	206.61	29289
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT	371.72	29289
99-93-551-53373	PRINT	BAKER & TAYLOR	AUTOMATICALLY YOURS	225.37	29289
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTION PRINT	11.44	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	1,124.77	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	313.99	None
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT AUTOMATICALLY YOURS	137.89	None
99-93-551-53373	PRINT	BAKER & TAYLOR	PRINT AUTOMATICALLY YOURS	311.94	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	751.02	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	338.54	None
99-93-551-53373	PRINT	BAKER & TAYLOR	AUTOMATICALLY YOURS	173.57	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS PRINT	355.53	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS PRINT	850.96	None
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				8,067.47	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	ENVIRONMENT CONTROL	2025-03 JANITORIAL	3,615.00	None
99-94-551-52283	2025-02 PEST CONTROL	NEXUS PEST SOLUTIONS	2025-02 PEST CONTROL	75.00	29300
99-94-551-52283	CONTRACTED-BUILDING	NATIONAL ELEVATOR INSPECTI	ELEVATOR INSPECTION	90.31	29299
99-94-551-53306	JANITOR SUPPLIES	BELL TAPE INC	JANITORIAL SUPPLIES	212.34	29290
99-94-551-53306	JANITOR SUPPLIES	QUILL.COM	PURELL WIPES	198.64	29302
99-94-551-53308	BUILDING SUPPLIES	BUDIAC PLUMBING INC	PLUMBING REPAIRS	394.00	29291
99-94-551-53308	BUILDING SUPPLIES	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	622.86	1943
99-94-551-53308	BUILDING SUPPLIES	QUILL.COM	CO MONITOR	71.99	None
99-94-551-53360	2025-01 ELECTRIC	WE ENERGIES	2025-01 ELECTRIC	2,651.77	1919
99-94-551-53360	2024-01 GAS	WE ENERGIES	2024-01 GAS	1,445.52	1920
Total Department 94-551 LIBRARY BUILDING				9,377.43	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				98,057.84	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 02/01/2025 - 02/28/2025

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	1,466.25	
		99	F. L. WEYENBERG LIBRARY FUND	98,057.84	
		Total For All Funds:		<u>99,524.09</u>	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 02/28/2025

GL Number	Description	2025 Amended Budget	YTD Balance 02/28/2025 Normal (Abnormal)	Activity For 02/28/2025 Increase (Decrease)	Available Balance 02/28/2025 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	0.00
TOTAL EXPENDITURES		0.00	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 02/28/2025

GL Number	Description	2025 Amended Budget	YTD Balance 02/28/2025 Normal (Abnormal)	Activity For 02/28/2025 Increase (Decrease)	Available Balance 02/28/2025 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	125.65	0.00	(125.65)	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	125.65	0.00	(125.65)	100.00
Expenditures		0.00	125.65	0.00	(125.65)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	125.65	0.00	(125.65)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(125.65)	0.00	125.65	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 02/28/2025

GL Number	Description	2025 Amended Budget	YTD Balance 02/28/2025 Normal (Abnormal)	Activity For 02/28/2025 Increase (Decrease)	Available Balance 02/28/2025 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 08-003 GRANTS & AIDS						
99-08-003-43523	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
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,150,000.00	287,500.00	0.00	862,500.00	25.00
99-40-001-41322	THIENSVILLE TAXES	113,676.00	28,419.00	0.00	85,257.00	25.00
99-40-001-41323	COUNTY REIMBURSEMENT	23,145.00	4,161.98	4,161.98	18,983.02	17.98
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,286,821.00	320,080.98	4,161.98	966,740.02	24.87
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	20,000.00	6,732.60	660.72	13,267.40	33.66
Total Dept 42-006 - FINES & FORFEITURES		20,000.00	6,732.60	660.72	13,267.40	33.66
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	14,000.00	911.47	0.00	13,088.53	6.51
Total Dept 44-013 - INTEREST INCOME		14,000.00	911.47	0.00	13,088.53	6.51
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	3,988.03	569.00	7,511.97	34.68
99-45-014-46712	PHOTOCOPIER	2,500.00	478.85	266.05	2,021.15	19.15
Total Dept 45-014 - SALE INCOME		14,000.00	4,466.88	835.05	9,533.12	31.91
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	1,500.00	385.98	273.98	1,114.02	25.73
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	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 45-015 - OTHER INCOME		21,500.00	385.98	273.98	21,114.02	1.80
Revenues		1,356,321.00	332,577.91	5,931.73	1,023,743.09	24.52
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	697,000.00	57,253.58	0.00	639,746.42	8.21
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	5,500.00	351.88	171.88	5,148.12	6.40
99-91-551-51199	FRINGE BENEFITS	205,491.00	22,737.77	14,451.66	182,753.23	11.07
99-91-551-52202	DUES & SUBSCRIPTIONS	2,837.00	727.10	430.00	2,109.90	25.63
99-91-551-52237	WORKER S COMPENSATION	1,336.00	668.00	0.00	668.00	50.00
99-91-551-57715	FLEX BENEFIT	1,900.00	0.00	0.00	1,900.00	0.00
99-91-551-57730	UNEMPLOYMENT COMPENSATION	14,000.00	0.00	0.00	14,000.00	0.00
Total Dept 91-551 - LIBRARY STAFFING		928,064.00	81,738.33	15,053.54	846,325.67	8.81
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	219.00	219.00	781.00	21.90
99-92-551-52206	AUDIT	3,975.00	0.00	0.00	3,975.00	0.00
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRAM	1,145.00	0.00	0.00	1,145.00	0.00
99-92-551-52243	ALL OTHER INSURANCE	19,429.00	3,138.50	0.00	16,290.50	16.15
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	16,548.00	484.02	136.02	16,063.98	2.92
99-92-551-52285	WEPCO LEASE	0.00	0.00	0.00	0.00	0.00
99-92-551-52286	COMPUTERS	6,500.00	0.00	0.00	6,500.00	0.00
99-92-551-52287	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 02/28/2025

GL Number	Description	2025 Amended Budget	YTD Balance 02/28/2025 Normal (Abnormal)	Activity For 02/28/2025 Increase (Decrease)	Available Balance 02/28/2025 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52288	FISCAL AGENT FEE	8,000.00	2,125.00	0.00	5,875.00	26.56
99-92-551-52289	PAYROLL PROCESSING	2,900.00	418.22	195.83	2,481.78	14.42
99-92-551-52290	CONSULTANTS	3,000.00	0.00	0.00	3,000.00	0.00
99-92-551-53300	OFFICE SUPPLIES	6,000.00	580.28	0.00	5,419.72	9.67
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	198.21	0.00	4,801.79	3.96
99-92-551-53303	TELEPHONE	5,300.00	909.23	909.23	4,390.77	17.16
99-92-551-53307	SUPPLIES-COPY MACHINE	8,000.00	647.81	619.10	7,352.19	8.10
99-92-551-53358	DEBT COLLECTION	800.00	93.20	93.20	706.80	11.65
99-92-551-53359	MONARCH FEES	18,927.00	0.00	0.00	18,927.00	0.00
Total Dept 92-551 - LIBRARY ADMINISTRATION		107,524.00	8,813.47	2,172.38	98,710.53	8.20
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	129.11	32.98	4,870.89	2.58
99-93-551-53371	MEDIA	21,000.00	695.97	681.64	20,304.03	3.31
99-93-551-53372	E CONTENT	35,000.00	256.45	256.50	34,743.55	0.73
99-93-551-53373	PRINT	91,000.00	4,742.43	2,310.15	86,257.57	5.21
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	5,823.96	3,281.27	146,176.04	3.83
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	43,380.00	7,230.00	0.00	36,150.00	16.67
99-94-551-52283	CONTRACTED-BUILDING	26,996.00	4,849.81	165.31	22,146.19	17.96
99-94-551-53306	JANITOR SUPPLIES	3,800.00	410.98	410.98	3,389.02	10.82
99-94-551-53308	BUILDING SUPPLIES	40,000.00	1,016.86	1,016.86	38,983.14	2.54
99-94-551-53360	UTILITIES	44,000.00	4,097.29	4,097.29	39,902.71	9.31
99-94-551-53361	SEWER & WATER	2,000.00	0.00	0.00	2,000.00	0.00
99-94-551-53374	HEALTH & SAFETY SUPPLIES	500.00	0.00	0.00	500.00	0.00
99-94-551-57700	BUILDING PROJECTS	8,057.00	0.00	0.00	8,057.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		168,733.00	17,604.94	5,690.44	151,128.06	10.43
Expenditures		1,356,321.00	113,980.70	26,197.63	1,242,340.30	8.40
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,356,321.00	332,577.91	5,931.73	1,023,743.09	24.52
TOTAL EXPENDITURES		1,356,321.00	113,980.70	26,197.63	1,242,340.30	8.40
NET OF REVENUES & EXPENDITURES:		0.00	218,597.21	(20,265.90)	(218,597.21)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,356,321.00	332,577.91	5,931.73	1,023,743.09	24.52
TOTAL EXPENDITURES - ALL FUNDS		1,356,321.00	114,106.35	26,197.63	1,242,214.65	8.41
NET OF REVENUES & EXPENDITURES:		0.00	218,471.56	(20,265.90)	(218,471.56)	

Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116	112	101	99	86	1,325
2023	114	117	112	75	90	149	111	151	113	102	96	86	1,316
2024	119	112	85	117	78	164	157	156	106	111	97	72	1,374
2025	122	109											231
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	9	6	9	7	8	7	8	11	11	11	9	102
attendance	86	56	45	58	37	58	30	30	102	60	62	39	663
2022 in person programs	10	9	6	14	11	8	9	9	13	17	16	9	131
2022 attendance	71	74	105	107	83	75	76	45	84	91	109	66	986
2023 in person programs	14	13	12	16	16	13	11	12	10	16	11	11	155
2023 attendance	67	107	214	80	173	118	73	121	65	184	62	96	1,360
2024 in person programs	11	11	14	16	13	9	9	12	16	16	16	9	152
2024 attendance	98	83	258	474	173	74	105	122	162	132	188	55	1,924
2025 in person programs	11	12											23
2025 attendance	135	104											239

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	2	0	1	0	0	1	1	1	2	1	6	2	17
attendance	86	22	136	27	35	68	55	43	178	21	164	77	912
2022 drop in programs	4	2	2	2	2	2	2	2	2	2	7	2	31
2022 participants	142	119	130	136	156	121	115	100	116	76	148	87	1,446
2023 drop in programs	4	2	6	4	2	2	2	2	3	3	3	2	35
2023 attendance	195	128	163	166	106	119	93	149	165	185	124	95	1,688
2024 drop in programs	4	2	5	6	2	2	2	2	2	2	6	2	37
2024 attendance	158	131	183	1,776	142	112	131	132	90	130	146	88	3,219
2025 drop in programs	4	2											6
2025 attendance	198	156											354

Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6	9	3	2	0	2	7	2	39
2022 attendance	0	1	63	102	257	171	19	80	0	5	50	7	755
2023 in person programs	2	3	3	2	2	14	8	7	4	5	7	5	62
2023 attendance	13	24	27	15	14	530	56	38	42	27	61	26	873
2024 in person programs	4	6	8	6	8	6	16	9	1	5	6	6	81
2024 attendance	32	29	63	29	224	308	159	51	8	33	84	38	1,058
2025 in person programs	1	4											5
2025 attendance	10	21											31

Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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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	25											44
2025 attendance	553	692											1,245
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, 2/20, 3/4, 3/11
- FOWL Board of Directors, 2/20
- WLA Intellectual Freedom Special Interest Group, 2/24
- T-M Rotary Meetings, 2/25, 3/4
- MLS ILS Committee, 2/27
- FOWL Quarterly Coffee, 2/28
- Management Team, 3/4
- Civic Plus Website Capabilities, 3/4
- Mequon Civic Campus Stakeholder Meeting, 3/5
- MT Historical Society Board Meeting, 3/5
- Hook, Yarn & Stitch, 3/6
- FLWL Advocacy Committee, 3/6
- Ozaukee County Panel Discussion Prep, 3/7*
- Admin/AP Aide Interviews, 3/10, 3/11
- Evening Readers, 3/10
- MLS Governance Committee, 3/11
- FOWL Author Event, 3/11
- MLS Directors Council, 3/13
- Presentation to Ozaukee County Retired Educators, 3/18*
- ALA Jewish Librarians Meetup, 3/18
- Regular and As-Needed Adult and Children's Reference Desk, and Circulation Dept. shifts

FUN FACT:

During the week of March 9, we added 24 board games to our collection, courtesy of the Friends of Weyenberg Library. That same week we checked out 32 games, which has to be a record. The shelves were not full for long!

PERSONNEL MATTERS:

In doing an audit of our benefits, I discovered that staff were accruing vacation and sick leave at higher rates than they should have been. I adjusted the accrual rates, but any vacation and sick leave credited to them will stand.

I have interviewed four candidates for the Administrative/Accounts Payable Aide, and hope to have someone on board mid-April. The interviews have been eye-opening. We have the opportunity to enhance our knowledge base and increase our efficiency.

After my presentation at the WLA Annual Conference, “When a Death in the Library is Not a Murder Mystery Event,” I was invited to participate in a virtual panel discussion entitled “Beyond the Pizza Party: How to Maintain Staff Morale,” the May offering for the Ryan Dowd series offered to all Wisconsin libraries by Homeless Training. This series is packed with information and techniques for compassionately and confidently managing problematic behavior from those struggling with homelessness, trauma, mental illness, substance abuse, etc. This is being coordinated through the Library Services Team at the Department of Public Instruction.

*Along with other Ozaukee County Library Directors, I am participating in a panel discussion regarding library services that will be presented to the Ozaukee County Retired Educators Association.

I will be taking some vacation days in mid-April to prepare for and celebrate Passover. If you need me, I'll be in my kitchen.

OPERATIONS ACTIVITIES:

Several areas of the library will be repaired and painted, including the Business Office which was very dark. The fresh coat of white paint is a positive change. I also had the painter look at the pillars on the east side of the library. I am looking for repair options.

We are regularly responding to questions from Arch Solar, and seem to be on track.

We are celebrating National Library Week with Food for Fines, a fine forgiveness program. Bring in a non-perishable food item and we will forgive up to \$1 in fines. The promotion is April 6 through 19.

We seem to have provided all of the information needed for the Financial Audit.

Friday, March 21, we will open at 1pm, after our spring Staff Development morning. The highlight will be Dementia-Friendly training presented by the Ozaukee County Aging and Disability Resource Center.

MONARCH LIBRARY SYSTEM:

The System is implementing a new texting and voice mail option, MessageBee. Monarch is paying all of the upfront fees, and the individual libraries will pay only for the actual messages sent to our patrons. This resource is valuable because of limitations with our current voice mail notification (Telephony is sunseting) and Polaris texting (at different points emails have not gone through to various addresses [gmail, for instance]).

We are evaluating wireless routers, switches, and access points. There may be the potential for savings I am working with System staff on this project.

FRIENDS:

The Friends are busy planning an entire year of events! Visit their webpage for details and volunteer opportunities: <https://www.flwlib.org/443/Friends-of-Weyenberg-Library>.

FOUNDATION:

The 2024 Annual Appeal has brought in more funds than any other appeal since I started here in 2017.

The first WPLF Fine Arts Event of the year is Sunday, March 30, at 1:30pm. The featured artist is Stas Venglevski, a Bayan Virtuoso. Please join us.

Date: March 14, 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:

- Virtual Meeting: PBS Co-hort Meeting, 2/13, 2/27, 3/13
- Books & Media Ordering, 2/17, 2/24, 3/3, 3/10, 3/17
- Program: Family Storytime, 2/18, 2/19, 2/25, 2/26
- Program: M-T Community Book Club, 2/18
- Program: Spice of the Month Kits, 3/1
- Management Meeting, 3/4
- Management Meeting, 3/13
- Program: Piggy Bank Pals, 3/14
- Meeting with Potential Presenter, 3/17
- Virtual Meeting: Youth Services, 3/17

OTHER TASKS & TIDBITS

-We have partnered with PWSB in Mequon in offering three financial literacy programs during Money Smart Week in April. One is geared specifically towards seniors, one is for family financing, and the last one is open to a wide range of ages.

-We did have a change in one of our children's special summer reading events. We will be having Fox & Branch instead of Duke Otherwise. The other special events are Cattail Critters, J&R Aquatic Animal Rescue, and Hoop Elation. This year's theme is "Level Up."

-We had someone new reach out to us to present a Medicare program that we scheduled for a date in April. Ben DeGracie, an independent agent at Sovereign Select LLC in Mequon will be presenting "The Road to Medicare."

-Innovation Space usage has been pretty good for March. March currently has 13 reservations. January had 15 reservations and February had 6 reservations. We've had 4 new people who have been reserving the Space, so they have contributed a lot to the usage in 2025.

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (2x a month)
- Evening Readers Book Club (monthly)
- History Book Club (monthly)
- Hook, Yarn & Stitch Club (monthly)
- Monarch Memory Café (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)
- Empowering Seniors Against Scams, Money Smart Week (April)
- Be the Superhero of Your Own Financial Story, Money Smart Week (April)
- Money Matters: Fun Financial Basics for Young Families, Money Smart Week (April)
- The Road to Medicare (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)

- 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)

Date: 3/13/2025

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, March 2024

Activities since the last Board of Trustees meeting include:

- 3/4 – Management Meeting
- 3/5 – City Planning Meeting
- 3/6 – Willowbrook Outreach Event
- 3/11 – Webinar: Board Game Collection Management
- 3/13 – Management Meeting
- 3/18 – Webinar: Leading, Learning, and Change in Libraries
- 3/18 - Director Checkin

Statistics: February 2024

- Checkouts: 21,910
- Door count: 10,506
- Library Card creations: 109
- Items received from other Libraries: 4,037
- Items sent to other Libraries: 3,449
- Quick Pickup Appointments: 28

Other:

- Thanks to a generous donation from our Friends of the Weyenberg Library, we were able to add 24 new board games to our collection. These games have been cataloged and added to the collection in the last month. We are very happy to expand the collection.
- Molly Olk & I attended a webinar about managing a board game collection. In this webinar, we found new ways to go about expanding, repairing, and processing our board game collection. I look forward to implementing some of the tips from this webinar.
- I have hired Kiley Dufek for the Page Level 2 position. She is an MLIS student who is very excited to start work in libraries. Her start date is Thursday, March 27th. We are very excited to have her on board for this new role!
- I have begun the hiring process for a new Access Services Page. The position has been opened due to staff resignation. I hope to have the position filled as soon as possible.

Who Runs the Library: Guidelines to Roles & Responsibilities in Wisconsin's Public Libraries

Responsibilities of:	Library Board	Library Director	Municipality	Friends & Foundations
Administration	Generally oversee the administration of the library and appoint a head librarian (director) who administers the daily operation of the library.	Administer daily operation of the library, including maintenance of library facilities and equipment. Advise the board and provide support to community groups.	Appoint trustees who serve on the library board.	Support quality library service in the community through fundraising, volunteerism, and serving as advocates for the library.
Policy	Adopt written policies to govern the operation and program of the library.	Apprise library board of need for new policies, as well as policy revisions. Implement the policies adopted by the library board.	Support the policies of the library as adopted by the library board.	Support the policies of the library as adopted by the library board.
Personnel	Recruit, hire, and supervise an appropriately certified library director. Help determine and advocate for competitive staff salaries and benefits.	Hire, train, supervise, and schedule all other library personnel. Keep library board informed of important issues and consult with the board before making significant personnel decisions.	Offer assistance to the library director and board regarding state and federal employment laws. Maintain payroll. All library staff are municipal employees.	Communicate with library staff through the library director or the director's specified point of contact.
Planning	Assist in the formulation and adoption of a strategic plan that has implementation and evaluation components.	Coordinate and implement a strategic plan with library board, Friends, library foundation, staff and community.	Provide input into the library's strategic plan and support its implementation.	Provide input into the library's strategic plan and support its implementation.
Budgets	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget.	Oversee the library budget and prepare the annual budget and reports as required by the board.	Appropriate an annual budget with enough funds for the library to successfully carry out operations according to its approved mission and plans.	Conduct fundraising to support the library's mission and plans.
Expenditures	Audit and approve all library expenditures (as well as lands, buildings, money, and property).	Order materials and supplies within the library's approved budget. Submit invoices to the board for monthly audit and approval.	Act as custodian of most library funds and appropriations; pay library board approved library expenditures. Assist with purchasing, facilities, etc.	Support the library by providing financial support for priorities set by the library board and staff that may fall outside the municipal budget.
Meetings	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Maintain no more than one appointment to the library board.	Maintain a liaison to the library board.
Networking	Join the Wisconsin Library Trustees and Friends (WLTF), a division of WLA, to network with others and learn more about policies, operations, and advocacy.	Build relationships with municipal board and staff, Friends; educate these groups about the value of public libraries; encourage membership in professional organizations.	Stay informed of library issues at local, state, and federal levels. Include the library director in department head meetings and community activities.	Join the Wisconsin Library Trustees and Friends (WLTF), a division of WLA, to network with others and learn more about supporting libraries.