



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES**

***REVISED AGENDA***

**Wednesday, June 18, 2025, 6:00pm  
Tolzman Community Room**

**Microsoft Teams**

**[Join the meeting now](#)**

Meeting ID: 237 432 797 026 1      Passcode: E74JG7G9

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at [director@flwlib.org](mailto:director@flwlib.org) at least two hours prior to the meeting.)
- V. Approval of Minutes**
  - a. Action Item: Approval of the Minutes of May 21, 2025, Meeting
- VI. Financial Reports**
  - a. Revenue and Expense Reports for May 2025
  - b. Action Item: Accounts Payable for May 2025
- VII. President's Report - T. Lookatch**
- VIII. Committee Reports**
  - a. Finance - G. Baxter
  - b. Advocacy - J. Hansher
  - c. Personnel - J. Abraham
- IX. Staff Reports**
  - a. Library Operations
  - b. Director's Report - Muchin Young
  - c. Managers' Reports - Included in Packet
- X. Unfinished Business:**
  - a. Update: Solar Panel Project - T. Lookatch

**XI. New Business:**

- a. Action Requested:
  - i. Approval of purchase, installation of new humidifier

**XII. Trustee Training & System/State Library Update**

- a. Monarch Connect & Share Access
- b. TE-13: Library Advocacy
- c. TE-14: The Board and the Open Meetings Law

**XIII. Future Meeting Dates**

- a. Board of Trustees Meeting: July 16, 2025, 6pm
- b. Other Meetings:
  - i. Personnel Committee Meeting: June 25, 2025, 6pm

**XIV. Adjourn**

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Posted: June 17, 2025



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees May 21, 2025 Meeting Unapproved**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on May 21, 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 6:01 pm.

Posting of notice as of May 16, 2025, was verified.

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

Trustees attending virtually: Graham Baxter, Treasurer, Amy Abbott, Jennifer Abraham

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

### **III. Announcements**

Bob Wagner was introduced to the Board.

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

None at this time.

### **V. Approval of Minutes**

A. Action Item: Minutes of the April 16, 2025 Meeting.

Mr. Hansher moved to accept the minutes as presented. Motion carried.

### **VI. Financial Reports**

A. Revenue and Expense Reports for April 2025.

The reports were included in the Board Packet.

B. Action Item: Accounts Payable Statement for April 2025

Mr. Baxter moved to approve the April 2025 Accounts Payable in the amount of \$108,254.60. Motion was seconded by Mr. Lookatch. Motion carried.

### **VII. Election of Officers:**

Officers for 2025-2026: Mr. Lookatch, President, Ms. Buchanan, Vice President, Mr. Baxter, Treasurer, Mr. Hansher, Secretary.

A motion was made by Ms. Perry to elect the slate of officers as presented. Ms. Agnello seconded the motion. Motion carried.

**VIII. President's Report**

Ms. Perry gave final comments on serving as President.

**IX. Committee Reports**

A. Finance

No meeting was held.

B. Advocacy

No meeting was held.

C. Personnel

No meeting was held. A meeting will be scheduled to review Employee Handbook.

**X. Staff Reports**

A. Library Operations Report: Included in the packet.

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 FlightPath grant.

**XI. Unfinished Business**

A. Update: Solar Panels – Project is currently on track for everything and these could be up and running in 4-6 weeks. The Director and Mr. Lookatch are working on additional grant applications, which could result in another \$45,000. Ribbon-cutting ceremony plans/ideas were briefly discussed.

**XII. New Business**

None.

**XIII. 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. Agnello made a motion to move into closed session. Mr. Hansher seconded the motion. Roll call vote was as follows: Perry, yes; Lookatch, yes; Hansher, yes; Nagy, yes; Agnello, yes; Wagner, yes; Abraham, yes; Abbott, yes; Baxter, yes. Motion carried. The meeting moved into closed session.

Ms. Agnello moved to reconvene in open session. Mr. Hansher seconded the motion. Roll call vote was as follows: Perry, yes; Lookatch, yes; Hansher, yes; Nagy, yes; Agnello, yes; Wagner, yes; Abraham, yes; Abbott, yes; Baxter, yes. Motion carried. The meeting reconvened in open session.

**XIV. Reconvene in Open Session**

Dr. Nagy moved to act upon the decision made in closed session. Ms. Agnello seconded the motion. Motion carried.

**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. The next Board of Trustees meeting will be on Wednesday, June 18, 2025, at 6:00 p.m.
- B. Personnel Committee will meet via Teams Wednesday, June 25, at 6:00 p.m.

**XVII. Adjournment**

There being no further business before the Board, Ms. Agnello moved to adjourn the meeting. Dr. Nagy seconded the motion. Motion carried. Meeting adjourned at 7:04 p.m.

Respectfully submitted,  
Beth Hatch, Administrative Aide

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 05/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 05/31/2025 Normal (Abnormal)	Activity For 05/31/2025 Increase (Decrease)	Available Balance 05/31/2025 Normal (Abnormal)	% Bdgt Used
<b>Fund: 97 FLW AMERICAN RESCUE PLAN ACT</b>						
<b>Account Category: Revenues</b>						
<b>Department: 08-003 GRANTS &amp; AIDS</b>						
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
<b>Account Category: Expenditures</b>						
<b>Department: 94-551 LIBRARY BUILDING</b>						
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	

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<b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 45-015 OTHER INCOME</b>						
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
<b>Account Category: Expenditures</b>						
<b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b>						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	1,191.06	443.77	(1,191.06)	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	2,035.67	443.77	(2,035.67)	100.00
Expenditures		0.00	2,035.67	443.77	(2,035.67)	100.00
<b>Fund 98 - FLW LIB GIFTS &amp; GRANTS FUND:</b>						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	2,035.67	443.77	(2,035.67)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(2,035.67)	(443.77)	2,035.67	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

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<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 08-003 GRANTS &amp; AIDS</b>						
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
<b>Department: 40-001 LOCAL PROPERTY TAXES</b>						
99-40-001-41321	MEQUON TAXES	1,150,000.00	575,000.00	0.00	575,000.00	50.00
99-40-001-41322	THIENSVILLE TAXES	113,676.00	56,838.00	0.00	56,838.00	50.00
99-40-001-41323	COUNTY REIMBURSEMENT	23,145.00	23,145.36	18,983.38	(0.36)	100.00
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,286,821.00	654,983.36	18,983.38	631,837.64	50.90
<b>Department: 42-006 FINES &amp; FORFEITURES</b>						
99-42-006-46710	FINES & FEES	20,000.00	8,236.27	556.08	11,763.73	41.18
Total Dept 42-006 - FINES & FORFEITURES		20,000.00	8,236.27	556.08	11,763.73	41.18
<b>Department: 44-013 INTEREST INCOME</b>						
99-44-013-48100	INVESTMENT INTEREST	14,000.00	5,588.56	1,290.87	8,411.44	39.92
Total Dept 44-013 - INTEREST INCOME		14,000.00	5,588.56	1,290.87	8,411.44	39.92
<b>Department: 45-014 SALE INCOME</b>						
99-45-014-46711	BOOK SALES	11,500.00	6,742.18	1,110.00	4,757.82	58.63
99-45-014-46712	PHOTOCOPIER	2,500.00	1,064.33	105.66	1,435.67	42.57
Total Dept 45-014 - SALE INCOME		14,000.00	7,806.51	1,215.66	6,193.49	55.76
<b>Department: 45-015 OTHER INCOME</b>						
99-45-015-48000	MISCELLANEOUS	1,500.00	3,619.44	1,016.00	(2,119.44)	241.30
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	3,619.44	1,016.00	17,880.56	16.83
Revenues		1,356,321.00	680,234.14	23,061.99	676,086.86	50.15
<b>Account Category: Expenditures</b>						
<b>Department: 91-551 LIBRARY STAFFING</b>						
99-91-551-51100	SALARIES & WAGES	697,000.00	270,861.89	52,974.16	426,138.11	38.86
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	5,500.00	2,671.38	702.08	2,828.62	48.57
99-91-551-51199	FRINGE BENEFITS	205,491.00	74,751.39	16,226.33	130,739.61	36.38
99-91-551-52202	DUES & SUBSCRIPTIONS	2,837.00	1,565.20	75.00	1,271.80	55.17
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	4,824.02	1,494.02	9,175.98	34.46
Total Dept 91-551 - LIBRARY STAFFING		928,064.00	355,341.88	71,471.59	572,722.12	38.29
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>						
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	0.00	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	4,091.77	203.64	12,456.23	24.73
99-92-551-52285	WEPCO LEASE	0.00	0.00	0.00	0.00	0.00
99-92-551-52286	COMPUTERS	6,500.00	16.03	16.03	6,483.97	0.25
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

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<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>						
99-92-551-52288	FISCAL AGENT FEE	8,000.00	4,250.00	0.00	3,750.00	53.13
99-92-551-52289	PAYROLL PROCESSING	2,900.00	1,029.76	284.80	1,870.24	35.51
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	0.00	5,238.35	12.69
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	2,184.61	388.67	2,815.39	43.69
99-92-551-53303	TELEPHONE	5,300.00	2,737.28	458.72	2,562.72	51.65
99-92-551-53307	SUPPLIES-COPY MACHINE	8,000.00	2,709.52	597.43	5,290.48	33.87
99-92-551-53358	DEBT COLLECTION	800.00	396.10	23.30	403.90	49.51
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	35,471.77	1,972.59	72,052.23	32.99
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>						
99-93-551-53370	PROGRAMMING	5,000.00	882.25	5.42	4,117.75	17.65
99-93-551-53371	MEDIA	21,000.00	5,704.74	1,677.79	15,295.26	27.17
99-93-551-53372	E CONTENT	35,000.00	691.15	198.90	34,308.85	1.97
99-93-551-53373	PRINT	91,000.00	22,675.39	4,039.42	68,324.61	24.92
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	29,953.53	5,921.53	122,046.47	19.71
<b>Department: 94-551 LIBRARY BUILDING</b>						
99-94-551-52282	JANITORIAL SERVICE	43,380.00	18,075.00	0.00	25,305.00	41.67
99-94-551-52283	CONTRACTED-BUILDING	26,996.00	10,854.31	5,554.50	16,141.69	40.21
99-94-551-53306	JANITOR SUPPLIES	3,800.00	1,128.14	97.28	2,671.86	29.69
99-94-551-53308	BUILDING SUPPLIES	40,000.00	8,062.91	523.29	31,937.09	20.16
99-94-551-53360	UTILITIES	44,000.00	14,982.72	3,791.69	29,017.28	34.05
99-94-551-53361	SEWER & WATER	2,000.00	867.92	0.00	1,132.08	43.40
99-94-551-53374	HEALTH & SAFETY SUPPLIES	500.00	143.90	0.00	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	54,114.90	9,966.76	114,618.10	32.07
Expenditures		1,356,321.00	474,882.08	89,332.47	881,438.92	35.01
<b>Fund 99 - F. L. WEYENBERG LIBRARY FUND:</b>						
TOTAL REVENUES		1,356,321.00	680,234.14	23,061.99	676,086.86	50.15
TOTAL EXPENDITURES		1,356,321.00	474,882.08	89,332.47	881,438.92	35.01
NET OF REVENUES & EXPENDITURES:		0.00	205,352.06	(66,270.48)	(205,352.06)	
<b>Report Totals:</b>						
TOTAL REVENUES - ALL FUNDS		1,356,321.00	680,234.14	23,061.99	676,086.86	50.15
TOTAL EXPENDITURES - ALL FUNDS		1,356,321.00	476,917.75	89,776.24	879,403.25	35.16
NET OF REVENUES & EXPENDITURES:		0.00	203,316.39	(66,714.25)	(203,316.39)	

**INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE**

POST DATES 05/01/2025 - 05/31/2025

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>					
<b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b>					
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	CATTAIL CRITTERS	INDOOR ZOO DEPOSIT ONLY	222.00	29511
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	AMAZON CAPITAL SERVICES	GIFT - FRIENDS DONATION SRP	111.79	29508
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	AMAZON CAPITAL SERVICES	MEMORY CAFE	109.98	29508
Total Department 95-551 LIBRARY GIFTS & GRANTS				443.77	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				443.77	
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>Department: 00-000</b>					
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 5-16-2025	19,996.86	2057
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	LIB PAYROLL TAXES/WAGES 5-30-25	19,933.56	2081
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 5-16-2025	1,960.39	2057
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES 5-30-25	2,009.90	2081
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 5-16-2025	1,751.38	2057
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES 5-30-25	1,830.96	2081
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 5-16-2025	920.25	2057
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	LIB PAYROLL TAXES/WAGES 5-30-25	955.20	2081
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	2025-05 WRS	3,218.75	2066
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	2025-06 HEALTH INSURANCE	1,218.83	2060
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	JACOBSON, CRAIG	REIMBURSEMENT - PARTIAL HEALTH INS PR	291.66	29518
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	2025-04 DENTAL SUPPLEMENT	43.22	29513
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	3.60	29522
Total Department 00-000				54,134.56	
<b>Department: 91-551 LIBRARY STAFFING</b>					
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	41.45	2061
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	2025-06 HEALTH INSURANCE	8,938.11	2060
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	98.90	29522
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 5-16-2025	1,960.40	2057
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	2025-05 WRS	3,219.01	2066
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	LIB PAYROLL TAXES/WAGES 5-30-25	2,009.91	2081
99-91-551-52202	DUES & SUBSCRIPTIONS	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	75.00	2061
99-91-551-57730	UNEMPLOYMENT COMPENSATION	DIVISION OF UNEMPLOYMENT I	UNEMPLOYMENT INSURANCE - MAY	1,494.02	29515
Total Department 91-551 LIBRARY STAFFING				17,836.80	
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>					
99-92-551-52284	CONTRACTED SERVICES-TECHNO	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	203.64	2061
99-92-551-52286	COMPUTERS	WEYENBERG PUBLIC LIBRARY F	FLWL REIMBURSEMENT TO WPLF	16.03	29524
99-92-551-52289	PAYROLL PROCESSING	ADP	PROCESSING 4-25 PAYROLL	73.35	2056
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	67.75	2058
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	67.75	2083
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP TIME & ATTENDANCE	75.95	2082
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	388.67	29514
99-92-551-53303	TELEPHONE	AT&T (OFFICE@HAND)	2025-05 PHONE SERVICE	458.72	2059
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	2025-05 - COPIER LEASE	195.88	2062
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	2025-05 - COPIER LEASE / LATE CHARGE	144.85	2063
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	CLICK CHARGES	256.70	29517
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	2025-04 PLACEMENTS	23.30	29523
Total Department 92-551 LIBRARY ADMINISTRATION				1,972.59	
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>					

**INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE**

POST DATES 05/01/2025 - 05/31/2025

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>					
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>					
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTIONS - ELECTRONIC GAMES	479.36	29508
99-93-551-53371	MEDIA	WEYENBERG PUBLIC LIBRARY F	FLWL REIMBURSEMENT TO WPLF	320.27	29524
99-93-551-53371	MEDIA	WEYENBERG PUBLIC LIBRARY F	FLWL REIMBURSEMENT TO WPLF	754.44	29524
99-93-551-53371	MEDIA	WEYENBERG PUBLIC LIBRARY F	FLWL REIMBURSEMENT TO WPLF	86.82	29524
99-93-551-53371	MEDIA	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	36.90	2061
99-93-551-53372	E CONTENT	KANOPY INC	VIDEOS	198.90	29519
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	295.16	29509
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	194.78	29509
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	179.44	29509
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	710.37	29509
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	825.08	29509
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	444.44	29509
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION - AUTOMATICALLY YOURS	372.06	29509
99-93-551-53373	PRINT	WEYENBERG PUBLIC LIBRARY F	FLWL REIMBURSEMENT TO WPLF	276.01	29524
99-93-551-53373	PRINT	WEYENBERG PUBLIC LIBRARY F	FLWL REIMBURSEMENT TO WPLF	33.90	29524
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - AUTOMATICALLY YOURS ACC	153.68	29509
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	308.14	29509
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	200.87	29509
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTION POWER WASHER (PROCESSING)	45.49	29508
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				5,916.11	
<b>Department: 94-551 LIBRARY BUILDING</b>					
99-94-551-52283	CONTRACTED-BUILDING	NEXUS PEST SOLUTIONS	PEST CONTROL - SEMI-ANNUAL EXTERIOR	385.00	29521
99-94-551-52283	CONTRACTED-BUILDING	LAMMSCAPES	2025-05 - LANDSCAPE MAINTENANCE	743.00	29520
99-94-551-52283	CONTRACTED-BUILDING	LAMMSCAPES	SPRING CLEAN-UP SERVICES	4,426.50	29520
99-94-551-53306	JANITOR SUPPLIES	BELL TAPE INC	HAND SOAP	97.28	29510
99-94-551-53308	BUILDING SUPPLIES	CLIFF BERGIN & ASSOC., INC	TOILET REPAIR - EMPLOYEE BATHROOM	523.29	29512
99-94-551-53360	UTILITIES	WE ENERGIES	2025-05 GAS SERVICE	779.26	2064
99-94-551-53360	UTILITIES	WE ENERGIES	2025-05 ELECTRIC SERVICE	3,012.43	2065
Total Department 94-551 LIBRARY BUILDING				9,966.76	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				89,826.82	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 05/01/2025 - 05/31/2025

POSTED AND UNPOSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	443.77	
		99	F. L. WEYENBERG LIBRARY FUND	89,826.82	
		Total For All Funds:		<u>90,270.59</u>	

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 05/31/2025

GL Number	Description	YTD Balance 05/31/2025 Normal (Abnormal)
<b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>		
<b>*** Assets ***</b>		
98-00-000-11710	INVESTMENTS	69,500.00
<b>Total Assets</b>		69,500.00
<b>*** Fund Equity ***</b>		
98-00-000-34155	GIFTS & GRANTS RESTRICTED	6,192.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED	71,537.09
<b>Total Fund Equity</b>		77,729.91
<b>Total Fund 98:</b>		
<b>TOTAL ASSETS</b>		69,500.00
<b>BEG. FUND BALANCE - 2024</b>		72,683.80
<b>+ NET OF REVENUES/EXPENDITURES - 2024</b>		2,413.13
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		(2,035.67)
<b>+ FUND BALANCE ADJUSTMENTS</b>		5,046.11
<b>= ENDING FUND BALANCE</b>		78,107.37
<b>+ LIABILITIES</b>		0.00
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		78,107.37
<b>OUT OF BALANCE</b>		(8,607.37)

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 05/31/2025

YTD Balance  
05/31/2025  
Normal (Abnormal)

GL Number	Description	
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>		
<b>*** Assets ***</b>		
99-00-000-11160	SPECIAL CLEARING ACCOUNT	18,538.05
99-00-000-11710	INVESTMENTS	399,053.98
99-00-000-16220	PREPAID EXPENSES	4,000.00
99-00-000-16230	DEFERRED EXPENDITURE	16,162.84
<b>Total Assets</b>		437,754.87
<b>*** Liabilities ***</b>		
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	4,590.05
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	(2,727.97)
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	(6.91)
99-00-000-21532	VISION INSURANCE WITHHOLDING	120.04
99-00-000-21533	LIFE INSURANCE WITHHOLDING	3.60
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	178.30
99-00-000-21590	FLEX BENEFIT	2,395.08
<b>Total Liabilities</b>		71.24
<b>*** Fund Equity ***</b>		
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
<b>Total Fund Equity</b>		177,415.13
<b>Total Fund 99:</b>		
<b>TOTAL ASSETS</b>		437,754.87
<b>BEG. FUND BALANCE - 2024</b>		177,868.83
<b>+ NET OF REVENUES/EXPENDITURES - 2024</b>		35,738.92
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		205,352.06
<b>+ FUND BALANCE ADJUSTMENTS</b>		(453.70)
<b>= ENDING FUND BALANCE</b>		418,506.11
<b>+ LIABILITIES</b>		71.24
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		418,577.35
<b>OUT OF BALANCE</b>		19,177.52

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 05/31/2025

GL Number	Description	Debit 05/31/2025 Normal (Abnormal)	Balance Credit 05/31/2025 Normal (Abnormal)
<b>Fund: 97 FLW AMERICAN RESCUE PLAN ACT</b>			
<b>Account Category: Fund Equity</b>			
<b>Department: 00-000</b>			
97-00-000-33900	UNAPPROPRIATED		
Total Department 00-000:		0.00	0.00
Fund Equity		0.00	0.00
<b>Account Category: Revenues</b>			
<b>Department: 08-003 GRANTS &amp; AIDS</b>			
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS		
Total Department 08-003:		0.00	0.00
Revenues		0.00	0.00
<b>Account Category: Expenditures</b>			
<b>Department: 94-551 LIBRARY BUILDING</b>			
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
<b>Fund: 98 FLW LIB GIFTS &amp; GRANTS FUND</b>			
<b>Account Category: Assets</b>			
<b>Department: 00-000</b>			
98-00-000-11710	INVESTMENTS	69,500.00	
Total Department 00-000:		69,500.00	0.00
Assets		69,500.00	0.00
<b>Account Category: Fund Equity</b>			
<b>Department: 00-000</b>			
98-00-000-34155	GIFTS & GRANTS RESTRICTED		6,192.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		71,537.09
Total Department 00-000:		0.00	77,729.91
Fund Equity		0.00	77,729.91
<b>Account Category: Revenues</b>			
<b>Department: 45-015 OTHER INCOME</b>			
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
<b>Account Category: Expenditures</b>			
<b>Department: 95-551 LIBRARY GIFTS &amp; GRANTS</b>			
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	1,191.06	
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	844.61	
Total Department 95-551:		2,035.67	0.00
Expenditures		2,035.67	0.00
Total Fund 98:		71,535.67	77,729.91
+ NET OF REVENUES/EXPENDITURES - 2024		0.00	2,413.13
		71,535.67	80,143.04
OUT OF BALANCE		0.00	(8,607.37)
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>			
<b>Account Category: Assets</b>			
<b>Department: 00-000</b>			
99-00-000-11140	SAVINGS - PWBS/HARRIS		
99-00-000-11160	SPECIAL CLEARING ACCOUNT	18,538.05	
99-00-000-11710	INVESTMENTS	399,053.98	
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:		437,754.87	0.00
Assets		437,754.87	0.00
<b>Account Category: Liabilities</b>			
<b>Department: 00-000</b>			

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 05/31/2025

GL Number	Description	Balance	
		Debit 05/31/2025 Normal (Abnormal)	Credit 05/31/2025 Normal (Abnormal)
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>			
<b>Account Category: Liabilities</b>			
<b>Department: 00-000</b>			
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		4,590.05
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	2,727.97	
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	6.91	
99-00-000-21532	VISION INSURANCE WITHHOLDING		120.04
99-00-000-21533	LIFE INSURANCE WITHHOLDING		3.60
99-00-000-21534	ACCIDENTAL INS WITHHOLDING		178.30
99-00-000-21560	WISCONSIN DEFERRED COMP		
99-00-000-21590	FLEX BENEFIT		2,395.08
99-00-000-21700	ACCRUED PAYROLL		
Total Department 00-000:		7,215.83	7,287.07
Liabilities		7,215.83	7,287.07
<b>Account Category: Fund Equity</b>			
<b>Department: 00-000</b>			
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
<b>Account Category: Revenues</b>			
<b>Department: 08-003 GRANTS &amp; AIDS</b>			
99-08-003-43523	ARPA LOCAL RECOVERY FUNDS		
Total Department 08-003:		0.00	0.00
<b>Department: 40-001 LOCAL PROPERTY TAXES</b>			
99-40-001-41321	MEQUON TAXES		575,000.00
99-40-001-41322	THIENSVILLE TAXES		56,838.00
99-40-001-41323	COUNTY REIMBURSEMENT		23,145.36
Total Department 40-001:		0.00	654,983.36
<b>Department: 42-006 FINES &amp; FORFEITURES</b>			
99-42-006-46710	FINES & FEES		8,236.27
Total Department 42-006:		0.00	8,236.27
<b>Department: 44-013 INTEREST INCOME</b>			
99-44-013-48100	INVESTMENT INTEREST		5,588.56
Total Department 44-013:		0.00	5,588.56
<b>Department: 45-014 SALE INCOME</b>			
99-45-014-46711	BOOK SALES		6,742.18
99-45-014-46712	PHOTOCOPIER		1,064.33
Total Department 45-014:		0.00	7,806.51
<b>Department: 45-015 OTHER INCOME</b>			
99-45-015-48000	MISCELLANEOUS		3,619.44
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	3,619.44
Revenues		0.00	680,234.14
<b>Account Category: Expenditures</b>			
<b>Department: 91-551 LIBRARY STAFFING</b>			
99-91-551-51100	SALARIES & WAGES	270,861.89	
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	2,671.38	
99-91-551-51199	FRINGE BENEFITS	74,751.39	
99-91-551-52202	DUES & SUBSCRIPTIONS	1,565.20	
99-91-551-52237	WORKER S COMPENSATION	668.00	
99-91-551-57715	FLEX BENEFIT		
99-91-551-57730	UNEMPLOYMENT COMPENSATION	4,824.02	
Total Department 91-551:		355,341.88	0.00
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>			
99-92-551-52201	POSTAGE	219.00	
99-92-551-52206	AUDIT		

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE  
Balance As of 05/31/2025

GL Number	Description	Balance	
		Debit 05/31/2025 Normal (Abnormal)	Credit 05/31/2025 Normal (Abnormal)
<b>Fund: 99 F. L. WEYENBERG LIBRARY FUND</b>			
<b>Account Category: Expenditures</b>			
<b>Department: 92-551 LIBRARY ADMINISTRATION</b>			
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	4,091.77	
99-92-551-52285	WEPCO LEASE		
99-92-551-52286	COMPUTERS	16.03	
99-92-551-52287	MILEAGE		
99-92-551-52288	FISCAL AGENT FEE	4,250.00	
99-92-551-52289	PAYROLL PROCESSING	1,029.76	
99-92-551-52290	CONSULTANTS		
99-92-551-53300	OFFICE SUPPLIES	761.65	
99-92-551-53301	PROCESSING SUPPLIES	2,184.61	
99-92-551-53303	TELEPHONE	2,737.28	
99-92-551-53307	SUPPLIES-COPY MACHINE	2,709.52	
99-92-551-53358	DEBT COLLECTION	396.10	
99-92-551-53359	MONARCH FEES	528.00	
Total Department 92-551:		35,471.77	0.00
<b>Department: 93-551 LIBRARY PROGRAM &amp; COLLECTION</b>			
99-93-551-53370	PROGRAMMING	882.25	
99-93-551-53371	MEDIA	5,704.74	
99-93-551-53372	E CONTENT	691.15	
99-93-551-53373	PRINT	22,675.39	
Total Department 93-551:		29,953.53	0.00
<b>Department: 94-551 LIBRARY BUILDING</b>			
99-94-551-52282	JANITORIAL SERVICE	18,075.00	
99-94-551-52283	CONTRACTED-BUILDING	10,854.31	
99-94-551-53306	JANITOR SUPPLIES	1,128.14	
99-94-551-53308	BUILDING SUPPLIES	8,062.91	
99-94-551-53360	UTILITIES	14,982.72	
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:		54,114.90	0.00
Expenditures		474,882.08	0.00
Total Fund 99:		923,141.73	868,225.29
+ NET OF REVENUES/EXPENDITURES - 2024		0.00	35,738.92
		923,141.73	903,964.21
OUT OF BALANCE		19,177.52	0.00
Total All Funds		994,677.40	945,955.20
+ NET OF REVENUES/EXPENDITURES - 2024			38,152.05
		994,677.40	984,107.25









Date: June 13, 2025  
To: Frank L. Weyenberg Board of Trustees  
From: Rachel Muchin Young  
Re: June 2025 Director's Report

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### MEETING & ACTIVITIES:

- Pre-Construction Meeting w/ Arch Solar, 5/22
- Monarch Library System (MLS) Integrated Library System (ILS) Committee, 5/22
- Webinar: Public Sector Town Hall presented by von Briesen & Roper: "But What If You Have A Bad Board Member" (we don't), 5/29
- Wisconsin Library Association Inclusive Services Special Interest Group, 5/29, 6/16
- Met w/ Kimberly Blazek of Infobase, re: Access Video On Demand/Just for Kids, 6/4
- Rotary Meetings, 6/4, 6/17
- MLS Directors Chat, 6/5
- Hook, Yarn & Stitch, 6/5
- Mango Languages Demonstration, 6/6
- Evening Readers, 6/9 – Largest group we've had to discuss Jennifer Weiner's *The Breakaway*
- M-T Community Foundation Pillars of the Community Luncheon, 6/10
- MLS Governance Committee, 6/10
- Mequon Committee of the Whole & Common Council, 6/10
- Friends of Weyenberg Library (FOWL) Events Committee, 6/11
- Met w/ MLS Director Riti Grover, 6/11 – Reviewed
- Teams Training, 6/11
- MLS Directors Council, 6/12
- Thiensville Board of Trustees, 6/16
- MLS Resources Advisory Workgroup (RAW), 6/18

### PERSONNEL MATTERS:

Staff continue to attend a variety of professional development programs. I found myself thanking my lucky stars during the "Bad Board Member" webinar. Our trustees conduct themselves with integrity and work diligently for collaboration in all decision-making. Thank you.

I agreed to take over publicity for the TM Rotary Club. I didn't realize at the time that it was a board position. Lesson learned: always ask more questions than you think you need to ask. One of the Club's current initiatives is building an all-inclusive playground and park at Rotary Park on Highland Road.

I am happy to report that our newest employees are doing well. We've tried to prepare them for the Summer Reading Program: **Level Up at Your Library**. I'm not sure any of them quite believe me when I talk about the numbers and good-natured chaos that we experience in June, July, and August, but they will find out soon enough. Please note that our SRP includes customized programs for pre-readers, elementary-school age children, teens, and adults, so you can join in the fun!

**OPERATIONS ACTIVITIES:**

Budget time is quickly approaching, and we are already reviewing our current vendor relationships and contracts. We anticipate our 2026 reimbursements from Ozaukee and adjacent counties will be lower than our 2025 reimbursements, but the Town of Grafton’s change from “librariated” to “unlibrariated” may have a positive impact on the Ozaukee County figure. We will now be reimbursed for checkouts to Town of Grafton residents. There were 340 checkouts in 2024 which translates into an Ozaukee County reimbursement of \$1,509.60. Note: Ozaukee and Sheboygan County reimburse at 100% and Washington and Waukesha Counties reimburse at 70%. Our Cost per Circ is \$4.44, the lowest in Ozaukee County (see below):

<i>Library</i>	<i>Cost Per Circ</i>
Cedarburg	\$6.34
Grafton	\$5.06
Mequon	\$4.44
Port Washington	\$5.21
Saukville	\$5.59

We have made the switch from Zoom to Teams. We set up Board of Trustees meetings through the end of the year. When we set up a meeting initially, you will get an email. We will follow up with the Agenda and supporting materials, as always.

Beth Hatch is reviewing *Robert’s Rules of Order*. You may notice some changes to the minutes of future meetings.

**SOLAR PANEL PROJECT UPDATE:**

The team from Arch Solar are busy installing the hardware. The panels are here in boxes in the parking lot. We are meeting periodically with the company to make sure all the paperwork is in place for the transition. The more we talk about the project in the community, the more support we garner for it.

**FRIENDS:**

FOWL ran a Membership Special in honor of Best Friends Day (yes, there is a Best Friends Day) with an extended membership period and discounted membership if two members join together. They have received some new memberships.

Not only did FOWL sponsor much of the Summer Reading Program, but they brought our staff home-made treats for kick-off day.

**FOUNDATION:**

The Foundation is very supportive of the Solar Project. We are beginning to think about our 2026 Wish List.

Date: June 18, 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:

- Webinar: The Lifecycle of a Library Employee, Part 1, 5/20
- Program: Friends Author Event, 5/20
- Program: 10 Warning Signs of Alzheimer's, 5/22
- Books & Media Ordering, 5/27, 6/2, 6/9, 6/16
- Program: Ice Age National Scenic Trail, 5/29
- Program: Spice of the Month Kits, 6/1
- Webinar: Compensation and Benefits Laws, 6/4
- Meeting: Patron 1-on-1 help, 6/6
- Program: Weyenberg Movie Matinee, 6/6
- Virtual Meeting: PBS Co-hort Graduation/Final, 6/9
- Virtual Meeting with System Staff, 6/11
- Program: SRP Kickoff, Fox & Branch, 6/13
- Program: Saturday LEGO Club, 6/14
- Program: Zoom In: Insects, 6/16
- Program: Village Market Storytime, 6/17
- Program: M-T Community Book Club, 6/17
- Webinar: The Lifecycle of a Library Employee, Part 2, 6/17
- Program: Storytime on the Lawn, 6/18

## **STATISTICS**

-For eCircs and eCollections, May 2025 our monthly usage was higher than previous years. You will also see that we had another high number for one of our eCollection databases in May. This time it was BookBrowse that had 5,141 pageviews, when our typical monthly pageview is between 75-125. This did also occur for BookBrowse once before when we had over 6,500 pageviews in April 2023.

Reference statistics for May 2025 were high in comparison to previous years, with about 500 more reference transactions. (I do want to note that I have been tracking staff reference transactions for the past few months because some are better than others for recording transactions, so I feel like my reminders to staff about tracking accurately is why the numbers are better).

Programming numbers are doing well. I am not concerned about the teen in-person program number because most of our school visits happened in June and the SRP video presentation was counted as a drop-in program, which is why the Teen Drop-In number is so big.

## **OTHER TASKS & TIDBITS**

Patron Services staff have been very busy the last few weeks doing school tours & school visits, as well as preparing everything for the Summer Reading Kickoff Day of Friday, June 13. Be sure to wander around the library to see all the different 'game' themed decorations done by library staff.

-Summer Reading School Visits and 1<sup>st</sup> Grade Tours of the Library

- Wilson Elementary 3<sup>rd</sup> & 5<sup>th</sup> Grade Class Offsite Visits – 5/16
- Lakeshore Middle School – Video Presentation sent to classes – 5/23
- Oriole Lane Elementary 3<sup>rd</sup> & 5<sup>th</sup> Grade Class Offsite Visits – 5/30
- Girl Scout Troop Tour & SRP Promo – 5/31
- Donges Bay Elementary 1<sup>st</sup> Grade Tour & SRP Promo – 6/2
- Wilson Elementary 1<sup>st</sup> Grade Tour & SRP Promo – 6/3
- Steffen Middle School 6<sup>th</sup> & 7<sup>th</sup> Grade Offsite Visits – 6/6
- Donges Bay Elementary 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> Grade Offsite Visits – 6/9
- Oriole Lane Elementary 1<sup>st</sup> Grade Tour & SRP Promo – 6/10

**UPCOMING LIBRARY PROGRAMS**

<ul style="list-style-type: none"><li>•Drop-In Tech Help (2x a month)</li><li>•Evening Readers Book Club (monthly)</li><li>•History Book Club (monthly)</li><li>•Hook, Yarn &amp; Stitch Club (monthly)</li><li>•Monarch Memory Café (triannual, September)</li><li>•Movie Matinees (1<sup>st</sup> &amp; 3<sup>rd</sup> Fridays monthly)</li><li>•Throwback Movie Matinees (Last Saturdays, monthly)</li><li>•Mequon-Thiensville Community Book Club (monthly)</li><li>•Philosophers in the Midst of History series (quarterly)</li><li>•Spice of the Month Club Kits (monthly)</li><li>•Rain Gardens &amp; Rain Barrels (June)</li><li>•The Road to Medicare (June &amp; August)</li><li>•Your History: Audio, Video, and Digital (August)</li> <li>•Dungeons &amp; Dragons Character Workshop (June)</li><li>•Dungeons &amp; Dragons: Wednesday Session (June 25-August 6)</li><li>•Dungeons &amp; Dragons: Thursday Session (June 26-August 7)</li><li>•Teen Exam Cram (June)</li><li>•Battle of the Books (July)</li> <li>•Family BINGO Night (monthly)</li><li>•Chess Club: All Ages (monthly)</li><li>• Fine Arts Series (September, November)</li><li>•Level Up! Craft Night (June, July &amp; August)</li></ul>	<ul style="list-style-type: none"><li>•Family Storytime (weekly on Tuesdays &amp; Wednesdays ending May 7)</li><li>•Shake &amp; Shimmy Storytime (biweekly until May 5, starts again June 16)</li><li>•Read &amp; Create Storytime (monthly)</li><li>•Tiny Dancers (monthly)</li><li>•Monday LEGO Club (monthly)</li><li>•Saturday LEGO Club (monthly)</li><li>•Parachute Play (monthly)</li><li>•Nintendo Switch Days (monthly)</li><li>•Little Scientists (monthly)</li><li>•Little Artists (monthly)</li><li>•Throwback Family Movie Matinees (monthly)</li><li>•Children’s Movie Matinees (June, July, August)</li><li>•Gan Ami Preschool Offsite Storytime (monthly)</li><li>•North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly)</li><li>•Kids Rule Academy Offsite Storytime (monthly)</li><li>•Tuesday Village Market Storytimes (weekly June 17-August 19)</li><li>•Wednesday Storytime on the Lawn (weekly June 18-August 20)</li><li>•Zoom In! Insects (PBS Co-hort program, June, July &amp; August)</li><li>•Book Explorers, A Book Club for Older Elementary students (June, July &amp; August)</li><li>•SRP Kickoff Event with Fox &amp; Branch (June)</li><li>•Cattail Critters (June, 2 sessions)</li><li>•STEAM Camp (July 7-11)</li><li>•J&amp;R Aquatic Animal Rescue (July)</li><li>•Reader’s Theater Camp (July 21-25)</li><li>•Duke Otherwise (August)</li></ul>
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Date: 6/12/2025

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, June 2025

Activities since the last Board of Trustees meeting include:

- 6/2 – First Amendment Audits and Situational Preparedness for Frontline Library Staff course began
- 6/4 – Webinar: Compensation and Benefits Laws: An Overview of FSLA and FMLA
- 6/4-6/5 – Social Media Strategies for Government Agencies Conference
- 6/5 – Willowbrook Outreach Event
- 6/17 – Webinar: The Life Cycle of a Library Employee

**Statistics: May 2024**

- Quick Pickup Appointments: 32
  - This is the highest pickup number we have seen since 2022!

**Other:**

- I attended the *Social Media Strategies for Government Agencies* virtual conference this month. Over the course of the conference, I attended sessions regarding building public trust through social media, bolstering less-than-engaging content, navigating negative comments, using humor and visual storytelling to reach more community members, and so much more.
  - This was an extremely engaging conference – I learned a lot about how to take our social media further and reach more patrons with our message. I especially enjoyed the sessions about bolstering uninteresting content and turning it into something more appealing for our community. I look forward to utilizing the tips provided throughout this conference.
- Molly Olk & I have started our *First Amendment Audits and Situational Preparedness for Frontline Library Staff* course. It runs through the end of the month. I am already learning a lot about first amendment rights and audits.
- We received a postcard campaign from Speak Up For Libraries. This campaign is intended to give our community an opportunity to write to their Federal Elected Official and tell them why their local library is important. The campaign will go until July 21<sup>st</sup> and all libraries are encouraged to participate.

# Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

## Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

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## In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

## Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for information on where to turn to stay informed about these issues.

## Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

## Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

## Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your library system staff (See [\*Trustee Tool B: Library System Map and Contact Information.\*](#))
- Division for Libraries and Technology staff (See [\*Trustee Tool C: Division for Libraries and Technology Contact Information.\*](#))
- Wisconsin Library Association (WLA): [wla.wisconsinlibraries.org](http://wla.wisconsinlibraries.org)
- Wisconsin Library Trustees and Friends (WLTF): [wla.wisconsinlibraries.org/wltf](http://wla.wisconsinlibraries.org/wltf)
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): [www.ala.org/altaff](http://www.ala.org/altaff)
- Who Are My Legislators webpage: [legis.wisconsin.gov/w3asp/waml/waml.aspx](http://legis.wisconsin.gov/w3asp/waml/waml.aspx)
- Resources on ethics and standards of conduct for local officials: [gab.wi.gov/ethics](http://gab.wi.gov/ethics)
- Contact information for your United States Senators: [www.senate.gov/general/contact\\_information/senators\\_cfm.cfm?State=WI](http://www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI)
- Contact information for your United States Representatives: [clerk.house.gov/member\\_info/index.aspx](http://clerk.house.gov/member_info/index.aspx)

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

*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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# The Library Board and the Open Meetings Law

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Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

## In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

## Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

## Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

## **Email, “Walking Quorums” and Other Potential Open Meetings Violations**

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#).

## **Meeting Minutes**

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a

roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

## Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

## Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

## Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

## Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

*This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.*

*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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