



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, July 19, 2023, 6:00pm
Tolzman Community Room

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in the prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of the June 21, 2023, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for June 2023
 - b. Action Item: Accounts Payable for June 2023
- VII. President's Report**
- 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 – R. Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business**
 - a. Discussion and Possible Action: Children's Art Feature Unveiling Event
Friday, August 11, 2023, 4 to 6pm

XI. New Business

- a. None

XII. Trustee Training & System/State Library Update

- a. TE22: Freedom of Expression and Inquiry
- b. TE23: Dealing with Challenges to Materials and Policies

XIII. Future Meeting Dates

- a. Board of Trustees Meeting: August 16, 2023, 6pm
- b. Other Meetings:

XIV. Adjourn

Catherine Perry

Posted: July 14, 2023



Frank L. Weyenberg Library of Mequon-Thiensville
Minutes of the Board of Trustees Meeting
June 21, 2023

The Board of Trustees of the Frank L. Weyenberg Library Board of Trustees was called to order at 6pm, Wednesday, June 21, 2023, by Chair Catherine Perry, in the Tolzman Community Room.

- I. Pledge of Allegiance**
Catherine Perry led the Pledge of Allegiance.
- ii. Call to Order, Verification of Posting, Roll Call**
Perry called the meeting to order at 6pm.
Posting notice as of Friday, June 16, 2023, was verified.
Trustees present: Perry, Jennifer Abraham, Graham Baxter, Ali Buchanan, Jeffrey Hansher, Alex Lemke, Tedd Lookatch, Ellen Nagy, Cathrine Wagner
Staff present: Rachel Muchin Young, Library Director
Guest: Wendi Unger, Baker Tilly
- III. Announcements:**
Ms. Buchanan was appointed to our Board of Trustees by Mayor Andrew Nerbun at the June 13, 2023, Mequon Council Meeting to serve through April 30, 2024. Introductions were made.
- IV. Public Comment:**
None.
- V. Approval of Minutes:**
Action Item: Minutes of the May 17, 2023, meeting were included in the packet. Hearing no objections, the minutes were approved as presented.
- VI. New Business:**
 - A. Discussion: 2022 Audit**
Ms. Unger, the Library's Auditor from Baker Tilly, discussed the Library's 2022 Audit, noting that it was a clean audit. She did advise the Board that GASB 96 was introduced which may affect the library as it addresses subscription based IT services. Unger noted that the library exceeded expected revenues and underspent budgeted expenditures. Included in the footnotes are long-term obligations. Though there are no loans, there are accumulated vacation and retirement.
- VII. Financial Reports**
 - A. Revenue and Expense Reports for May 2023**
The reports were included in the Board Packet. They were found to be in order.
 - B. Action Item: Accounts Payable Statement for May 2023**
Baxter moved to approve the Accounts Payable Statement for May 2023 in the amount of \$153,267.70. Lemke seconded the motion. Motion carried.

VIII. Board Reports

- A. President's Report: Committee Appointments (Advocacy, Finance, Personnel)
Lemke is moving to Advocacy. Buchanan is joining Advocacy.
- B. Finance: No report.
- C. Advocacy: No report
- D. Personnel: Personnel met with Finance to discuss increased wages into the ranges proposed the classification and compensation study. The highest increase will be 8%. Additional increases will be required to bring all staff into the recommended ranges.

IX. Staff Reports

- A. Library Operations: As presented
- B. Director's Report: Muchin Young's report was included in the packet. Muchin Young offered a few updates regarding the completion of the RFID tagging project, the carpet and tile cleaning, and a Friends project.
- C. Staff Reports: Access Services Manager, Business Manager, and Patron Services Managers reports were included in the packet.

X. Unfinished Business

- A. Art Feature: Wagner moved that we plan an unveiling and soiree for the art feature. Baxter seconded the motion. Motion carried.

XI. New Business

- A. The audit was discussed.
- B. The Joint Library Agreement was discussed. This agreement is between the Village of Thiensville and the City of Mequon. The Library is not a party to the agreement.

XII. Trustee Training

- A. Wisconsin State Statute Chapter 43

XIII. Upcoming Meetings:

- A. Board of Trustees: Wednesday, July 19, 2023, 6pm

XIV. Adjourn

There being no further business to come before the Board, Abraham moved and Buchanan seconded the motion to adjourn. Motion carried. Meeting adjourned at 7:18pm

Respectfully submitted,

R. Muchin Young

Rachel Muchin Young, Library Director

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

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Account Descr	2023 YTD Budget	2023 YTD Amt	JUNE 2023 Amt	Balance	2023 % of Budget
97 FLW AMERICAN RESCUE PLAN ACT					
08 AMERICAN RESCUE PLAN ACT					
003 GRANTS & AIDS					
R 97-08-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$31,160.54	\$13,283.19	-\$31,160.54	0.00%
003 GRANTS & AIDS	\$0.00	\$31,160.54	\$13,283.19	-\$31,160.54	0.00%
08 AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$13,283.19	-\$31,160.54	0.00%
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$13,283.19	-\$31,160.54	0.00%
98 FLW LIB GIFTS & GRANTS FUND					
45 MISCELLANEOUS REVENUES					
015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTE	\$1,347.82	\$3,700.00	\$0.00	-\$2,352.18	274.52%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$83,772.43	\$342.00	\$0.00	\$83,430.43	0.41%
015 OTHER INCOME	\$85,120.25	\$4,042.00	\$0.00	\$81,078.25	4.75%
45 MISCELLANEOUS REVENUES	\$85,120.25	\$4,042.00	\$0.00	\$81,078.25	4.75%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$4,042.00	\$0.00	\$81,078.25	4.75%
99 F. L. WEYENBERG LIBRARY FUND					
40 TAXES					
001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,106,716.00	\$553,358.00	\$0.00	\$553,358.00	50.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$55,370.00	\$0.00	\$55,370.00	50.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$15,976.00	\$15,976.06	\$0.00	-\$0.06	100.00%
001 LOCAL PROPERTY TAXES	\$1,233,432.00	\$624,704.06	\$0.00	\$608,727.94	50.65%
40 TAXES	\$1,233,432.00	\$624,704.06	\$0.00	\$608,727.94	50.65%
42 REGULATION & COMPLIANCE					
006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$19,932.00	\$10,038.41	\$683.75	\$9,893.59	50.36%
006 FINES & FORFEITURES	\$19,932.00	\$10,038.41	\$683.75	\$9,893.59	50.36%
42 REGULATION & COMPLIANCE	\$19,932.00	\$10,038.41	\$683.75	\$9,893.59	50.36%
44 COMMERCIAL REVENUES					
013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$2,668.00	\$5,552.96	\$916.62	-\$2,884.96	208.13%
013 INTEREST INCOME	\$2,668.00	\$5,552.96	\$916.62	-\$2,884.96	208.13%
44 COMMERCIAL REVENUES	\$2,668.00	\$5,552.96	\$916.62	-\$2,884.96	208.13%
45 MISCELLANEOUS REVENUES					
014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,880.00	\$5,276.49	\$760.00	\$4,603.51	53.41%
R 99-45-014-906 PHOTOCOPIER	\$2,534.00	\$1,406.95	\$206.75	\$1,127.05	55.52%
014 SALE INCOME	\$12,414.00	\$6,683.44	\$966.75	\$5,730.56	53.84%
015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,554.00	\$1,097.66	\$1,029.00	\$456.34	70.63%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015 OTHER INCOME	\$21,554.00	\$1,097.66	\$1,029.00	\$20,456.34	5.09%
45 MISCELLANEOUS REVENUES	\$33,968.00	\$7,781.10	\$1,995.75	\$26,186.90	22.91%

Account Descr	2023 YTD Budget	2023 YTD Amt	JUNE 2023 Amt	Balance	2023 % of Budget
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$648,076.53	\$3,596.12	\$641,923.47	50.24%
	\$1,375,120.25	\$683,279.07	\$16,879.31	\$691,841.18	49.69%

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

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Account Descr	2023 YTD Budget	2023 YTD Amt	JUNE 2023 Amt	Balance	2023 % of Budget
97 FLW AMERICAN RESCUE PLAN ACT					
94 LIBRARY BUILDING					
551 LIBRARY					
E 97-94-551-7-700 BUILDING PROJECTS	\$0.00	\$27,649.23	\$11,174.35	-\$27,649.23	0.00%
551 LIBRARY	\$0.00	\$27,649.23	\$11,174.35	-\$27,649.23	0.00%
94 LIBRARY BUILDING	\$0.00	\$27,649.23	\$11,174.35	-\$27,649.23	0.00%
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$27,649.23	\$11,174.35	-\$27,649.23	0.00%
98 FLW LIB GIFTS & GRANTS FUND					
95 LIBRARY GIFTS & GRANTS					
551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$1,347.82	\$822.45	\$17.86	\$525.37	61.02%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$83,772.43	\$11,245.95	\$0.00	\$72,526.48	13.42%
551 LIBRARY	\$85,120.25	\$12,068.40	\$17.86	\$73,051.85	14.18%
95 LIBRARY GIFTS & GRANTS	\$85,120.25	\$12,068.40	\$17.86	\$73,051.85	14.18%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$12,068.40	\$17.86	\$73,051.85	14.18%
99 F. L. WEYENBERG LIBRARY FUND					
91 LIBRARY STAFFING					
551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$670,300.00	\$306,252.02	\$73,677.02	\$364,047.98	45.69%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,500.00	\$1,803.20	\$808.76	\$696.80	72.13%
E 99-91-551-1-199 FRINGE BENEFITS	\$215,600.00	\$100,137.68	\$17,940.95	\$115,462.32	46.45%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$1,800.90	\$169.50	\$1,699.10	51.45%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,325.00	\$1,257.00	\$594.00	\$68.00	94.87%
E 99-91-551-7-715 FLEX BENEFIT	\$2,100.00	\$1,888.68	\$0.00	\$211.32	89.94%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551 LIBRARY	\$895,325.00	\$413,139.48	\$93,190.23	\$482,185.52	46.14%
91 LIBRARY STAFFING	\$895,325.00	\$413,139.48	\$93,190.23	\$482,185.52	46.14%
92 LIBRARY ADMINISTRATION					
551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$1,000.00	\$503.75	\$0.00	\$496.25	50.38%
E 99-92-551-2-206 AUDIT	\$6,750.00	\$6,750.00	\$331.00	\$0.00	100.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$21,525.00	\$21,525.00	\$4,872.50	\$0.00	100.00%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOG	\$9,300.00	\$5,594.17	\$700.00	\$3,705.83	60.15%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$5,000.00	\$638.34	\$22.95	\$4,361.66	12.77%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$476.74	\$276.34	\$1,023.26	31.78%
E 99-92-551-2-288 FISCAL AGENT FEE	\$8,000.00	\$4,000.00	\$0.00	\$4,000.00	50.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,725.00	\$1,881.60	\$269.83	\$1,843.40	50.51%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$3,500.00	\$2,751.90	\$394.96	\$748.10	78.63%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$3,500.00	\$2,656.93	\$1,810.00	\$843.07	75.91%
E 99-92-551-3-303 TELEPHONE	\$4,000.00	\$3,212.80	\$0.00	\$787.20	80.32%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$6,000.00	\$3,534.80	\$775.80	\$2,465.20	58.91%
E 99-92-551-3-358 DEBT COLLECTION	\$1,000.00	\$361.15	\$81.55	\$638.85	36.12%
E 99-92-551-3-359 MONARCH FEES	\$17,150.00	\$15,078.61	\$0.00	\$2,071.39	87.92%
551 LIBRARY	\$91,950.00	\$68,965.79	\$9,534.93	\$22,984.21	75.00%
92 LIBRARY ADMINISTRATION	\$91,950.00	\$68,965.79	\$9,534.93	\$22,984.21	75.00%
93 LIBRARY PROGRAM & COLLECTION					
551 LIBRARY					

Account Descr	2023 YTD Budget	2023 YTD Amt	JUNE 2023 Amt	Balance	2023 % of Budget
E 99-93-551-3-370 PROGRAMMING	\$5,000.00	\$3,715.55	\$1,164.24	\$1,284.45	74.31%
E 99-93-551-3-371 MEDIA	\$25,000.00	\$7,326.18	\$2,098.31	\$17,673.82	29.30%
E 99-93-551-3-372 E CONTENT	\$37,000.00	\$22,283.59	\$3,708.85	\$14,716.41	60.23%
E 99-93-551-3-373 PRINT	\$85,000.00	\$34,105.91	\$11,473.90	\$50,894.09	40.12%
551 LIBRARY	\$152,000.00	\$67,431.23	\$18,445.30	\$84,568.77	44.36%
93 LIBRARY PROGRAM & COLLECTION	\$152,000.00	\$67,431.23	\$18,445.30	\$84,568.77	44.36%
94 LIBRARY BUILDING					
551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$42,120.00	\$20,913.75	\$3,510.00	\$21,206.25	49.65%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$24,000.00	\$9,512.13	\$284.60	\$14,487.87	39.63%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,605.00	\$2,653.19	\$498.13	-\$48.19	101.85%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$29,533.31	\$1,772.28	\$466.69	98.44%
E 99-94-551-3-360 UTILITIES	\$45,000.00	\$28,068.37	\$4,754.26	\$16,931.63	62.37%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$484.47	\$0.00	\$1,315.53	26.92%
E 99-94-551-3-374 HEALTH & SAFETY SUPPLIES	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
551 LIBRARY	\$150,725.00	\$91,165.22	\$10,819.27	\$59,559.78	60.48%
94 LIBRARY BUILDING	\$150,725.00	\$91,165.22	\$10,819.27	\$59,559.78	60.48%
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$640,701.72	\$131,989.73	\$649,298.28	49.67%
	\$1,375,120.25	\$680,419.35	\$143,181.94	\$694,700.90	49.48%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
97 FLW AMERICAN RESCUE PLAN ACT							
G 97-11100 SPECIAL ASSESS RECEIVAB	\$0.00	\$0.00	\$0.00	\$17,877.35	\$17,877.35	\$0.00	97
G 97-11110 CHECKING - PWSB/BMO GE	\$0.00	\$13,283.19	\$11,174.35	\$31,960.54	\$28,449.23	\$3,511.31	97
G 97-31110 UNAPPROPRIATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	97
G 97-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$13,283.19	\$0.00	\$31,160.54	-\$31,160.54	97
G 97-31112 EXPENDITURE SUMMARY	\$0.00	\$11,174.35	\$0.00	\$28,449.23	\$800.00	\$27,649.23	97
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$24,457.54	\$24,457.54	\$78,287.12	\$78,287.12	\$0.00	
98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$5,120.25	\$5,000.00	\$17.86	\$9,042.00	\$12,068.40	\$2,093.85	98
G 98-11210 INVESTMENTS	\$80,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$75,000.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$4,042.00	-\$4,042.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$17.86	\$0.00	\$12,068.40	\$0.00	\$12,068.40	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$1,347.82	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,347.82	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$83,772.43	\$0.00	\$0.00	\$0.00	\$0.00	-\$83,772.43	98
98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$5,017.86	\$5,017.86	\$21,110.40	\$21,110.40	\$0.00	
99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$3,468.85	\$126,807.93	\$209,219.82	\$1,528,502.48	\$1,561,905.45	-\$29,934.12	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$509.72	\$509.72	\$4,933.26	\$4,933.26	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$54,132.88	\$54,132.88	\$231,464.78	\$231,464.78	\$0.00	99
G 99-11210 INVESTMENTS	\$287,502.45	\$5,916.62	\$50,000.00	\$487,231.96	\$560,000.00	\$214,734.41	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$100,734.14	\$0.00	\$0.00	\$100,734.14	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDIN	\$0.00	\$2,553.72	\$2,553.72	\$10,833.66	\$10,833.66	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$4,878.81	\$4,878.81	\$20,470.64	\$20,470.64	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$5,446.59	\$5,446.59	\$23,308.48	\$23,308.48	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$4,705.94	\$696.12	\$983.61	\$5,659.86	\$4,069.36	-\$3,115.44	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,241.10	\$3,042.50	\$4,541.89	\$19,334.72	\$19,635.51	-\$4,541.89	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$51.72	\$51.72	\$300.56	\$300.56	\$0.00	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$57.16	\$57.16	\$337.24	\$337.24	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,277.04	\$1,384.12	\$8,434.31	\$8,541.39	-\$107.08	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$3.28	\$3.28	\$19.28	\$19.28	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$21.28	\$25.66	\$145.20	\$149.58	-\$4.38	99
G 99-21291 ACCRUED PAYROLL	-\$11,633.43	\$0.00	\$0.00	\$11,633.43	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$172,156.69	\$0.00	\$0.00	\$0.00	\$0.00	-\$172,156.69	99

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$3,596.12	\$0.00	\$648,076.53	-\$648,076.53	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$132,058.72	\$68.99	\$658,550.06	\$17,848.34	\$640,701.72	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
99 F. L. WEYENBERG LIBRARY FUND	\$0.00	\$337,454.09	\$337,454.09	\$3,111,894.06	\$3,111,894.06	\$0.00	
	\$0.00	\$366,929.49	\$366,929.49	\$3,211,291.58	\$3,211,291.58	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
1185 e	06/05/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,552.01		FED/WAGES PD 6-2-23
G 99-21210		WISCONSIN WITHHOLDI	\$816.10		WI/WAGES PD 6-2-23
G 99-21230		SOCIAL SECURITY TAX	\$1,763.46		FICA/WAGES PD 6-2-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,763.49		/WAGES PD 6-2-23
G 99-11160		SPECIAL CLEARING AC	\$17,446.88		DIRECT DEP/WAGES PD 6-2-23
		Total	\$23,341.94		
1186 e 06/05/23 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$24,130.51		/WAGES PD 6-2-23
G 99-21265		WI RETIREMENT	(\$1,452.31)		WRS/WAGES PD 6-2-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,552.01)		FED/WAGES PD 6-2-23
G 99-21210		WISCONSIN WITHHOLDI	(\$816.10)		WI/WAGES PD 6-2-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,763.46)		FICA/WAGES PD 6-2-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 6-2-23
G 99-21280		HEALTH INSURANCE WI	(\$638.52)		HEALTH/WAGES PD 6-2-23
G 99-21285		LIFE INSURANCE WITH	(\$3.20)		LIFE/WAGES PD 6-2-23
G 99-21275		DENTAL INSURANCE WI	(\$51.72)		DENTAL/WAGES PD 6-2-23
G 99-21276		VISION INSURANCE WIT	(\$57.16)		VISION/WAGES PD 6-2-23
G 99-21286		ACCIDENTAL INS WITH	(\$21.28)		ACCIDENTAL/WAGES PD 6-2-23
G 99-11160		SPECIAL CLEARING AC	(\$17,446.88)		DIRECT DEP/WAGES PD 6-2-23
		Total	\$0.00		
1187 e 06/05/23 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$98.24	634617156	PROCESSING PAYROLL 6-2-223
		Total	\$98.24		
1188 e 06/15/23 ADP, LLC					
G 99-21220		FEDERAL WITHHOLDIN	\$1,640.46		FED/WAGES PD 6-16-23
G 99-21210		WISCONSIN WITHHOLDI	\$857.84		WI/WAGES PD 6-16-23
G 99-21230		SOCIAL SECURITY TAX	\$1,818.31		FICA/WAGES PD 6-16-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,818.32		FRINGES/WAGES PD 6-16-23
G 99-11160		SPECIAL CLEARING AC	\$18,283.46		DIRECT DEP/WAGES PD 6-16-23
		Total	\$24,418.39		
1189 e 06/15/23 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$24,735.25		/WAGES PD 6-16-23
G 99-21265		WI RETIREMENT	(\$1,452.31)		WRS/WAGES PD 6-16-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,640.46)		FED/WAGES PD 6-16-23
G 99-21210		WISCONSIN WITHHOLDI	(\$857.84)		WI/WAGES PD 6-16-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,818.31)		FICA/WAGES PD 6-16-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 6-16-23
G 99-21280		HEALTH INSURANCE WI	(\$638.52)		HEALTH/WAGES PD 6-16-23
G 99-11160		SPECIAL CLEARING AC	(\$18,283.46)		DIRECT DEP/WAGES PD 6-16-23
E 99-92-551-2-287		MILEAGE	\$202.33		MUCHIN YOUNG MILEAGE/WAGES PD 6-16-23
E 99-92-551-2-287		MILEAGE	\$60.78		PIKE MILEAGE/WAGES PD 6-16-23
E 99-92-551-2-287		MILEAGE	\$13.23		GILMAN MILEAGE/WAGES PD 6-16-23
E 99-93-551-3-370		PROGRAMMING	\$7.18		GILMAN REIMBURSE/WAGES PD 6-16-23



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Batch: LIB 0623 MN1,0623 LIB MN2,0623 LIB AP,0623 LIB AP2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$0.00		
1190 e	06/15/23	CARDMEMBER SERVICE			
E 99-92-551-2-284		CONTRACTED SERVICE	\$100.00		MAILCHIMP
E 99-94-551-3-306		JANITOR SUPPLIES	\$57.25		THIENSVILLE HARDWARE
E 99-93-551-3-370		PROGRAMMING	\$104.45		BREAKOUT EDU
E 99-93-551-3-370		PROGRAMMING	\$13.99		TARGET
E 99-93-551-3-370		PROGRAMMING	\$29.84		TARGET
E 99-93-551-3-372		E CONTENT	\$5.26		APPLE
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$308.76		PANERA BREAD
Total			\$619.55		
1198 e	06/26/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$98.24	63556763	PROCESSING 6-16-23 PAYROLL
Total			\$98.24		
1199 e	06/26/23	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$9,364.66		HEALTH/JULY
G 99-21280		HEALTH INSURANCE WI	\$1,277.04		HEALTH/JULY
Total			\$10,641.70		
1200 e	06/26/23	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$3,042.50		WRS/MAY
G 99-21265		WI RETIREMENT	\$3,042.50		WRS/MAY
Total			\$6,085.00		
1205 e	06/27/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,686.34		FED/WAGES PD 6-30-23
G 99-21210		WISCONSIN WITHHOLDI	\$879.78		WI/WAGES PD 6-30-23
G 99-21230		SOCIAL SECURITY TAX	\$1,864.82		FICA/WAGES PD 6-30-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,864.78		/WAGES PD 6-30-23
G 99-11160		SPECIAL CLEARING AC	\$18,402.54		DIRECT DEP/WAGES PD 6-30-23
Total			\$24,698.26		
1206 e	06/27/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$24,811.26		/WAGES PD 6-30-23
G 99-21265		WI RETIREMENT	(\$1,637.27)		WRS/WAGES PD 6-30-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,686.34)		FED/WAGES PD 6-30-23
G 99-21210		WISCONSIN WITHHOLDI	(\$879.78)		WI/WAGES PD 6-30-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,864.82)		FICA/WAGES PD 6-30-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 6-30-23
G 99-21280		HEALTH INSURANCE WI	(\$107.08)		HEALTH/WAGES PD 6-30-23
G 99-21285		LIFE INSURANCE WITH	(\$0.08)		LIFE/WAGES PD 6-30-23
G 99-21286		ACCIDENTAL INS WITH	(\$4.38)		ACCIDENTAL/WAGES PD 6-30-23
G 99-11160		SPECIAL CLEARING AC	(\$18,402.54)		DIRECT DEP/WAGES PD 6-30-23
E 99-93-551-3-370		PROGRAMMING	\$98.90		GILMAN REIMBURSEMENT/WAGES PD 6-30-23
Total			\$0.00		
1208 e	06/29/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	636333861	TIME & ATTENDANCE



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$73.35		
27476	06/16/23	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85		2 Copiers/Monthly Copier Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$169.88	34177324	Admin/Monthly Copier Lease
Total			\$288.73		
27477	06/16/23	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$4,754.26	4605842809	ELEC & GAS/JUNE
Total			\$4,754.26		
27563	06/30/23	ADVANCED CHILLER SERVICES			
E 99-94-551-3-308		BUILDING SUPPLIES	\$476.00	4877	ACU REPAIRS
Total			\$476.00		
27564	06/30/23	AMAZON CAPITAL SERVICES			
E 99-93-551-3-370		PROGRAMMING	\$25.48	11T6-CCJ4-4	PROGRAMMING
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$17.86	13FJ-D6J4-9	MTCF
E 99-93-551-3-370		PROGRAMMING	\$19.97	14FR-1Q7N-	PROGRAMMING
E 99-93-551-3-371		MEDIA	\$274.95	14R6-GTQD-	MEDIA
E 99-93-551-3-370		PROGRAMMING	\$283.17	16W3-L1TF-	PROGRAMMING
E 99-93-551-3-370		PROGRAMMING	\$26.52	16WV-MGLH	PROGRAMMING
E 99-92-551-3-300		OFFICE SUPPLIES	\$9.99	17TD-YVMF-	OFFICE SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$10.69	17XF-H6XJ-3	PROGRAMMING
E 99-92-551-2-286		COMPUTERS	\$22.95	1DDG-VNFI-	COMPUTERS & TECH
E 99-93-551-3-370		PROGRAMMING	\$10.99	1J71-RJG3-1	PROGRAMMING
E 99-92-551-3-300		OFFICE SUPPLIES	\$32.04	1JGJ-KRGD-	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$6.99	1JLN-WV9L-	OFFICE SUPPLIES
E 99-94-551-3-306		JANITOR SUPPLIES	\$83.97	1JVF-J4QQ-L	JANITOR SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$83.75	1NHF-HJPG-	PROGRAMMING
E 99-94-551-3-306		JANITOR SUPPLIES	\$72.99	1NJT-3K7L-K	JANITOR SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$26.97	1NKN-79VW-	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$11.00	1R1W-FVCG	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$60.88	1TKL-JP4Y-3	OFFICE SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$175.08	1TMN-6DKN-	PROGRAMMING
E 99-93-551-3-371		MEDIA	(\$0.99)	1TQC-Y3K9-	MEDIA
E 99-93-551-3-371		MEDIA	\$59.88	1VDT-G9KD-	MEDIA
E 99-93-551-3-370		PROGRAMMING	\$7.91	1WDJ-CTY6-	PROGRAMMING
E 99-93-551-3-370		PROGRAMMING	\$41.32	1WJF-M4CJ-	PROGRAMMING
E 99-92-551-3-300		OFFICE SUPPLIES	\$7.99	1WJH-LH3H-	OFFICE SUPPLIES
Total			\$1,372.35		
27565	06/30/23	AT&T (OFFICE@HAND)			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$88.37	1925400804	ELEVATOR LINE/JUNE
Total			\$88.37		
27566	06/30/23	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$654.42	2037456167	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$190.51	2037465569	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$619.05	2037470537	PRINT COLLECTION MATERIALS



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$1,512.09	2037483164	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$197.80	2037483220	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$400.31	2037496651	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$174.29	2037500239	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$345.25	2037510369	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$164.05	2037516649	PRINT COLLECTION MATERIALS
E 99-93-551-3-371		MEDIA	\$17.33	H64898380	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$62.05	H64921150	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$52.06	H64931340	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$58.47	H64937550	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$279.88	H64953500	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$34.27	H65005140	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$82.87	H65024410	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$139.94	H65046940	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$38.85	H65084450	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$59.86	H65094520	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$84.44	H65106490	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$90.92	H65131850	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$42.96	H65147680	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$279.86	H65185360	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$87.42	H65185520	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$151.50	H65189050	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$86.64	H65205480	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$50.38	T24185440	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$64.77	T24185450	MEDIA COLLECTION
Total			\$6,022.24		
27567	06/30/23	BAKER TILLY VIRCHOW KRAUSE LLP			
E 99-92-551-2-206		AUDIT	\$331.00	BT2443822	FINAL AUDIT PROGRESS BILL
Total			\$331.00		
27568	06/30/23	BRODART CO.			
E 97-94-551-7-700		BUILDING PROJECTS	\$11,174.35	62463	RFID GATES & INSTALLATION
Total			\$11,174.35		
27569	06/30/23	CINTAS FAS LOCKBOX 636525			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$500.00	0F36124062	LIVE FIRE TRAINING
Total			\$500.00		
27570	06/30/23	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$9.76	1978777	SELECT DENTAL/JULY
G 99-21275		DENTAL INSURANCE WI	\$41.96	1978926	SELECT PLUS DENTAL/JULY
G 99-21276		VISION INSURANCE WIT	\$57.16	1981873	VISON/JULY
Total			\$108.88		
27571	06/30/23	DEPARTMENT OF ADMINISTRATION			
E 99-92-551-2-284		CONTRACTED SERVICE	\$600.00	505-0000080	TEACH DATA SERVICE/JAN-JUN
Total			\$600.00		
27572	06/30/23	FORWARD TS			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$18.39	AR199061	SHIPPING CHARGES
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$13.80	AR199527	SHIPPING CHARGES
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$441.92	AR199694	COPY CHARGES/MAY
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$12.96	AR200209	SHIPPING CHARGES
		Total	\$487.07		
27573	06/30/23	KANOPY INC			
E 99-93-551-3-372		E CONTENT	\$116.10	352327	KANOPY VIDEOS/MAY
		Total	\$116.10		
27574	06/30/23	MILWAUKEE PUBLIC MUSEUM			
E 99-93-551-3-370		PROGRAMMING	\$225.00	7132023	MPM ON THE MOVE PROGRAM
		Total	\$225.00		
27575	06/30/23	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$4.95		JANITORIAL SUPPLIES/UNDERPAYMENT
E 99-94-551-3-306		JANITOR SUPPLIES	\$278.97	6296067	JANITORIAL SUPPLIES
		Total	\$283.92		
27576	06/30/23	NATIONAL ELEVATOR INSPECTION			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$88.00	23016801	ANNUAL ELEVATOR INSPECTION
		Total	\$88.00		
27577	06/30/23	ORKIN LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$108.23	06202023	PEST PREVENTATIVE SERVICE/JUNE
		Total	\$108.23		
27578	06/30/23	PIEPER POWER			
E 99-94-551-3-308		BUILDING SUPPLIES	\$1,296.28	873618	ELECTRICAL SERVICE
		Total	\$1,296.28		
27579	06/30/23	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$11.99	32772465	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$99.98	32774331	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$127.13	32789922	OFFICE SUPPLIES
		Total	\$239.10		
27580	06/30/23	R & R INSURANCE			
E 99-91-551-2-237		WORKER S COMPENSA	(\$68.00)	2821382	WORKERS COMP AUDIT RESULTS
E 99-92-551-2-243		ALL OTHER INSURANCE	\$4,872.50	2850844	LIABILITY INSURANCE (2 OF 2)
E 99-91-551-2-237		WORKER S COMPENSA	\$662.00	2850845	WORKERS COMP INSURANCE (2 OF 2)
		Total	\$5,466.50		
27581	06/30/23	REGENTS OF THE UNIVERSITY			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$1,810.00	2170000650	RFID HUB TAGS
		Total	\$1,810.00		
27582	06/30/23	RIVISTAS SUBSCRIPTION SERVICES			
E 99-93-551-3-373		PRINT	\$7,216.13	16457	NEWSPAPER & MAGAZINE SUBSCRIPTION
		Total	\$7,216.13		
27583	06/30/23	SECURIAN FINANCIAL GROUP, INC			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-91-551-1-199		FRINGE BENEFITS	\$87.20		LIFE INSURANCE/JULY
G 99-21285		LIFE INSURANCE WITH	\$3.28		LIFE INSURANCE/JULY
G 99-21286		ACCIDENTAL INS WITH	\$21.28		ACCIDENTAL INNSURANCE/JULY
		Total	\$111.76		
27584	06/30/23	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$81.55	6113186	PLACEMENTS/MAY
		Total	\$81.55		
27585	06/30/23	VANGUARD CLEANING SYSTEMS			
E 99-94-551-2-282		JANITORIAL SERVICE	\$3,510.00	1786	JANITORIAL SERVICE/JUNE
		Total	\$3,510.00		
27586	06/30/23	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$169.50	17531	WLA DUES/JACOBSON
		Total	\$169.50		
27587	06/30/23	EBSCO			
E 99-93-551-3-372		E CONTENT	\$3,587.49	1000207488-	CONSUMER REPORTS ONLINE ACCESS
		Total	\$3,587.49		
		11110	\$140,587.48		

Fund Summary

11110 HARRIS GF -CHECKING

97 FLW AMERICAN RESCUE PLAN ACT	\$11,174.35
98 FLW LIB GIFTS & GRANTS FUND	\$17.86
99 F. L. WEYENBERG LIBRARY FUND	\$129,395.27
	\$140,587.48

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497	21,861	21,148	21,121	21,112	19,001	259,583
2023	23,469	21,854	25,303	22,481	21,857	26,060							141,024
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199	5,338	4,987	5,135	5,499	5,635	62,449
2023	6,156	5,589	6,028	5,233	5,292	5,228							33,526
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	27,199	26,135	26,256	26,611	24,636	322,032
2023	29,625	27,443	31,331	27,714	27,149	31,288	0	0	0	0	0	0	174,550
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052	2,828	2,181	3,788	1,605	1,371	25,124
2023	1,462	1,384	1,368	1,609	1,724								7,547
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498	1,242	1,132	1,293	1,053	974	14,521
2023	1,548	1,213	1,432	1,288	1,133	2,188							8,802
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	8,004	106,783
2022	8,947	8,296	9,593	9,844	9,659	11,182	11,810	11,448	9,563	10,336	9,924	7,944	118,546
2023	10,714	10,035	11,761	10,730	11,140	13,098							67,478
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116	112	101	99	86	1,325
2023	114	117	112	75	90	149							657
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	9	6	9	7	8	7	8	11	11	11	9	102
attendance	86	56	45	58	37	58	30	30	102	60	62	39	663
2022 in person programs	10	9	6	14	11	8	9	9	13	17	16	9	131
2022 attendance	71	74	105	107	83	75	76	45	84	91	109	66	986
2023 in person programs	14	13	12	16	16	13							84
2023 attendance	67	107	214	80	173	118							759

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	2	0	1	0	0	1	1	1	2	1	6	2	17
attendance	86	22	136	27	35	68	55	43	178	21	164	77	912
2022 drop in programs	4	2	2	2	2	2	2	2	2	2	7	2	31
2022 participants	142	119	130	136	156	121	115	100	116	76	148	87	1,446
2023 drop in programs	4	2	6	4	2	2							20
2023 attendance	195	128	163	166	106	119							877
Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6	9	3	2	0	2	7	2	39
2022 attendance	0	1	63	102	257	171	19	80	0	5	50	7	755
2023 in person programs	2	3	3	2	2	14							26
2023 attendance	13	24	27	15	14	530							623
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7	3	3	3	4	2	0	2	2	2	1	3	32
attendance	72	58	51	45	65	83	12	66	59	54	45	45	655
2022 drop in programs	6	4	5	3	5	3	3	3	3	3	3	4	45
2022 participants	13	72	101	77	98	147	88	100	66	77	79	87	1,005
2023 drop in programs	7	4	8	6	4	4							33
2023 attendance	108	164	237	178	105	163							955
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							130
2023 attendance	333	615	759	629	909	1,111							4,356
Drop In Childrens Programs	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							24
2023 attendance	852	1,039	1,219	815	608	961							5,494

Date: July 13, 2023
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report July 2023

Meetings Attended:

- Monarch ILS Committee, 6/22
- Intergovernmental Meeting w/ Mequon DPW, 6/26
- Rotary Changing of the Guard, 6/27
- VEGA Training Meeting, 7/5, 7/19
- MTHS Board Meeting, 7/5
- Monarch Directors Chat, 7/5
- Hook, Yarn & Stitch, 7/6
- Walkthrough w/ Vanguard's New Cleaning Crew, 7/6
- Meeting w/ FOWL President and Fireplace Contractor for ideas, 7/6
- FOWL Legacy Project Discussion, 7/10
- Evening Readers, 7/10
- Regular T-M Rotary Meetings, 7/11, 7/18
- Management Team Meeting, 7/11
- Mequon Common Council, 7/11
- Meeting w/ Advanced Chiller, 7/12
- Monarch Directors Council, 7/13
- Manager Checkin Meetings, 7/18
- Regular and As-Needed Adult and Children's Reference and Circulation Desk shifts

PERSONNEL & CONTINUING EDUCATION:

This is your TRUSTEE TRAINING WEEK 2023 Reminder. All seminars begin at noon and last one hour. Register here: <https://www.wistrusteetraining.com/> and click on the links for any of the webinars you would like to view either live or recorded. Or join me at the Library.

Monday, August 21: <i>No More Neutral: How to Use Marketing to Position Your Library in Challenging Times</i>	Presenter: Angela Hursh
Tuesday, August 22: <i>Wisconsin Law Library</i>	Presenter: Kris Turner
Wednesday, August 23: <i>Grow Your Library Culture</i>	Presenter: Jeannie Dilger
Thursday, August 24: <i>LGBTQ-Inclusive Trusteeship</i>	Presenter: Ray Lockman
Friday, August 25: <i>Elected Officials are People, Too</i>	Presenter: Lori Fisher

OPERATIONS ACTIVITIES:

This has been a month of corrections. We have worked with our cleaning contractor to change our cleaning crew. This was also a topic of our most recent Intergovernmental meeting. The

City is also not happy with the current cleaning crew for City Hall. Undoubtedly the changes went more smoothly because both the City and the Library were addressing the same issues at the same time. We now have a better understanding of what our contractor can do and how we can work with them to get the services we need in a timely and efficient manner.

At our Intergovernmental Meeting, we discussed shared both what services the City provides for the Library and our respective lists of vendors.

We are also working closely with the Village to try and solve accounting issues with WE Energies. We hope we can correct the issues we have been having by switching to EFT for payment.

OTHER:

Art Feature: We are happy to report that the arch for the entrance to the Children's Department is complete and will be installed Thursday, August 10. Therefore, mark your calendars for Friday, August 11, 4 to 6pm, for the unveiling! Please join us and bring your family and friends. This art feature is made possible by a bequest from the Evelyn L. Mayer & Lyman D. Glick Revocable Trust.

A compliment: Late last month I had the privilege of attending the Annual Thiensville-Mequon Rotary Club Changing of the Guard. I congratulated a gentleman who was the recipient of the "Service Above Self" Award, a well-deserved honor for his work honoring veterans. Then he told me how very important the library is and how pleased he is that we are fighting for the Right to Read and Intellectual Freedom.

I shared this brief anecdote with our staff because all too often all they hear are patrons complaining because they don't like one book or another or think that our policies/hours/location are unfair/inconvenient/etc. Staff need to know that there are people who do appreciate us and what we do.

We had an incident with unruly teens who stole iPad charging bricks. Mequon Police responded to our call. We eventually found the charging bricks hidden behind signs. We are keeping a close eye on these children when they are in the library.

FOUNDATION:

The Foundation paid for enhanced lighting in the Rotunda. This will not only illuminate the area for browsing, but will allow us to train the lights on our Fine Arts performers.

FRIENDS:

We are ironing out the kinks in our processes relative to the Friends eBay book sales. There was a great deal of enthusiasm, but establishing a presence on eBay and listing items is not an easy task. We think we are close to a working process.

The Friends are also developing ideas to present to the Woman's Club of Mequon. The group, established in 1937, is interested in a "legacy project." The Library Board of Trustees will have final say over any project here, of course.

Date: July 21th, 2023

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, July 2023

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

- 6/21 – Vega Program Meeting
- 7/5 – Vega Program Meeting
- 7/6 – Willowbrook Outreach Event
- 7/11 – Management Meeting
- 7/12 – WLA – Technical Services Section Meeting
- 7/12 – Cooperative Cataloging Meeting
- 7/18 – Director Check-In

STATISTICS

- Physical circulation went up from 23,813 in 6/2022 to 26,060 items checked out in 6/2023.
- Door count is up from last June coming in at 13,098 for the month compared to 11,182 in 6/2022.
- We sent out 25 interlibrary loans and received 18 interlibrary loans from other Libraries.
- We created 149 Library cards – 59 more than we did in May of this year.
- We received 2,576 items from other Libraries and sent out 4,223 items to other Libraries in June.

OTHER TASKS & TIDBITS

- I have joined the Cooperative Cataloging Workgroup. The goal of this group is “to set best practices and create guides for training both the CCW and eventually the wider member staff.” I look forward to getting a better grasp of the Monarch system with this committee.
- The Access Services Department is officially fully staffed! We welcomed Katie Wichmann on Monday, July 10th to our team.
- The Library’s summer reading program began on Friday, June 9th and we have seen a sharp increase in Library card signups since. Throughout the week after SRP Launch (June 9th through 15th), we signed up 58 patron Library cards. That’s almost as much as we did for the entire month of April this year – comparing 75 in April to 58 in just the week of SRP Launch! It’s exciting to see such high numbers for card signups.
- RFID Project Update: We have officially completed RFID tagging our entire collection. We are now moving on to implementing the tags in check-in/out in the most painless way possible.

Date: July 12, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, July 2023

- We have had an issue with payments not posting before the due date on our We Energies account (this is the only account that we have had regular issues with). As the Village is also having issues with this vendor, we believe the problem is mostly on the vendor side. However, the Village will allow us to pay the vendor in a more direct matter, therefore hopefully allowing our payments to be received in a timely manner and post promptly. We will use this method for the first time in July and see if it is effective.
- On the topic of We Energies, we have experienced a dramatic drop in our electrical usage over the month of June. We have discussed this with our HVAC vendor and sent them our energy usage data so that they can attempt to pinpoint what changes could have resulted in the dropage. While we've been warned that the exact reason may be difficult to pin down, it is still very encouraging to see our electrical usage down for a sustained time period, and hopefully this should lead to lower electrical usage during our summer cooling months compared to previous years.
- The HVAC vendor also came to meet with Rachel and I to discuss other aspects of the HVAC system that we can utilize. He trained me in how to adjust air flow rates to specific areas of the building, which should help us better control areas that have had highly variable temperatures. He also discovered a design shortcoming with the original ductwork installation – the number of air returns are much lower than one would expect to see in some areas. Fortunately, that should be a very simple change that once implemented will further make cooling more efficient.
- Rachel and I continued our series of meetings with Will Jones concerning 2024 budget planning. This meeting included Kristen Lundeen, Tim Weyker and Justin Bodoh from the City's Public Works department. They were able to share with us how the City is handling their services and opened the door for further collaboration. They were also able to share with us the vendors that they have used and had good experiences with, which should come in handy. We will have a future meeting with Will in August.
- We have been assigned a new cleaning crew by our contracted janitorial vendor. The crew's lead, Mario, has been very helpful and open to communication, which is already an improvement on our previous crew. He is eager to work with and we are very hopeful this will lead to improved service.
- The monthly meeting of the IT tech group took place on July 6. Among the items discussed included the ticketing system, the possibility of the library system offering VoIP to member libraries at some point in the not-too-near future, a menu of services for the IT office so that libraries know where issues should first be reported, formulating an updates policy and wireless usage statistics.
- The electrician installed the lighting improvements in the rotunda, finally providing additional lighting to this difficult-to-light area. This project was funded by the Foundation.

Date: July 11, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: Mequon-Thiensville Community Book Club, 6/20, 7/18
- Program: Lakeshore Avian & Reptile Rescue, 6/22
- Program: Village Market Storytime, 6/27, 7/11, 7/18
- Program: Nintendo Switch Day, 6/28
- Program: A City of Three Rivers, 6/29
- Program: Family Storytime, 7/5
- Monarch Vega Meeting, 7/5, 7/19
- Management Meeting, 7/11
- Program: Mini Golf, 7/15
- Monthly carts ordered: 6/28, 7/3, 7/10, 7/17, 7/24

MONTHLY STATISTICS

-June was very busy for Patron Services! For reference statistics, we had a huge jump in comparison to the last few years. There were over 400 more reference transactions this past month than in June 2022 and 2021. Programming statistics were also up across the board for each age group, partially because of school visits. Teen and children's programming had the greatest jumps, with each having an increase of around 400 in June 2023 over previous years. eCircs and eCollections continue to do very well, as well, with both having increases this past month in comparison to previous years.

OTHER TASKS & TIDBITS

-Summer reading registration has been going very well. As of Tuesday afternoon, we had a total of 749 people signed up, as follows:

# of Registrants	2023 (as of 7.11.23)	2022	2021	2020	2019	2018
Adult (18 & up)	85	95	75	72	98	107
Teen (12-18)	104	81	79	73	99	192
Children's (5-12)	382	344	311	219	376	569
Pre-Reader (0-5)	178	139	122	60	140	n/a
TOTAL	749	659	587	424	713	868

On Monday, July 3, we released 8 monarch butterflies that emerged over the weekend. We also released one on Friday, June 30. We have another batch of caterpillar eggs at the Children's Desk, so there are both large caterpillars and tiny ones in the habitat currently.

Storytime at the Village Market has been going well! It is nice to be back, since the last year we were there was 2019. We have had great turnout for each week so far, with an average of 80 people at each Village Market storytime. We did have to have some of our Wednesday Storytimes on the Lawn inside, with the wildfire air quality alerts and high weather temperatures.

The Lakeshore Avian & Reptile Rescue program we had in June was very well attended, with a total of 77 people. One of our new programs this summer, Family BINGO, seems to be a hit this summer! We had 30 people at our June session and currently have a full sign-up for July (40 people) plus some on the waitlist.

On June 29, we had some teen boys cause some problems at the library. In the afternoon, they removed the teen iPad charging block, screamed in the elevator and played music on a portable speaker as they ran out of the library. Later that evening, they came back and repeated most of the same behavior. I was working that evening due to a local history program, so when the iPad chargers went missing again, I did call the Mequon police and filed a report.

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (2-3 each month)
- Evening Readers Book Club (monthly)
- History Book Club (monthly)
- Hook, Yarn & Stitch Club (monthly)
- Movie Matinees (1st & 3rd Fridays monthly) and Throwback Movie Matinees (Last Saturdays, monthly)
- M-T Book Club (monthly)
- Philosophy Lectures – Hume in August (quarterly)
- Paint Along (July & August)
- Spice of the Month Kits (monthly)

- Dungeons & Dragons, Summer Campaigns #1 & #2 (8-week summer sessions)
- Anime Club (July & August)
- Bad Art Night (July)
- Battle of the Books: Library Edition (August)
- Open Mic Night (August)

- Village Market Storytime (Tuesdays at the Village Market June, July & August)
- Storytime on the Lawn (Wednesdays June, July & August)
- Shake & Shimmy Storytime (biweekly)
- Find Your Voice Storytime & Craft (monthly June, July & August)
- STEM Storytime (monthly in June, July & August)
- Monday LEGO Club (monthly)
- Saturday LEGO Club (monthly)
- Parachute Play (monthly)
- Nintendo Switch Days (monthly)
- Card Game Club for Kids (monthly)
- Little Scientists (monthly)
- Little Artists (monthly)
- Throwback Family Movie Matinees (monthly)
- Family BINGO Night (June, July & August)
- Family Field Games (June, July & August)
- Graphic Novel Book Club (June, July & August)
- Unlock the Box (June, July & August)
- Hodge Podge Thursdays (June, July & August)
- Family Mini Golf at the Library (July)
- Ariel's Summer Splash Sing-along (August)

Freedom of Expression and Inquiry

22

Free access to ideas and freedom of expression are bedrock principles of this country. These principles must be upheld for democracy to survive and thrive. Public libraries are institutions dedicated to the ideal of freedom of expression and inquiry. The public library is the provider of access for *all* citizens to the full range of ideas, including controversial or unpopular ideas.

If we all knew for sure what the right answers were for important questions, there would be no controversies and no need to foster freedoms of inquiry and expression. But, because we cannot know for sure, our survival and progress as a culture and as a species require that we actively promote wide-ranging inquiry and the freest possible expression of ideas so that we may correct errors and continue to progress toward better answers. This requires that your library, within the limits imposed by budget, time, and space, seeks to represent the widest range of materials and to provide unrestricted access to electronic resources—so that inquiry is encouraged and creativity stimulated.

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Citizen control is designed to help your library support the ideals of freedom of expression and inquiry—free from partisan and political pressure.

The federal and state Constitutions support the ideals of freedom of expression and inquiry, as do the Wisconsin statutes. The very beginning of [Chapter 43](#) (Wisconsin’s library law) says: “The legislature recognizes: (a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state; (b) The critical role played by public, school, special and academic libraries in providing that access; (c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state’s libraries; (d) The importance of public libraries to the democratic process.”

Collection Development Policy

Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library’s defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community. It is recommended that, at a minimum, the policy cover the following points:

- purpose and scope of collection (separately defined for the adult and children’s sections)
- types of materials to be purchased

In This Trustee Essential

- How the public library promotes freedom of expression and inquiry
- Library board-approved policies that help protect intellectual freedom

- staff responsibility for selection; use of professional selection tools
- basis and method of withdrawing and disposing of materials
- acceptance of gift materials (usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection)
- affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights at: www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at: www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

See *Trustee Essential #10: Developing Essential Library Policies* for guidelines on the process to follow when developing library policies. The collection development policy should include a procedure to follow if materials in the library collection are challenged. (See *Trustee Essential #23: Dealing with Challenges to Library Materials and Policies*.)

Internet Access Policy

The Internet brings a wealth of information to even the smallest library. It is recommended that every library develop an Internet “acceptable use policy.” The following questions may help your library in developing an “acceptable use policy.”

- Can children use the Internet independently, or do they need parental supervision or permission?
- Will the library adopt a code of conduct that must be signed by a parent and child before the child accesses the Internet?
- Will the library adopt a clear Internet use policy?
- Will users have to sign up to use Internet terminals?
- Will there be time limits on the use of Internet terminals?
- How does the library staff handle being a “go to” place to help troubleshoot devices?
- Will the results of users’ research be visible to other users or will the library install privacy screens or other means to restrict public viewing?
- What does the library do when a user is discovered using an Internet terminal for illegal or improper purposes?
- How does the library handle user and staff complaints about others gaining access to illegal or objectionable sites?
- How will the library handle false accusations about illegal or improper use?

- How will the library handle access to functions such as social media sites, peer-to-peer file sharing sites and email?
- How do the library and its governing board transmit concerns about Internet access to its funding authority?
- How will the library seek legal review of its Internet policy, both from its own legal counsel and from other legal experts?

Sample Internet use policies are available from the Wisconsin Public Library Policy Resources Page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Internet Filtering

Library boards should be aware that certain Internet filtering policies have been found by federal courts to violate First Amendment guarantees. On the other hand, Congress passed the Children's Internet Protection Act (or CIPA) requiring library filtering in order to qualify for certain uses of federal aid (such as E-rate funding). That law has been challenged on First Amendment grounds. Libraries need to stay informed as cases are decided and as possible new legislation develops. See below for resources to help you stay informed about these issues.

Meeting Room, Exhibit, and Display Policies

Public library meeting room and display policies should also support the ideals of freedom of expression and inquiry. In fact, federal courts have ruled that certain public library meeting room and display policies are contrary to the First Amendment.

In an April 2000 case, a federal court ruled that a Wisconsin library violated an individual's First Amendment rights when it refused him permission to use the public library's meeting room for a program about creationism. The library's policy prohibited use of the meeting room for religious services, religious instruction, and partisan political meetings.

The Federal District judge ruled that the library's policies and practices permitting the use of the meeting room for various groups had created a "designated public forum." In a designated public forum, content-based restrictions on speech are permissible only if they are the least restrictive means to a compelling government interest. The judge ruled that the city failed to show a compelling government interest in excluding the plaintiff from use of the meeting room.

"It may be that the exclusion of partisan political meetings and religious services or instruction is based on the library's desire to avoid controversy," the judge said. "However, the avoidance of controversy is not a valid ground for restricting speech in a public forum."

Reasonable regulations on time, place, and manner of speech are permissible in a designated public forum. For example, the judge implied that the library's prohibition on the use of the meeting room for regular meetings of clubs and other organizations was probably a constitutional regulation because it was intended to

make the room available to a wide variety of organizations. The judge also suggested that the policy excluding use of the meeting room for “commercial sales or presentations promoting specific companies or products” was also constitutionally acceptable.

Library exhibit and display policies must conform to the same basic constitutional principles that apply to meeting room policies. Libraries may wish to review their meeting room, exhibit, and display policies for conformance with constitutional requirements. Sample meeting room and exhibit and display policies are available from the Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Staff Development and Public Information

One of the keys to staff and community support for the principles of intellectual freedom is continuing education and public information on this topic. The better informed all parties are regarding the importance of freedom of expression and inquiry, and related library policies and practices, the less likely it is that your library will be required to defend the library’s collection or policies.

Discussion Questions

1. How does your library support the democratic ideal of a well-informed citizenry?
2. Does citizen (library board) control of the library help your library support the ideals of freedom of expression and inquiry? How else does citizen board control benefit your library?
3. Can the use of library Internet filters be consistent with the ideals of freedom of expression and inquiry, and the First Amendment? Why or why not?

Sources of Additional Information

- *Intellectual Freedom Manual*, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>
- 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](#).)

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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Dealing with Challenges to Materials and Policies

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One of the most difficult tasks you may face as a public library trustee is that of dealing with an objection to materials in the library's collection, or an objection to library policies.⁵ This is why it is essential for every library to have a written policy in place that specifies how complaints will be handled, including a procedure to be used by concerned citizens.

The Challenge Policy

The policy should be written so that it calls for at least the initial steps of the process to be handled by staff; and in many, if not most, instances the issue can be resolved at that level. However, there may be times when the library board becomes involved more directly. Again, what is most important is for the board to have a policy and a corresponding procedure for dealing with either circumstance.

Regardless of the level of board involvement, it is important for you as a trustee to be committed to the principles of freedom of expression and inquiry that are fundamental to the role of public libraries. The entire community benefits collectively when democratic institutions uphold the right of access to information. Public libraries are for everyone and for every inquiry, and as such must include materials with varying points of view and a wide range of subjects. However, throughout history there have always been those who seek to limit what others may read, see, or listen to, and when this occurs in a public library setting it must be addressed thoughtfully and carefully by those ultimately responsible for all library operations, i.e., the library board.

When you became a library trustee, you may already have had considerable knowledge about intellectual freedom and censorship. However, many trustees need to learn more about these issues so that if an objection is raised they will be prepared. There are many resources; one of the most complete is the *Intellectual Freedom Manual* published by the Office for Intellectual Freedom of the American Library Association. The manual is updated frequently, and your library should have a copy of the latest edition. Other resources are listed at the end of this *Trustee Essential*. (See also [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

In This Trustee Essential

- The need to have a written policy to deal with challenges
- Your responsibility as a trustee in a challenge

⁵ While this *Trustee Essential* focuses primarily on complaints or challenges to materials, a similar procedure can be used for objections to library policies such as those governing use of meeting rooms, the Internet, etc.

The Trustee Role in Dealing with Challenges

So what is your role when a complaint against a specific book, music CD, DVD, or policy is made? In many communities (especially smaller ones) you may receive the complaint personally through a phone call or a face-to-face conversation rather than as an item of business at the next board meeting. If this happens, you will be better able to respond appropriately if there is a policy and procedure already in place.

An important first step is to communicate with the library director about the complaint, since you and your fellow trustees have, no doubt, delegated to the director the responsibility for selecting materials. This means that you should not express your own personal views to an individual citizen, but should instead refer the complaint to the director promptly. Inform the citizen that there is a policy for handling objections, and explain that you are not individually responsible for deciding what will be done. Make sure the objector understands there is a process, and that he/she has the right to use that process. See the attached *Sample Complaint/Concern Form*, which includes a sample policy for dealing with complaints.

In other instances, the complaint may be made directly to the library director, either orally or in writing. In both cases, the objection may become a formal challenge if it cannot be resolved through informal dialog. You and your fellow trustees should be informed by the director that a challenge has been received and kept informed of the steps in its resolution. Or the trustees may receive a challenge as a formal item of business, and the process will start from that point.

If a formal challenge has been received, it may become known to the general public, sometimes generating debate in the media and among other public officials. This can create great stress for library trustees, for you may be contacted for your opinion by members of the public or by the media, or even by members of the municipal board which confirmed your appointment. Again, it is your responsibility not to engage in public debate as an individual. Your library's policy for dealing with challenges should specify that all deliberations involving trustees will be made at open board meetings; it should also specify that there is an official spokesperson (often the library director, sometimes the board president) through whom all information will be given out, especially to the media.

Public Hearings

Most challenges are resolved before they become issues of public debate. Depending on your challenge policy, occasionally the library board may decide to hold a public hearing at which testimony is taken. This process must be carefully and thoroughly crafted to allow both sides of the issue to be heard, and to prevent (as much as possible) undue sensationalism. (The *Intellectual Freedom Manual* has an excellent section on planning a public hearing.) While the steps of this process need not be spelled out in your library's policy, there should be a statement that refers to the process.

If a hearing is held, it is important for trustees to listen as carefully as possible and not to participate in the debate. They should also defer any decision on the challenge until a later meeting. This meeting should be scheduled fairly soon after the hearing but allow enough time for trustees to consider the issues that have been raised in a less emotional atmosphere.

Regardless of how the challenge ultimately arrives before the trustees, it is probable that you will eventually make your views known through a vote that will decide the outcome. This is the time to make a public statement giving the reasons for your vote. Such a statement is not obligatory, but it gives trustees a forum to reiterate the principles of intellectual freedom, and why you do (or do not) support them in this instance. Once the board has decided the outcome, there is usually no further recourse for action by the challenger except a court case.

A formal challenge can be an opportunity for growth for all parties: the challenger, the library director and staff, and perhaps most of all for trustees. Having a policy in place that describes the process to be followed and the responsibilities of the various participants in a challenge will make it much easier for you and your fellow board members to deal with attempts at censorship.

Discussion Questions

1. Why is it important for a library to have a policy for dealing with challenges to library materials and policies?
2. Does your library have an adequate policy and procedure for handling challenges? Are there any ways your policy and procedure could be improved?

Sources of Additional Information

- Attached [Sample Complaint/Concern Form](#)
- Intellectual Freedom Manual, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Children's Cooperative Book Center Intellectual Freedom Information Services, University of Wisconsin-Madison (for challenged children's materials) at <http://ccbc.education.wisc.edu/freedom/ifservices.asp>
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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Sample Complaint / Concern Form *

Your complaint or concern is about (please check):

- ☐ Book
- ☐ Audio item
- ☐ Video item
- ☐ Internet website
- ☐ Library policy
- ☐ Other, please explain:

Please indicate (if relevant):

Title:

Author/Producer/URL:

What is your concern about this material, resource, or policy? (Please tell us all you can to help us understand your concerns.)

Please print your name and address:

Signature: _____

[On the back of the form, include the board-approved policy for dealing with written complaints about materials. See the next page for an example.]

* Sometimes called a material reconsideration or challenge policy.

Sample Board Policy for Handling Material Complaints / Concerns

The library director (or staff responsible for selecting materials in this area) will:

1. Examine the material, reviews, and other information about this title or similar titles.
2. Decide whether the item should be kept, moved to another section of the library, or withdrawn.*
3. Write the person who filed the complaint with a decision and explanation within ____days of receiving the complaint.

If the person who filed the complaint is not satisfied with the decision, he/she can appeal to the library board. Upon receiving an appeal, the board will:

1. Set up a committee with board members, library staff, and/or community members to examine the material.
2. Consider the committee's recommendation to the board.
3. Hold a public hearing if deemed desirable by the board.
4. Make a final decision on the material.*

*The U.S. Supreme Court has ruled that officials may not legally remove materials from a library collection "simply because they dislike the ideas contained in those books and seek by their removal to prescribe what shall be orthodox in politics, nationalism, religion or other matters of opinion."

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