



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, May 17, 2023, 6:00pm
Tolzman Community Room

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in the 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 April 19, 2023, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for April 2023
 - b. Action Item: Accounts Payable for April 2023
- VII. Election of Officers**
 - a. Report of the Nominating Committee
 - b. Election of Officers for 2023-2024
- VIII. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- IX. President's Report**
 - a. Committee Appointments
- X. Staff Reports**
 - a. Library Operations
 - b. Director's Report – R. Muchin Young
 - c. Managers' Reports – Included in Packet

XI. Unfinished Business

- a. ARPA Projects & Funding
- b. Foundation Wish List Update

XII. New Business

- a. None

XIII. Trustee Training & System/State Library Update

- a. Challenged Materials and Requests for Reconsideration Check-In

XIV. Future Meeting Dates

- a. Board of Trustees Meeting: June 21, 2023, 6pm
- b. Other Meetings: Personnel Committee: May 23, 2023, 1pm

XV. Adjourn

Catherine Perry

Posted: May 12, 2023



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees April 19, 2023 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on April 19, 2023 at 6:00 pm in the Library's Tolzman Community Room.

I. Pledge of Allegiance

JanaLee Hitchcock led the Pledge of Allegiance.

II. Call to Order, Verification of Posting, Roll Call

JanaLee Hitchcock called the meeting to order at 6:01 pm.

Posting of notice as of April 14, 2023 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham, Tedd Lookatch and Cathrine Wagner.

Trustees Absent: Alex Lemke and the Mequon-Thiensville School District Representative.

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

III. Announcements

The position representing the Mequon-Thiensville School District is currently open, as the previous representative to the Library Board is no longer an employee of the Mequon-Thiensville School District.

Ellen Nagy has been approved by the Mequon Common Council as an at-large representative. Her three-year term is effective May 1, 2023.

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

None at this time.

V. Approval of Minutes

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

The minutes of the March 15, 2023 meeting were included in the packet. Hearing no objections, the minutes were approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for March 2023

The reports were included in the Board Packet. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for March 2023

Mr. Hansher moved to approve the Accounts Payable Statement for March 2023 in the amount of \$95,959.37. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock announced that this would be her final meeting as a member of the Board of Trustees. Ms. Hitchcock expressed her enjoyment with having worked with the Board and feels the Library is in a better position than when she began.

B. Finance

No meeting was held.

C. Advocacy

Mr. Hansher reported that no meeting was held.

D. Personnel

Ms. Abraham reported that a meeting was held with a meeting scheduled to take place in May.

VIII. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Quarterly reports were also included. The Board was also provided with copies of the graphic annual report available to the public. Ms. Muchin Yong's assessment is that the Library is bouncing back and moving forward. Ms. Muchin Young also reported on the Fine Arts Series event in March.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young commented further on her activities. A copy of the Junior Women's Club grant request for Wonderbooks was also included in the report.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet.

ii. Business Manager

The written report was included in the Board Packet.

iii. Patron Services Manager

The written report was included in the Board Packet.

IX. Unfinished Business

None at this time.

X. New Business

A. Report of the Nominating Committee

Ms. Wagner reported that the Nominating Committee had met, and proposed the following slate of potential officers for 2023-24: Catherine Perry, President; Tedd Lookatch, Vice President; Jeffrey Hansher, Secretary and Graham Baxter, Treasurer.

The election of officers will take place at the Annual Meeting in May.

XI. Trustee Training & System/State Library Update

A. TE20: The Library Board and Building Accessibility

Ms. Muchin Young presented the topic on building accessibility.

B. TE21: The Library Board and Accessible Services

Ms. Muchin Young presented the topic on accessible services.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, May 17, 2023.

There is a meeting of the Personnel Committee scheduled for May 23, 2023.

XIII. 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 6:55 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE
Library - Revenue Guideline
Current Period: APRIL 2023

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Account Descr	2023 YTD Budget	2023 YTD Amt	APRIL 2023 Amt	Balance	2023 % of Budget
97 FLW AMERICAN RESCUE PLAN ACT					
08 AMERICAN RESCUE PLAN ACT					
003 GRANTS & AIDS					
R 97-08-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$17,877.35	\$0.00	-\$17,877.35	0.00%
003 GRANTS & AIDS	\$0.00	\$17,877.35	\$0.00	-\$17,877.35	0.00%
08 AMERICAN RESCUE PLAN ACT	\$0.00	\$17,877.35	\$0.00	-\$17,877.35	0.00%
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$17,877.35	\$0.00	-\$17,877.35	0.00%
98 FLW LIB GIFTS & GRANTS FUND					
45 MISCELLANEOUS REVENUES					
015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTE	\$1,347.82	\$300.00	\$0.00	\$1,047.82	22.26%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$83,772.43	\$324.00	\$17.00	\$83,448.43	0.39%
015 OTHER INCOME	\$85,120.25	\$624.00	\$17.00	\$84,496.25	0.73%
45 MISCELLANEOUS REVENUES	\$85,120.25	\$624.00	\$17.00	\$84,496.25	0.73%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$624.00	\$17.00	\$84,496.25	0.73%
99 F. L. WEYENBERG LIBRARY FUND					
40 TAXES					
001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,106,716.00	\$553,358.00	\$276,679.00	\$553,358.00	50.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$55,370.00	\$27,685.00	\$55,370.00	50.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$15,976.00	\$15,976.06	\$12,697.24	-\$0.06	100.00%
001 LOCAL PROPERTY TAXES	\$1,233,432.00	\$624,704.06	\$317,061.24	\$608,727.94	50.65%
40 TAXES	\$1,233,432.00	\$624,704.06	\$317,061.24	\$608,727.94	50.65%
42 REGULATION & COMPLIANCE					
006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$19,932.00	\$8,706.86	\$617.25	\$11,225.14	43.68%
006 FINES & FORFEITURES	\$19,932.00	\$8,706.86	\$617.25	\$11,225.14	43.68%
42 REGULATION & COMPLIANCE	\$19,932.00	\$8,706.86	\$617.25	\$11,225.14	43.68%
44 COMMERCIAL REVENUES					
013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$2,668.00	\$3,602.11	\$874.80	-\$934.11	135.01%
013 INTEREST INCOME	\$2,668.00	\$3,602.11	\$874.80	-\$934.11	135.01%
44 COMMERCIAL REVENUES	\$2,668.00	\$3,602.11	\$874.80	-\$934.11	135.01%
45 MISCELLANEOUS REVENUES					
014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,880.00	\$3,867.39	\$720.65	\$6,012.61	39.14%
R 99-45-014-906 PHOTOCOPIER	\$2,534.00	\$1,010.35	\$232.10	\$1,523.65	39.87%
014 SALE INCOME	\$12,414.00	\$4,877.74	\$952.75	\$7,536.26	39.29%
015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,554.00	\$68.66	\$0.00	\$1,485.34	4.42%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015 OTHER INCOME	\$21,554.00	\$68.66	\$0.00	\$21,485.34	0.32%
45 MISCELLANEOUS REVENUES	\$33,968.00	\$4,946.40	\$952.75	\$29,021.60	14.56%

Account Descr	2023 YTD Budget	2023 YTD Amt	APRIL 2023 Amt	Balance	2023 % of Budget
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$641,959.43	\$319,506.04	\$648,040.57	49.76%
	\$1,375,120.25	\$660,460.78	\$319,523.04	\$714,659.47	48.03%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
Current Period: APRIL 2023

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Account Descr	2023 YTD Budget	2023 YTD Amt	APRIL 2023 Amt	Balance	2023 % of Budget
98 FLW LIB GIFTS & GRANTS FUND					
95 LIBRARY GIFTS & GRANTS					
551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$1,347.82	\$770.60	\$59.50	\$577.22	57.17%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$83,772.43	\$3,845.95	\$39.96	\$79,926.48	4.59%
551 LIBRARY	\$85,120.25	\$4,616.55	\$99.46	\$80,503.70	5.42%
95 LIBRARY GIFTS & GRANTS	\$85,120.25	\$4,616.55	\$99.46	\$80,503.70	5.42%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$4,616.55	\$99.46	\$80,503.70	5.42%
99 F. L. WEYENBERG LIBRARY FUND					
91 LIBRARY STAFFING					
551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$670,300.00	\$182,907.83	\$49,813.52	\$487,392.17	27.29%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,500.00	\$714.66	\$0.00	\$1,785.34	28.59%
E 99-91-551-1-199 FRINGE BENEFITS	\$215,600.00	\$66,030.14	\$16,168.26	\$149,569.86	30.63%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$1,616.40	\$297.10	\$1,883.60	46.18%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,325.00	\$663.00	\$0.00	\$662.00	50.04%
E 99-91-551-7-715 FLEX BENEFIT	\$2,100.00	\$1,888.68	\$0.00	\$211.32	89.94%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551 LIBRARY	\$895,325.00	\$253,820.71	\$66,278.88	\$641,504.29	28.35%
91 LIBRARY STAFFING	\$895,325.00	\$253,820.71	\$66,278.88	\$641,504.29	28.35%
92 LIBRARY ADMINISTRATION					
551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$1,000.00	\$503.75	\$33.75	\$496.25	50.38%
E 99-92-551-2-206 AUDIT	\$6,750.00	\$5,419.00	\$0.00	\$1,331.00	80.28%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$21,525.00	\$16,652.50	\$0.00	\$4,872.50	77.36%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOG	\$9,300.00	\$4,792.83	\$1,396.14	\$4,507.17	51.54%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$5,000.00	\$483.42	-\$70.86	\$4,516.58	9.67%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$8,000.00	\$4,000.00	\$2,000.00	\$4,000.00	50.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,725.00	\$1,341.94	\$269.83	\$2,383.06	36.03%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$3,500.00	\$1,566.86	\$1,005.06	\$1,933.14	44.77%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$3,500.00	\$525.79	\$79.49	\$2,974.21	15.02%
E 99-92-551-3-303 TELEPHONE	\$4,000.00	\$2,788.88	\$460.81	\$1,211.12	69.72%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$6,000.00	\$2,238.84	\$653.73	\$3,761.16	37.31%
E 99-92-551-3-358 DEBT COLLECTION	\$1,000.00	\$256.30	\$93.20	\$743.70	25.63%
E 99-92-551-3-359 MONARCH FEES	\$17,150.00	\$480.00	\$480.00	\$16,670.00	2.80%
551 LIBRARY	\$91,950.00	\$41,050.11	\$6,401.15	\$50,899.89	44.64%
92 LIBRARY ADMINISTRATION	\$91,950.00	\$41,050.11	\$6,401.15	\$50,899.89	44.64%
93 LIBRARY PROGRAM & COLLECTION					
551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$5,000.00	\$864.77	\$128.87	\$4,135.23	17.30%
E 99-93-551-3-371 MEDIA	\$25,000.00	\$3,757.20	\$2,517.01	\$21,242.80	15.03%
E 99-93-551-3-372 E CONTENT	\$37,000.00	\$6,994.52	\$3,735.02	\$30,005.48	18.90%
E 99-93-551-3-373 PRINT	\$85,000.00	\$17,924.75	\$7,043.91	\$67,075.25	21.09%
551 LIBRARY	\$152,000.00	\$29,541.24	\$13,424.81	\$122,458.76	19.44%
93 LIBRARY PROGRAM & COLLECTION	\$152,000.00	\$29,541.24	\$13,424.81	\$122,458.76	19.44%
94 LIBRARY BUILDING					
551 LIBRARY					

Account Descr	2023 YTD Budget	2023 YTD Amt	APRIL 2023 Amt	Balance	2023 % of Budget
E 99-94-551-2-282 JANITORIAL SERVICE	\$42,120.00	\$13,893.75	\$3,510.00	\$28,226.25	32.99%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$24,000.00	\$3,975.06	\$375.06	\$20,024.94	16.56%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,605.00	\$2,155.06	\$384.84	\$449.94	82.73%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$14,915.10	\$2,763.11	\$15,084.90	49.72%
E 99-94-551-3-360 UTILITIES	\$45,000.00	\$18,799.01	\$5,145.59	\$26,200.99	41.78%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$484.47	\$484.47	\$1,315.53	26.92%
E 99-94-551-3-374 HEALTH & SAFETY SUPPLIES	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
551 LIBRARY	\$150,725.00	\$54,222.45	\$12,663.07	\$96,502.55	35.97%
94 LIBRARY BUILDING	\$150,725.00	\$54,222.45	\$12,663.07	\$96,502.55	35.97%
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$378,634.51	\$98,767.91	\$911,365.49	29.35%
	\$1,375,120.25	\$383,251.06	\$98,867.37	\$991,869.19	27.87%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
97 FLW AMERICAN RESCUE PLAN ACT							
G 97-11100 SPECIAL ASSESS RECEIVAB	\$0.00	\$0.00	\$0.00	\$17,877.35	\$0.00	\$17,877.35	97
G 97-31110 UNAPPROPRIATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	97
G 97-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$17,877.35	-\$17,877.35	97
G 97-31112 EXPENDITURE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	97
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$0.00	\$0.00	\$17,877.35	\$17,877.35	\$0.00	
98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$5,120.25	\$17.00	\$99.46	\$624.00	\$4,616.55	\$1,127.70	98
G 98-11210 INVESTMENTS	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,000.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$17.00	\$0.00	\$624.00	-\$624.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$99.46	\$0.00	\$4,616.55	\$0.00	\$4,616.55	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$1,347.82	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,347.82	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$83,772.43	\$0.00	\$0.00	\$0.00	\$0.00	-\$83,772.43	98
98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$116.46	\$116.46	\$5,240.55	\$5,240.55	\$0.00	
99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$3,468.85	\$423,733.85	\$349,378.33	\$1,234,634.89	\$1,172,982.26	\$65,121.48	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$650.78	\$25.32	\$4,328.32	\$3,702.86	\$3,125.46	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$36,146.10	\$36,146.10	\$141,080.60	\$141,080.60	\$0.00	99
G 99-11210 INVESTMENTS	\$287,502.45	\$200,874.80	\$55,000.00	\$480,281.11	\$395,000.00	\$372,783.56	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$100,734.14	\$0.00	\$0.00	\$100,734.14	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDIN	\$0.00	\$1,688.74	\$1,688.74	\$6,568.34	\$6,568.34	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$3,111.11	\$3,111.11	\$12,406.94	\$12,406.94	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,640.83	\$3,640.83	\$14,218.75	\$14,218.75	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$4,705.94	\$650.78	\$681.06	\$4,650.92	\$2,421.17	-\$2,476.19	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,241.10	\$3,073.23	\$3,072.70	\$13,219.52	\$12,051.12	-\$3,072.70	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$51.72	\$51.72	\$197.12	\$197.12	\$0.00	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$57.16	\$57.16	\$222.92	\$222.92	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,364.97	\$1,452.87	\$5,880.23	\$5,880.23	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$3.20	\$3.20	\$12.80	\$12.80	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$25.66	\$25.66	\$102.64	\$102.64	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$11,633.43	\$0.00	\$0.00	\$11,633.43	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$172,156.69	\$0.00	\$0.00	\$0.00	\$0.00	-\$172,156.69	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$319,506.04	\$0.00	\$641,959.43	-\$641,959.43	99

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$98,914.05	\$146.14	\$396,391.30	\$17,756.79	\$378,634.51	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
99 F. L. WEYENBERG LIBRARY FUND	\$0.00	\$773,986.98	\$773,986.98	\$2,426,563.97	\$2,426,563.97	\$0.00	
	\$0.00	\$774,103.44	\$774,103.44	\$2,449,681.87	\$2,449,681.87	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
1133 e	04/05/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,544.28		FED/WAGES PD 4-7-2023
G 99-21210		WISCONSIN WITHHOLDI	\$836.33		WI/WAGES PD 4-7-2023
G 99-21230		SOCIAL SECURITY TAX	\$1,797.88		FICA/WAGES PD 4-7-2023
E 99-91-551-1-199		FRINGE BENEFITS	\$1,797.90		FRINGES/WAGES PD 4-7-2023
G 99-11160		SPECIAL CLEARING AC	\$17,761.46		DIRECT DEPOSIT/WAGES PD 4-7-2023
		Total	\$23,737.85		
1134 e 04/05/23 ADP, LLC					
E 99-91-551-1-100		SALARIES & WAGES	\$24,756.26		/WAGES PD 4-7-2023
G 99-21265		WI RETIREMENT	(\$1,536.35)		WRS/WAGES PD 4-7-2023
G 99-21220		FEDERAL WITHHOLDIN	(\$1,544.28)		FED/WAGES PD 4-7-2023
G 99-21210		WISCONSIN WITHHOLDI	(\$836.33)		WI/WAGES PD 4-7-2023
G 99-21230		SOCIAL SECURITY TAX	(\$1,797.88)		FICA/WAGES PD 4-7-2023
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 4-7-2023
G 99-21285		LIFE INSURANCE WITH	(\$3.20)		LIFE/WAGES PD 4-7-2023
G 99-21275		DENTAL INSURANCE WI	(\$51.72)		DENTAL/WAGES PD 4-7-2023
G 99-21276		VISION INSURANCE WIT	(\$57.16)		VISION/WAGES PD 4-7-2023
G 99-21286		ACCIDENTAL INS WITH	(\$25.66)		ACCIDENTAL/WAGES PD 4-7-2023
G 99-11160		SPECIAL CLEARING AC	(\$17,761.46)		DIRECT DEP/WAGES PD 4-7-2023
G 99-21280		HEALTH INSURANCE WI	(\$814.35)		HEALTH/WAGES PD 4-7-2023
		Total	\$0.00		
1135 e 04/11/23 CARDMEMBER SERVICE					
E 99-92-551-2-284		CONTRACTED SERVICE	\$100.00		MAILCHIMP
E 99-94-551-3-308		BUILDING SUPPLIES	\$212.68		ODD JOB TODD
E 99-92-551-2-284		CONTRACTED SERVICE	\$19.80		SCREENCAST-O-MATIC
E 99-94-551-3-308		BUILDING SUPPLIES	\$65.00		PROSHRED
E 99-93-551-3-372		E CONTENT	\$5.26		APPLE
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$1.00		DSPS E SERVICE
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$50.00		DSPS
E 99-94-551-3-308		BUILDING SUPPLIES	\$450.00		DUMPSTER RENTAL
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34		AMAZON WEB SERVICES
E 99-92-551-3-300		OFFICE SUPPLIES	\$147.65		POS SUPPLY
		Total	\$1,052.73		
1136 e 04/11/23 WE ENERGIES					
E 99-94-551-3-360		UTILITIES	\$5,145.59		GAS & ELEC/APR
		Total	\$5,145.59		
1137 e 04/11/23 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$98.24	630493803	Processing 4-7-2023 Payroll
		Total	\$98.24		
1144 e 04/19/23 ADP, LLC					
G 99-21220		FEDERAL WITHHOLDIN	\$1,566.83		FED/WAGES PD 4-21-23
G 99-21210		WISCONSIN WITHHOLDI	\$852.41		WI/WAGES PD 4-21-23
G 99-21230		SOCIAL SECURITY TAX	\$1,842.95		FICA/WAGES PD 4-21-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,842.95		/WAGES PD 4-21-23



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-11160		SPECIAL CLEARING AC	\$18,384.64		DIRECT DEP/WAGES PD 4-21-23
		Total	\$24,489.78		
1145 e	04/19/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$25,057.26		/WAGES PD 4-21-23
G 99-21265		WI RETIREMENT	(\$1,536.35)		WRS/WAGES PD 4-21-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,566.83)		FED/WAGES PD 4-21-23
G 99-21210		WISCONSIN WITHHOLDI	(\$852.41)		WI/WAGES PD 4-21-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,842.95)		FICA/WAGES PD 4-21-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 4-21-23
G 99-21280		HEALTH INSURANCE WI	(\$638.52)		HEALTH/WAGES PD 4-21-23
G 99-11160		SPECIAL CLEARING AC	(\$18,384.64)		DIRECT DEP/WAGES PD 4-21-23
G 99-21280		HEALTH INSURANCE WI	\$87.93		SPRIGLER HEALTH INS REFUND/WAGES PD 4-21-23
G 99-21286		ACCIDENTAL INS WITH	\$4.38		SPRIGLER ACC INS REFUND/WAGES PD 4-21-23
		Total	\$0.00		
1146 e	04/26/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$98.24	631405280	PROCESSING 4-21-23 PAYROLL
		Total	\$98.24		
1147 e	04/26/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	631716067	TIME & ATTENDANCE
		Total	\$73.35		
1148 e	04/26/23	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$9,364.66		HEALTH/MAY
G 99-21280		HEALTH INSURANCE WI	\$1,277.04		HEALTH/MAY
		Total	\$10,641.70		
1149 e	04/26/23	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$3,073.23		WRS/MARCH
G 99-21265		WI RETIREMENT	\$3,073.23		WRS/MARCH
		Total	\$6,146.46		
27284	04/11/23	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$169.88	33764022	ADMIN COPIER LEASE
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	33764023	(2) COPIERS LEASE
		Total	\$288.73		
27365	04/26/23	1000BULBS.COM			
E 99-94-551-3-308		BUILDING SUPPLIES	\$188.84	W03586704	NORTH READING LED LIGHTS
		Total	\$188.84		
27366	04/26/23	A TO Z DATABASES			
E 99-93-551-3-372		E CONTENT	\$2,000.00	112663	ANNUAL DATABASE SUBSCRIPTION
		Total	\$2,000.00		
27367	04/26/23	AMAZON CAPITAL SERVICES			
E 99-94-551-3-306		JANITOR SUPPLIES	\$59.92	1194R49MCF	Janitor Supplies
E 99-93-551-3-371		MEDIA	(\$3.03)	11KLNH1L3L	Credit/Media



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-370		PROGRAMMING	\$29.88	1314PWC46	Programming
E 99-93-551-3-371		MEDIA	\$119.87	14KRVHTTL	Media
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$39.96	16TMLWY76	Unrestricted Donations
E 99-93-551-3-370		PROGRAMMING	\$86.00	16Y77R1L69	Programming
E 99-92-551-3-300		OFFICE SUPPLIES	\$13.43	17LCJQJX3V	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$16.12	1C6T71FR3Y	Office Supplies
E 99-93-551-3-373		PRINT	\$8.24	1HKPJLMH3	Print
E 99-93-551-3-373		PRINT	\$77.45	1HVYXN764	Print
E 99-92-551-3-300		OFFICE SUPPLIES	\$39.64	1HXWTW7Y	Office Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$13.82	1J7HWCL14	Janitor Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$7.99	1L6H3XJ71R	Office Supplies
E 99-92-551-2-286		COMPUTERS	(\$125.71)	1LVRWPYPc	Computers & Technology
E 99-93-551-3-371		MEDIA	\$6.29	1MPND9CT1	Media
E 99-92-551-3-300		OFFICE SUPPLIES	\$8.98	1NCDM61D3	Office Supplies
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$59.50	1PHQ7PF14	Memory Café
E 99-92-551-2-286		COMPUTERS	\$54.85	1Q1MG7736	Computer & Technology
E 99-93-551-3-370		PROGRAMMING	\$12.99	1QC3CPYD4	Programming
E 99-92-551-3-300		OFFICE SUPPLIES	\$28.95	1RRD7Q1J4	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$25.98	1T9YP1X6G	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$19.02	1VL1HND67	Office Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$57.98	1XKT4CM76	Janitor Supplies
Total			\$658.12		
27368	04/26/23	ASCEND ELEVATOR LLC			
E 99-94-551-3-308		BUILDING SUPPLIES	\$420.00	5518	ELEVATOR PHONE LINE INSTALLATION
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$247.50	5564	REGULAR ELEVATOR SERVICE/(1 OF 3)
Total			\$667.50		
27369	04/26/23	AT&T (OFFICE@HAND)			
E 99-94-551-3-308		BUILDING SUPPLIES	\$894.84	5216808701	ELEVATOR LINE INSTALL CHARGES
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$76.56	5216808701	ELEVATOR LINE/APRIL
E 99-92-551-3-303		TELEPHONE	\$460.81	5688248709	OFFICE@HAND/APRIL
Total			\$1,432.21		
27370	04/26/23	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$281.22	2037343319	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,556.91	2037350935	Print Collection Materials
E 99-93-551-3-373		PRINT	\$311.20	2037354046	Print Collection Materials
E 99-93-551-3-373		PRINT	\$501.08	2037364022	Print Collection Materials
E 99-93-551-3-373		PRINT	\$230.86	2037370242	Print Collection Materials
E 99-93-551-3-373		PRINT	\$161.71	2037370554	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,254.04	2037377235	Print Collection Materials
E 99-93-551-3-373		PRINT	\$161.42	2037385624	Print Collection Materials
E 99-93-551-3-373		PRINT	\$560.08	2037389521	Print Collection Materials
E 99-93-551-3-373		PRINT	\$767.23	2037397653	Print Collection Materials
E 99-93-551-3-373		PRINT	\$176.27	2037400950	Print Collection Materials
E 99-93-551-3-373		PRINT	\$245.23	2037405035	Print Collection Materials
E 99-93-551-3-373		PRINT	\$586.05	20374101619	Print Collection Materials
E 99-93-551-3-373		PRINT	\$164.92	2037416383	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$1,208.50	H64070320	Media Collection



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E 99-93-551-3-371		MEDIA	\$105.32	H64070460	Media Collection
E 99-93-551-3-371		MEDIA	\$161.82	H64070910	Media Collection
E 99-93-551-3-371		MEDIA	\$176.12	H64074920	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H64190530	Media Collection
E 99-93-551-3-371		MEDIA	\$14.32	H64232310	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H64291830	Media Collection
E 99-93-551-3-371		MEDIA	\$55.58	H64366260	Media Collection
E 99-93-551-3-371		MEDIA	\$77.19	H64367200	Media Collection
E 99-93-551-3-371		MEDIA	\$95.52	H64372450	Media Collection
E 99-93-551-3-371		MEDIA	\$64.94	H64381500	Media Collection
E 99-93-551-3-371		MEDIA	\$137.77	H64403400	Media Collection
E 99-93-551-3-371		MEDIA	\$157.28	H64445650	Media Collection
E 99-93-551-3-371		MEDIA	\$123.37	H64474830	Media Collection
E 99-93-551-3-371		MEDIA	(\$15.00)	H663384CM	Media Collection
E 99-93-551-3-371		MEDIA	(\$2.40)	H663385CM	Media Collection
Total			\$9,352.10		
27371	04/26/23	BITWARDEN INC			
E 99-92-551-2-284		CONTRACTED SERVICE	\$675.00	2FA4FEFF-0	PASSWORD MANAGER/ANNUAL SUBSCRIPTION
Total			\$675.00		
27372	04/26/23	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$41.96	1947699	SELECT PLUS EMPLOYEE/MAY DENTAL
G 99-21275		DENTAL INSURANCE WI	\$9.76	1947750	SELECT EMPLOYEE/MAY DENTAL
G 99-21276		VISION INSURANCE WIT	\$57.16	1950593	VISION/MAY
Total			\$108.88		
27373	04/26/23	FORWARD TS			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$365.00	AR194906	COPY CHARGES/MARCH
Total			\$365.00		
27374	04/26/23	KANOPY INC			
E 99-93-551-3-372		E CONTENT	\$82.80	344288	KANOPY VIDEOS/MAR
Total			\$82.80		
27375	04/26/23	CITY OF MEQUON			
E 99-94-551-3-361		SEWER & WATER	\$484.47	412569	WATER & SEWER/Q1
Total			\$484.47		
27376	04/26/23	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,646.96	503584548	HOOPLA/MARCH
Total			\$1,646.96		
27377	04/26/23	MILWAUKEE ALARM COMPANY			
E 99-94-551-3-308		BUILDING SUPPLIES	\$356.75		ALARM SYSTEM REPAIRS
E 99-94-551-3-308		BUILDING SUPPLIES	\$175.00	249453	ALARM ERROR DIAGNOSIS
Total			\$531.75		
27378	04/26/23	MOBILE BEACON			
E 99-92-551-2-284		CONTRACTED SERVICE	\$480.00	R-492874	CIRCULATIONG MOBILE HOTSPOT/12 MOS SUBSCRIPTION



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E 99-92-551-2-284		CONTRACTED SERVICE	\$120.00	R-492878	STAFF MOBILE HOTSPOT/12 MOS SUBSCRIPTION
		Total	\$600.00		
27379	04/26/23	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$480.00	415911	2023 BOOKPAGES
		Total	\$480.00		
27380	04/26/23	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$253.12	6275832	JANITORIAL SUPPLIES
		Total	\$253.12		
27381	04/26/23	PITNEY BOWES INC			
E 99-92-551-2-201		POSTAGE	\$33.75	1022772281	SMART POSTAGE SUBSCRIPTION/Q1
		Total	\$33.75		
27382	04/26/23	POS SUPPLY SOLUTIONS			
E 99-92-551-3-300		OFFICE SUPPLIES	\$274.30	213459	THERMAL ROLL PAPER
		Total	\$274.30		
27383	04/26/23	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$379.82	31908219	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$43.18	31934641	OFFICE SUPPLIES
		Total	\$423.00		
27384	04/26/23	SECURIAN FINANCIAL GROUP, INC			
E 99-91-551-1-199		FRINGE BENEFITS	\$89.52		EMPLOYER/MAY LIFE
G 99-21285		LIFE INSURANCE WITH	\$3.20		EMPLOYEE/MAY LIFE
G 99-21286		ACCIDENTAL INS WITH	\$21.28		ACCIDENTAL/MAY
		Total	\$114.00		
27385	04/26/23	THIENSVILLE-MEQUON ROTARY			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$297.10		ROTARY DUES/Q2
		Total	\$297.10		
27386	04/26/23	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$93.20	6111083	PLACEMENTS/MARCH
		Total	\$93.20		
27387	04/26/23	VANGUARD CLEANING SYSTEMS			
E 99-94-551-2-282		JANITORIAL SERVICE	\$3,510.00	1350	JANITORAL SVC/APRIL
		Total	\$3,510.00		
27388	04/26/23	ELM USA, INC.			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$79.49	57679	ECO SMART DISCS
		Total	\$79.49		
11110		HARRIS GF -CHECKING	\$96,124.26		



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Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$99.46
99 F. L. WEYENBERG LIBRARY FUND	\$96,024.80
	\$96,124.26

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									93,107
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									23,006
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	0	0	0	0	0	0	0	0	116,113
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	8,009									12,223
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	1,288									5,481
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									43,240
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									418
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									55
2023 attendance	67	107	214	80									468

[illegible]

Date: May 12, 2023
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report May 2023

Meetings Attended:

- Friends of Weyenberg Library, 4/20
- Thiensville Mequon Rotary Club Meetings, 5/9, 5/16
- TM Lions Club Parade of Checks Dinner, 4/25
- Wisconsin Association of Public Libraries Annual Conference, 4/26-28
- Monarch Library System Directors Chat, 5/3
- Hook, Yarn & Stitch, 5/3
- Fine Arts Event: UWM Steel PANTHERS Drum Band, 5/7
- Met w/ Tom Madden regarding Graphic Novel Collection Space, 5/8
- Evening Readers: *Last House on the Street*, 5/8
- Tour of Beaver Dam Public Library, 5/9
- Management Team, 5/10
- Monarch Library System Directors Council, 5/11
- Intergovernmental Meeting w/ City and Village Administrators, 5/12
- Regular and As-Needed Adult and Children's Reference and Circulation Desk shifts

PERSONNEL & CONTINUING EDUCATION:

I attended the 2023 Wisconsin Association of Public Libraries conference in late April in Oshkosh. I attended a variety of seminars over the course of the day and a half:

- Conference Keynote with Lori M. Lee: On How Writing Became a Haven and a Source of Healing for a Kid Who Didn't Fit In
- Give All Your Power Away: Keys to an Organizational Remodel
- BJ Hollars: Bumbling Toward the Bookshelf: How Failing Kindergarten, Dressing Up Like a Big Red Dog, and Running Away to LA All Led Me to the Literary Life
- Legal Foundations of Patron Involvement in Collection Building and Maintenance: Reconsideration, Relocation and Restriction Requests
- Framework of our Future: Building a Strategic Plan Step by Step
- Work/Life Balance for Library Leaders Who Do It All
- Non-Toxic Motivation
- Maggie Ginsberg: What Does it Mean to be a Wisconsin Book, and Why Does it Matter?

As always some seminars are better than others. In typical library geek fashion, I was particularly impressed with the author talks and the Legal Foundations of Patron Involvement Seminar. I was pleased that so many of the things we view as Standard Operating Procedures are being touted as the latest and greatest practices (training patron services staff to work with adults, teens, and children; fairly flat organizational chart; flexibility in furnishings and functions; and, most of all, transparency). This doesn't mean we don't have a lot to learn; it just means we've learned a few things along the way.

I also attended a webinar entitled How to Move Past Midwest Nice Towards Safety and Belonging presented by the Wisconsin Libraries Talk About Race: 2023 project.

Our full-time Access Services Associate Molly S, left us at the end of April when her family moved out of state. We were able to promote from within. Molly O is our new full-time Access Services Lead. Her full-time duties will begin at the end of May and will include such things as volunteer coordination, page training, and realia cataloging.

Emily Vosberg also hired two new pages, Emily T and Ananda, who will have started by our meeting date.

OPERATIONS ACTIVITIES:

Our Intergovernmental meetings with the City of Mequon, Village of Thiensville and assorted service providers are proving to be beneficial. We are looking closely at our shared needs as well as our exclusive needs and how those needs can best and most economically be met. The dialogue itself is invaluable. I am currently soliciting quotes for services used by all three entities and will share those with the City and Village as appropriate.

The new Book Drop arrived with some minor damage and signs of wear (as if it has been shipped to a customer and returned). We have negotiated an \$800 discount on the book returns. They will also send us a new Library decal (the original was scratched in shipping). The damage does not impact operations of the drop and Access Services staff are very happy that they no longer must apply a simple machine (lever) to open the doors. The screwdrivers are going back into our toolbox where they belong. Shout out to my elementary science teachers who managed to teach me something. The unit was installed by Buildings Superintendent Justin Bodah and his team from the City of Mequon Public Works Department.

OTHER:

Last fall we developed a wish list for the Weyenberg Public Library Foundation that included a variety of projects, two of which will be funded by ARPA funds. Since the new RFID Security Gates and new entrance, and the new book drops are the most expensive of the projects, the overall request is lower than usual. We have, however, requoted two of the larger projects since so much time has passed, and we are considering some design changes. I will discuss these changes with the Foundation Directors before moving ahead.

Description	Details	Est. Cost.
Updated Technology	Digitization Lab and Local History	\$ 5,000
Strategic Planning Facilitation		\$ 1,000
Teen Graphic Novel Shelving	Re-purpose the Teen study room	\$ 10,000
Periodical Space	Shelving for newspapers and magazines	\$ 9,900
Landscaping	Quarterly Changes to Exterior Planters	\$ 3,000
Adventure Passes		\$ 3,165
	Milwaukee Art Museum (\$600/4 Annual pass)	
	Milwaukee County Zoo (\$1,000/2 Annual passes)	
	Betty Brinn Children's Museum (\$1,000/2 Annual Passes)	

	Mitchell Park Domes (\$500/1 Annual pass + 5 add'l tickets)	
	Schlitz Audobon Center (\$65/1 Annual Pass)	
Fine Arts Series	4 Programs & Marketing	\$ 3,000
Cultural Conversations	4 Programs & Marketing	\$ 1,500
4K Movies	For Adult, Children, and Teen Film Events	\$ 600
	Totals	\$ 37,165

The grant we submitted last month to the Junior Woman's Club of Mequon-Thiensville was accepted and funded immediately in the sum of \$2,500. Additionally, the Lions Club of Mequon-Thiensville presented us with a \$500 check at their annual Parade of Checks.

FRIENDS:

The Friends were approached directly by an organization which is interested in creating a legacy project, something by which they will be remembered though they are anticipating disbanding within the next several years. While the Library was not approached directly, the Friends are looking for Library input.

The Friends are looking forward to presenting the toys they've had on display to the children's department early in June.

Friends are planning an annual meeting and author event in September. I will share more information when it becomes available.

Date: May 17th, 2023

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, May 2023

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

- National Library Week “Food for Fines” – 4/17 thru 4/30
- Vega Program Meeting – 4/19
- Vega Program Meeting – 5/2
- Management Meeting – 5/10
- Director Check-in – 5/17
- Vega Program Meeting – 5/17

STATISTICS

- Physical circulation is about the same as last April at 22,481 items checked out.
- Door count is up by about 1,000 from last April coming in at 10,730 for the month.
- We sent out 27 interlibrary loans and received 13 interlibrary loans from other Libraries.
- We created 75 Library cards in April – trending a bit low compared to last April.

OTHER TASKS & TIDBITS

- For National Library Week, we collected two full bin’s worth of non-perishable foods for Family Sharing of Ozaukee County. The program ran from April 17th through 30th. For each item, we forgave \$2 in overdue fines.
- I have hired 2 new Pages to fill upcoming vacancies in the department.
- I have posted a part-time (20 hour) Associate position. The application is open until May 24th or until we fill the position.
 - This vacancy is due to promoting Molly to the full-time Access Services Lead! She will be starting her new role at the end of this month. In this position, she will manage our volunteer program, perform circulation tasks, provide Pop-Up Library outreach as needed, and assist in cataloging.
- We have officially used the last of our non-recyclable receipt paper and have switched to a more eco-friendly alternative!
- RFID Project Update: As of 5/10 we have about half of our DVD collection, CDs, local history, reference, and book discussion kits left to be tagged. We are currently working on adult DVDs and CDs. In the last month we completed tagging on our JV Wonderbooks, JV CD backpacks, and JV non-fiction books. We are steadily making progress despite staffing shortages in our department thanks to the volunteer program helping us stay on track.

Date: May 11, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, May 2023

- The IT ticketing issues we have had with the Monarch Library System IT Department have been resolved.
- The HVAC vendor now has the ability to access the control system remotely and be able to perform the essential tasks necessary for proper configuration of the controls system.
- A Polaris upgrade is scheduled for May 21, after we close. Staff and patrons should expect no interruption to regular operations.
- The monthly IT workgroup meeting took place on May 4. Among items discussed were the ticketing system, wireless printing options, Polaris upgrades and future work that will be needed to SharePoint.
- The Management Discussion and Response has been delivered to the audit team. The only thing we are now waiting for is the issuing of the final 2022 audit reports.
- We had a meeting with Will Jones, Mequon City Administrator, Jennifer Engroff, Finance Director at the City of Mequon, Colleen Landish-Hansen, Thiensville Village Administrator, plus Scott Huibregtse, Nancy Wuene, Matt Becker and Rick Kalscheuer, representatives from R&R Insurance. The purpose of the meeting was to discuss our options involving sharing insurance resources to see if there were any cost saving potential. A follow-up meeting with Will, Jennifer and Colleen is scheduled for May 12.
- Our next Staff Day will be the morning of May 23. We will have Jeff Uhlenberg of Cintas Fire Protection on-site to provide hands-on fire extinguisher training. We will also review the emergency policy and emphasize what staff should do in the case of an emergency.

Date: May 11, 2023
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, 4/18
- Program: Family Storytimes, 4/25, 4/26, 5/9, 5/10
- Passive Program: Spice of the Month Kit, 5/1
- Program: Philosophy Lecture Series, 5/3
- Program: Genealogy Interest Group, 4/27
- Program: Drop-In Tech Help, 5/5
- Program: Friday Movie Matinee, 5/6
- Meeting with Kathy Platt about Monarch fostering at the library, 4/21, 5/8
- NewsBank Meeting with vendor, 4/17
- Monarch Vega Meeting, 4/19, 5/3, 5/17
- Monarch Youth Services Meeting, 5/4
- Database: Consumer Reports
- Management Meeting, 5/10
- Rivistas Magazine & Newspaper renewals, 5/10
- Monthly carts ordered: 4/24, 5/1, 5/8, 5/15

MONTHLY STATISTICS

- Programming statistics are doing very well. Reference transactions are also doing very well.
- eCircs continue to do very well, since some Hoopla checkouts are still included. This should be the last month with Hoopla checkouts.
- Our Digitization Lab use has dropped with only 8 reservations in April. May is currently at 4.

OTHER TASKS & TIDBITS

- All of the school visits for promoting the summer reading program have been scheduled. We will be visiting all three elementary schools and both middle schools.
- In April I sent 29 letters to local businesses asking for summer reading sponsorships. To date, we received two responses: \$150 from Port Washington State Bank, and \$250 from Bank Five Nine.
- We have started promoting the summer reading program at the Adult and Children's desk with vinyl banners and we put the drawing prizes on display in the Lobby display case. The summer reading program will run from Friday, June 9 to Saturday, August 12. Our kickoff event on Friday, June 9 is the musical duo Fox & Branch.
- The Ozaukee County Equity Roundtable reached out to the library to ask us to participate in a book drive for children they are running from June 1-July 15. They would like to help local libraries, schools, and nonprofits build their collection of books that represent people of color, different

cultures and religions, and a diversity of life experiences. We created a list of 10 titles to reflect that goal and which we already do not own and submitted it back to the OCER.

UPCOMING LIBRARY PROGRAMS

•Drop-In Tech Help (3-4 each month) •Evening Readers Book Club (monthly) •Genealogy Interest Group (monthly) •History Book Club (monthly) •Hook, Yarn & Stitch Club (monthly) •Monarch Memory Café (quarterly) •Movie Matinees (1st & 3rd Fridays monthly) •Throwback Movie Matinees (Last Saturdays, monthly) •M-T Book Club (monthly) •Philosophy Lectures series (quarterly) •Monarch Memory Café (June) •A City of Three Rivers: A Milwaukee County Historical Society Presentation (June) •Paint Along (June, July & August) •Spice of the Month Kits (monthly) •Dungeons & Dragons, Summer Campaign #1 (8 week summer session) •Dungeons & Dragons, Summer Campaign #2 (8 week summer session) •Teen Craft Take & Make Kits (monthly) •Teen Exam Cram (June) •Unlock the Box for Teens (June) •Anime Club (July & August) •Bad Art Night (July) •Battle of the Books: Library Edition (August) •Open Mic Night (August) •Need-to-Know Changes in the College Planning Process (September)	•Village Market Storytime (Tuesdays at the Village Market in June, July & August) •Storytime on the Lawn (Wednesdays in June, July & August) •Shake & Shimmy Storytime (biweekly) •Find Your Voice Storytime & Craft (monthly in June, July & August) •STEM Storytime (monthly in June, July & August) •Monday LEGO Club (monthly) •Saturday LEGO Club (monthly) •Parachute Play (monthly) •Nintendo Switch Days (monthly) •Card Game Club for Kids (monthly) •Little Scientists (monthly) •Little Artists (monthly) •Throwback Family Movie Matinees (monthly) •Fox and Branch (June) •Family BINGO Night (June, July & August) •Family Field Games (June, July & August) •Graphic Novel Book Club (June, July & August) •Unlock the Box (June, July & August) •Hodge Podge Thursdays (June, July & August) •Lakeshore Avian & Reptile Rescue (June) •Milwaukee Public Museum on the Move: The Beautiful World of Butterflies (July, 2 sessions) •Family Mini Golf at the Library (July) •Ariel's Summer Splash Sing-along (August) •Family Storytimes (weekly on Tuesdays & Wednesdays starting in September)
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Materials Selection Policy

The Frank L. Weyenberg Board of Trustees affirms the rights of individuals to have free and open access to ideas and information through its collection. The Board has adopted the Library Association's *Bill of Rights* as a basic tenet governing the selection of materials for the Library and endorses the American Library Association's *Freedom to Read* and *Freedom to View* statements.

Selection of materials is guided by the Library's Mission Statement, budget and the directives of the selection policy.

- The Library collects materials in a wide range of topics, formats and levels of complexity for persons of all ages. Efforts are made to maintain a balanced collection within subject areas and for each user group and to collect materials representing all sides of complex issues. Some materials are considered to be outside of the scope of the Library's Mission and will not be purchased.
- In selecting materials to purchase, staff shall professionally evaluate materials and consult reputable, professionally prepared selection aids. Purchases shall be based upon the selectors' knowledge of the collection, requests made by patrons, and circulation data.
- Material selection is continuous, as is the evaluation, withdrawal, and replacement of materials. Materials are discarded regularly from the Library collection because an item is in poor physical condition, its information is outdated, is no longer requested, or has been superseded by other editions or formats. The Library will dispose of withdrawn items as it sees fit.

Gifts of Library Materials

The Library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All gifts of library materials are subject to the Library's Gift Policy. Appraisal of gifts to the Library for tax purposes is the responsibility of the donor.



Challenged Materials Policy

Materials in the Library's collection are selected under the guidelines established in the Library's "Materials Selection Policy," which states that the Library Director is responsible for the selection of library materials and, under his or her direction, professional members of staff. The Library recognizes that from time to time there will be citizen complaints or concerns about a specific title or type of material selected or withdrawn from the collection. A complainant submitting a Request for Reconsideration hold a Frank L. Weyenberg Library card in good standing. When a complaint is made, the Library will address it, ensuring that the complainant is heard and that the fundamental principles of intellectual freedom are upheld.

This policy provides for a systematic approach to the process, as follows:

1. Initiation of Request for Reconsideration:
 - a. Individuals with a Frank L. Weyenberg Library card in good standing may initiate complaints about specific titles or types of material in the collection by talking to or writing to any member of staff, the Director, or a member of the Board of Trustees. Such communications are considered informal complaints.
 - b. Staff, the Director, or the Trustee should then offer a Request for Reconsideration Form (appended to this policy), and explain the rationale for the formal complaint procedure.
 - c. No further action is taken by the library at this point.
2. Acknowledgement of Request for Reconsideration of Library Materials Form:
 - a. Once a Request for Reconsideration is received by the Director, it shall be acknowledged in writing. The letter shall describe the Library's procedure and timeline for review. The review process may take up to three months.
 - b. Copies of this policy and the Materials Selection Policy will be included in the reply.
 - c. If the complainant has checked out the item, no further action will be taken until said item is returned to the library.
3. Evaluation of Library Materials:
 - a. The Director shall appoint a committee of professional staff to evaluate the challenged materials. Usually this committee is made up of two or three librarians, including the Patron Services Manager.
 - b. The challenged material is recalled from circulation and is not available for use by other patrons to allow members of the committee time to evaluate it.
 - c. Members of the committee read, listen to, or view the material in its entirety.
 - d. Committee members review the material in relationship to the Library's Materials Selection Policy and the rest of the collection. They research what literary critics and reviewers think of the material.

- e. After reaching individual conclusions, the committee meets to discuss the material and recommend one of several actions to the Library Director:
 - i. Retain the challenged material in the collection;
 - ii. Retain the challenged material, but move it to another location; or
 - iii. Withdraw the challenged material.
 - f. The Director then evaluates the challenged materials, weighing the factors listed above, and considers the committee's recommendation.
- 4. Notification of Complainant:
 - a. The Director shall write a letter to the complainant stating the decision of the Library, as well as the reasoning behind the decision.
 - b. The letter will include the steps complainant may take if unsatisfied with the decision.
- 5. Notification of the Board of Trustees:
 - a. The Library Board shall be notified by the Director of any formal complaints, usually through the Director's Monthly Report.
- 6. Reconsideration by the Library Board of Trustees:
 - a. If the complainant is not satisfied with the written decision of the Director, he or she may bring the matter to the Board of Trustees.
 - b. To initiate consideration by the Board of Trustees, the complainant must write to the Library Director and request that the matter be placed on the agenda of the next regular meeting. The letter must be received at least ten (10) days prior to the next regular meeting of the Board. If received after that time, the matter will be automatically deferred until the succeeding regular meeting.
 - c. The Director shall acknowledge receipt of the complainant's letter in writing, and shall include the date, time, and place of the meeting at which the matter will be considered.
 - d. Once the Request for Reconsideration is on the agenda, the Board shall decide by a majority vote of the members present whether it wishes to further consider the Request for Reconsideration.
 - e. If the Board votes to consider the matter further, an ad hoc review panel will be selected to evaluate the challenged material, a public hearing is set, and the matter is placed on the agenda for the next regular meeting. If necessary, because of the length or availability of the material in question, the matter may be postponed for one meeting. The challenged material is recalled from circulation and is not available for use by other patrons to allow members of the ad hoc committee time to evaluate it.
 - f. If the Board does not vote to consider the request further, the matter is closed.
- 7. Ad Hoc Review Panel:
 - a. The ad hoc review panel is selected by random drawing of three names from the Library's Board of Trustees. Members of the review panel:
 - i. Read, listen to, or view the material in its entirety;
 - ii. Review the material in relationship to the Library's Materials Selection Policy and the rest of the collection; and
 - iii. Consider what literary critics and reviewers think of the material.
 - b. After coming to individual conclusions, the committee meets to discuss the material and recommend one of several actions to the Board of Trustees, with reference to the fundamental principles of intellectual freedom:
 - i. Retain the challenged material in the collection;

- ii. Retain the challenged material, but move it to another location; or
 - iii. Withdraw the challenged material.
 - c. At the regular meeting of the Board of Trustees at least ten (10) days after the Director's receipt of the decision of the ad hoc review panel, the Board shall consider the recommendation of the ad hoc review panel.
 - d. The Board of Trustees shall vote on the disposition of the challenged material. A majority vote of the full Board is required to remove materials from the Library's collection, to move materials from one location to another, or to otherwise restrict access to materials.
 - e. The decision of the Board of Trustees is final. Whatever the decision, the principles of the Library Bill of Rights will be reiterated, as well as how the decision is in accordance with those principles. A brief statement as to the rationale for the decision should also be made; e.g., "We have concluded that the material meets our selection criteria, and will be retained without restriction."
8. Public Hearing
- a. The Board of Trustees may schedule a public hearing as part of a regular Board meeting or at a special meeting called to address the Request for Reconsideration. Said meeting shall be properly noticed.
 - b. The President of the Board of Trustees or designee shall chair the public hearing. After calling the meeting to order, the Chair shall review the procedures to be followed at the meeting, and the process followed up to this point for reconsideration of the material. The Chair should announce at the beginning of the hearing that the decision of the Board of Trustees will be made at the next regular Board meeting.
 - c. Citizens wishing to speak shall sign in and indicate on which side they will be speaking. The Chair shall decide whether time limits will be set and, if so, a timekeeper shall be appointed and each speaker shall be limited to a specific amount of time, e.g., three or four minutes. No participant shall be allowed to speak a second time until all speakers registered have been heard.
 - d. Seating will be provided for the public. Speakers shall speak from an area designated for that purpose. Members of the press are required to remain in the public seating area throughout the hearing.
9. Inquiries about Specific Requests for Reconsideration:
- a. From time to time, complainants, members of the public, the press, or others, may have questions concerning the status of a specific Request for Reconsideration of Library Materials. Questions should be addressed to the Library Director.



Request for Reconsideration of Library Materials

Name: _____ Date: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Phone: _____ Email: _____

Frank L. Weyenberg Library Card Number: _____

Material to be reconsidered:

- | | | |
|--|--|---------------------------------------|
| ☐ Book | ☐ Magazine | ☐ Newspaper |
| ☐ Audiobook | ☐ Audiovisual Media | ☐ Music CD |
| ☐ Library Program | ☐ Display | ☐ Other: _____ |

Title: _____

Author/Artist/Illustrator: _____

Copyright Date: _____

1. What brought this material to your attention? _____

2. Have you read, listened to, or viewed the entire work? ☐ Yes ☐ No

If not, which parts have you reviewed? _____

3. What concerns you about this material? Please be specific. _____

4. What would you like the Library to do with this material?

☐ Withdraw it from the Library

☐ Move it to a different part of the Library's collection

☐ Other: _____

5. Explain how this action would improve the Library's service to the community.

6. Are there any resources you would suggest to provide additional information and/or other viewpoints on this topic? What materials would you suggest as possible replacements for this item? _____

Frank L. Weyenberg Library of Mequon-Thiensville considers all Requests for Reconsideration of Library Materials pursuant to its Challenged Materials Policy. The following is a summary of the process:

1. Receipt of this form shall be acknowledged by Library Management.

2. Professional staff shall review the challenge and recommend one of several actions to the Library Director:

a. To retain the challenged material in the collection;

b. To retain the challenged material, but move it to another location in the collection;
or

c. To withdraw the challenged material.

3. The Library Director then makes a final determination regarding the disposition of the material and notifies the complainant. Steps two and three may take up to three months.

4. If the complainant is not satisfied with the decision of the Library Director, they may direct their concerns to the Frank L. Weyenberg Library Board of Trustees for its consideration.