



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
AGENDA
Wednesday, May 21, 2025, 6:00pm
Tolzman Community Room**

Join Zoom Meeting:

<https://us02web.zoom.us/j/84882594507?pwd=OnJdevYKPrpgRb6EasfNVSbjV1e7rt.1>

Meeting ID: 848 8259 4507

Passcode: 746476

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
Introduction of Bob Wagner
- 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 April 16, 2025, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for April 2025
 - b. Action Item: Accounts Payable for April 2025
- VII. Election of Officers:**
 - a. Report of the Nominating Committee
 - b. Election of Officers for 2025-2026
- VIII. President's Report**
- IX. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- X. Staff Reports**
 - a. Library Operations

- b. Director's Report – Muchin Young
- c. Managers' Reports – Included in Packet

XI. Unfinished Business:

- a. Update: Solar Panel Project – T. Lookatch

XII. New Business:

XIII. Closed Session

The Board of Trustees may enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene into open session to continue the agenda and take action on topics discussed in closed session

XIV. Reconvene in Open Session

For the purpose of acting upon actions recommended in closed session.

XV. Trustee Training & System/State Library Update

- a. TE-11: Planning for the Library's Future
- b. TE-12: Library Standards

XVI. Future Meeting Dates

- a. Board of Trustees Meeting: June 18, 2025, 6pm
- b. Other Meetings:

XVII. Adjourn

Posted: May 16, 2025



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees April 16, 2025 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on April 16, 2025 at 6:00 pm in the Library's Tolzman Community Room.

I. Pledge of Allegiance

Catherine Perry led the Pledge of Allegiance.

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

Ms. Perry called the meeting to order at 6:03 pm.

Posting of notice as of April 11, 2025, was verified.

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

Trustees attending virtually: Graham Baxter, Treasurer, Amy Abbott

Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Asst. Director; Beth Hatch, Admin Aide.

III. Announcements

Robert (Bob) Wagner will be the new Mequon appointed Trustee.

Welcome wishes extended to Beth Hatch, the new Admin Aide.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the March 19, 2025 Meeting

The minutes of the March 19, 2025, meeting were included in the packet. A motion to accept the minutes was made by Ms. Abraham. The motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for January 2025.

The reports were included in the Board Packet. There was a discussion of the city property tax. There was a discussion about the Interest Income and Book Sale Income lines.

B. Action Item: Accounts Payable Statement for March 2025

Accounts Payable amount given in oral report by Director Muchin Young, Ms. Perry and Mr. Baxter.

Mr. Baxter moved to approve the March 2025 Accounts Payable Statement in the amount of \$92,662.33. Motion was seconded by Ms. Agnello. Motion carried.

VII. President's Report

Ms. Perry thanked Ms. Wagner for her tenure on the Board.

VIII. Committee Reports

A. Finance

It was reported that no meeting was held.

B. Advocacy

It was reported that no meeting was held.

C. Personnel

It was reported that no meeting was held.

IX. Staff Reports

A. Library Operations Report

Report was reported orally by Director Muchin Young.

B. Director's Report

The written Library Director's report was included in the Board Packet. Additional commentary made orally.

C. Managers' Reports

The written reports were included in the Board Packet. A follow-up question was asked about the Village Market storytime location and the current construction happening at the Village Park.

X. Unfinished Business

A. Update: Solar Panels –Currently one building permit away from start date. All materials have been ordered, so there is no concerns about tariffs and material costs. Project is currently on track for everything. The Director and Mr. Lookatch are working on additional grant applications.

XI. New Business

A. Action Item: The Nominating Committee has proposed a slate of officers. Mr. Lookatch for President, Ms. Buchanan for Vice President, Mr. Hansher for Secretary, and Mr. Baxter for Treasurer. Ms. Agnello made a motion to accept the slate proposal. Ms. Perry seconded the motion. The motion was approved.

XII. Closed Session

Ms. Perry announced that the Board of Trustees intended to enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene into open session to continue the agenda and take action on topics discussed in closed session.

Ms. Angello made a motion to move into closed session. Motion was seconded by Ms. Buchanan. The voice vote was as follows: Abbott, yes; Abraham, yes; Angello, yes; Buchanan, yes; Hansher, yes; Lookatch, yes; Nagy, yes; Perry, yes; Wagner, yes. Motion carried on a 9-0 voice vote.

XIII. Reconvene in Open Session

Ms. Buchanan made a motion to reconvene into open session. Motion was seconded by Ms. Agnello. Motion carried. The voice vote was as follows: Abbott, yes; Abraham, yes; Angello, yes; Buchanan, yes; Hansher, yes; Lookatch, yes; Nagy, yes; Perry, yes; Wagner, yes. Motion carried on a 9-0 voice vote.

XIV. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, May 21, 2025, at 6:00 pm.

XV. Adjournment

There being no further business before the Board, Ms. Buchanan moved to adjourn the meeting. Ms. Abraham seconded the motion. Motion carried, Meeting adjourned at 7:35 p.m.

Respectfully submitted,
Ashley Pike, Assistant Library Director

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 04/30/2025

GL Number	Description	2025 Amended Budget	YTD Balance 04/30/2025 Normal (Abnormal)	Activity For 04/30/2025 Increase (Decrease)	Available Balance 04/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 97 FLW AMERICAN RESCUE PLAN ACT						
Account Category: Revenues						
Department: 08-003 GRANTS & AIDS						
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 08-003 - GRANTS & AIDS		0.00	0.00	0.00	0.00	0.00
Revenues		0.00	0.00	0.00	0.00	0.00
Account Category: Expenditures						
Department: 94-551 LIBRARY BUILDING						
97-94-551-57700	BUILDING PROJECTS	0.00	0.00	0.00	0.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		0.00	0.00	0.00	0.00	0.00
Expenditures		0.00	0.00	0.00	0.00	0.00
Fund 97 - FLW AMERICAN RESCUE PLAN ACT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		0.00	0.00	0.00	0.00	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Description	2025 Amended Budget	YTD Balance 04/30/2025 Normal (Abnormal)	Activity For 04/30/2025 Increase (Decrease)	Available Balance 04/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Revenues						
Department: 45-015 OTHER INCOME						
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED	0.00	0.00	0.00	0.00	0.00
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	0.00	0.00	0.00	0.00	0.00
Total Dept 45-015 - OTHER INCOME		0.00	0.00	0.00	0.00	0.00
Revenues		0.00	0.00	0.00	0.00	0.00
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	747.29	0.00	(747.29)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	844.61	0.00	(844.61)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	1,591.90	0.00	(1,591.90)	100.00
Expenditures		0.00	1,591.90	0.00	(1,591.90)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	1,591.90	0.00	(1,591.90)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(1,591.90)	0.00	1,591.90	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

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Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 08-003 GRANTS & AIDS						
99-08-003-43523	ARPA LOCAL RECOVERY FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 08-003 - GRANTS & AIDS		0.00	0.00	0.00	0.00	0.00
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,150,000.00	575,000.00	287,500.00	575,000.00	50.00
99-40-001-41322	THIENSVILLE TAXES	113,676.00	56,838.00	28,419.00	56,838.00	50.00
99-40-001-41323	COUNTY REIMBURSEMENT	23,145.00	4,161.98	0.00	18,983.02	17.98
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,286,821.00	635,999.98	315,919.00	650,821.02	49.42
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	20,000.00	7,680.19	567.79	12,319.81	38.40
Total Dept 42-006 - FINES & FORFEITURES		20,000.00	7,680.19	567.79	12,319.81	38.40
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	14,000.00	4,297.69	963.17	9,702.31	30.70
Total Dept 44-013 - INTEREST INCOME		14,000.00	4,297.69	963.17	9,702.31	30.70
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	5,632.18	996.50	5,867.82	48.98
99-45-014-46712	PHOTOCOPIER	2,500.00	958.67	175.02	1,541.33	38.35
Total Dept 45-014 - SALE INCOME		14,000.00	6,590.85	1,171.52	7,409.15	47.08
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	1,500.00	2,603.44	85.00	(1,103.44)	173.56
99-45-015-48593	LIBRARY GIFTS & GRANTS	0.00	0.00	0.00	0.00	0.00
99-45-015-48594	GIFTS & GRANTS	0.00	0.00	0.00	0.00	0.00
99-45-015-49300	FUND BALANCE APPLIED	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 45-015 - OTHER INCOME		21,500.00	2,603.44	85.00	18,896.56	12.11
Revenues		1,356,321.00	657,172.15	318,706.48	699,148.85	48.45
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	697,000.00	217,887.73	76,718.69	479,112.27	31.26
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	5,500.00	1,969.30	1,103.39	3,530.70	35.81
99-91-551-51199	FRINGE BENEFITS	205,491.00	58,525.06	19,772.03	146,965.94	28.48
99-91-551-52202	DUES & SUBSCRIPTIONS	2,837.00	1,490.20	297.10	1,346.80	52.53
99-91-551-52237	WORKER S COMPENSATION	1,336.00	668.00	0.00	668.00	50.00
99-91-551-57715	FLEX BENEFIT	1,900.00	0.00	0.00	1,900.00	0.00
99-91-551-57730	UNEMPLOYMENT COMPENSATION	14,000.00	3,330.00	1,850.00	10,670.00	23.79
Total Dept 91-551 - LIBRARY STAFFING		928,064.00	283,870.29	99,741.21	644,193.71	30.59
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	219.00	0.00	781.00	21.90
99-92-551-52206	AUDIT	3,975.00	0.00	0.00	3,975.00	0.00
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRAM	1,145.00	257.55	257.55	887.45	22.49
99-92-551-52243	ALL OTHER INSURANCE	19,429.00	16,290.50	0.00	3,138.50	83.85
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	16,548.00	3,888.13	643.68	12,659.87	23.50
99-92-551-52285	WEPCO LEASE	0.00	0.00	0.00	0.00	0.00
99-92-551-52286	COMPUTERS	6,500.00	0.00	0.00	6,500.00	0.00
99-92-551-52287	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 04/30/2025

GL Number	Description	2025 Amended Budget	YTD Balance 04/30/2025 Normal (Abnormal)	Activity For 04/30/2025 Increase (Decrease)	Available Balance 04/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52288	FISCAL AGENT FEE	8,000.00	4,250.00	2,125.00	3,750.00	53.13
99-92-551-52289	PAYROLL PROCESSING	2,900.00	744.96	201.15	2,155.04	25.69
99-92-551-52290	CONSULTANTS	3,000.00	0.00	0.00	3,000.00	0.00
99-92-551-53300	OFFICE SUPPLIES	6,000.00	761.65	118.38	5,238.35	12.69
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	1,795.94	1,273.41	3,204.06	35.92
99-92-551-53303	TELEPHONE	5,300.00	2,278.56	0.00	3,021.44	42.99
99-92-551-53307	SUPPLIES-COPY MACHINE	8,000.00	2,098.09	710.30	5,901.91	26.23
99-92-551-53358	DEBT COLLECTION	800.00	372.80	34.95	427.20	46.60
99-92-551-53359	MONARCH FEES	18,927.00	528.00	0.00	18,399.00	2.79
Total Dept 92-551 - LIBRARY ADMINISTRATION		107,524.00	33,485.18	5,364.42	74,038.82	31.14
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	834.95	95.54	4,165.05	16.70
99-93-551-53371	MEDIA	21,000.00	3,441.03	1,536.42	17,558.97	16.39
99-93-551-53372	E CONTENT	35,000.00	492.25	0.00	34,507.75	1.41
99-93-551-53373	PRINT	91,000.00	15,877.02	2,989.56	75,122.98	17.45
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	20,645.25	4,621.52	131,354.75	13.58
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	43,380.00	14,460.00	0.00	28,920.00	33.33
99-94-551-52283	CONTRACTED-BUILDING	26,996.00	5,224.81	300.00	21,771.19	19.35
99-94-551-53306	JANITOR SUPPLIES	3,800.00	1,013.05	0.00	2,786.95	26.66
99-94-551-53308	BUILDING SUPPLIES	40,000.00	7,539.62	920.00	32,460.38	18.85
99-94-551-53360	UTILITIES	44,000.00	11,191.03	3,414.61	32,808.97	25.43
99-94-551-53361	SEWER & WATER	2,000.00	867.92	867.92	1,132.08	43.40
99-94-551-53374	HEALTH & SAFETY SUPPLIES	500.00	143.90	143.90	356.10	28.78
99-94-551-57700	BUILDING PROJECTS	8,057.00	0.00	0.00	8,057.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		168,733.00	40,440.33	5,646.43	128,292.67	23.97
Expenditures		1,356,321.00	378,441.05	115,373.58	977,879.95	27.90
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,356,321.00	657,172.15	318,706.48	699,148.85	48.45
TOTAL EXPENDITURES		1,356,321.00	378,441.05	115,373.58	977,879.95	27.90
NET OF REVENUES & EXPENDITURES:		0.00	278,731.10	203,332.90	(278,731.10)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,356,321.00	657,172.15	318,706.48	699,148.85	48.45
TOTAL EXPENDITURES - ALL FUNDS		1,356,321.00	380,032.95	115,373.58	976,288.05	28.02
NET OF REVENUES & EXPENDITURES:		0.00	277,139.20	203,332.90	(277,139.20)	

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 04/30/2025

GL Number	Description	YTD Balance 04/30/2025 Normal (Abnormal)
Fund: 98 FLW LIB GIFTS & GRANTS FUND		
*** Assets ***		
98-00-000-11710	INVESTMENTS	69,500.00
Total Assets		69,500.00
*** Fund Equity ***		
98-00-000-34155	GIFTS & GRANTS RESTRICTED	4,937.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED	71,383.09
Total Fund Equity		76,320.91
Total Fund 98:		
TOTAL ASSETS		69,500.00
BEG. FUND BALANCE - 2024		72,683.80
+ NET OF REVENUES/EXPENDITURES - 2024		2,413.13
+ NET OF REVENUES & EXPENDITURES		(1,591.90)
+ FUND BALANCE ADJUSTMENTS		4,337.11
= ENDING FUND BALANCE		77,842.14
+ LIABILITIES		0.00
= TOTAL LIABILITIES AND FUND BALANCE		77,142.14
OUT OF BALANCE		(7,642.14)

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 04/30/2025

YTD Balance
04/30/2025
Normal (Abnormal)

GL Number	Description	
Fund: 99 F. L. WEYENBERG LIBRARY FUND		
*** Assets ***		
99-00-000-11160	SPECIAL CLEARING ACCOUNT	18,538.05
99-00-000-11710	INVESTMENTS	182,763.11
99-00-000-16220	PREPAID EXPENSES	4,000.00
99-00-000-16230	DEFERRED EXPENDITURE	16,162.84
Total Assets		221,464.00
*** Liabilities ***		
99-00-000-21511	SOCIAL SECURITY TAX	(1,874.65)
99-00-000-21512	FEDERAL WITHHOLDING TAX	(1,713.07)
99-00-000-21513	WISCONSIN WITHHOLDING	(893.23)
99-00-000-21520	WI RETIREMENT	4,601.96
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	(1,826.93)
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	36.31
99-00-000-21532	VISION INSURANCE WITHHOLDING	165.78
99-00-000-21533	LIFE INSURANCE WITHHOLDING	7.20
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	178.30
99-00-000-21590	FLEX BENEFIT	2,637.75
Total Liabilities		1,319.42
*** Fund Equity ***		
99-00-000-33900	UNAPPROPRIATED	177,868.83
99-00-000-34155	GIFTS & GRANTS RESTRICTED	(3,288.95)
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED	2,835.25
Total Fund Equity		177,415.13
Total Fund 99:		
TOTAL ASSETS		221,464.00
BEG. FUND BALANCE - 2024		177,868.83
+ NET OF REVENUES/EXPENDITURES - 2024		35,738.92
+ NET OF REVENUES & EXPENDITURES		278,731.10
+ FUND BALANCE ADJUSTMENTS		(453.70)
= ENDING FUND BALANCE		491,885.15
+ LIABILITIES		1,319.42
= TOTAL LIABILITIES AND FUND BALANCE		493,204.57
OUT OF BALANCE		(271,740.57)

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 04/01/2025 - 04/30/2025

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	PAYROLL TAX/WAGES PD 4-4-2 ADP, LLC		PAYROLL TAX/WAGES PD 4-4-2025	17,884.39	2023
99-00-000-11160	PAYROLL TAX/WAGES PD 4-18- ADP, LLC		PAYROLL TAX/WAGES PD 4-18-2025	18,538.05	2022
99-00-000-11160	LIB PAYROLL TAXES/WAGES PD ADP, LLC		LIB PAYROLL TAXES/WAGES PD 5-2-2025	19,329.96	2039
99-00-000-21511	PAYROLL TAX/WAGES PD 4-4-2 ADP, LLC		PAYROLL TAX/WAGES PD 4-4-2025	1,830.40	2023
99-00-000-21511	PAYROLL TAX/WAGES PD 4-18- ADP, LLC		PAYROLL TAX/WAGES PD 4-18-2025	1,874.65	2022
99-00-000-21511	LIB PAYROLL TAXES/WAGES PD ADP, LLC		LIB PAYROLL TAXES/WAGES PD 5-2-2025	1,955.13	2039
99-00-000-21512	PAYROLL TAX/WAGES PD 4-4-2 ADP, LLC		PAYROLL TAX/WAGES PD 4-4-2025	1,704.50	2023
99-00-000-21512	PAYROLL TAX/WAGES PD 4-18- ADP, LLC		PAYROLL TAX/WAGES PD 4-18-2025	1,713.07	2022
99-00-000-21512	LIB PAYROLL TAXES/WAGES PD ADP, LLC		LIB PAYROLL TAXES/WAGES PD 5-2-2025	1,738.72	2039
99-00-000-21513	PAYROLL TAX/WAGES PD 4-4-2 ADP, LLC		PAYROLL TAX/WAGES PD 4-4-2025	875.63	2023
99-00-000-21513	PAYROLL TAX/WAGES PD 4-18- ADP, LLC		PAYROLL TAX/WAGES PD 4-18-2025	893.23	2022
99-00-000-21513	LIB PAYROLL TAXES/WAGES PD ADP, LLC		LIB PAYROLL TAXES/WAGES PD 5-2-2025	913.57	2039
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	2025-03 WRS	3,199.89	2031
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	2025-05 HEALTH INSURANCE	1,218.83	2025
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	DENTAL COVERAGE ONLY - SUPPLEMENTAL S	43.22	29443
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	3.60	29456
Total Department 00-000				73,716.84	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	ELAN FINANCIAL SERVICES	VARIOUS	985.89	2026
99-91-551-51199	PAYROLL TAX/WAGES PD 4-4-2 ADP, LLC		PAYROLL TAX/WAGES PD 4-4-2025	1,830.39	2023
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	98.90	29456
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	2025-03 WRS	3,200.25	2031
99-91-551-51199	PAYROLL TAX/WAGES PD 4-18- ADP, LLC		PAYROLL TAX/WAGES PD 4-18-2025	1,874.63	2022
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	2025-05 HEALTH INSURANCE	8,938.11	2025
99-91-551-51199	LIB PAYROLL TAXES/WAGES PD ADP, LLC		LIB PAYROLL TAXES/WAGES PD 5-2-2025	1,955.12	2039
99-91-551-52202	DUES & SUBSCRIPTIONS	THIENSVILLE-MEQUON ROTARY	ROTARY CLUB - DUES AND MEALS	297.10	29457
99-91-551-57730	UNEMPLOYMENT COMPENSATION	DIVISION OF UNEMPLOYMENT I	UNEMPLOYMENT	1,850.00	29445
Total Department 91-551 LIBRARY STAFFING				21,030.39	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRA	AURORA EAP	2025 Q2 EAP	257.55	29437
99-92-551-52284	CONTRACTED SERVICES-TECHNO	BITWARDEN INC	PASSWORD MANAGER	489.68	29440
99-92-551-52284	CONTRACTED SERVICES-TECHNO	ELAN FINANCIAL SERVICES	VARIOUS	154.00	2026
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	TIME & ATTENDANCE	70.75	2020
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	66.05	2021
99-92-551-52289	PAYROLL PROCESSING	ADP	PROCESSING 4-18 PAYROLL	64.35	2038
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	13.99	29435
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	59.40	29454
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	HANGING STRIPS	44.99	29454
99-92-551-53301	PROCESSING SUPPLIES	ELM USA, INC.	RESURFACER REPAIR	623.06	29446
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	650.35	29444
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	YELLOW TONER	14.00	29449
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER LEASES	118.85	2027
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER LEASE	169.88	2028
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	CONTRACT COPIES	347.83	29449
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	YELLOW TONER	14.00	29449
99-92-551-53307	SUPPLIES-COPY MACHINE	DELTA DENTAL OF WISCONSIN	VISION COVERAGE 2025-05	45.74	29443
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	2025-03 PLACEMENTS	34.95	29458
Total Department 92-551 LIBRARY ADMINISTRATION				3,239.42	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 04/01/2025 - 04/30/2025

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	7.97	29435
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING SUPPLIES	24.29	29435
99-93-551-53370	PROGRAMMING	PIGGLY WIGGLY	PROGRAMMING SUPPLIES	63.28	29452
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTION VIDEO GAMES	412.74	29435
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	24.53	29438
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	64.73	29438
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	38.95	29438
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION AUDIOBOOKS	40.93	29438
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION DVDS	46.92	29438
99-93-551-53371	MEDIA	ELAN FINANCIAL SERVICES	VARIOUS	160.31	2026
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	207.77	29438
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	317.45	29438
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	29.50	29438
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	177.42	29438
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	15.17	29438
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTION PRINT	16.95	29435
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	353.86	29438
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION AUTOMATICALLY YOURS	301.53	29438
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION AUTOMATICALLY YOURS	115.95	29438
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	285.01	29438
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	884.44	29438
99-93-551-53373	PRINT	PLAYAWAY PRODUCTS	COLLECTION WONDERBOOKS	59.99	29453
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTION GRAPHIC NOVELS	142.33	29435
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION - AY	238.36	29438
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - PRINT	591.14	29438
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				4,621.52	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52283	TRIANNUAL SERVICE	ASCEND ELEVATOR LLC	TRIANNUAL SERVICE	300.00	29436
99-94-551-53308	PLUMBING EMERGENCY	CLIFF BERGIN & ASSOC., INC	PLUMBING EMERGENCY	920.00	29442
99-94-551-53360	UTILITIES	WE ENERGIES	20205-03 ELECTRIC	2,518.05	2029
99-94-551-53360	UTILITIES	WE ENERGIES	GAS	896.56	2030
99-94-551-53361	SEWER & WATER	CITY OF MEQUON	2025 Q1 WATER & SEWER	867.92	29441
99-94-551-53374	HEALTH & SAFETY SUPPLIES	QUILL.COM	OFFICE SUPPLIES	143.90	29454
Total Department 94-551 LIBRARY BUILDING				5,646.43	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				108,254.60	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 04/01/2025 - 04/30/2025

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---		99	F. L. WEYENBERG LIBRARY FUND	108,254.60	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 04/30/2025

GL Number	Description	Debit 04/30/2025 Normal (Abnormal)	Balance Credit 04/30/2025 Normal (Abnormal)
Fund: 97 FLW AMERICAN RESCUE PLAN ACT			
Account Category: Fund Equity			
Department: 00-000			
97-00-000-33900	UNAPPROPRIATED		
Total Department 00-000:		0.00	0.00
Fund Equity		0.00	0.00
Account Category: Revenues			
Department: 08-003 GRANTS & AIDS			
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS		
Total Department 08-003:		0.00	0.00
Revenues		0.00	0.00
Account Category: Expenditures			
Department: 94-551 LIBRARY BUILDING			
97-94-551-57700	BUILDING PROJECTS		
Total Department 94-551:		0.00	0.00
Expenditures		0.00	0.00
Total Fund 97:		0.00	0.00
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		4,937.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		71,383.09
Total Department 00-000:		0.00	76,320.91
Fund Equity		0.00	76,320.91
Account Category: Revenues			
Department: 45-015 OTHER INCOME			
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED		
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT		
Total Department 45-015:		0.00	0.00
Revenues		0.00	0.00
Account Category: Expenditures			
Department: 95-551 LIBRARY GIFTS & GRANTS			
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	747.29	
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	844.61	
Total Department 95-551:		1,591.90	0.00
Expenditures		1,591.90	0.00
Total Fund 98:		71,091.90	76,320.91
+ NET OF REVENUES/EXPENDITURES - 2024		0.00	2,413.13
		71,091.90	78,734.04
OUT OF BALANCE		0.00	(7,642.14)
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	18,538.05	
99-00-000-11710	INVESTMENTS	182,763.11	
99-00-000-11800	PETTY CASH		
99-00-000-13900	ALLOWANCE FOR DOUBTFUL ACCTS		
99-00-000-16220	PREPAID EXPENSES	4,000.00	
99-00-000-16230	DEFERRED EXPENDITURE	16,162.84	
Total Department 00-000:		221,464.00	0.00
Assets		221,464.00	0.00
Account Category: Liabilities			
Department: 00-000			

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 04/30/2025

GL Number	Description	Balance	
		Debit 04/30/2025 Normal (Abnormal)	Credit 04/30/2025 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND			
Account Category: Liabilities			
Department: 00-000			
99-00-000-21511	SOCIAL SECURITY TAX	1,874.65	
99-00-000-21512	FEDERAL WITHHOLDING TAX	1,713.07	
99-00-000-21513	WISCONSIN WITHHOLDING	893.23	
99-00-000-21520	WI RETIREMENT		4,601.96
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	1,826.93	
99-00-000-21531	DENTAL INSURANCE WITHHOLDING		36.31
99-00-000-21532	VISION INSURANCE WITHHOLDING		165.78
99-00-000-21533	LIFE INSURANCE WITHHOLDING		7.20
99-00-000-21534	ACCIDENTAL INS WITHHOLDING		178.30
99-00-000-21560	WISCONSIN DEFERRED COMP		
99-00-000-21590	FLEX BENEFIT		2,637.75
99-00-000-21700	ACCRUED PAYROLL		
Total Department 00-000:		6,307.88	7,627.30
Liabilities		6,307.88	7,627.30
Account Category: Fund Equity			
Department: 00-000			
99-00-000-33900	UNAPPROPRIATED		177,868.83
99-00-000-34155	GIFTS & GRANTS RESTRICTED	3,288.95	
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED		2,835.25
Total Department 00-000:		3,288.95	180,704.08
Fund Equity		3,288.95	180,704.08
Account Category: Revenues			
Department: 08-003 GRANTS & AIDS			
99-08-003-43523	ARPA LOCAL RECOVERY FUNDS		
Total Department 08-003:		0.00	0.00
Department: 40-001 LOCAL PROPERTY TAXES			
99-40-001-41321	MEQUON TAXES		575,000.00
99-40-001-41322	THIENSVILLE TAXES		56,838.00
99-40-001-41323	COUNTY REIMBURSEMENT		4,161.98
Total Department 40-001:		0.00	635,999.98
Department: 42-006 FINES & FORFEITURES			
99-42-006-46710	FINES & FEES		7,680.19
Total Department 42-006:		0.00	7,680.19
Department: 44-013 INTEREST INCOME			
99-44-013-48100	INVESTMENT INTEREST		4,297.69
Total Department 44-013:		0.00	4,297.69
Department: 45-014 SALE INCOME			
99-45-014-46711	BOOK SALES		5,632.18
99-45-014-46712	PHOTOCOPIER		958.67
Total Department 45-014:		0.00	6,590.85
Department: 45-015 OTHER INCOME			
99-45-015-48000	MISCELLANEOUS		2,603.44
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	2,603.44
Revenues		0.00	657,172.15
Account Category: Expenditures			
Department: 91-551 LIBRARY STAFFING			
99-91-551-51100	SALARIES & WAGES	217,887.73	
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	1,969.30	
99-91-551-51199	FRINGE BENEFITS	58,525.06	
99-91-551-52202	DUES & SUBSCRIPTIONS	1,490.20	
99-91-551-52237	WORKER S COMPENSATION	668.00	
99-91-551-57715	FLEX BENEFIT		
99-91-551-57730	UNEMPLOYMENT COMPENSATION	3,330.00	
Total Department 91-551:		283,870.29	0.00
Department: 92-551 LIBRARY ADMINISTRATION			
99-92-551-52201	POSTAGE	219.00	
99-92-551-52206	AUDIT		

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 04/30/2025

GL Number	Description	Balance		Balance	
		Debit	Normal (Abnormal)	Credit	Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Expenditures					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRAM		257.55		
99-92-551-52243	ALL OTHER INSURANCE		16,290.50		
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY		3,888.13		
99-92-551-52285	WEPCO LEASE				
99-92-551-52286	COMPUTERS				
99-92-551-52287	MILEAGE				
99-92-551-52288	FISCAL AGENT FEE		4,250.00		
99-92-551-52289	PAYROLL PROCESSING		744.96		
99-92-551-52290	CONSULTANTS				
99-92-551-53300	OFFICE SUPPLIES		761.65		
99-92-551-53301	PROCESSING SUPPLIES		1,795.94		
99-92-551-53303	TELEPHONE		2,278.56		
99-92-551-53307	SUPPLIES-COPY MACHINE		2,098.09		
99-92-551-53358	DEBT COLLECTION		372.80		
99-92-551-53359	MONARCH FEES		528.00		
Total Department 92-551:			33,485.18		0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING		834.95		
99-93-551-53371	MEDIA		3,441.03		
99-93-551-53372	E CONTENT		492.25		
99-93-551-53373	PRINT		15,877.02		
Total Department 93-551:			20,645.25		0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE		14,460.00		
99-94-551-52283	CONTRACTED-BUILDING		5,224.81		
99-94-551-53306	JANITOR SUPPLIES		1,013.05		
99-94-551-53308	BUILDING SUPPLIES		7,539.62		
99-94-551-53360	UTILITIES		11,191.03		
99-94-551-53361	SEWER & WATER		867.92		
99-94-551-53374	HEALTH & SAFETY SUPPLIES		143.90		
99-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:			40,440.33		0.00
Expenditures			378,441.05		0.00
Total Fund 99:			609,501.88		845,503.53
+ NET OF REVENUES/EXPENDITURES - 2024			0.00		35,738.92
			609,501.88		881,242.45
OUT OF BALANCE			0.00		(271,740.57)
Total All Funds			680,593.78		921,824.44
+ NET OF REVENUES/EXPENDITURES - 2024					38,152.05
			680,593.78		959,976.49

Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19	16	17	24	22	15	203
2022 attendance	144	266	559	437	1,133	747	883	628	469	710	681	575	7,232
2023 in person programs	14	22	24	24	22	24	26	22	20	32	28	21	279
2023 attendance	333	615	759	629	909	1,111	973	813	505	772	681	591	8,691
2024 in person programs	20	28	26	26	19	28	33	25	19	26	23	21	294
2024 attendance	498	826	877	816	649	1,298	1,130	937	488	788	742	597	9,646
2025 in person programs	19	25	26	29									99
2025 attendance	553	692	923	941									3,109
Drop In Childrens Program:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	13	10	9	11	6	11	12	8	6	5	5	6	102
attendance	324	496	346	436	325	1,046	1,184	869	622	1,089	763	764	8,264
2022 drop in programs	9	4	5	4	4	3	5	4	2	1	4	3	48
2022 participants	679	902	1,053	1,022	1,044	562	833	479	343	779	290	720	8,706
2023 drop in programs	6	2	6	4	2	4	5	4	1	3	2	3	42
2023 attendance	852	1,039	1,219	815	608	861	673	787	629	1,163	913	998	10,557
2024 drop in programs	6	2	6	6	2	3	5	3	4	2	4	3	46
2024 attendance	767	1,168	1,007	1,173	1,027	968	856	753	364	835	1,095	728	10,741

Date: May 16, 2025
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report May 2025

MEETINGS AND ACTIVITIES:

- MTHS Strategic Planning meetings, 4/18, 4/25
- CE: Constant Contact "Getting Started" Webinar, 4/23
- MLS Strategic Planning meeting, 4/24
- MLS ILS Committee meeting, 4/24
- Lions Club Parade of Checks Event, 4/28/2025
- T-M Rotary meetings, 4/29, 5/6, 5/13
- Wisconsin Association of Public Libraries Conference, 4/30-5/2
- Fine Arts Event: Elm Duo, 5/4
- Weyenberg Public Library Foundation Investment Committee, 5/5
- Village of Thiensville Committee of the Whole, 5/5
- FOWL Events Committee, 5/7
- MT Historical Society Board meeting, 5/7
- Government Day at Steffen Middle School, 5/8
- CE: Beyond the Pizza Party: A Panel Discussion on How to Maintain Staff Morale, 5/8
- MLS Governance Committee, 5/13
- City of Mequon Committee of the Whole and Common Council, 5/13
- Weyenberg Public Library Foundation Annual Board Meeting, 5/14
- MLS Directors Chat, 5/15
- FOWL Board Meeting, 5/15
- Management Team, 5/15
- Wisconsin Library Association, Inclusive Services Special Interest Group, 5/16
- Regular and As-Needed Adult and Children's Reference Desk, and Circulation Dept. shifts

PERSONNEL MATTERS:

We are fully staffed for the first time in a very long time. Checkin and shelving are up to date.

I participated in Steffen Middle School's Government Day activity during which 7th grade students focused on the roles and responsibilities of local and regional governments. I met with two groups of thoughtful young people as they debated the value of both digital and print resources in libraries.

I was able to attend a number of Continuing Educational sessions this month, including:

- Webinar: Constant Contact "Getting Started", 4/23
- WAPL, Keynote: Mindfulness & Self-Care
- WAPL: New Trustees: You Don't Know What You Don't Know
- WAPL: Reading the World Around Us: Rocks as Libraries
- WAPL: Advocacy 101 for Foundation & Friends

- WAPL: Poicy Power: Engaging Board Members & Directors in Shaping Library Futures
- WAPL: Libraries Forward for Access to Justice
- WAPL: From Frenemies to BFFs: How to Work with Friends & Foundations
- WAPL: Legal Information Q&A
- Webinar: Beyond the Pizza Party, A Panel Discussion on How to Maintain Staff Morale

Emily Vosberg and I met with our Access Services Lead whose duties include volunteer coordination. We will put together a structured volunteer appreciation program to show them how much we appreciate their service to the Library – and that starts with you, our Board of Trustees. Thank you.

I would like to meet with the Personnel Committee to review the Employee Handbook. We have not done so since 2022.

OPERATIONS ACTIVITIES:

Our new Admin Aide is up and running. She met with the Village Administrator and learned about features of the accounting software that we hadn't known were offered. She has also brought order to many of our files, both physical and digital. This is a project that will continue as I happily cede more of my workload to her.

I met with contractors to schedule repairs. We need to repair or replace the humidifier. If we choose to replace the unit it will be in excess of \$10,000 so I will bring that to the Board of Trustees at a future meeting for approval.

We purchased three additional wheeled chair racks for the chairs we use for Fine Arts and other events so we do not have to overload the racks. We also purchased carpet tiles for the vestibule. Those will be installed soon.

I met with representatives from a company that reviews and optimizes websites for accessibility. Doing so will further our Strategic Plan: Enhancing User Experience.

We will be switching to Teams from Zoom for all online and hybrid meetings. The cost is about half (only \$8/month). This is the platform Monarch Library System uses. They will offer training for us before our Zoom subscription expires June 10.

FRIENDS:

The Friends are busy planning an entire year of events! Visit their webpage for details and volunteer opportunities: <https://www.flwlib.org/443/Friends-of-Weyenberg-Library>. The friends are sponsoring the 2025 Summer Reading Program and just voted to continue their sponsorship of our Family Bingo series. Additionally, they purchased 4 outdoor games for our Library of Things, just in time for summer!

FOUNDATION:

The Foundation Board met Wednesday, May 14. They reappointed several directors and elected officers for the coming year. They were particularly impressed with the Annual Report and would consider funding professional printing and mailing for the 2025 report. We will seek quotes.

Date: May 16, 2025
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Assistant Library Director, Patron Services Department Report

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

- Books & Media Ordering, 4/21, 4/28, 5/5, 5/12, 5/19
- Program: Family Storytime, 4/22, 4/23, 5/6, 5/7
- Program: Spice of the Month Kits, 5/1
- Program Set-Up: Fine Arts, 5/3
- Meeting: Directors Council, 5/8
- Meeting, Management Meeting, 5/13
- Meeting, Management Meeting, 5/15
- Program: Memory Cafe, 5/19
- Program: M-T Community Book Club, 5/20

STATISTICS

-For eCircs and eCollections, April 2025 in comparison to April 2024 is much higher, with about 600 more checkouts/usage for each category. Reference statistics for April 2025 are down in comparison to April 2024, with about 270 fewer reference transactions. For adult programming, it is hard to beat April 2024's number because of last year's solar eclipse activities and events. If we compare April 2025 to April 2023, however, we are very comparable for the level of events and attendees with a higher attendance in 2025. Teen and children's programming numbers for April 2025 are looking good.

OTHER TASKS & TIDBITS

-We are currently reaching out to the schools to set up summer reading visits. All the MTSD elementary & middle school visits have been scheduled. One of the Patron Services librarians did reach out to a few area parochial schools, but we have not heard back from them yet.

-As part of the continuing education for staff, I have registered one of my Patron Services staff members for the *Foundations of Wisconsin Librarianship: Essential Skills for Library Media Specialists and Public Library Staff Serving Youth* workshop. This workshop is specifically structured to be most beneficial to public library staff new (three years or less) to serving youth in Wisconsin libraries and will provide an introduction to essential skills, resources, and strategies for working in public libraries. The workshop only takes 30 attendees, and we will receive notice on May 19th whether the Patron Services staff member was selected to attend the workshop.

-As part of the continuing education for staff, one of the Patron Services Librarians attended the *Lead the Way: Libraries at the Heart of Community Engagement* conference in Madison on April 21 & 22. Below are her notes from the sessions she attended that she shared with the rest of the Patron Services department.

- [Improving Accessibility @ Community Events](#)
 - This session was a great reminder that regularly evaluating building and services is an ongoing process, and that no library is going to be perfect.

- I left this session with lots of practical takeaways to consider such as alt text on website and social media, accommodation requests on marketing materials and at registration, improved signage (i.e. braille), and performing a general accessibility audit.
- [Let's Learn Together: Creating Infrastructure to Support Safe and Meaningful Programming](#)
 - This program focused on how to offer successful programming, even if it is potentially controversial, and being proactive before and during the program so that the presenter, staff, and attendees are all safe and supported.
 - I thought the safety plan presented was the highlight of this session and can be adapted for similar situations as necessary at Weyenberg.
- [Harnessing Civic Engagement through Library Initiatives](#)
 - The presenters of this session used a variety of programming styles like lectures, panels, and passive programming to promote citizen engagement on a local, state, and federal level.
 - I thought the librarians' efforts to frame the programs offered as civics rather than "politics" were admirable and in this case seemed to be a successful way to engage their audience on these topics.
- [Creating Opportunities to Expand Gender Inclusion at your Library](#)
 - This presentation focused on circulation, collection, and marketing opportunities.
 - The success of this session was turning the focus from programming to demonstrating how other departments can also increase gender inclusion and ultimately lead to a more fully inclusive institution.

-I have applied for a grant called FLIGHT PATH that I found out about through STAR Net (the organization that we received the solar eclipse glasses/grant from). FLIGHT PATH is the first campaign in the Spark of Science @ My Library initiative that focuses on the science of birds and bird migration. If we are chosen as one of the 200 libraries for the grant, we will receive a \$500 honorarium to help cover the cost of events and program outreach and a bunch of bird/birding materials. If we are selected, we will need to host a minimum of two public engagement events in Fall 2025/Spring 2026, make our facilities bird-safe to the best of our abilities and allowability, collaborate with at least one local partner (Nature Center, Bird-watching group, etc.) on our events, and curate and display a collection of books on birds, migration, and local ecology.

UPCOMING LIBRARY PROGRAMS

- [Drop-In Tech Help \(2x a month\)](#)
- [Evening Readers Book Club \(monthly\)](#)
- [History Book Club \(monthly\)](#)
- [Hook, Yarn & Stitch Club \(monthly\)](#)
- [Monarch Memory Café \(triannual, January, May, September\)](#)
- [Movie Matinees \(1st & 3rd Fridays monthly\)](#)
- [Throwback Movie Matinees \(Last Saturdays, monthly\)](#)
- [Mequon-Thiensville Community Book Club \(monthly\)](#)
- [Philosophers in the Midst of History series \(quarterly\)](#)

- Spice of the Month Club Kits (monthly)
- The 10 Warning Signs of Alzheimer's (May)
- Ice Age National Scenic Trail (May)
- Rain Gardens & Rain Barrels (June)
- The Road to Medicare (June & August)
- Your History: Audio, Video, and Digital (August)

- Dungeons & Dragons Character Workshop (June)
- Dungeons & Dragons: Wednesday Session (June 25-August 6)
- Dungeons & Dragons: Thursday Session (June 26-August 7)
- Teen Exam Cram (June)
- Battle of the Books (July)

- Family Storytime (weekly on Tuesdays & Wednesdays ending May 7)
- Shake & Shimmy Storytime (biweekly until May 5, starts again June 16)
- Read & Create Storytime (monthly)
- Tiny Dancers (monthly)
- Monday LEGO Club (monthly)
- Saturday LEGO Club (monthly)
- Parachute Play (monthly)
- Nintendo Switch Days (monthly)
- Little Scientists (monthly)
- Little Artists (monthly)
- Throwback Family Movie Matinees (monthly)
- Children's Movie Matinees (April, June, July, August)
- Gan Ami Preschool Offsite Storytime (monthly)
- North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly)
- Kids Rule Academy Offsite Storytime (monthly)
- Tuesday Village Market Storytimes (weekly from June 17-August 19)
- Wednesday Storytime on the Lawn (weekly from June 18-August 20)
- Zoom In! Insects (PBS Co-hort program, June, July & August)
- Book Explorers, A Book Club for Older Elementary students (June, July & August)
- SRP Kickoff Event with Fox & Branch (June)
- Cattail Critters (June, 2 sessions)
- STEAM Camp (July 7-11)
- J&R Aquatic Animal Rescue (July)
- Reader's Theater Camp (July 21-25)
- Duke Otherwise (August)

- Family BINGO Night (monthly)
- Chess Club: All Ages (monthly)
- Fine Arts Series (March, May, September, November)
- Level Up! Craft Night (June, July & August)

Date: 5/16/2025

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, May 2024

Activities since the last Board of Trustees meeting include:

- 4/19 – Food for Fines Event Conclusion
- 5/1 – Willowbrook Outreach Event
- 5/15 – Management Meeting
- 5/20 – Director Checkin

Statistics: April 2024

- Checkouts: 22,722
- Library Card creations: 99
- Quick Pickup Appointments: 12

Other:

- The Access Services Department is officially fully staffed for the first time since October 2024. The newest staff members are adjusting well to their positions.
- Our Food for Fines event concluded on Saturday, April 19th. We were able to donate a full barrel of non-perishable items to Family Sharing of Ozaukee County.
- We renewed our Bookworm Gardens, Milwaukee Art Museum, and Milwaukee County Zoo passes thanks to the FLW Foundation.
- Thanks to a donation from our Friends of the Weyenberg Library group, I was able to add new yard games to our Library of Things collection. We added giant Jenga, Yardzee, ring toss, and ladder ball. I am thrilled to be able to expand the collection just in time for summer!
- I signed up Molly Olk and myself for First Amendment Audits and Situational Preparedness for Frontline Library Staff through UW Madison's I-School. The course runs from 6/2-6/29. I hope to take the things we learn in the course and implement them with the rest of our Access Services staff.

Planning for the Library's Future

11

The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the *process* followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*¹ process. *Planning for Results* provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. *Planning for Results*, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

¹ Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

In This Trustee Essential

- The importance of planning
- Planning essentials—getting started
- A plan outline
- Where to go for help

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in *Planning for Results* if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the *age* of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. [Wisconsin Public Library Standards](#) is updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or community size. They suggest such things as basic

collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see [Trustee Essential #12: Library Standards](#).)

By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that *might* be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation. Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about *them*—what *they* are doing and what is important in *their* lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of

immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction: Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?

Mission Statement: Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See [Sources of Additional Information](#) below for information about developing a mission statement.)

Service Responses: What are the specific services you will offer and, why?

Activities: Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?

Evaluation: How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) page has links to examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- [Wisconsin Public Library Standards](#)
- OWLS webpage on planning (owlsnet.org/141/planning)
- McClure, Charles R., et al. *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Chicago, IL: ALA, 1987.
- Nelson, Sandra. *The New Planning for Results: A Streamlined Approach*. Chicago, IL: ALA, 2001.
- Van House, Nancy A., et al. *Output Measures for Public Libraries: A Manual of Standardized Procedures*, 2nd ed. Chicago, IL: ALA, 1987.
- Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. Chicago, IL: American Library Association, 1998.
- Zweizig, Douglas, et al. *Evaluating Library Programs & Services: TELL IT!* Madison, WI: UW School of Library and Information Studies, 1993.
- “Disaster Preparedness and Recovery.” American Library Association (www.ala.org/advocacy/govinfo/disasterpreparedness)

- Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives, Third edition 2003, Western New York Library Resources Council (www.wnylrc.org/uploads/documents/preservation/disaster_preparedness/wnydisaster_manual2003.pdf)
- Conservation OnLine (CoOL), Disaster Preparedness and Response (palimpsest.stanford.edu/bytopic/disasters).

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Library Standards

12

The development of the publication [Wisconsin Public Library Standards](#) was guided by the belief that Wisconsin's public libraries play a critical role in providing free access to knowledge, information, and diversity of ideas to all residents of the state. All Wisconsin residents need and deserve at least a basic level of library service. The standards provide a way to measure a basic level of quality for public library service and also provide a pathway to excellence in library service.

Thanks to tremendous advances in information technology and to the cooperation of all types of libraries in Wisconsin, even the smallest library can offer access to an almost unimaginable quantity of both electronic and traditional information resources. But while this new environment presents great opportunities, it also presents great challenges. Today's library staff must master not only the skills and knowledge necessary to provide traditional library services, but also the new and constantly changing skills and knowledge required to utilize the latest in information technologies. Challenges also face the trustees and other government officials responsible for securing the funding and other resources necessary to provide library service that meets current needs and expectations.

[Wisconsin Public Library Standards](#) attempts to cover the services, resources, and other requirements for basic library service that should be available to *all* residents of the state, including those who face physical or other barriers to their use of public libraries. Wisconsin's public library standards are entirely voluntary, but every library in Wisconsin is encouraged to meet the standards covered by the checklists in the *Standards* publication. Counties can establish minimum operating standards for libraries within the county under Wisconsin Statutes Section 43.11(3)(d). Libraries that fail to meet county standards may be denied exemption from the county library tax. For more information on county library standards, see <http://dpi.wi.gov/pld/legislation-funding/county-library>.

How to Use the Standards

The simplest way to use the *Standards* is to provide a photocopy of the checklists in the *Standards* document to each library board member and review those checklists at your board meetings. If one chapter is covered per board meeting, it will take five meetings to review the *Standards* checklists completely. If your library does not meet certain standards, you can work with your library director to develop a plan to work toward achieving those standards in the future.

Libraries that already meet the minimums represented by the standards can develop service goals based on local needs.

Quantitative standards are provided for a number of library service parameters, such as hours open, staffing levels, collection size, and collection expenditures. Quantitative standards are established at four levels of effort: basic, moderate, enhanced, and excellent. Your library can establish service targets by selecting the appropriate level of effort to apply to each standard or can use the levels to plan for progressive improvements over a period of time.

In This Trustee Essential

- How your library might benefit from use of library standards
- Different ways to use library standards
- How standards relate to library planning

A handy tool developed by Rick Krumwiede, former Director of the Outagamie Waupaca Library System, automatically calculates service targets for your library. All you need to input is your library name, municipal population, and library service population. You can download this tool from: owlsnet.org/141/standards.

Library Planning and the *Standards*

It is most effective to use the *Standards* as a tool to assist with a locally developed planning process. In the context of a local planning process, your planning committee can use the checklists to gather information about the library and the community during the information-gathering phase of the planning process. The *Standards* can also help the planning committee establish objectives for the plan. [Chapter 2](#) of the *Standards* discusses in more detail how to use the *Standards* as part of a planning process. See also *Trustee Essential #11: Planning for the Library's Future* for more information about the planning process.

Discussion Questions

1. Why should our library be concerned about state standards when those standards are voluntary?
2. Do new technologies reduce the need for your library to provide traditional library services? Why or why not?

Additional Sources of Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- Outagamie Waupaca Library System (OWLS) Public Library Standards webpage (owlsnet.org/141/standards)
- [Wisconsin public library service data](#)
- IMLS national public library data (www.imls.gov/research/public-libraries-in-the-united-states-survey.aspx)

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