



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, April 17, 2024, 6:00pm
Tolzman Community Room

REVISED AGENDA

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
 - a. Welcome New Thiensville Library Board Member
- 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 March 20, 2024, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for March 2024
 - b. Action Item: Accounts Payable for March 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 – Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business:**
 - a. Strategic Plan Planning Update – A. Buchanan

XI. New Business

- a. Action requested: AWE Computers for Kids Grant to Junior Woman's Club
- b. Action requested: Change half-day closing for Staff Development from September 27 to October 11, 2024

XII. Trustee Training & System/State Library Update

- a. Strategic Plan Focus Group – R. Muchin Young

XIII. Future Meeting Dates

- a. Board of Trustees Meeting: May 15, 2024, 6pm
- b. Other Meetings:

XIV. Adjourn

Catherine Perry

Posted: April 15, 2024



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees March 20, 2024 Meeting Unapproved

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

Posting of notice as of March 15, 2024 was verified.

Trustees present: Catherine Perry, President; Ted Lookatch, Vice President; Jeffrey Hansher, Secretary; Jennifer Abraham, Ali Buchanan and Cathrine Wagner.

Trustees Absent: Graham Baxter, Amy Abbott and Ellen Nagy.

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 February 21, 2023 Meeting

The minutes of the February 21, 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 Fiscal 2023

The unaudited reports for End of Year 2023 were included in the Board Packet. The reports were as expected.

B. Revenue and Expense Reports for January 2024

The reports were included in the Board Packet. The reports were found to be as expected.

C. Action Item: Accounts Payable Statement for January 2024

Mr. Lookatch moved to approve the Accounts Payable Statement for January 2024 in the amount of \$111,896.20. Motion carried.

D. Revenue and Expense Reports for February 2024

The reports were included in the Board Packet. With the exception of some missing items, such as interest & investment income and the most recent deposit, the reports were found to be as expected.

E. Action Item: Accounts Payable Statement for February 2024

Ms. Buchanan moved to approve the Accounts Payable Statement for February 2024 in the amount of \$77,819.15. Motion carried.

VII. President's Report

Ms. Perry had nothing to report.

VIII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that a meeting was held on March 6, 2024. The Committee discussed job descriptions and the annual review process. Action items concerning job descriptions will follow in this meeting.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young reported that statistical trends, especially in regards to programming, are going very well.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported on her additional activities. She provided the Board with details on the emergency event at the Library on March 15, 2024, and the repercussions of that. She also discusses and asked for the Board's input in the lettering for the Innovation Space signage.

C. Managers' Reports

The written reports were included in the Board Packet.

X. Unfinished Business

A. Discussion and Possible Action: Working Meetings (Committee of the Whole)

Following discussion, Ms. Abraham moved to schedule regular Committee of the Whole meetings to allow more extensive discussion for items that require it, on an as-needed basis, on different nights from the regular Board of Trustees meetings to allow for adequate time. Motion carried.

XI. New Business

A. Strategic Plan Planning Update – A. Buchanan

Ms. Buchanan reported that they have started discussing the upcoming strategic plan. The basis will be input from the community at large. The data collection process is anticipated

to begin in May and run through the summer, with a goal of reporting as the October Board of Trustees meeting. Advertising and contacting potential participants will begin soon. The Board discussed potentially incentivizing participation as well as potential locations for group meetings.

- B. Action Requested: Approval of Updated Job Descriptions – J. Abraham
The revised Job Descriptions were included in the Board Packet. Ms. Abraham reported that the changes had been reviewed and approved by the Personnel Committee. Changes appear in two general categories: structural and sentence changes, and standardization of job titles to better match those recognized by the Department of Public Instruction.

Mr. Hansher moved to approve all revised job descriptions as presented. Motion carried.

XII. Trustee Training & System/State Library Update

- A. Principal Activities of Wisconsin Public Library Trustees – R. Muchin Young
The list of principal activities of Wisconsin public library trustees was included in the Board Packet. Ms. Muchin Young led a discussion on the listed items.

XIII. Future Meeting Dates

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

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Mr. Hansher. Motion carried and meeting was adjourned at 7:20 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 03/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Revenues						
Department: 45-015 OTHER INCOME						
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	0.00	533.00	533.00	(533.00)	100.00
	Total Dept 45-015 - OTHER INCOME	0.00	533.00	533.00	(533.00)	100.00
	Revenues	0.00	533.00	533.00	(533.00)	100.00
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	3,853.17	3,203.65	(3,853.17)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	299.99	0.00	(299.99)	100.00
	Total Dept 95-551 - LIBRARY GIFTS & GRANTS	0.00	4,153.16	3,203.65	(4,153.16)	100.00
	Expenditures	0.00	4,153.16	3,203.65	(4,153.16)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
	TOTAL REVENUES	0.00	533.00	533.00	(533.00)	
	TOTAL EXPENDITURES	0.00	4,153.16	3,203.65	(4,153.16)	
	NET OF REVENUES & EXPENDITURES:	0.00	(3,620.16)	(2,670.65)	3,620.16	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 03/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdg Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,131,716.00	282,929.00	0.00	848,787.00	25.00
99-40-001-41322	THIENSVILLE TAXES	111,351.00	27,837.75	0.00	83,513.25	25.00
99-40-001-41323	COUNTY REIMBURSEMENT	14,512.00	3,168.16	0.00	11,343.84	21.83
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,257,579.00	313,934.91	0.00	943,644.09	24.96
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	22,000.00	9,269.97	7,420.76	12,730.03	42.14
Total Dept 42-006 - FINES & FORFEITURES		22,000.00	9,269.97	7,420.76	12,730.03	42.14
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	20,000.00	2,288.32	0.00	17,711.68	11.44
Total Dept 44-013 - INTEREST INCOME		20,000.00	2,288.32	0.00	17,711.68	11.44
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	9,088.32	7,103.14	2,411.68	79.03
99-45-014-46712	PHOTOCOPIER	2,600.00	946.90	238.55	1,653.10	36.42
Total Dept 45-014 - SALE INCOME		14,100.00	10,035.22	7,341.69	4,064.78	71.17
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	7,693.00	0.00	0.00	7,693.00	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		27,693.00	0.00	0.00	27,693.00	0.00
Revenues		1,341,372.00	335,528.42	14,762.45	1,005,843.58	25.01
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	703,355.00	143,546.63	53,821.67	559,808.37	20.41
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,500.00	174.77	44.77	3,325.23	4.99
99-91-551-51199	FRINGE BENEFITS	235,115.00	48,831.43	17,740.41	186,283.57	20.77
99-91-551-52202	DUES & SUBSCRIPTIONS	2,890.00	1,784.60	0.00	1,105.40	61.75
99-91-551-52237	WORKER S COMPENSATION	1,415.00	708.00	0.00	707.00	50.04
99-91-551-57715	FLEX BENEFIT	1,900.00	1,877.30	0.00	22.70	98.81
Total Dept 91-551 - LIBRARY STAFFING		948,175.00	196,922.73	71,606.85	751,252.27	20.77
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	204.00	0.00	796.00	20.40
99-92-551-52206	AUDIT	3,750.00	1,816.00	1,132.00	1,934.00	48.43
99-92-551-52243	ALL OTHER INSURANCE	21,743.00	17,297.50	0.00	4,445.50	79.55
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	13,672.00	3,613.01	2,636.67	10,058.99	26.43
99-92-551-52286	COMPUTERS	6,500.00	316.38	0.00	6,183.62	4.87
99-92-551-52287	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
99-92-551-52288	FISCAL AGENT FEE	8,000.00	2,000.00	0.00	6,000.00	25.00
99-92-551-52289	PAYROLL PROCESSING	2,700.00	814.60	199.07	1,885.40	30.17
99-92-551-53300	OFFICE SUPPLIES	4,000.00	2,254.57	385.76	1,745.43	56.36
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	1,634.04	1,047.35	3,365.96	32.68
99-92-551-53303	TELEPHONE	5,100.00	1,307.61	435.87	3,792.39	25.64
99-92-551-53307	SUPPLIES-COPY MACHINE	7,700.00	1,538.16	578.85	6,161.84	19.98
99-92-551-53358	DEBT COLLECTION	720.00	151.45	81.55	568.55	21.03
99-92-551-53359	MONARCH FEES	15,166.00	994.32	976.27	14,171.68	6.56
Total Dept 92-551 - LIBRARY ADMINISTRATION		96,051.00	33,941.64	7,473.39	62,109.36	35.34

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 03/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 03/31/2024 (Normal (Abnormal))	Activity For 03/31/2024 Increase (Decrease)	Available Balance 03/31/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	557.84	279.17	4,442.16	11.16
99-93-551-53371	MEDIA	20,000.00	1,157.53	631.55	18,842.47	5.79
99-93-551-53372	E CONTENT	30,000.00	7,697.74	169.37	22,302.26	25.66
99-93-551-53373	PRINT	85,000.00	12,341.79	5,924.23	72,658.21	14.52
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		140,000.00	21,754.90	7,004.32	118,245.10	15.54
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	44,432.00	10,706.00	3,686.00	33,726.00	24.10
99-94-551-52283	CONTRACTED-BUILDING	24,716.00	5,420.73	90.62	19,295.27	21.93
99-94-551-53306	JANITOR SUPPLIES	4,000.00	884.89	303.87	3,115.11	22.12
99-94-551-53308	BUILDING SUPPLIES	31,998.00	1,039.62	1,039.62	30,958.38	3.25
99-94-551-53360	UTILITIES	45,000.00	13,170.28	4,208.04	31,829.72	29.27
99-94-551-53361	SEWER & WATER	2,000.00	0.00	0.00	2,000.00	0.00
99-94-551-57700	BUILDING PROJECTS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		157,146.00	31,221.52	9,328.15	125,924.48	19.87
Expenditures		1,341,372.00	283,840.79	95,412.71	1,057,531.21	21.16
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,341,372.00	335,528.42	14,762.45	1,005,843.58	
TOTAL EXPENDITURES		1,341,372.00	283,840.79	95,412.71	1,057,531.21	
NET OF REVENUES & EXPENDITURES:		0.00	51,687.63	(80,650.26)	(51,687.63)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,341,372.00	336,061.42	15,295.45	1,005,310.58	
TOTAL EXPENDITURES - ALL FUNDS		1,341,372.00	287,993.95	98,616.36	1,053,378.05	
NET OF REVENUES & EXPENDITURES:		0.00	48,067.47	(83,320.91)	(48,067.47)	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 03/31/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		03/31/2024	03/31/2024	03/31/2024	03/31/2024
		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		533.00		
Total Department 45-015:		0.00		533.00	
Revenues		0.00		533.00	
Account Category: Expenditures					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	3,853.17			
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	299.99			
Total Department 95-551:		4,153.16		0.00	
Expenditures		4,153.16		0.00	
Total Fund 98:		73,653.16		91,469.25	
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45		0.00	
		89,343.61		91,469.25	
OUT OF BALANCE		0.00		(2,125.64)	
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	123.24			
99-00-000-11710	INVESTMENTS	319,635.47			
99-00-000-11800	PETTY CASH				
99-00-000-13900	ALLOWANCE FOR DOUBTFUL ACCTS				
99-00-000-16220	PREPAID EXPENSES	6,000.00			
99-00-000-16230	DEFERRED EXPENDITURE				
Total Department 00-000:		325,758.71		0.00	
Assets		325,758.71		0.00	
Account Category: Liabilities					
Department: 00-000					

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 03/31/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		03/31/2024	03/31/2024	03/31/2024	03/31/2024
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Liabilities					
Department: 00-000					
99-00-000-21511	SOCIAL SECURITY TAX	6.59			
99-00-000-21512	FEDERAL WITHHOLDING TAX	3.30			
99-00-000-21513	WISCONSIN WITHHOLDING	2.83			
99-00-000-21520	WI RETIREMENT				3,336.28
99-00-000-21530	HEALTH INSURANCE WITHHOLDING				59.23
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	52.30			
99-00-000-21532	VISION INSURANCE WITHHOLDING				
99-00-000-21533	LIFE INSURANCE WITHHOLDING				
99-00-000-21534	ACCIDENTAL INS WITHHOLDING				52.30
99-00-000-21560	WISCONSIN DEFERRED COMP				
99-00-000-21590	FLEX BENEFIT				4,648.73
99-00-000-21700	ACCRUED PAYROLL				
Total Department 00-000:		65.02			8,096.54
Liabilities		65.02			8,096.54
Account Category: Fund Equity					
Department: 00-000					
99-00-000-33900	UNAPPROPRIATED				168,902.75
99-00-000-34155	GIFTS & GRANTS RESTRICTED				
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED				
Total Department 00-000:		0.00			168,902.75
Fund Equity		0.00			168,902.75
Account Category: Revenues					
Department: 40-001 LOCAL PROPERTY TAXES					
99-40-001-41321	MEQUON TAXES				282,929.00
99-40-001-41322	THIENSVILLE TAXES				27,837.75
99-40-001-41323	COUNTY REIMBURSEMENT				3,168.16
Total Department 40-001:		0.00			313,934.91
Department: 42-006 FINES & FORFEITURES					
99-42-006-46710	FINES & FEES				9,269.97
Total Department 42-006:		0.00			9,269.97
Department: 44-013 INTEREST INCOME					
99-44-013-48100	INVESTMENT INTEREST				2,288.32
Total Department 44-013:		0.00			2,288.32
Department: 45-014 SALE INCOME					
99-45-014-46711	BOOK SALES				9,088.32
99-45-014-46712	PHOTOCOPIER				946.90
Total Department 45-014:		0.00			10,035.22
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			335,528.42
Account Category: Expenditures					
Department: 91-551 LIBRARY STAFFING					
99-91-551-51100	SALARIES & WAGES	143,546.63			
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	174.77			
99-91-551-51199	FRINGE BENEFITS	48,831.43			
99-91-551-52202	DUES & SUBSCRIPTIONS	1,784.60			
99-91-551-52237	WORKER S COMPENSATION	708.00			
99-91-551-57715	FLEX BENEFIT	1,877.30			
99-91-551-57730	UNEMPLOYMENT COMPENSATION				
Total Department 91-551:		196,922.73			0.00
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE	204.00			
99-92-551-52206	AUDIT	1,816.00			
99-92-551-52243	ALL OTHER INSURANCE	17,297.50			
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	3,613.01			
99-92-551-52285	WEPCO LEASE				

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 03/31/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Expenditures					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52286	COMPUTERS		316.38		
99-92-551-52287	MILEAGE				
99-92-551-52288	FISCAL AGENT FEE		2,000.00		
99-92-551-52289	PAYROLL PROCESSING		814.60		
99-92-551-52290	CONSULTANTS				
99-92-551-53300	OFFICE SUPPLIES		2,254.57		
99-92-551-53301	PROCESSING SUPPLIES		1,634.04		
99-92-551-53303	TELEPHONE		1,307.61		
99-92-551-53307	SUPPLIES-COPY MACHINE		1,538.16		
99-92-551-53358	DEBT COLLECTION		151.45		
99-92-551-53359	MONARCH FEES		994.32		
Total Department 92-551:			33,941.64		0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING		557.84		
99-93-551-53371	MEDIA		1,157.53		
99-93-551-53372	E CONTENT		7,697.74		
99-93-551-53373	PRINT		12,341.79		
Total Department 93-551:			21,754.90		0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE		10,706.00		
99-94-551-52283	CONTRACTED-BUILDING		5,420.73		
99-94-551-53306	JANITOR SUPPLIES		884.89		
99-94-551-53308	BUILDING SUPPLIES		1,039.62		
99-94-551-53360	UTILITIES		13,170.28		
99-94-551-53361	SEWER & WATER				
99-94-551-53374	HEALTH & SAFETY SUPPLIES				
99-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:			31,221.52		0.00
Expenditures			283,840.79		0.00
Total Fund 99:			609,664.52		512,527.71
+ NET OF REVENUES/EXPENDITURES - 2023			0.00		8,966.08
			609,664.52		521,493.79
OUT OF BALANCE			88,170.73		0.00
Total All Funds			683,317.68		603,996.96
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023			15,690.45		8,966.08
			699,008.13		612,963.04

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 03/01/2024 - 03/31/2024

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	CHILDRENS ROOM SOFAS	THE LIBRARY STORE, INC.	CHILDRENS ROOM SOFAS	3,203.65	28316
Total Department 95-551 LIBRARY GIFTS & GRANTS				3,203.65	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				3,203.65	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	DIRECT DEPOSIT/WAGES PD 3-	ADP, LLC	PAYROLL TAX/WAGES PD 3-8-2024	19,513.73	1488
99-00-000-21511	FICA/WAGES PD 3-8-2024	ADP, LLC	PAYROLL TAX/WAGES PD 3-8-2024	1,976.82	1488
99-00-000-21512	FED/WAGES PD 3-8-2024	ADP, LLC	PAYROLL TAX/WAGES PD 3-8-2024	1,720.14	1488
99-00-000-21513	WI/WAGES PD 3-8-2024	ADP, LLC	PAYROLL TAX/WAGES PD 3-8-2024	941.71	1488
99-00-000-21520	EMPLOYEE WRS	WISCONSIN RETIREMENT SYSTE	FEBRUARY WRS	3,334.34	1494
99-00-000-21530	EMPLOYEE HEALTH INSURANCE	DEPARTMENT OF EMPLOYEE TRU	APRIL HEALTH INSURANCE	1,412.54	1489
99-00-000-21531	EMPLOYEE DENTAL PLUS	DELTA DENTAL OF WISCONSIN	APRIL DENTAL SUPPLEMENTAL SELECT PLUS	43.22	28306
99-00-000-21531	EMPLOYEE DENTAL	DELTA DENTAL OF WISCONSIN	APRIL DENTAL SUPPLEMENTAL SELECT	9.08	28306
99-00-000-21532	EMPLOYEE VISION INSURANCE	DELTA DENTAL OF WISCONSIN	APRIL VISION INSURANCE	62.88	28306
99-00-000-21533	EMPLOYEE LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	APRIL LIFE INSURANCE	3.28	28315
99-00-000-21534	EMPLOYEE ACCIDENT INSURANC	SECURIAN FINANCIAL GROUP,	APRIL ACCIDENT INSURANCE	21.80	28315
Total Department 00-000				29,039.54	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	LIBRARY LEGISLATIVE DAY	CARDMEMBER SERVICE	MARCH CREDIT CARD STATEMENT	44.77	1515
99-91-551-51199	TAXES/WAGES PD 3-8-2024	ADP, LLC	PAYROLL TAX/WAGES PD 3-8-2024	1,976.87	1488
99-91-551-51199	EMPLOYER WRS	WISCONSIN RETIREMENT SYSTE	FEBRUARY WRS	3,334.34	1494
99-91-551-51199	EMPLOYER HEALTH INSURANCE	DEPARTMENT OF EMPLOYEE TRU	APRIL HEALTH INSURANCE	10,358.34	1489
99-91-551-51199	EMPLOYER LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	APRIL LIFE INSURANCE	89.36	28315
Total Department 91-551 LIBRARY STAFFING				15,803.68	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52206	AUDIT PROGRESS BILLING #2	BAKER TILLY VIRCHOW KRAUSE	AUDIT PROGRESS BILLING #2	1,132.00	28304
99-92-551-52284	MAILCHIMP	CARDMEMBER SERVICE	MARCH CREDIT CARD STATEMENT	132.00	1515
99-92-551-52284	AMAZON WEB SERVICES	CARDMEMBER SERVICE	MARCH CREDIT CARD STATEMENT	1.34	1515
99-92-551-52284	AMAZON WEB SERVICES	CARDMEMBER SERVICE	MARCH CREDIT CARD STATEMENT	1.34	1515
99-92-551-52284	ENVISIONWARE SERVICE RENEW	ENVISIONWARE, INC.	ENVISIONWARE SERVICE RENEWAL	2,501.99	28308
99-92-551-52289	PAYROLL PROCESSING	ADP	3-8-2024 PAYROLL PROCESSING	62.86	1487
99-92-551-52289	PAYROLL PROCESSING	ADP	PROCESSING 3-22-24 PAYROLL	62.86	1513
99-92-551-52289	TIME & ATTENDANCE	ADP	MARCH TIME & ATTENDANCE	73.35	1514
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	36.77	28314
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	275.96	28314
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	39.99	28314
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	24.41	28299
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	8.63	28299
99-92-551-53301	BARCODES	COMPUTYPE, INC	BARCODES	854.90	28305
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	192.45	28307
99-92-551-53303	PHONE SERVICE	AT&T (OFFICE@HAND)	MARCH PHONE SERVICE	435.87	28302
99-92-551-53307	2 COPIERS LEASE	GREATAMERICA	2 COPIERS LEASE	118.85	1490
99-92-551-53307	ADMIN COPIER LEASE	GREATAMERICA	ADMIN COPIER LEASE	169.88	1491
99-92-551-53307	COPY CHARGES	FORWARD TS	FEBRUARY COPY CHARGES	277.48	28309
99-92-551-53307	TONER SHIPPING CHARGES	FORWARD TS	TONER SHIPPING CHARGES	12.64	28309
99-92-551-53358	PLACEMENTS	UNIQUE MANAGEMENT SERVICES	FEBRUARY PLACEMENTS	81.55	28317
99-92-551-53359	E-COMMERCE SERVICE CHARGES	MONARCH LIBRARY SYSTEM	E-COMMERCE SERVICE CHARGES	460.27	28311

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 03/01/2024 - 03/31/2024

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					
99-92-551-53359	BOOKPAGES SUBSCRIPTION	MONARCH LIBRARY SYSTEM	BOOKPAGES SUBSCRIPTION	516.00	28311
Total Department 92-551 LIBRARY ADMINISTRATION				7,473.39	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	DOMINOS	CARDMEMBER SERVICE	MARCH CREDIT CARD STATEMENT	88.49	1515
99-93-551-53370	TARGET	CARDMEMBER SERVICE	MARCH CREDIT CARD STATEMENT	23.82	1515
99-93-551-53370	TARGET	CARDMEMBER SERVICE	MARCH CREDIT CARD STATEMENT	19.08	1515
99-93-551-53370	PENZEYS	CARDMEMBER SERVICE	MARCH CREDIT CARD STATEMENT	26.07	1515
99-93-551-53370	PROGRAMMING	PIGGLY WIGGLY	PROGRAMMING	36.56	28313
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	81.43	28299
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	25.14	28299
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	17.57	28299
99-93-551-53370	PROGRAMMING CREDIT MEMO	AMAZON CAPITAL SERVICES	PROGRAMMING CREDIT MEMO	(38.99)	28299
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	2.44	28303
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	101.85	28303
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	15.17	28303
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	34.09	28303
99-93-551-53371	MEDIA COLLECTION	AMAZON CAPITAL SERVICES	MEDIA COLLECTION	478.00	28299
99-93-551-53372	APPLE	CARDMEMBER SERVICE	MARCH CREDIT CARD STATEMENT	7.37	1515
99-93-551-53372	KANOPY USAGE	KANOPY INC	FEBRUARY KANOPY USAGE	162.00	28310
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	303.61	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	1,384.97	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	434.56	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	1,041.79	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	272.27	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	1,384.63	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	345.58	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	122.93	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	128.52	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	225.49	28303
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	267.09	28303
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	12.79	28299
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				7,004.32	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	VANGUARD CLEANING SYSTEMS	MARCH JANITORIAL SERVICE	3,686.00	28318
99-94-551-52283	ELEVATOR LINE	AT&T (OFFICE@HAND)	MARCH ELEVATOR LINE	90.62	28302
99-94-551-53306	JANITORIAL SUPPLIES	NASSCO	JANITORIAL SUPPLIES	303.87	28312
99-94-551-53308	HVAC REPAIRS	ADVANCED CHILLER SERVICES	HVAC REPAIRS	1,039.62	28298
99-94-551-53360	ELECTRIC SERVICE	WE ENERGIES	MARCH LIBRARY ELECTRIC	3,316.11	1492
99-94-551-53360	GAS SERVICE	WE ENERGIES	MARCH LIBRARY GAS	891.93	1493
Total Department 94-551 LIBRARY BUILDING				9,328.15	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				68,649.08	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 03/01/2024 - 03/31/2024

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	3,203.65	
		99	F. L. WEYENBERG LIBRARY FUND	68,649.08	
		Total For All Funds:		71,852.73	

[illegible]

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

Meetings and Activities:

- Monarch Directors Chats. 3/21, 4/4
- FOWL Board Meeting, 3/21
- Staff Development Day, 3/22
- Talk w/ Mentee (WLA Mentor/Mentee Initiative), 3/25
- WLA Intellectual Freedom Special Interest Group, 3/25
- TM Rotary Meetings, 3/26, 4/2, 4/9
- Strategic Plan Planning, 3/27, 4/10, 4/17
- Monarch ILS Committee, 3/28
- Hook, Yarn & Stitch, 4/4
- Met w/ Potential Trustee, 4/4
- Evening Readers, *Call Us What We Carry* by Amanda Gorman, 4/8
- Management Team, 4/9
- Mequon Committee of the Whole and Common Council, 4/9
- Friends Fundraising Committee, 4/10
- Monarch Directors Council, 4/11
- Cultural Conversations, Immigration, 4/14
- Village of Thiensville Board of Trustees, 4/15
- City of Mequon Common Council Organizational Meeting, 4/15
- Vega Discover Training Session, 4/16
- Manager Check Ins, 4/16
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

Staff Development Day was productive. We began with a check-in after the 3/15 Critical Incident. We then reviewed patron privacy (the right to privacy is not absolute – custodial parents of children under 16 may have access to their children's accounts) and 1st Amendment Audits (private citizens talking video in public buildings or spaces without prior notice, pushing limits on where they can go and trying to make staff and the public uncomfortable and force a confrontation).

Staff were also the participants in our first Strategic Plan Focus Group. We asked the questions:

1. What are we doing well?
2. What could we do better?
3. What new service/program/collection should we offer?

We ended our morning by shelf-reading in the children's department. Every staff member took a section and made sure the books were in the appropriate order.

At the 4/9/24 City of Mequon Common Council Committee of the Whole meeting, the City's pay plan was discussed with the goal of modifying the wage rates to consider COLA, wage increases through the range, and merit raises. This is something the Library has not been able to consider because of budget limitations. My hope is that we can consider a similar hybrid system for wage increases in future budgets.

OPERATIONS ACTIVITIES:

Our landscaper was able to cut foliage away from the building and the pest control company sprayed around the building. While there are still some box elder bugs, we no longer feel inundated by the creatures.

Monarch Library System is introducing Discover, a new feature of the library catalog that displays all copies of a title together in a single record, making it easy to see your options and choose the format you'd like. For instance, if you were to search *The Women* by Kristin Hannah, you would see that the book is available in the following formats: Regular Print, Large Type, Audiobook on CD, OverDrive eBook, and OverDrive eAudiobook. As time goes on and a paperback version is added to the collection, that will be in the "roll-up" as well. The System will go-live with Discover May 1. There will be a link to the classic catalog for anyone not ready for the change (though I really think you will like it). Monarch will provide customizable promotional materials for our use.

To make the roll-ups work, existing cataloging records need to be updated and new information added to new records. This will be an ongoing process. In addition to doing the work, Emily Vosberg serves on the System's Cooperative Cataloging Workgroup.

The Monarch2Go app will be updated at the earliest opportunity. The hope is that people who are comfortable using apps are also comfortable with changes in apps and will not be confused with the update.

I have discussed certain desired changes with the way Monarch handles eCommerce payments. We are hoping to receive those funds in a timelier fashion.

FOUNDATION:

All the furniture purchased by the Foundation is in place. This includes eight chairs in and around the rotunda, two sofas in the Children's Porch, and six very welcoming study carrels at the west end of the library. We also have two children's sofas (one is a blossom, the other a cloud) funded by the Mequon-Thiensville Community Foundation. All seating is washable and very comfortable.

The Foundation Investment Committee and their Board of Directors are both meeting in May.

The second Cultural Conversation of the year was Sunday, April 14. The topic was Contemporary US Asylum, Refugee, and Immigration Policy with Sara McKinnon, an Associate Professor at UW-Madison.

Join us for the second Fine Arts Event, Sunday, April 28, featuring the Florentine Opera presenting Opera's Greatest Hits!

FRIENDS:

The Friends are busy with several activities designed to raise awareness of and interest in the organization. We are the beneficiary of their activities. May 19 there will be a PaperPie (formerly Usborne) book sale and an author talk with Erica Ruth Neubauer, a Milwaukee author who writes historical cozy mysteries. June 20 I will be giving a book talk (summer reads) at their quarterly membership meeting. In the fall they hope to welcome a local book vendor who will talk and sell books, as well as celebrate National Friends of the Library Week with a week full of events, including another author talk. Meanwhile, they are the major sponsor of the 2024 Summer Reading Program: Read, Renew, Repeat.

OTHER:



Everyone is getting ready for 2024 Summer Reading. Ashley Pike envisions “yarn-bombing” the rotunda pillars to add color and reinforce the idea of recycling. She mentioned this to the Library’s fiber arts group, Hook, Yarn & Stitch, and they are running with it, though instead of just yarn-bombing, they want to make scarves and blankets that will be donated to a homeless or domestic violence shelter at the end of the season. Contributions of new hand-made goods from the general public are also welcome.

Strategic Plan activities are coming together. Letters asking for focus group participants will be sent to donors, community organizations, educators, community leaders, and others. I will also promote the project in upcoming eNewsletters. An online form will be available on our website to sign up to participate. We anticipate starting public focus groups in May.

Date: April 12th, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, April 2024

Activities since the last Board of Trustees meeting include:

- 3/22 – Staff Development Day
- 4/3 – Vega Cataloging Meeting
- 4/4 – Willowbrook Outreach Event
- 4/8 – Vega Cataloging Meeting
- 4/9 – Management Meeting
- 4/16 – Vega Discover Introductory Meeting
- 3/19 – Director Checkin

Statistics: March 2024

- Checkouts: 23,248
- Door count: 11,810
- Library Card creations: 85
- Items received from other Libraries: 4,086
- Items sent to other Libraries: 3,308
- Our videogame, Wonderbook, and puzzle collections continue to be extremely popular with high checkout rates. See below for the checkout ratio on 4/8/24.

	Total	In	Out	Percentage Out
Videogames	489	195	294	60%
Wonderbooks	90	25	65	72%
Puzzles	240	159	81	33%

Other:

- Our first Staff Development Day of the year was on March 22nd – we covered many topics from the annual report to a strategic plan to election information. As a part of the development day, I assigned every staff member a section to shelf read in the children's section. This gave everyone the opportunity to get into the stacks and familiarize themselves with the collection.
- National Library Week was from April 7th through 19th. This year we hosted a Food for Fines supply drive where we forgave \$2 in fines for every nonperishable item donated.
- Our new online catalog will be launching in the coming months. The system offices have been hosting meetings throughout April to prepare staff for the upcoming changes.
- We are in the process of adding a Harley Davidson Museum pass to our Adventure Pass offerings. We hope to have the pass added by May.

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

- Progress continues on the Library's website redesign. We have selected color pallets to use in the redesign, as well as approved a basic template of the new site and the language of the graphic buttons that will appear. CivicPlus, our website host, is now working to integrate those selections into a design concept. We will be able to review this design concept in a meeting scheduled May 1. Assuming there are no complications, the new site is still scheduled to go live on June 27.
- Revenue reports for March are now largely as I expected them to be. The Mequon quarterly revenue contribution is now reflected in our revenue reports, as are the most recent e-commerce revenues we received from the Monarch Library System, which significantly increased our Fines and Fees and Book Sale revenues. The only item which appears to be lagging is Interest & Investment income, which now appears to be entered on the final day of the month on a fairly consistent basis.
- No update on the audit at this time, which I assume means they have all the information from the Library that they will need to complete their review.
- Our first staff day of 2024 was held on Friday, March 22 and was a success. In addition to giving time to process the events of March 15, there was lots of useful discussion and staff input towards the Strategic Plan.
- There was a meeting of the Information Technology Workgroup on April 4. Among items discussed included the most recent Polaris upgrade, which was largely automated by Faronics Deploy and occurred when all libraries were closed. The group discusses what went right and what can be better improved for the next upgrade. The group also received information on the Vega catalog rollout and the potential timeline of that. Finally, the group discussed Microsoft's announcement of the end of support for Windows 10 in 2025, and what that could potentially mean for upgrading system computers to Windows 11 in the future.

Date: April 11, 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: Spice of the Month Kits, 3/1, 4/1
- Meeting: Management Meeting, 3/19
- Program: Family Storytime, 3/19, 3/20, 4/2, 4/3, 4/16, 4/17
- Program: Mequon-Thiensville Community Book Club, 3/19, 4/16
- Meeting: Director Check-in, 3/19
- Meeting: Management Website Meeting, 3/21
- Training: Staff Development Day, 3/22
- Meeting: Monarch Public Information Workgroup, 3/26
- Program: Great American Solar Eclipse, 3/28
- Program: Mini-Golf, 3/29
- Delivery: Study Carrels delivery, 4/1
- Program: Solar Eclipse Viewing Party, 4/8
- Program: Senior Health Fair, 4/11
- Program: Saturday LEGO Club, 4/13
- Program: Banking Basics, 4/15

STATISTICS

-March was a good month for eCircs, with one of the highest monthly eCirc checkouts for years, although it was only 1 more than January 2024. eCollections had good monthly usage in comparison to last year's March number, but it is lower than both January and February of this year. March's reference transactions is very comparable to previous months and years, so that is holding steady. Programming numbers continue to do very well, with steady increases for in-person attendance for all age levels.

OTHER TASKS & TIDBITS

-Our Solar Eclipse Viewing Party was a great success! We had 255 people attend the Viewing Party, with many people arriving around 12:30 PM for the start of the event and staying until 2:15 PM or later. During the event, we also had an adult and children's craft inside the Library after the start of the viewing party, and a children's storytime after the peak of the solar eclipse. On Monday alone, the Library handed out 600+ solar eclipse glasses. From 9:00-10:00 AM, we handed out 300+ glasses before we were out of our backstock. We reserved 300 glasses for the viewing party, which were gone about 1.5 hours after the viewing party started.

Staff commented that Friday, Saturday and Sunday before the eclipse, they were very busy answering questions about the solar eclipse glasses and handing them out. All total, the Library handed out close to 1900 eclipse glasses for the April eclipse. I did send 50 glasses to another Monarch library that asked if any other library had some to spare, and we gave out some last year for the annular eclipse in October 2023.

-Our Spring Break Mini-Golf event was also a great success! We had 158 people go through our 9-hole mini golf course inside the library on Friday, March 29. This was our fourth time holding the mini-golf event and our highest attendance so far.

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) •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 Debbi 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)	•Family Storytime (weekly 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) •Gan Ami Preschool Offsite Storytime (monthly) •North Shore Preschool and Child Care Offsite Storytime (monthly) •Kids Rule Academy Offsite Storytime (monthly) •Fine Arts: Florentine Opera (April) •Friends of Weyenberg Library Book Sale with PaperPie (May) •Friends of Weyenberg Library Author Event with Erica Ruth Neubauer (May)
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**JUNIOR WOMAN'S CLUB OF MEQUON-THIENSVILLE
PHILANTHROPIC DONATION COMMITTEE FUNDING
APPLICATION**

Organization Name and Address:

**Frank L. Weyenberg Library of Mequon-Thiensville
11345 North Cedarburg Road, Mequon, WI 53092**

Are you a 501(c) (3) organization (Y/N)? **Yes**

Dollar amount requested: \$ 8,000.00

Contact Name: **Rachel Muchin Young**

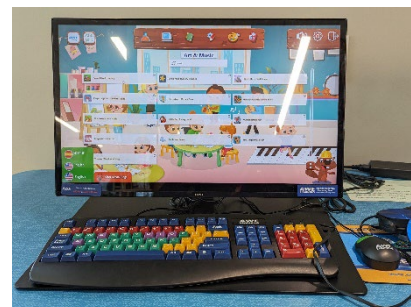
Contact Email and Phone Number: rmuchinyoung@flwlib.org, (262) 242-2590

Is your organization requesting Emergency funding (Y/N)? **No**

Program or Project Name: ***AWE Computers for Kids***

Program or Project Objective:

Digital literacy is essential in today's society. So is online safety! AWE Learning Computers offer the educational benefits of digital access, without any of the risks inherent in the digital world. Each All-In-One unit is loaded with scores of age-appropriate authenticated learning tools so children can confidently explore and learn a variety of disciplines at their own pace.



Is the program or project content non-religious and open to clients regardless of their religious preferences? (Y/N) **Yes**

What community(ies) (i.e. Mequon-Thiensville, Ozaukee County, Southeastern Wisconsin) will receive the benefit of this program or project?

The primary beneficiaries of this grant are the young residents of Mequon and Thiensville, and anyone else who visits the Frank L. Weyenberg Library.

Has your organization received donations from the Junior Woman's Club in the past? **Yes**

If yes, indicate program name, year, and dollar amount.

Tech Treasures	2018	\$5,400
Looping the Community Room	2019	\$6,600
FLWL Programming Goes Virtual	2020	\$2,100
The Wonder of WonderBooks	2023	\$2,500

Will your organization receive money from other donors for this program or project (Y/N)?

We hope so. Other grants are being sought so we can have multiple units for both our pre-school and school-age patrons.

If yes, please identify the other donors:

We have not yet secured other funding but will do so throughout the year as grant applications are accepted by various foundations and other organizations.

Explain how a donation from Junior Woman's Club will have an impact on the program or project?

Frank L. Weyenberg Library currently provides six (6) iPads for children and teens. Each is loaded with limited age-appropriate educational software. The iPads are updated by staff as budget and time allow. These iPads are used daily by many children but are not built to withstand the constant use and abuse of so many little hands. As a result, they are often out of commission, and we need to replace them more often than we'd like. We need a better option.

A contribution from the Junior Woman's Club will make it possible for us to replace the iPads with more durable hardware and offer more programs in more disciplines for a wide range of ages. We have selected AWE Platinum All-In-One units. They are equipped with heavy duty screens, color-coded keyboards, child-sized mice, and sturdy headsets and plugs. All content is STREAM-aligned (Science, Technology, Reading, Engineering, Art, and Math). Software is safely updated regularly at no additional charge. Each unit is warranted for 3 years, but the units typically last 5 to 8 years.

We hope to purchase two AWE Early Literacy Stations geared for users ages 2 to 8, and two AWE After-School Edge units for children 8 to 12.

AWE Learning computers are in more than 47% of public libraries in the United States (<https://awelearning.com/about/>).

When does your organization expect to implement this program or project?

We plan on purchasing AWE A-I-O computers as soon as funds become available.

How will the monies be used? Is this a general operating or capital campaign needs grant request?

Each unit, including delivery, is approximately \$4,000. If awarded \$8,000, we will be able to purchase one AWE Early Literacy Station and one AWE After-School Edge.

What members of the community are specifically targeted for this program or project (i.e. children, women, seniors)?

AWE Computer for Kids will benefit children ages 2 to 13 who visit the Frank L. Weyenberg Library. In 2023, approximately 8,700 children in this age group attended library programs. About 2,000 participated in self-directed activities while in the Library. Of our more than a quarter of a million physical items circulated, 47% were children's items.

Please use the space below to comment on the expected impact and outcome that the program or project will have on the community. Your comments should specifically address the following questions as well. How does your program or project provide a new opportunity to address existing or emerging concerns of the community? How does your program or project address critical human or community need? How does your program or project address specific training or educational needs of program participants?

While iPads are great, they are neither durable enough to withstand public library use or robust enough to offer the breadth of software our young patrons seek. AWE Learning Computers offer both. While this request may appear as an update or a replacement for what we currently have, the array of software makes these units so much more beneficial for young users. Additionally, because each AWE Computer features both a full keyboard and a mouse, children are learning how to use computer hardware and amenities of units they encounter in other settings.

Respectfully submitted,

A handwritten signature in blue ink that reads "Rachel Muchin Young". The signature is written in a cursive, flowing style.

Rachel Muchin Young
Library Director
Frank L. Weyenberg Library of Mequon-Thiensville

Mail completed form to: Junior Woman's Club of Mequon-Thiensville
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