



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Wednesday, July 20, 2022, 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 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 15, 2022, Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for June 2022
 - B. Action Item: Accounts Payable for June 2022
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – J. Hitchcock**
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Managers' Reports

- i. Access Services Manager
- ii. Business Manager
- iii. Patron Services Manager

X. Other Business

- A. Discussion: Classification and Compensation Study Update
- B. Action Requested: Administration Copier Contract

XI. New Business

- A. Discussion and Possible Action: 2022 Employee Handbook Update
- B. Discussion and Possible Action: Memorandum of Understanding between Friends of Weyenberg Library and the Frank L. Weyenberg Library Board of Trustees

XII. Trustee Training & System/State Library Update

- A. Library Classification Systems
- B. ADA Accommodations

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: August 17, 2022, 6:00pm
- B. Other Meetings:

XIV. Adjourn

JanaLee Hitchcock, President

Posted: July 15, 2022



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees June 15, 2022 Meeting Unapproved

The annual organizational meeting of the Frank L. Weyenberg Library Board of Trustees was held on June 15, 2022 at 6:00 p.m. in the Library's Tolzman Community Room.

I. Pledge of Allegiance

JanaLee Hitchcock led the Pledge of Allegiance.

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

JanaLee Hitchcock called the meeting to order at 6:00 pm.

Posting of notice as of April 15, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Jennifer Abraham (via Zoom), Rachel Burner, Alex Lemke, Tedd Lookatch and Cathrine Wagner.

Trustees Absent: Jeridon Clark and Graham Baxter.

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

III. Announcements

Thanks were provided to the Weyenberg Public Library Foundation, Inc, for the updates to the Tolzman Community Room.

Kevin Deering will be the new representative to the Board of Trustees representing the Mequon-Thiensville School District, beginning on July 1.

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

Ryan Lucas spoke on his wish for a public memorial.

V. Approval of Minutes

A. Action Item: Minutes of the May 18, 2022 Meeting

Rachel Burner moved to approve the minutes of the May 18, 2022 Board of Trustees Meeting.

Alex Lemke seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for May 2022

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

B. Action Item: Accounts Payable Statement for May 2022

Cathrine Wagner moved to approve the Accounts Payable Statement for May 2022 in the amount of \$94,289.97. Rachel Burner seconded. Motion carried.

VII. Committee Reports

- A. Finance
No meeting was held.
- B. Advocacy
No meeting was held.
- C. Personnel
No meeting was held.

VIII. President's Report

Ms. Hitchcock reported that meetings with elected officials from Mequon, Thiensville and the Ozaukee County Board concerning the Library's ongoing concerns were continuing. Additional meetings are coming up in the future.

The need to nominate a new Treasurer was raised. Alex Lemke moved to make Graham Baxter Treasurer. Jeffrey Hansher seconded. Motion carried.

Ms. Hitchcock appointed Mr. Baxter to be the chair of the Finance Committee.

In addition, Catherine Perry reported on her meeting with her aldermanic representative, with more meetings coming up in the future.

IX. Staff Reports

- A. Library Operations Report
The statistical summary was included in the Board Packet. Ms. Muchin Young highlighted items from the report. The Board discussed how to handle extrapolated figures in the future. Ms. Muchin Young also discussed the beginning of the Summer Reading Program.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on the Library's plumbing situation, which has now been resolved in the Library's favor. Ms. Muchin Young thanked the Weyenberg Public Library Foundation for their continued support on their ongoing projects. Ms. Muchin Young reported that she is working on a draft revision of the employee handbook, which will be referred to the Personnel Committee for review. Ms. Muchin Young further reported on the repaving of the Library parking lot and the City of Mequon-initiated classification and compensation study.
- C. Staff Reports:
 - i. Access Services Manager
The written report was included in the Board Packet.
 - ii. Business Manager
The written report was included in the Board Packet.
 - iii. Patron Services Manager
The written report was included in the Board Packet.

X. Other Business

A. Discussion: Classification and Compensation Study

Ms. Muchin Young provided an update on the Library's involvement in the Classification and Compensation study at the City of Mequon. As the City elected to go with a different vendor than initially selected, the Library will no longer be billed an additional fee for participating. There is currently no timeline for when the study will begin.

XI. New Business

A. Action Requested: Administration Copier Contract

Mr. Lookatch moved to table the item to allow time to solicit additional proposals. Mr. Lemke seconded. Motion carried.

XII. Trustee Training & System/State Library Update

A. Trustee Essentials 8: Developing the Library Budget

Ms. Muchin Young led a review of this chapter of the Trustee Training Manual.

B. Trustee Essentials 9: Managing the Library's Money

Ms. Muchin Young led a review of this chapter of the Trustee Training Manual.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, July 20, 2022 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jeffrey Hansher and seconded by Rachel Burner. Motion carried and meeting was adjourned at 7:00 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

Library - Revenue Guideline

Current Period: JUNE 2022

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Account Descr	2022 YTD Budget	2022 YTD Amt	JUNE 2022 Amt	Balance	2022 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$500.00	\$0.00	-\$500.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$32,399.92	\$34.00	-\$32,399.92	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$32,899.92	\$34.00	-\$32,899.92	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$32,899.92	\$34.00	-\$32,899.92	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$32,899.92	\$34.00	-\$32,899.92	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,061,000.00	\$795,750.00	\$265,250.00	\$265,250.00	75.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$83,055.00	\$27,685.00	\$27,685.00	75.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$12,994.00	\$12,994.94	\$0.00	-\$0.94	100.01%
DEPT 001 LOCAL PROPERTY TAXES	\$1,184,734.00	\$891,799.94	\$292,935.00	\$292,934.06	75.27%
MAJ CLS 40 TAXES	\$1,184,734.00	\$891,799.94	\$292,935.00	\$292,934.06	75.27%
MAJ CLS 41 INTER-GOVERNMENTAL REVENUES					
DEPT 003 GRANTS & AIDS					
R 99-41-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 41 INTER-GOVERNMENTAL REVEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$18,000.00	\$9,816.21	\$1,124.82	\$8,183.79	54.53%
DEPT 006 FINES & FORFEITURES	\$18,000.00	\$9,816.21	\$1,124.82	\$8,183.79	54.53%
MAJ CLS 42 REGULATION & COMPLIANCE	\$18,000.00	\$9,816.21	\$1,124.82	\$8,183.79	54.53%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$500.00	\$672.02	\$219.65	-\$172.02	134.40%
DEPT 013 INTEREST INCOME	\$500.00	\$672.02	\$219.65	-\$172.02	134.40%

Account Descr	2022 YTD Budget	2022 YTD Amt	JUNE 2022 Amt	Balance	2022 % of Budget
MAJ CLS 44 COMMERCIAL REVENUES	\$500.00	\$672.02	\$219.65	-\$172.02	134.40%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$7,500.00	\$4,940.74	\$1,008.75	\$2,559.26	65.88%
R 99-45-014-906 PHOTOCOPIER	\$0.00	\$1,267.00	\$214.30	-\$1,267.00	0.00%
DEPT 014 SALE INCOME	\$7,500.00	\$6,207.74	\$1,223.05	\$1,292.26	82.77%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$2,266.00	\$1,404.86	\$1,254.00	\$861.14	62.00%
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	\$37,000.00	\$0.00	\$0.00	\$37,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$39,266.00	\$1,404.86	\$1,254.00	\$37,861.14	3.58%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$46,766.00	\$7,612.60	\$2,477.05	\$39,153.40	16.28%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$909,900.77	\$296,756.52	\$340,099.23	72.79%
	\$1,250,000.00	\$942,800.69	\$296,790.52	\$307,199.31	75.42%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
 Current Period: JUNE 2022

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Account Descr	2022 YTD Budget	2022 YTD Amt	JUNE 2022 Amt	Balance	2022 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$1,710.07	\$0.00	-\$1,710.07	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$367.02	\$0.00	-\$367.02	0.00%
DEPT 551 LIBRARY	\$0.00	\$2,077.09	\$0.00	-\$2,077.09	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$2,077.09	\$0.00	-\$2,077.09	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$2,077.09	\$0.00	-\$2,077.09	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$631,900.00	\$253,913.08	\$46,127.22	\$377,986.92	40.18%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$3,500.00	\$1,049.25	\$64.25	\$2,450.75	29.98%
E 99-91-551-1-199 FRINGE BENEFITS	\$202,500.00	\$88,619.91	\$15,022.09	\$113,880.09	43.76%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$2,186.90	\$0.00	\$1,313.10	62.48%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,500.00	\$1,416.00	\$708.00	\$84.00	94.40%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$2,004.60	\$0.00	-\$104.60	105.51%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$844,800.00	\$349,189.74	\$61,921.56	\$495,610.26	41.33%
MAJ CLS 91 LIBRARY STAFFING	\$844,800.00	\$349,189.74	\$61,921.56	\$495,610.26	41.33%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$850.00	\$498.75	\$0.00	\$351.25	58.68%
E 99-92-551-2-206 AUDIT	\$6,650.00	\$6,550.00	\$471.00	\$100.00	98.50%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$20,300.00	\$4,728.00	-\$300.00	101.50%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$7,000.00	\$4,502.55	\$92.26	\$2,497.45	64.32%
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	\$10,000.00	\$2,633.43	\$0.00	\$7,366.57	26.33%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$422.38	\$133.27	\$1,077.62	28.16%
E 99-92-551-2-288 FISCAL AGENT FEE	\$7,000.00	\$5,250.00	\$1,750.00	\$1,750.00	75.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,750.00	\$1,659.55	\$217.80	\$2,090.45	44.25%
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	\$6,500.00	\$1,923.93	\$446.10	\$4,576.07	29.60%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$2,500.00	\$2,969.55	\$0.00	-\$469.55	118.78%
E 99-92-551-3-303 TELEPHONE	\$2,750.00	\$1,187.88	\$202.18	\$1,562.12	43.20%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$5,500.00	\$3,246.56	\$784.95	\$2,253.44	59.03%
E 99-92-551-3-358 DEBT COLLECTION	\$500.00	\$291.95	\$69.90	\$208.05	58.39%

Account Descr	2022 YTD Budget	2022 YTD Amt	JUNE 2022 Amt	Balance	2022 % of Budget
E 99-92-551-3-359 MONARCH FEES	\$15,500.00	\$15,800.19	\$0.00	-\$300.19	101.94%
DEPT 551 LIBRARY	\$90,000.00	\$67,236.72	\$8,895.46	\$22,763.28	74.71%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$90,000.00	\$67,236.72	\$8,895.46	\$22,763.28	74.71%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$6,000.00	\$3,713.29	\$1,146.95	\$2,286.71	61.89%
E 99-93-551-3-371 MEDIA	\$30,000.00	\$8,989.42	\$1,761.51	\$21,010.58	29.96%
E 99-93-551-3-372 E CONTENT	\$40,000.00	\$19,317.17	\$1,461.44	\$20,682.83	48.29%
E 99-93-551-3-373 PRINT	\$85,000.00	\$29,073.40	\$4,229.67	\$55,926.60	34.20%
DEPT 551 LIBRARY	\$161,000.00	\$61,093.28	\$8,599.57	\$99,906.72	37.95%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,000.00	\$61,093.28	\$8,599.57	\$99,906.72	37.95%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$14,400.00	\$0.00	\$14,400.00	50.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$22,000.00	\$11,054.91	\$2,076.96	\$10,945.09	50.25%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$1,205.60	\$1,002.89	\$1,294.40	48.22%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$17,215.20	\$3,518.89	\$12,784.80	57.38%
E 99-94-551-3-360 UTILITIES	\$42,500.00	\$22,013.04	\$3,365.82	\$20,486.96	51.80%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$385.95	\$0.00	\$1,414.05	21.44%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$0.00	\$538.14	\$0.00	-\$538.14	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$26,600.00	\$0.00	\$0.00	\$26,600.00	0.00%
DEPT 551 LIBRARY	\$154,200.00	\$66,812.84	\$9,964.56	\$87,387.16	43.33%
MAJ CLS 94 LIBRARY BUILDING	\$154,200.00	\$66,812.84	\$9,964.56	\$87,387.16	43.33%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,250,000.00	\$544,332.58	\$89,381.15	\$705,667.42	43.55%
	\$1,250,000.00	\$546,409.67	\$89,381.15	\$703,590.33	43.71%

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
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$60,156.53	\$34.00	\$0.00	\$32,899.92	\$7,840.83	\$85,215.62	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	-\$5,763.74	\$0.00	\$0.00	\$5,763.74	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$34.00	\$0.00	\$32,899.92	-\$32,899.92	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$0.00	\$0.00	\$2,197.09	\$120.00	\$2,077.09	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$3,600.51	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,600.51	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$50,792.28	\$0.00	\$0.00	\$0.00	\$0.00	-\$50,792.28	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$34.00	\$34.00	\$40,860.75	\$40,860.75	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$1,664.66	\$382,898.16	\$361,128.09	\$1,616,497.02	\$1,586,052.18	\$32,109.50	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$335.10	\$335.10	\$3,281.38	\$3,281.38	\$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 STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$33,454.88	\$33,454.88	\$189,825.10	\$189,825.10	\$0.00	99
G 99-11210 INVESTMENTS	\$258,505.03	\$225,219.65	\$40,000.00	\$730,672.02	\$440,000.00	\$549,177.05	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 DOUBTFU	\$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 TH	\$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	-\$28,817.05	\$0.00	\$0.00	\$28,817.05	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	\$0.00	\$1,522.51	\$1,522.51	\$8,578.85	\$8,578.85	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$3,066.23	\$3,066.23	\$17,723.30	\$17,723.30	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,357.82	\$3,357.82	\$19,114.40	\$19,114.40	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$5,516.48	\$1,539.31	\$862.46	\$9,714.03	\$5,302.20	-\$1,104.65	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	-\$4,237.32	\$2,405.42	\$2,696.62	\$16,727.34	\$15,186.64	-\$2,696.62	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$41.96	\$41.96	\$272.74	\$272.74	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$60.58	\$60.58	\$380.64	\$380.64	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,251.06	\$1,251.06	\$7,809.66	\$7,809.66	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$17.95	\$17.95	\$95.65	\$95.65	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$29.22	\$29.22	\$188.46	\$188.46	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$9,681.75	\$0.00	\$0.00	\$9,681.75	\$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	-\$214,417.09	\$0.00	\$0.00	\$0.00	\$0.00	-\$214,417.09	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$296,756.52	\$0.00	\$909,900.77	-\$909,900.77	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$89,381.15	\$0.00	\$562,645.40	\$18,312.82	\$544,332.58	99
G 99-31190 GIFTS & GRANTS RESTRICT	\$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 AS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$744,581.00	\$744,581.00	\$3,222,024.79	\$3,222,024.79	\$0.00	

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
	\$0.00	\$744,615.00	\$744,615.00	\$3,262,885.54	\$3,262,885.54	\$0.00	



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Batch: 0622 LIB MN1,0622 LIB AP,0622 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
842 e	06/03/22	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,525.66		FED/Wages Pd 6-3-22
G 99-21210		WISCONSIN WITHHOLDI	\$759.59		WI/Wages Pd 6-3-22
G 99-21230		SOCIAL SECURITY TAX	\$1,678.45		SS & MED/Wages Pd 6-3-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,678.49		SS Employer/Wages Pd 6-3-22
G 99-11160		SPECIAL CLEARING AC	\$16,630.83		DirectDep/Wages Pd 6-3-22
		Total	\$22,273.02		
843 e 06/03/22 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$23,118.11		Salaries & Wages/Wages Pd 6-3-22
G 99-21265		WI RETIREMENT	(\$1,317.11)		WRS Employees/Wages Pd 6-3-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,525.66)		FED/Wages Pd 6-3-22
G 99-21210		WISCONSIN WITHHOLDI	(\$759.59)		WI/Wages Pd 6-3-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,678.45)		SS & MED/Wages Pd 6-3-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 6-3-22
G 99-21280		HEALTH INSURANCE WI	(\$625.53)		HEALTH/Wages Pd 6-3-22
G 99-21285		LIFE INSURANCE WITH	(\$17.95)		LIFE/Wages Pd 6-3-22
G 99-21275		DENTAL INSURANCE WI	(\$41.96)		DENTAL/Wages Pd 6-3-22
G 99-21276		VISION INSURANCE WIT	(\$60.58)		VISION//Wages Pd 6-3-22
G 99-21286		ACCIDENTAL INS WITH	(\$29.22)		ACCIDENT/Wages Pd 6-3-22
G 99-11160		SPECIAL CLEARING AC	(\$16,630.83)		Net Pay/Wages Pd 6-3-22
		Total	\$0.00		
851 e 06/10/22 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40	607222916	Processing 6-3-22 Payroll
		Total	\$91.40		
852 e 06/16/22 AT&T					
E 99-92-551-3-303		TELEPHONE	\$172.62		JUNE Phone Service
		Total	\$172.62		
853 e 06/16/22 CARDMEMBER SERVICE					
E 99-93-551-3-370		PROGRAMMING	\$34.44	00254	Target
E 99-92-551-2-284		CONTRACTED SERVICE	\$87.00	0515	Mailchimp
E 99-93-551-3-370		PROGRAMMING	\$15.24	1674	Target
E 99-92-551-2-284		CONTRACTED SERVICE	\$5.26	3193	Apple
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$49.00	3440	LibraryWorks
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$15.25	4291	Ingleside Hotel
E 99-92-551-3-303		TELEPHONE	\$25.47	5421	AT&T
E 99-94-551-3-308		BUILDING SUPPLIES	\$430.00	8275	A&P Construction
E 99-93-551-3-370		PROGRAMMING	\$21.47	8944	Target
		Total	\$683.13		
854 e 06/17/22 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$35.00	607574807	Processing 6-3-22 Payroll (Extra)
		Total	\$35.00		
855 e 06/17/22 ADP					
G 99-21220		FEDERAL WITHHOLDIN	\$1,540.57		FED/Wages Pd 6-17-22



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21210		WISCONSIN WITHHOLDI	\$762.92		WI/Wages Pd 6-17-22
G 99-21230		SOCIAL SECURITY TAX	\$1,679.37		SS & MED/Wages Pd 6-17-22
E 99-91-551-1-199		FRINGE BENEFITS	\$1,679.38		SS Employer/Wages Pd 6-17-22
G 99-11160		SPECIAL CLEARING AC	\$16,824.05		DirectDep/Wages Pd 6-17-22
		Total	\$22,486.29		
856 e	06/17/22	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$23,009.11		Salaries & Wages/Wages Pd 6-17-22
E 99-92-551-2-287		MILEAGE	\$25.45		MUCHIN YOUNG Mileage/Wages Pd 6-17-22
E 99-92-551-2-287		MILEAGE	\$107.82		KLOPPMANN Mileage/Wages Pd 6-17-22
E 99-93-551-3-370		PROGRAMMING	\$100.80		GILMAN Reimbursement/Wages Pd 6-17-22
G 99-21265		WI RETIREMENT	(\$1,379.51)		WRS Employees/Wages Pd 6-17-22
G 99-21220		FEDERAL WITHHOLDIN	(\$1,540.57)		FED/Wages Pd 6-17-22
G 99-21210		WISCONSIN WITHHOLDI	(\$762.92)		WI/Wages Pd 6-17-22
G 99-21230		SOCIAL SECURITY TAX	(\$1,679.37)		SS & MED/Wages Pd 6-17-22
G 99-21245		FLEX BENEFIT	(\$431.23)		FLEX BEN/Wages Pd 6-17-22
G 99-21280		HEALTH INSURANCE WI	(\$625.53)		HEALTH/Wages Pd 6-17-22
G 99-11160		SPECIAL CLEARING AC	(\$16,824.05)		Net Pay/Wages Pd 6-17-22
		Total	\$0.00		
863 e	06/30/22	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,405.42	268209	MAY 2022 WRS-Employer
G 99-21265		WI RETIREMENT	\$2,405.42	268209	MAY 2022 WRS-Employee
		Total	\$4,810.84		
864 e	06/24/22	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$9,174.26	202207	JULY Health-Employer
G 99-21280		HEALTH INSURANCE WI	\$1,251.06	202207	JULY Health-Employee
		Total	\$10,425.32		
867 e	06/24/22	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40	608397783	Processing 6-17-22 Payroll
		Total	\$91.40		
26232	06/15/22	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	31762269	Monthly 2 Copiers Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	31777637	Admin Copier Lease
		Total	\$260.85		
26233	06/15/22	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$3,365.82	4163140069	Electrical & Gas Service - June
		Total	\$3,365.82		
26324	06/21/22	ASCEND ELEVATOR LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$225.00	4860	Elevator Service (1 of 3)
		Total	\$225.00		
26325	06/21/22	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$316.61	2036721174	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$80.52	2036725903	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,308.30	2036733758	Print Collection Materials



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$199.26	2036736836	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,181.22	2036747726	Print Collection Materials
E 99-93-551-3-373		PRINT	\$212.52	2036747881	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$117.75	2036754097	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$1,011.76	2036769431	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$68.55	H61186650	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H61204020	Media Collection
E 99-93-551-3-371		MEDIA	\$28.13	H61218350	Media Collection
E 99-93-551-3-371		MEDIA	\$224.40	H61219700	Media Collection
E 99-93-551-3-371		MEDIA	\$55.54	H61244770	Media Collection
E 99-93-551-3-371		MEDIA	\$197.00	H61261170	Media Collection
E 99-93-551-3-371		MEDIA	\$51.94	H61264470	Media Collection
E 99-93-551-3-371		MEDIA	\$152.12	H61301010	Media Collection
E 99-93-551-3-371		MEDIA	\$108.24	H61351070	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H61369620	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H61382610	Media Collection
E 99-93-551-3-371		MEDIA	\$91.56	H61401000	Media Collection
E 99-93-551-3-371		MEDIA	\$290.92	H61427340	Media Collection
E 99-93-551-3-371		MEDIA	\$29.62	H61491680	Media Collection
E 99-93-551-3-371		MEDIA	\$160.63	H61491770	Media Collection
E 99-93-551-3-371		MEDIA	\$15.17	H61493310	Media Collection
E 99-93-551-3-371		MEDIA	\$21.59	T24118730	Media Collection
Total			\$5,991.18		
26326	06/21/22	BAKER TILLY VIRCHOW KRAUSE LLP			
E 99-92-551-2-206		AUDIT	\$471.00	BT2095308	Audit Progress Billign #4 (Final)
Total			\$471.00		
26327	06/21/22	CAROL GENUNG			
E 99-93-551-3-370		PROGRAMMING	\$75.00	FLWLIB 2021 JUNE 30 2022	Illuminated Ancestries
Total			\$75.00		
26328	06/21/22	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$4.09	296653750	MAY 2022 Long Distance
Total			\$4.09		
26329	06/21/22	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$41.96	1795560	JULY Dental-Employee Portion
G 99-21276		VISION INSURANCE WIT	\$60.58	1798270	JULY Vision-Employee Portion
Total			\$102.54		
26330	06/21/22	DPI			
E 99-92-551-3-300		OFFICE SUPPLIES	\$419.10	97212	Thermal Rolls
Total			\$419.10		
26331	06/21/22	DRAGONFLY MEDITATION & WELLNESS			
E 99-93-551-3-370		PROGRAMMING	\$200.00	06232022	JUNE 23 2022 Program
Total			\$200.00		
26332	06/21/22	INSECT AMBASSADORS			
E 99-93-551-3-370		PROGRAMMING	\$200.00	40722	JUNE 29 2022 Program



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Batch: 0622 LIB MN1,0622 LIB AP,0622 LIB MN2

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$200.00		
26333	06/21/22	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$723.00	09-18935	JUNE Regular Service
		Total	\$723.00		
26334	06/21/22	MEQUON COPY MASTER			
E 99-92-551-3-300		OFFICE SUPPLIES	\$27.00	28858	Business Cards
		Total	\$27.00		
26335	06/21/22	MEQUON NATURE PRESERVE BEE CLUB			
E 99-93-551-3-370		PROGRAMMING	\$100.00	327	JULY 12 2022 Program
		Total	\$100.00		
26336	06/21/22	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,461.44	502191955	Hoopla - MAY 2022
		Total	\$1,461.44		
26337	06/21/22	MISS JAMIES FARM			
E 99-93-551-3-370		PROGRAMMING	\$400.00		JULY 20 2022 Program
		Total	\$400.00		
26338	06/21/22	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$955.97	6161315	Regular Janitorial Supplies
E 99-94-551-3-306		JANITOR SUPPLIES	\$46.92	6162219	Regular Janitorial Supplies
		Total	\$1,002.89		
26339	06/21/22	OFFICE COPYING EQUIPMENT INC			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$524.10	AR170700	MAY 2022 Copy Charges
		Total	\$524.10		
26340	06/21/22	ORKIN LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$1,128.96	06302022	Pest Preventative Service -1 Year Annual
		Total	\$1,128.96		
26341	06/21/22	R & R INSURANCE SERVICES, INC.			
E 99-91-551-2-237		WORKER S COMPENSA	\$708.00	2660367	Workers Comp Insurance (2 of 2)
E 99-92-551-2-243		ALL OTHER INSURANCE	\$4,728.00	2660368	Liability Insurance (2 of 2)
		Total	\$5,436.00		
26342	06/21/22	R.M. DETTMAN DECORATING CO.			
E 99-94-551-3-308		BUILDING SUPPLIES	\$3,088.89	06102022	Painting and Repairs
		Total	\$3,088.89		
26343	06/21/22	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$29.22	72022-A	JULY Accident-Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$84.54	72022-L	JULY Life-Employer
G 99-21285		LIFE INSURANCE WITH	\$17.95	7202-L	JULY Life-Employee
		Total	\$131.71		
26344	06/21/22	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$69.90	6101340	MAY 2022 Placements



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$69.90	
11110 HARRIS GF -CHECKING				\$86,477.49	

Fund Summary

11110 HARRIS GF -CHECKING

99 F. L. WEYENBERG LIBRARY FUND	\$86,477.49
	\$86,477.49

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	23,781	25,583	23,730	22,392	306,973
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	21,961	22,825	21,760	20,146	213,031
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							129,843
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	3,747	3,626	3,731	3,876	45,311
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064	5,062	5,268	5,168	5,094	61,060
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							30,656
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	27,920	27,231	31,085	29,464	28,204	30,939	34,564	32,411	27,528	29,209	27,461	26,268	352,284
2020	29,079	27,166	19,176	6,858	10,865	18,631	26,951	28,081	27,023	28,093	26,928	25,240	274,091
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	0	0	0	0	0	0	160,499
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	1,682	1,263	1,452	986	17,014
2020	1,145	1,151	811	1,376	2,013	956	1,073	1,460	1,315	1,235	1,193	763	14,491
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								10,491
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	1,591	1,605	1,493	1,526	21,911
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327	1,424	1,415	1,118	1,170	15,085
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							7,329
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1,388	1,157	2,545
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	1,137	1,314	1,224	1,171	15,697
2022	1,204	1,166	1,674	1,479	1,387	1,648							8,558
Red = Estimated Total													

[illegible]

Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	2	2	5	3	2	9	5	1	1	1	2	0	33
attendance	7	7	33	7	3	430	83	0	18	0	41	0	629
2020	0	1	3	0	0	2	1	2	0	1	2	1	13
attendance	0	1	30	0	0	14	11	35	0	0	16	0	107
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							23
2022 attendance	0	1	63	102	257	171							594
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	1	1	2	2	2	2	2	3	29
attendance	72	57	82	115	58	141	52	53	87	81	56	70	924
2020	2	2	4	0	1	6	8	2	2	3	4	1	35
attendance	39	82	111	0	5	138	119	42	19	30	30	28	643
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							26
2022 participants	13	72	101	77	98	147							508
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	29	26	34	27	29	28	25	19	28	28	18	308
attendance	372	731	840	794	954	1,438	1,500	1,014	572	894	787	489	10,385
2020	18	25	15	17	12	5	6	1	9	9	8	6	131
attendance	619	755	370	801	544	337	469	155	336	177	129	109	4,801
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							90
2022 attendance	144	266	559	437	1,133	747							3,286
Drop In Childrens Program:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3	2	4	5	2	3	5	1	2	2	2	4	35
attendance	420	271	354	342	510	421	550	270	444	528	728	479	5,317
2020	4	3	4	4	0	10	11	8	7	6	6	8	71
attendance	356	315	283	47	24	289	313	318	235	267	211	300	2,958
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							29
2022 participants	679	902	1,053	1,022	1,044	562							5,262
Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	17	9	11	10	3	5	13	8	4	8	17	19	124
2020	10	19	9	0	0	6	17	23	16	25	22	19	166
2021	22	24	29	26	26	16	7	7	6	7	6	15	191
2022	19	25	27	25	21	16							133
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	37	26	31	22	27	38	34	31	40	28	31	383
2020	47	42	17	0	0	0	0	20	21	36	24	21	228
2021	27	18	17	21	23	21	30	29	14	28	25	21	274
2022	18	24	25	16	17	25							125
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	38	36	28	38	26	15	24	37	34	38	38	37	389
2020	36	30	6	0	0	0	0	18	32	26	19	18	185
2021	21	18	22	12	15	21	12	25	13	22	22	9	212
2022	26	18	21	18	8	33							124
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	85	88	140	109	97	160	145	122	124	98	98	73	1,339
2020	95	91	67	35	30	63	88	103	73	67	78	51	841
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109								493
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	3,634	3,861	3,329	2,989	43,465
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818	3,297	3,353	2,840	2,937	33,278
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	2,779	2,620	2,597	4,538	35,966
2022	5,601	4,977	4,414	4,200	3,723	4,323							27,238
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	3,881	4,263	3,640	3,732	47,768
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420	4,745	4,629	3,859	4,320	44,622
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	3,758	3,644	3,497	3,740	47,120
2022	4,226	3,854	4,329	3,727	3,529	4,216							23,881

Date: July 15, 2022
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Trustee Training July 2022

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 6/17, 6/24, 7/1, 7/8, 7/15
- RECURRING: Rotary Meetings, 6/21, 7/12
- FOWL Meeting, 6/16
- WLA Intellectual Freedom SIG,
- MLS ILS Committee, 6/27
- Hook, Yarn & Stitch – In Person, 7/7
- Evening Readers, 7/11
- Mequon Common Council Meeting, 7/12
- Advocacy Committee Meeting, 7/13
- Monarch Directors' Council, 7/14
- Meeting w/ Baker & Taylor Public Library Sales Consultant, 7/14
- Meeting w/ Mequon City Treasurer, 7/14
- Meeting w/ GovHR and Mequon Assistant City Manager re: Classification & Compensation Study, 7/18
- Village of Thiensville Board of Trustees, 7/18
- Regular and As-Needed Adult and Children's Reference Desk shifts
- As-Needed Circulation Desk shifts, and other tasks

PERSONNEL & CONTINUING EDUCATION

Molly Olk joined us as our newest Access Services Associate. Reference Associate Kera Karagodsky will be leaving us Friday. Ashley Pike and I will work on a new job ad when she returns from vacation.

We have offered all staff the opportunity to add their pronouns to their nametags. And along those lines, we have taken another look at our Employee Handbook (draft included in this packet). Like all other policies, the Handbook should be reviewed regularly and updated as needed. Among the modifications, you will notice:

- Additions to our Equal Employment Opportunity section to be more inclusive;
- A section on the Vision, Supplemental Dental, and Accident Insurance that we offer;
- Changes to our Acceptable Use of Electronic Communications largely because of our use of multi-factor authentication;
- Updates to our Daily Habits section providing more information regarding wardrobe expectations, and personal items; and
- A Health & Safety section addressing the Library's actions in case of a health crisis.

Other changes are largely to grammar and format.

Trustee Training Week is August 22-26. There will be a 1-hour webinar each day, Monday through Friday, at 12noon. Trustee Training Week (TTW) is offered by the South Central Library

System with support from all Wisconsin Public Library Systems. TTW is funded in part by a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act (LSTA).

The webinars are as follows:

- Monday: Materials Challenges & Your Library from the Trustee Table
- Tuesday: Here to Stay: Recruiting & Retaining Dedicated Library Workers
- Wednesday: Effective & Efficient Meetings: Parliamentary Procedure
- Thursday: Making Sense & Cents of a Library Building Project: the Library Trustee Role
- Friday: From Stories to Action: How to Talk about Your Budget to Activate Support & Secure Funding.

More information and a link to register for any or all of these webinars may be found at www.wistrusteetraining.com. Even if you cannot attend in real time, if you register, you will be sent a link to the recordings. Alternatively, I have registered for all webinars. If you are interested, we can watch these together at the Library, or I can send you the links to the recordings. The brochure is enclosed in this packet.

OPERATIONS ACTIVITIES:

The Advocacy Committee met to discuss The Inclusive Services Assessment and Guide. As we review the document (created by the Wisconsin Department of Public Instruction in 2019), we are finding a number of areas that we must address with both the Board of Trustees and Library Staff. These topics will be addressed during the Trustee Training portion of our agendas. In July we will address Non-Inclusive Aspects of Library Classification Systems and Reasonable ADA Accommodations.

PROGRAMMING:

We had our first after-hours event since long before Covid hit. The teen mini-golf event Friday evening and the family mini-golf event Saturday attracted 109 people.

Our Cultural Conversations have been set for the remainder of 2022:

- Sunday, October 23, *Hmong Americans Navigating the American Landscape: A Conversation with Author and Professor Pao Lor*.
- Sunday, November 13, Kristen Whitson and Jenny Kalvaitis, co-authors of *We Will Always Be Here: A Guide to Exploring and Understanding the History of LGBTQ+ Activism in Wisconsin*

We also have one Fine Arts Event featured for the fall, Sunday, September 18, *A Tale of Beatrix Potter* with Debra Miller.

Both Cultural Conversations and the Fine Arts Series are sponsored by the Weyenberg Public Library Foundation.

I would also like to invite you to attend our newest book discussion series, *Evening Readers*, the third Monday of each month at 6pm. To date we have had four lively discussions. Our next

selection is *The Book Woman of Troublesome Creek* by Kim Michele Richardson. This historical fiction novel addresses both the Kentucky Pack Horse Librarian program, a Depression Era Works Progress Administration project, and the Blue People of Kentucky.

See our calendar for a complete programming list.

OTHER:

REMINDER: The parking lot will be repaved the week of 8/1/22.

The Friends of Weyenberg Library (FOWL) is officially incorporated in the State of Wisconsin. Next up is a memorandum of understanding. I have put it on the July Agenda, but I do not yet know if it is ready.

With Rising Book Bans, Librarians Have Come Under Attack

Caustic fights over which books belong on the shelves have put librarians at the center of a bitter and widening culture war.

By Elizabeth A. Harris and Alexandra Alter

The reporters, who cover books and publishing for The Times, spoke to two dozen librarians and library associations across the country for this article.

July 6, 2022

Martha Hickson, a high school librarian in Annandale, N.J., heard last fall that some parents were going to call for her library to ban certain books. So at 7 p.m., when she and her husband would usually watch “Jeopardy!” she got comfortable in her recliner and turned on a livestream of the local school board meeting.

A parent stood up and denounced two books, “Lawn Boy” and “Gender Queer,” calling them pornographic. Both books, award winners with L.G.B.T.Q. characters and frank depictions of sex, have been challenged around the country and were available at the North Hunterdon High School library. Then the woman called out Ms. Hickson, who is the librarian there, by name, for allowing her 16-year-old son to check out the books.

“This amounts to an effort to groom our kids to make them more willing to participate in the heinous acts described in these books,” said the parent, Gina DeLusant, according to a video recording of the meeting. “It grooms them to accept the inappropriate advances of an adult.”

Ms. Hickson said the accusation left her sick to her stomach, with a tightness in her chest. “I was stunned,” she said. “I couldn’t believe it.”

As highly visible and politicized book bans have exploded across the country, librarians — accustomed to being seen as dedicated public servants in their communities — have found themselves on the front lines of an acrimonious culture war, with their careers and their personal reputations at risk.

They have been labeled pedophiles on social media, called out by local politicians and reported to law enforcement officials. Some librarians have quit after being harassed online. Others have been fired for refusing to remove books from circulation.

In many communities, putting books on the shelves has become a polarizing act and has “turned librarians into this political pawn,” said Ami Uselman, the director of library and media services for Round Rock Independent School District, in Texas.

“You can imagine our librarians feel scared,” she said, “like their character was in question.”

Librarians are taught to curate well-rounded collections that represent a range of viewpoints, especially on contentious topics, according to the American Library Association; they use award lists, reviews and other publications to inform their choices.

Addressing book challenges has always been part of the job, but efforts to ban books have spiked in recent months, reflecting a clash over whether and how to teach children about issues like L.G.B.T.Q. rights and racial inequality. The library association tracked 1,597 books that were challenged in 2021, the highest number since the organization began tracking bans 20 years ago.

Traditionally, concerned community members might approach the library staff to discuss a title. Parents could often prevent their children from checking out specific books, or if they thought a title should be removed from circulation, they could fill out a form to start a reconsideration process, where the book’s suitability would be reviewed by a committee.

These challenges would come from both the left and the right — there might be objections to L.G.B.T.Q. characters, or racial slurs in “Adventures of Huckleberry Finn.”



Books whose suitability is being questioned at the North Hunterdon Regional High School library, in Annandale, N.J. Bryan Anselm for The New York Times

Those quieter confrontations continue today, librarians said, but conflicts around books have drastically escalated. Now, the Proud Boys, an extremist group, might show up at a school board meeting because books are on the agenda, as they did last fall in Downers Grove, Ill. Last month, members of the Proud Boys disrupted a drag queen-hosted story hour for families in San Lorenzo, Calif., and an L.G.B.T.Q.-themed story time in Wilmington, N.C.

In Cabot, Ark., the local police department investigated a woman who said that if she had “any mental issues,” staff at a local school library would be “plowed down” with a gun, according to a police report. The police determined that the incident, which took place at a meeting of Moms For Liberty — a group that has pushed for book bans around the country — was not made in context of a threat and there was no need to file charges.

Frequently, these battles are portrayed as liberal librarians defending left-wing books, but Carolyn Foote, a retired librarian and a founder of the group Freedom Fighters, which organizes to defend librarians, said the idea that everyone in the profession is liberal isn’t true, especially in a place like Texas, where she lives. For most librarians, she said, the issue is not one of politics but of professional ethics.

“It’s crushing,” she said of efforts to restrict access to certain books. “You know what your job is, you know what the best practices and standards are for your profession, and you’re being made to do things that you know violate all of that.”

Increasingly, the personal and professional integrity of librarians is also being called into question.

In May, a Republican state representative in Virginia Beach, Tim Anderson, filed a Freedom of Information Act Request to learn the identities of librarians at schools that had copies of books some parents complained included sexually explicit material.

“The question is, how are pervasively vulgar books getting into the schools?” he said in an interview. “Is it the librarians that are doing this?”

Some of the conflicts have gotten so heated that community members have tried to seek criminal charges against librarians. In Ms. Hickson’s district in New Jersey, a complaint was made to the Clinton Township Police Department about obscene materials in a library book. The Hunterdon County Prosecutor’s Office said none of the information it received indicated criminal conduct. In Granbury, Tex., a county constable opened an investigation about books available in a high school library after receiving a complaint.

Many librarians have quit — or lost their jobs — after clashes over books.

Suzette Baker was fired from her job at the head of Kingsland Library branch in Llano County, Tex., after she repeatedly refused to remove books as county officials had demanded, according to a lawsuit. The suit was filed this spring by residents against county officials, saying they violated the First Amendment by censoring books.

Among the titles officials wanted removed were “How to Be an Antiracist,” by Ibram X. Kendi, and “Between the World and Me,” by Ta-Nehisi Coates. Llano County officials and the county attorney did not respond to a request for comment.

Debbie Chavez, who worked as a librarian for 18 years, decided to leave the profession after a parent who met with her to discuss his objections to “Lawn Boy” recorded their conversation without her knowledge. Excerpts were posted on Facebook, and commenters called for Ms. Chavez to be fired and said she was “grooming children.” She received vicious messages on her school email, she said, and ultimately left her job as a high school librarian in Round Rock in March.

“It was so horrific to see that my words were being used as a rallying cry for the book censors, and to see that my conversation had been misrepresented,” she said. “And I was supposed to still get dressed and go to school and do my job.”



Tonya Ryals said that after seeing library staff suffer personal attacks, she asked herself, “do I want to live here?” Ian Thomas Jansen-Lonnquist for The New York Times

Tonya Ryals quit her job as the assistant director of the Jonesboro Public Library, in Craighead County, Ark., in February after her library board introduced a slate of new policies, including requiring board approval for every new book acquired for the children’s collection. The policies were voted down, but the vitriol she encountered online became too much, she said.

“There were comments about library staff, calling us groomers and pedophiles and saying we needed to be fired, we need to be jailed, we needed to be locked up, that all the books needed to be burned,” she said. “It got to a certain point where I thought, do I want to live here? Is this something I can subject myself to?”

Sometimes the books in question disappear from the shelves, even though library policies generally dictate that books should remain available until the challenge process is complete. Deborah Caldwell-Stone, the director of the office of intellectual freedom at the library association, said her office has received reports that some groups are checking out books they deem objectionable.

Libraries also face increasing pressure from legislators, who are crafting new laws and procedures intended to make it easier to remove books that are challenged. At least five states, including Arizona, Georgia and Kentucky, have passed laws that change the way libraries handle complaints about material, or the way library board members are appointed, according to EveryLibrary, a political action committee for libraries.

Many states have laws that shield teachers, researchers and librarians from prosecution so they can use educational materials that some might consider objectionable. Those laws are also being challenged.

Oklahoma recently passed a law that will remove exemptions for teachers and librarians “from prosecution for willful violations of state law prohibiting indecent exposure to obscene material or child pornography.”

To some librarians, the moment has been especially jarring because when pandemic restrictions were in place, they were hailed as heroes for delivering books and laptops to students at home. Now, said Audrey Wilson-Youngblood, a library services coordinator in Texas, librarians are seen by some as villains.

“It felt like a knife in my heart,” she said of allegations that library staff were doing harm to students. “That grief is what led me to make really difficult decisions, to make changes for myself and my family.”

Ms. Wilson-Youngblood resigned last month from her position at the Keller Independent School District because of the toll the stress was taking on her family. She had worked there for 19 years.

Sheelagh McNeill and Alain Delaqueriere contributed research.

Elizabeth A. Harris writes about books and publishing for The Times. @Liz_A_Harris

Alexandra Alter writes about publishing and the literary world. Before joining The Times in 2014, she covered books and culture for The Wall Street Journal. Prior to that, she reported on religion, and the occasional hurricane, for The Miami Herald. @xanalter

A version of this article appears in print on , Section A, Page 1 of the New York edition with the headline: As Parents Call to Ban Books, Librarians Are Cast as Criminals

Friday, August 26

From Stories to Action: How to Talk about Your Budget to Activate Support & Secure Funding



Presenter:
John Chrastka

*Executive Director,
EveryLibrary*

The core of any library's strategic plan, management plan, or development plan is the organization's own mission, vision, and values system. But very often, the plans describe the "features" of the library, like hours, collections, staffing levels, and facilities rather than the expected or hoped-for outcomes. And library leaders are ready to share powerful stories about how the library impacts users, but not often about their own work. Learn how to talk about your funding in a new way by talking about you, your staff, and board, and why you do the work you do.

Other Trustee Resources

- Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
<https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>
- United for Libraries, a Division of the American Library Association
www.ala.org/united/
- Wisconsin Library Trustees & Friends, a Division of the Wisconsin Library Association
<https://www.wisconsinlibraries.org/trustees-friends>
- Trustee Training Week Webinar Archive
www.wistrusteetraining.com/archive

Register Online:

www.wistrusteetraining.com

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

Questions?

Contact Jean Anderson
South Central Library System
608-246-5613
jean@scls.info



Trustee Training Week (TTW) is produced by the South Central Library System with support from all Wisconsin Public Library Systems. TTW is funded in part by a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act (LSTA). Thank you!

Arrowhead
Bridges
IFLS
Kenosha County
Lakeshores
Manitowoc-Calumet
Milwaukee County
Monarch
Nicolet
Northern Waters
Outagamie-Waupaca
Southwest
Winding Rivers
Winnefox
Wisconsin Valley



August 22-26, 2022

12-1 p.m.

www.wistrusteetraining.com

Monday, August 22

Materials Challenges and Your Library from the Trustee Table



Presenter:
Becky Spratford

Readers' Advisor and Author, Illinois

Regardless of whether or not your library has

had a request for reconsideration of library materials, the increase in challenges is dramatic, and quite frankly, upsetting. Becky Spratford, an expert in serving leisure readers through the public library with over 20 years of experience as a locally elected library trustee, Reaching Across Illinois Library System board member, and Illinois Library Association Executive Board member, will walk you through everything you need to do to prepare for a request to ban titles at your library. From the steps you need to take right now, to how to properly handle a challenge from your seat at the trustee table, Becky will help you to put the emotions aside and protect intellectual freedom.

Tuesday, August 23

Here to Stay: Recruiting & Retaining Dedicated Library Workers



Presenter:
Lisa Shaw
*Rural & Small Libraries/
Workforce Development
Specialist, Maine State
Library*

The highly competitive job market makes it much harder for libraries to attract and keep library staff - including directors. While libraries might struggle to compete with other employers on wage scales, they can create a culture of inclusivity, inspiration, and belonging that appeals to creative and hard-working employees. This session will include practical tools for library boards like improving board-director relationships, reviewing job descriptions, and investigating options for improved salaries and benefits, and more to make your library a great place to work and help reduce staff turnover and shortages.

Wednesday, August 24

Effective & Efficient Meetings: Parliamentary Procedure



Presenter:
Nancy Sylvester

*Certified Professional
Parliamentarian, Illinois*

Planning great meetings and running them effectively and

efficiently is crucial to a strong organization. This webinar will help make parliamentary procedure understandable and useful to you as well as focus on the tools to help you with the meetings you conduct and attend. After this webinar, the attendees will not only have a better understanding of parliamentary procedure but will have the knowledge and skills to help run an effective meeting.

Thursday, August 65

Making Sense & Cents of a Library Building Project: the Library Trustee Role



Preseneter:
John Thompson

*Director, IFLS Library
System, Eau Claire, WI*

Public libraries around Wisconsin are building, expanding, and/

or renovating their spaces. Your Library Director or Building Consultant is recommending to the board the need for additional library space. What is the role of the library board? How can the library board support the project?

John Thompson will share some tips and insights on the library board role, an overview of the process, some of the costs involved, and how potential choices might impact the project and library services.

Date: July 14, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, July 2022

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

- Willowbrook Visit – 6/20
- Circulation Committee Meeting (West Bend) – 6/23
- Library Closed – 7/4
- Molly Olk begins training – 7/6
- Management Meeting – 7/20

STATISTICS

It's obvious that Summer Reading Program is in full swing! It's been very busy around the library, especially in circulation! Our total circulations increased in June! Which is great! When our checkouts were broken down by how they were conducted, 60% of our checkouts used the self-checkout stations! It's usually between 53%-55%. So, people are getting more comfortable with them.

Our busiest day of the week for June was Monday! Which makes sense since we are closed on Sundays in Summer.

OTHER TASKS & TIDBITS

Molly Olk has officially joined our Access Services team as of July 6th! She's a wonderful addition. She comes to us from Barnes and Noble. She's an avid reader and I think patrons are really going to like talking books with her. She will be working 20 hours a week.

I have revamped our volunteer program this last month! In the past, we would respond to emails sent to our volunteer email and find a task for people to do individually. Now, I created a mailing list with all of our interested volunteers who have contacted us in the last 6 months (12 people total). I created a monthly survey for volunteers to fill out based on their interests. Then, I assign them a task based on their answers to the survey and schedule them a time to come in each week. Sending this out monthly gives the volunteer the opportunity to change their assigned tasks. I also send specialized surveys when we need volunteers for programming help as needed.

We have now added 3 additional volunteers each week! We have 2 volunteers who do inventory for us – one in adult and media departments and one in the children's department. We also have two volunteers who come in once a week to help us with the pull list. One of Chelsea's teen volunteers has come down to shelve children's carts for us once a week as well! She is a freshman at Homestead High School right now. It feels great to have regular volunteers in the department as well as the extra hands are much appreciated!

Date: July 15, 2022
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, July 2022

- The Information & Technology workgroup met on July 7, 2022.
 - A new Faronics platform will be deployed in the near future. This should solve the compatibility issues we have experienced with new hardware we have purchased recently, and eliminate the need for us to buy our own antivirus keys.
 - This platform will also allow us to automate the process of updating PCs and installing new PCs, ensuring that PCs for staff and the public are kept up-to-date and secure.
 - The libraries that are hosting their websites through iPage via the system office are experiencing a myriad of issues and may need to rebuild their sites entirely, further justifying our decision to use our own website host, as we are not experiencing those problems.
 - Upcoming SharePoint updates include corrections to permissions, which have been set up incorrectly since launch, as well as migrating useful features from the previous site, such as the system-wide staff directory.
 - The system office is working with their Microsoft consultant to ensure that all communications, including Teams messages, are fully open-records compliant.
 - A firewall update is coming, which will allow traffic prioritization as well as several other useful features. This will allow the system to set Polaris catalog traffic as the top priority, which should hopefully prevent catalog slowdowns during peak traffic times.
 - The 2-factor authentication rollout is proceeding systemwide, I wrote instructions to help assist other libraries utilize the smart phone app for authentication.
 - Finally, Polaris is testing their newest beta-client to ensure that it is fully compliant with Windows 11. Once that certification takes place, we can begin the process of upgrading our staff and public computers to Windows 11.
- I have been volunteered to help the other system libraries implement and utilize SharePoint at their facilities. Apparently, we are the only library currently taking advantage of many SharePoint services.
- An issue with WhoFi again prevented us from receiving an exact count of our WiFi uses for the month of June. The data has been extrapolated to make a best possible estimate of our counts, and the date will be reported as an estimate as opposed to an actual count.
- We have received additional quotes for the photocopier, and a recommendation will be presented at the next Board of Trustees meeting.
- The MMAC will be on hiatus for the summer months. While the BA-5 variant has begun to emerge, the overall community burden in Ozaukee County remains only medium.

- The tables for the Tolzman Community Room have arrived, and the project is now complete. This was only made possible due to the generosity of the Weyenberg Public Library Foundation.
- ETF has announced that open enrollment for local employer insurance programs will begin on September 26, 2022 and run until October 21, 2022. The kickoff meeting for local employers, where changes for the 2023 plan year and other important information will be presented, will take place on September 15, 2022. Health insurance rates are expected to be announced at or shortly prior to the September 15 meeting.
- We met with Jennifer Engroff, Finance Director at the City of Mequon, to discuss possible future collaborations and the timelines of such.

Date: July 20, 2022
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:

- Passive Program: Spice of the Month Kit, 7/1
- Program: Genealogy Interest Group, 7/2
- Program: Storytimes, 6/21, 6/22, 6/28, 6/29, 7/5, 7/6
- Program: M-T Community Book Club, 6/21, 7/19
- Program: Mindfulness & Meditation, 6/23
- Program: Saturday LEGO Club
- Program: After Hours Mini Golf, 7/8
- Ordered Collection Materials, 6/28, 6/30, 7/6
- Evening Shifts, 6/24, 7/8
- Weekend Shifts, 6/18, 7/2
- Vacation, 7/11-7/18

MONTHLY STATISTICS

-Our eCirculation numbers continue to look good. Our eCircs were over 5000 again in June, which puts our year-to-date total surpassing our 2020 numbers during our partial closing in the summer of 2020.

-The Digitization Lab had 16 reservations in June, which is the same number we had for June 2021. July's reservations have slowed down considerably, with people reserving the Lab a few days ahead of time instead of weeks.

-Our programming numbers continue to be great across all ages. We have had great attendance for our outdoor storytimes, although we did need to move indoors twice in the first two weeks with the heat advisories.

Storytimes	Tuesday	Wednesday
Week 1	73	50 (inside)
Week 2	71 (inside)	58
Week 3	98	77
Week 4		

Our teen program numbers for June were great with the school visits, Teen Exam Cram and our first few teen summer reading programs.

Our adult program numbers for June were good, even with a cancelled program at the end of the month.

OTHER TASKS & TIDBITS

-We did have two issues with presenters at the end of June. At our first special children's event, the presenter was a no-show. Luckily, my staff rallied quickly and came up with two crafts for the children to do, so no one was upset that they didn't see some bugs. All the parents/caregivers were extremely patient and kind while waiting to see if the presenter would arrive, which was very much appreciated and gave us the time to reset the room to put out the crafts.

The second issue was with the presenter for our monthly genealogy program. I received an email from the presenter on the morning of the program, that she needed to cancel as she was in the hospital with a suspected cardiac event. We exchanged brief emails about rescheduling the presentation, but I did not want her to worry about it while she was still recovering.

-We have had a lot of compliments on our summer reading program, so far. Everyone seems very excited about the decorations, the prizes being offered, and they love that all the kids get a book to keep after signing up for the reading program.

As of the morning of July 7, our registration numbers are as follows:

2022 Reading Club	Adult	Teen	Children	Pre-Readers
Paper Logs	60	61	255	104
Beanstack	21	10	48	20
TOTAL	81	71	303	124

I did look back at our 2021 summer reading numbers from my July 2021 report, which were taken at noon on July 10, 2021.

2021 Reading Club	Adult	Teen	Children	Pre-Readers
Paper Logs	46	61	230	90
Beanstack	19	14	61	24
TOTAL	65	75	291	114

UPCOMING LIBRARY PROGRAMS

- Genealogy Interest Group (monthly, in-person)
- M-T Book Club (monthly, in-person)
- Evening Readers Book Club (monthly, in-person)
- History Book Club (monthly, in-person)
- AM Hook, Yarn & Stitch Club (monthly, in-person)
- Movie Matinees (1st & 3rd Fridays monthly, in-person)
- Spice of the Month Kits (monthly)
- Philosophers in the Midst of History (quarterly, in-person)
- All About Bees (July, in-person)
- Teen Take & Make Kits
- Craft-Free-For-All (4x this summer, in-person)
- After Hours Mini Golf (July, in-person)
- Battle of the Books (August, in-person)
- Family Storytimes on Tuesdays & Wednesdays (weekly, in-person)
- Monday LEGO Club (monthly, in-person)
- Saturday LEGO Club (monthly, in-person)
- Parachute Play (monthly, in-person)
- Hodge Podge Tuesdays (monthly, in-person)
- Back to Camp Movies (monthly, in-person)
- Untidy Thursdays (monthly, in-person)
- Little Scientists (monthly, in-person)
- Unlock the Box (monthly, in-person)
- Nintendo Switch Days (monthly, in-person)
- Family Library Mini Golf (July, in-person)
- Miss Jamie's Farm (July, in-person)
- Miss Kim's Amazing Animals (August, in-person)



Frank L. Weyenberg Library of Mequon-Thiensville

Employee Handbook

**Adopted by the
Frank L. Weyenberg Library Board of Trustees**

~~December 18, 2019, Effective January 1, 2020~~

Insert dates of approval and implementation

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Welcome to Frank L. Weyenberg Library of Mequon-Thiensville

Starting a new job is exciting, but at times it can be quite overwhelming. This Employee Handbook is designed to help you acquaint yourself with Frank L. Weyenberg Library of Mequon-Thiensville, herein after referred to simply as the Library, and to address your initial concerns. If you have questions concerning the application of policies or practices, ask your immediate supervisor.

Our goal is to provide our patrons with the very best library and customer service experience possible, and you are an important part of that experience. Your work directly influences how our community sees and interacts with the Library.

We are happy to have you here and hope you will find your work both challenging and rewarding.

Section #1: Mission Statement

As a welcoming community center united by Mequon and Thiensville, the Frank L. Weyenberg Library strives to stimulate imagination and inspire creativity by opening windows to lifelong learning.

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Section #2: The Way We Work

About this Handbook

This Employee Handbook contains information about the employment policies and practices of the Frank L. Weyenberg Library. We expect each employee to read this Employee Handbook carefully; it is a valuable reference for understanding your job and the Library. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing climate will require changes from time-to-time. The Library retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to our employees, the Library, and its patrons. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by action of the Frank L. Weyenberg Library Board of Trustees in a signed written contract, the Library reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions, or additions to the Employee Handbook must be in writing and by action of the Board of Trustees. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers, nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

The Library is an at-will employer. Regardless of any provision in this Employee Handbook, the Library or an employee may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Employee Handbook or in any other document or statement, written or oral, shall limit the right to terminate employment-at-will. No officer, employee, or representative of the Library is authorized to enter into an agreement – express or implied – with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the Director.

This Employee Handbook refers to current benefit plans maintained by the Library. -Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Americans with Disabilities Act

The Library is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodations where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. –It is your responsibility to notify your supervisor or the Director of the need for accommodation.

Upon doing so, you may be asked for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. When appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The Library will not seek genetic information in connection with requests for accommodation. All medical information received in connection with a request for accommodation will be treated as confidential.

Categories of Employment

All new employees are on an introductory period during their initial six (6) months of employment. During this period of time, you will be able to determine if your new job is suitable for you, and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time, since you are an at-will employee both during and after your introductory period.

Full-time employees regularly work ~~thirty five (35) hours or more~~ forty (40) hours per week.

Part-time employees regularly work ~~less fewer~~ than ~~thirty five~~forty (~~35~~40) hours per week.

At times, you may be assigned to temporarily work hours above the number assigned in your employment letter. The Library reserves the right to make such changes based on the operational needs of the Library, with as much advance notice as possible. Such sporadic and temporary changes do not affect the benefits assigned to you upon hire.

In addition, employees are categorized as “exempt” or “non-exempt.”

Non-exempt employees are entitled to overtime pay as required by applicable federal and state laws. Exempt employees are not entitled to overtime pay pursuant to applicable federal and state laws.

Upon hire, your signed employment letter indicates your average number of hours per week and your employment classification.

Employee Records

Upon hire, we create a personnel folder for you that contains relevant records of employment. You may review your personnel file in accordance with applicable laws and regulations upon request.

Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals work together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We consider individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Equal Employment Opportunity

The Library is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, religion, sex (including pregnancy, sexual orientation, or gender identity and expression), national origin, age, physical or mental disability, genetic information, ~~sexual orientation~~, or any other protected class under federal, state, or local law.

Any employee or applicant for employment who believes they have been discriminated against for any of the above reasons or who believes they have not been granted equal opportunity, has been sexually harassed, or discriminated against, should immediately bring the matter to the attention of the Director and/or the Library Board of Trustees.

Immigration Reform and Control Act

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, the Library is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present required documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Library.

Nepotism

For the protection of the Library's assets, and development and maintenance of an equitable working environment, the Library shall not hire immediate family members of the supervisor of the department to whom the employee would report. Included are spouse, parent, child, sibling, grandparent, grandchild, and first cousin of the employee, or the employee's spouse, or any person residing in the employee's household. Additionally, immediate family members of the Library Board of Trustees shall not be hired for any position supervised by that body.

Non-harassment

An environment in which employees maintain clear boundaries between personal and business interactions is most conducive for business operations. The Library prohibits harassment of one employee by another employee, supervisor, or third party for any reason based on a "protected class" including, but not limited to: veteran status, uniform service member status, race, color, religion, sex (including pregnancy, sexual orientation, or gender identity and expression), ~~sex, sexual orientation~~, national origin, age, physical or mental disability, genetic information, or any other protected class under federal, state, or local law.

Harassment of third parties by our employees is also prohibited.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any illegal reason or in any illegal manner. The conduct prohibited by this policy includes conduct in any form including, but not limited to, e-mail, voicemail, social media, internet use or history, text messages, pictures, images, writings, words, or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments, visual depictions, unwelcome jokes, teasing, sexual advances, requests for sexual favors, and other similar verbal or physical contact.

Any employee who believes they have been harassed should report the situation immediately to any supervisor or to the Director. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is ~~required~~ encouraged to report the situation to one of the other members of management.

The Library will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because they, in good faith, reports or participates in the investigation of any illegal harassment. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

Relationships with Coworkers

An environment in which employees maintain clear boundaries between personal and business interactions is most conducive for business operations.

Employees are expected to keep personal exchanges limited during work periods. During nonworking time on site, staff should be mindful of how personal conversations may be perceived. Employees are prohibited from engaging in physical contact that might be deemed inappropriate while on Library property. Employees who allow personal relationships with coworkers to affect the working environment may be subject to reprimand or discipline.

Sexual Harassment

We firmly prohibit sexual harassment of any employee by another employee, supervisor, or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to assure that, in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include, but is not necessarily limited to: unwelcome sexual advances, requests for sexual favors, promises for promotion or favors in exchange for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, social media, uninvited touching, or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voicemail, social media, internet use or history, text messages, pictures, images, writings, words, or gestures.

Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who in good faith, report possible violations of this policy or participate in the investigation of such violations.

Any employee who feels they are a victim of sexual harassment should immediately report such actions to a supervisor or the Director. All complaints will be promptly and thoroughly investigated as confidentially as possible.

If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management.

The Library will investigate every reported incident immediately and in as discreet a manner as possible. Any employee, supervisor, or agent of the Library who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

Every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.

Any employee who reports an allegation of harassment in good faith and any employee who participates in good faith in any investigation under this policy has the library's assurance that they will not be subject to illegal retaliation for such acts. It is our policy to encourage discussion of the matter to help protect employees from being subjected to similar inappropriate behavior.

Talk to Us

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that they will be able to satisfactorily resolve most matters.

If you find that you still have questions, or if you would like further clarification on the matter, request a meeting with the Director who will review the issues and meet with you to discuss possible solutions.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concerns with any other supervisor with whom you feel

comfortable. If you wish to speak with the Board of Trustees, you may schedule an appointment to meet with the Chair of the Personnel Committee and/or the President of the Board of Trustees.

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Section #3: Your Pay and Progress

Mileage Allowance and Other Reimbursements

Employees using their personal car on library business as authorized by their supervisor are reimbursed at the current rate established by the Internal Revenue Service. At times, while conducting library business, an employee may incur expenses previously authorized by their supervisor. Employees seeking reimbursement must complete an Expense Reimbursement form, attach appropriate documentation, and submit the report to their supervisor. Employees may choose to submit expenses for reimbursement each pay period, or may accumulate expenses for periodic reimbursement (e.g., monthly, quarterly, etc.). These types of reimbursements will be included on your next regularly scheduled deposit of pay. The Library is exempt from state and local sales tax and, as such, all reimbursable purchases must be made with tax-exempt documentation provided by the Library. You should obtain this documentation before making purchases that will be reimbursed.

Overtime

All non-exempt employees are compensated at the rate of time and one-half (1½) for hours worked in excess of forty (40) hours per week. Paid leave shall not be credited as hours worked for the purpose of computing overtime.

Pay Advances

No pay advances are granted to employees.

Pay Day

You are paid every other Friday for the two-week period ending on the previous Saturday. When a payday is a holiday, you typically will be paid on the working day prior to the holiday. You will receive a pay statement of your earnings; no paper checks are issued. All pay is handled through automatic deposit to the bank account you designated upon hire, or subsequently advised the Business Office.

Review your pay statement for errors. If you find a mistake, report it to the Business Office immediately, and we will assist you in taking the steps necessary to correct the error.

Pay Raises

Adjustments in pay rates may be given due to merit or market adjustment. These changes typically occur at the start of a calendar year. Pay increases due to a change in position or level of responsibility are generally given at the time of position adjustment. All pay changes must be approved by the Board of Trustees.

Paycheck Deductions

The Library is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes, social security (FICA) and Medicare taxes, and Wisconsin Retirement System contributions (if applicable). Depending on employment status and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay statement. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement. You receive this form each January for wages paid to you the previous calendar year.

Exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable; however, the Library may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice, or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or

- Negative paid-time-off balances, ~~in whole day increments only~~.

Any deductions from employees' wages are made in accordance with applicable state and federal laws. If questions or concerns about any pay deductions arise, employees should contact the Business Office.

Performance Reviews

Your performance is important to the Library. Each year, your supervisor reviews your job performance in a written appraisal, meets with you to discuss the review, and seeks your input on new performance plans.

Our performance review program is designed to provide the basis for better understanding between you and the Library with respect to your job performance, potential, and development.

New employees are reviewed at the end of their introductory period and annually thereafter.

Promotions and Transfers

We believe that career advancement is rewarding for both the employee and the Library. Job opening alerts are emailed to employees in their official library accounts. If you are interested in applying for one of these positions, follow the instructions found in the posting.

Recording Your Time

Accurately recording and signing off on all of your time is required in order to be sure that you are paid for work and leave time. This is your responsibility. You are expected to follow the established procedures in keeping an accurate record of your hours worked. During your orientation, your supervisor will instruct you on maintaining accurate timesheet and leave request records. All employees are required to accurately sign off on all time worked, as well as approved paid leave for those eligible, at the end of each pay period. For payroll purposes, the Library operates on a two-week span, with the workweek starting on a Sunday and ending on a Saturday.

Section #4: Time Away from Work and Other Benefits

Bereavement Leave

The Library grants bereavement leave when there is a death of an immediate family member of an employee. Such leave consists of up to three (3) consecutive business days on which an employee had been previously scheduled to work. An immediate family member includes spouse, domestic partner, child, brother, sister, parent, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law of the employee. Immediate family members include relatives by marriage (e.g., step-parents, step-siblings, etc.). One (1) day of leave is granted to attend the funeral of an aunt or uncle.

For employees who are regularly scheduled to work twenty (20) hours or more per week, this leave will be paid so long as the needed leave falls on days that the employees would be otherwise scheduled to work. For employees who are regularly scheduled to work less than twenty (20) hours per week, this leave will be unpaid.

Exceptions to the above schedule are at the sole discretion of the Director.

COBRA

Employees participating in any group insurance plan, such as health coverage, may elect to continue coverage after employment separation as protected under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Continuation is at the employee's expense. If you participate in such plans at the time of termination, information regarding your eligibility to continue coverage will be provided to you by the Business Office no later than five (5) business days following termination.

Deferred Compensation

You may elect, at any time, pursuant to *Section 40.81(2), Wisconsin Statutes*, to defer from each paycheck a specified amount by having the Library deduct such amount from the employee's paycheck. The amount so deducted from your paycheck is transferred by the Library to one of the Library offered deferred compensation providers you selected. If you wish to change the amount of the deduction or to withdraw from the plan, you must notify the Business Office and the deferred compensation plan provider such notice as the provider may from time to time require. Only the provider (not the Library) is responsible for the administration of the deferred compensation plan, including the investment of your funds.

Family and Medical Leave Act (Federal)

The Library will provide Family and Medical Leave as required by federal law. The Library recognizes the rights of eligible employees to take unpaid leave for not more than 12 weeks in a 12-month period to attend to their serious health condition, a serious health condition affecting their spouse, child, or parent, or for the birth, adoption, or foster care of a child. In addition, the Library recognizes the rights of an eligible employee who is a spouse, child, parent, or next of kin of a current member of the Armed Services to take up to 26 weeks of unpaid leave in a 12-month period to care for that service member should they become injured or ill in the line of duty. The Library also recognizes the rights of an eligible employee to take up to 12 weeks of unpaid leave in a 12-month period for qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on or has been called to active duty as a member of the National Guard or Reserves.

A "serious health condition" is defined under federal law as a physical or mental illness, injury, impairment, or condition involving either of the following:

1. Inpatient care in a hospital, hospice, or residential medical care facility; or
2. Continuing treatment by a health care provider.

To be eligible for leave under the FMLA, employees must have been employed for at least 12 months *and* must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.

An eligible employee may take up to 12 weeks of protected leave within a rolling 12-month period measured backward. For foreseeable leave, employees are generally required to provide the Library with 30-days notice of the need for leave. If the leave is unforeseeable, employees are required to give notice as soon as possible. In all cases, employees must complete the Library-provided Family and Medical Leave request and provide the Library with medical certification from the treating health care provider at the outset of their leave, except in emergency situations. Thereafter, employees must provide medical updates from their physician every 30 days of leave.

Family and Medical Leave will run concurrently with any similar unpaid leave provided under Wisconsin law (see below). Where allowable, the Library requires all appropriate paid leave be applied to leave prior to using unpaid leave.

For further details on federal FMLA leave, contact the Director. This section subject to change when there are changes to federal FMLA legislation.

Family and Medical Leave (Wisconsin)

The Library will also provide Family and Medical Leave as required by Wisconsin law. In connection thereto, the Library recognizes the rights of eligible employees to take unpaid leave to attend to their serious health condition, a serious health condition affecting their spouse, child, parent or spouse's parent, or for the birth or adoption of a child.

A "serious health condition" is defined under state law as a physical or mental illness, injury, impairment, or condition involving either of the following:

1. Inpatient care in a hospital, hospice, or residential medical care facility; or
2. Outpatient care that requires continuing treatment or supervision by a health care provider.

To be eligible for leave under state law, employees must be employed for at least 52 consecutive weeks *and* must have worked for at least 1,000 hours during the preceding 52-week period. Pursuant to state law, an eligible employee may take up to 6 weeks of unpaid leave for the birth or adoption of a child, 2 weeks to care for a child, spouse, parent, or spouse's parent afflicted with a serious health condition, and/or 2 weeks for their own serious health condition.

To the extent that an employee is requesting leave that qualifies under both state and federal law, the employee's allotment of Wisconsin Family and Medical leave and federal FMLA leave will run concurrently.

For further details on Wisconsin Family and Medical Leave, contact the Director. This section subject to change when there are changes to Wisconsin Family and Medical Leave legislation.

Flex-Spending Accounts

The Library participates in a flexible spending program with Diversified Benefit Services, Inc. This program is available to all employees. The terms of the program are evaluated each year in term of federal government limits and decisions made by library administration. The Library pays the administrative costs of the program. Eligible employees may elect to participate at their own expense through payroll deduction.

Employees who wish to enroll in the Flex-Spending Account Plan must complete the required application form within thirty (30) days of hire. Following this, any changes to the benefit, including enrolling after previously declining to participate or changing benefit level, may only be done during the annual open enrollment period, unless related to a major life event.

Health Insurance

The Library participates in a plan that offers group health coverage for employees. The Library has the right to change insurance carriers, to self-insure, or to alter the benefits structure of an existing plan. Only employees who are qualified to participate in the Wisconsin Retirement System (WRS) are eligible for Health Insurance coverage through the Library.

It is understood that the group health master contract controls coverage limits, and the carrier has final control on eligible benefits.

The Board of Trustees sets the percentage that you must pay towards your monthly premium.

Eligible employees may enroll in a single or a family contract upon hire. Coverage takes effect when the Library can contribute to the premium, which is typically on the first of the next month following enrollment. Information and enrollment forms may be obtained from the Business Office. Eligibility and coverage may be defined by state and/or by the insurance contract.

Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding this benefit plan. Those documents are controlling.

Eligible employees who wish to enroll in the library's health insurance program must complete the required application form within thirty (30) days of hire. Following this, any changes to coverage, including enrolling in previously declined coverage, that are not due to a major life event can only be done during the annual Open Enrollment period.

Upon discharge you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law.

Holidays and Personal Time

The Library is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day. Specific closure dates and hours of operation are issued on an annual basis.

Employees typically working twenty (20), and up to ~~thirty-five (35)~~ thirty-six (36) hours per week shall receive prorated time off with pay (e.g., 20 hours per week, 4 hours paid time off; 24 hours per week, ~~5-4.8~~ hours paid time off; 28 hours, ~~5-5-5.6~~ hours/week; 32 hours/week, ~~6-5~~ 6.4 hours) for the above holidays. -Full-time employees receive eight (8) hours of time off with pay in observance of the above holidays.

If a holiday falls on a day on which the Library is normally closed, the holiday is observed the day before or after as determined by the Board of Trustees.

To qualify for paid holidays:

- Employees must be actively at work or be on approved paid leave the last scheduled workday prior to and the next scheduled workday following the holiday.
- In the event a holiday falls within a vacation period, that day does not count as a vacation day taken.
- Employees are paid at their regular hourly rate for no more than eight (8) hours for each holiday.
- The Library endeavors to make reasonable accommodation for a religious observance by any employee, however supervisors must be consulted at least four (4) weeks in advance. Any day of religious observance is taken without pay unless already designated as a paid holiday (noted above) or unless appropriate paid leave is substituted.

During holiday weeks, your supervisor deducts any paid holiday hours allotment from your average weekly hours and schedules you for the remaining work hours for that week.

Employees working twenty (20) and up to ~~thirty-five (35)~~ thirty-six (36) hours per week receive prorated personal time off with pay (e.g., 20 hours per week, 4 hours paid time-off; 24 hours/week, ~~5 hours~~ 4.8 hours paid time off; 28 hours, ~~5.5 hours~~ 5.6 hours/week; 32 hours/week, ~~6.5 hours~~ 6.4 hours). Full-time employees receive eight (8) hours of personal time per calendar year (prorated by hire date). Unused personal leave is not paid out upon separation.

Income Continuation Insurance

The Library participates in the Wisconsin Public Employers Group Income Continuation Insurance program. The Library pays the base premium of a 90-day elimination period for all full-time employees and for a 180-day elimination period for all part-time WRS eligible employees. All eligible employees may elect to take additional coverage at their own expense through payroll deduction. Employees may sign up for income continuation insurance at time of hire without needing to provide evidence of insurability by completing the required enrollment form within thirty (30) days of hire. Changes made to coverage after the hire date may necessitate evidence of insurability as determined by the plan provider.

Jury Duty

You will be excused for absence without penalty because of jury duty summons. You must notify your supervisor within three (3) calendar days of receiving the jury duty summons and present that notice to your supervisor. You must keep your supervisor informed of pending jury duty obligations. If you are excused from court duty on any day, at a time that will reasonably allow work on that day, you must report for work.

If you are an employee working twenty (20) hours or more per week and summoned for jury duty on work days previously scheduled by the Library, the Library will pay your wages as if you had been present and working. Subsequently, you will be required to endorse and turn over to the Library the compensation check(s) issued to you by the Clerk of Courts Office.

If you are an employee working fewer than twenty (20) hours per week and summoned for jury duty on work days previously scheduled by the Library, you will not be paid by the Library. You may ask to be rescheduled, providing any schedule adjustment meets the Library's needs. You will retain any compensation you may receive from the Clerk of Courts Office for serving on jury duty.

We reserve the right to request proof of jury service from the Court upon return.

Leave of Absence

After exhausting all appropriate paid leave and any unpaid leave to which an employee may otherwise be entitled under state and/or federal law, an employee may make a request for a leave of absence for compelling reasons. Such a request must be made in writing to and submitted to and approved by the Director at least six (6) weeks prior to the first date of the leave, if at all possible. Any request will be granted at the sole discretion of the Director, in consultation with the employee's supervisor. Approval of an unpaid leave of absence is based upon the staffing needs of the Library and the requestor's unique circumstances. No granted unpaid leave of absence shall be considered precedent-setting. Neither paid sick nor vacation time shall accrue during such a leave of absence. Insurance contracts may or may not be affected depending upon the carrier. If continued during this time, you may be responsible for paying your portion of the monthly premium, depending upon the length of your leave.

We will make reasonable efforts to return you to the same or similar job as held prior to the leave of absence, subject to our staffing and business requirements.

Life Insurance

The Library participates in the Wisconsin Public Employers Group Life Insurance program. The Library pays the full premium for basic coverage for full-time employees. An employee may elect to take additional coverage at their own expense through payroll deduction. Eligible part-time employees may participate by payment of the full premium through payroll deduction. Enrollment must be completed within thirty (30) days of hire.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where applicable law dictates otherwise. If unpaid, accrued paid vacation time may be used for this leave if the employee chooses.

Military orders should be presented to the Director and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Library unless military necessity makes this impossible. You must notify the Director of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Sick Leave

Sick leave is available to cover necessary absences due to non-occupational illness or injury and is subject to the approval of the Director or your immediate supervisor. Such leave may be permitted without requiring the employee to submit a doctor's certificate provided the Library has other satisfactory evidence of bona fide illness or injury. However, when such leave extends beyond three (3) consecutive work-days, a statement from the attending physician or other qualified medical professional certifying the nature and seriousness of the illness or injury, along with a release to return to work, may be required by your immediate supervisor.

Employees who work twenty (20) hours or more per week are eligible to accrue sick leave. Sick leave benefits are contingent upon actual illness or injury, good faith of the employee involved, a conscientious attitude toward attendance, and a willingness to return to work at the earliest practical date.

Full-time employees accrue sick leave of four (4) hours per pay period up to a maximum accumulation of eight hundred (800) hours.

Part-time employees working twenty (20) up to thirty-~~six~~^{five} (35~~36~~) hours per week accrue prorated sick leave up to a maximum accumulation of four hundred (400) hours.

Unused sick leave is not paid out upon separation.

Sick time does not accrue during any period of lay off or unpaid leave of absence.

In the event of an accident or illness of a family member (spouse, domestic partner, minor child, or parents of employee) of an employee working twenty (20) or more hours per week which requires the employee's immediate personal attention and results in the employee missing work on a day on which the employee was previously scheduled, those hours previously scheduled may be counted against the employee's sick leave. The Library reserves the right to require a statement from the attending physician or other qualified medical professional certifying the nature and seriousness of the illness or injury.

Employees earning sick leave may use accumulated sick leave for medical appointments that cannot be scheduled during non-work hours. Use of such leave must be authorized by the employee's immediate supervisor.

Exceptions to the above may be made at the sole discretion of the Director on a non-precedent setting basis.

Social Security

During your employment, both you and the Library contribute funds to the federal government to support the social security program. These deductions are mandatory and are intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Vacation

Employees who are scheduled to work an average of twenty (20) hours or more per week begin accruing vacation upon hire, at the rate of two (2) times the employee's regularly scheduled weekly hours. Employees may use accrued vacation time upon completion of six (6) months of service. Exceptions may be made by the employee's direct supervisor, and shall not be considered precedent setting.

Upon completion of five (5) years of continuous service, employees shall accrue vacation at the rate of three (3) times the employee's regularly scheduled weekly hours.

Upon completion of eight (8) years of continuous service, employees shall accrue vacation at the rate of four (4) times the employee's regularly scheduled weekly hours.

Upon completion of fifteen (15) years of continuous service, employees shall accrue vacation at the rate of five (5) times the employee's regularly scheduled weekly hours.

Vacation time does not accrue during any period of lay off or unpaid leave of absence. Employees may carry over to the next calendar year up to one-half of their annual earned vacation time. A request for an exception must be submitted in writing to the Director prior to November 15. Such exceptions are granted only in unusual circumstances on a non-precedent setting basis.

Earned but unused vacation time, not to exceed four (4) weeks, is paid out to you upon voluntary resignation of your employment if you have worked at the Library at least six (6) months and provide two or more weeks of advance written notice. The Library will not pay out earned but unused vacation to employees who are terminated involuntarily or who leave voluntarily without providing the Library at least two weeks advance notice of their resignation. Vacation pay is not granted in lieu of taking the actual time off.

You must request vacation time at least five (5) weeks in advance. Approval of all vacation requests must meet the staffing needs of the Library. In case of any conflicts in scheduling, previously approved vacation shall govern, provided the needs of the Department are met. Employees may request vacation time with less than five (5) weeks advance notice at the discretion of their supervisor. Such arrangements are made on a non-precedent setting basis.

Vision, Supplemental Dental, and Accident Insurance

The Library offers Vision, Supplemental Dental, and Accident Insurance to Wisconsin Retirement System-eligible employees. An employee may elect to take these coverages at their own expense through payroll deduction. Enrollment must be completed within thirty (30) days of hire.

Wisconsin Retirement System

The Library pays the employer required contribution to the Wisconsin Retirement System for all eligible employees. Under Wisconsin State Law, you are required to pay the employee required contribution. You are WRS eligible if your position or schedule anticipates that you will exceed 1,200 hours worked in a calendar year (average of 24 hours worked per week). You cannot opt out of WRS if you are eligible. You cannot lose WRS eligibility once you have qualified as long as you remain an employee of the Library or another WRS eligible employer.

Witness Leave

For non-exempt employees, court appearance time on behalf of the Library is compensated at your regular hourly rate. For exempt employees, such court appearance time is compensated at your regular salary.

You are granted the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. You must notify your supervisor of the need to take witness leave as far in advance as possible. If you are unable to report for work because of court obligations, you may use appropriate accumulated leave or may ask to be rescheduled, providing any schedule adjustment meets the Library's needs

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. If you are injured on the job, no matter how slightly, report the incident immediately to the Business Office. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to an employee accident.

Section #5: On the Job

Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using the Library's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time, or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data, or any other information used in e-mail, social media, voicemail, fax machines, computers, text messages, telephones, and mobile phones including those with cameras, intranet, internet, back-up storage, or any type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with coworkers or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in our Systems are considered library records and property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to and are accessible to the Library at all times, may be subject to periodic unannounced inspections, and are subject to use, access, monitoring, review, recording, and disclosure without further notice. These Systems are not confidential or private. ~~The Library's right to use, access, monitor, record, and disclose Electronic Communications without further notice applies equally to employee provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.~~

Although incidental and occasional personal use of our Systems that does not interfere or conflict with your productivity or that violates policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the Library at any time without further notice. Since all Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties. Abuse of our Systems is subject to reprimand or, in the case of excessive abuse, subject to immediate termination.

Employees may not use our Systems in a manner that violates our policies including but not limited to harassment of any type, Equal Employment Opportunity, confidential patron account information, internal library information, solicitation and distribution, email and voice mail monitoring, and internet usage. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited

uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes, propositions or love letters; ethnic or racial slurs, threats or derogatory comments; or any other message or image that may be in violation of Library policies.

In addition, employees may not use our Systems:

- To download, save, send, or access any defamatory, discriminatory, or obscene material;
- To install software on any Library device without advance written permission of the Director or designee;
- To download, save, send, or access any site or content that the Library might deem “adult entertainment;”
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the Library or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal their identity or another’s identity in any way while using our Systems; make changes to Systems without clearly indicating such changes; or use another person’s account, mailbox, password, etc. without prior written approval of the Director and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the Library without appropriate authorization.

~~All Systems passwords and encryption keys must be available and known to the Library. Employees may not install password or encryption programs, or change assigned passwords without the written permission of the Director.~~ Employees may not use passwords and encryption keys belonging to others. Any provided physical security devices are property of the Library and may not be removed from the premises, without permission of the Library Director or designee. Employees must lock, log out, or shut down their station when they are away from their work area for an extended period of time.

Numerous state and federal laws apply to Electronic Communications. The Library will comply with all applicable laws. Employees must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the Library may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not illegally retaliate against anyone who reports possible policy violations or assists with investigations.

Attendance and Punctuality

Attendance and punctuality are important factors in successful employment. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, you must notify your supervisor as far in advance as is feasible under the circumstances, but no later than sixty (60) minutes before the start of your workday. Absence that is without proper notice or without permission is considered “unauthorized.” Such absence in excess of two (2) consecutive work days may be grounds for dismissal. Employees with frequent absences or lateness may be subject to disciplinary action up to and including dismissal.

Personal issues requiring time away from your work, such as doctor’s appointments, should be scheduled during non-working hours if possible.

If you are absent for three (3) consecutive work-days without notifying your supervisor, it is assumed you have voluntarily abandoned your position and will be terminated for cause.

Care of Equipment

You are expected to use proper care when utilizing Library property and equipment. No property may be removed from the premises without the proper authorization of management.

If you lose, break, or damage any property, report it to your supervisor immediately. If such situations are deemed intentional, you will be subject to discipline.

Cash Handling

Only authorized staff shall accept and handle monetary transactions. All such transactions are handled at the Circulation Desk. Payment by check or credit/debit card must be for the exact amount of the transaction. No check cashing is permitted. Donations, whether by cash or check, may be accepted by a staff member who shall forward the donation and all associated information to the Director. Only the Director may agree to restrictions on donations.

Changes in Your Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be given to the Business Office promptly to ensure that your personnel file, including ~~and~~ payroll and benefits information, is current.

Contact with the Media

All media inquiries regarding the Library and its operations must be referred to the Director. The Director and/or the President of the Board of Trustees serve as the primary spokespersons for the Library. Other staff members may be designated by the Director to speak on specific topics. Unless so designated, no other employee may represent their remarks as official in nature to media.

Patron and Public Relations

Our Library's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that our patrons hold may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a patron for granted, but if we do, we run the risk of losing not only that patron, but his or her associates, friends, or family. As an entity supported by public funding, our service and reputation must be ~~without~~ beyond reproach.

Daily Habits

Our patrons' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct patron contact, you represent the Library with your appearance as well as your actions. The properly attired individual helps to create a favorable image of our Library.

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

All employees are expected to dress in appropriate and clean attire. Business casual is preferred, as follows:

- Slacks, khaki pants, chinos, or dark jeans without holes
- Knee-length or longer skirts or dresses
- Blouses, sweaters, henleys, polos, button-down, or other collared shirts
- Optional cardigans, blazers, jackets, vests

With the exception of Library shirts, graphic tees, sweatshirts, and hoodies are not appropriate.

The exceptions to these rules are Fridays, Saturdays, and Sundays, when sports jerseys, tees, and sweatshirts may be worn.

Due to the nature of their work, pages may wear knee-length shorts.

The following rules apply at all times: no hats; no exposed midriffs or shoulders; no exposed undergarments; no open-toed shoes. Clothes may not be ripped, torn, frayed, or noticeably faded, regardless of style. Employees whose job includes direct public service may not wear earbuds in public spaces.

Staff members seeking exceptions to the above based on religious observance should discuss their needs with the Director.

Personal items must be stored at a personal workspace, or in a locker or coat closet. Outerwear may not be worn in public spaces when working. The Library is not responsible for any personal items. Personal cell phone ringers must be silenced during working hours while on library premises.

Beverages may be kept at a personal workspace. Covered beverages are allowed at service desks. Food is not allowed at service desks.

~~All employees are expected to dress in appropriate and clean attire. The following restrictions must be adhered to: no hats or earphones; no exposed midriffs or shoulders; no exposed undergarments; no open-toed shoes. Staff members seeking exceptions to the above based on religious observance should discuss their needs with the Director. Due to the physical demands of their position, pages may wear jeans or knee-length shorts.~~

~~Personal cell phone ringers must be silenced during working hours while on library premises.~~

~~Purses and backpacks must be stored at a personal work space, or in a locker or coat closet. Coats and sweaters must be stored in a closet when not in use. Beverages may be kept at~~

~~a personal work space. Covered beverages are allowed at service desks. Food is not allowed at service desks.~~

~~Our patrons' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct patron contact, you represent the Library with your appearance as well as your actions. The properly attired individual helps to create a favorable image of our Library.~~

Email Accounts

You are assigned an email account and password when hired, and it is to be used solely for work purposes. You should monitor your account to check for work messages. ~~If you need to change your password, please notify the Director.~~

Your work assigned email address, and not a personal email address, must be used in situations requiring email correspondence with library patrons, vendors, and email correspondence in the work setting.

Emergency Closings

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised, the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. If a non-exempt employee does not report for work during their scheduled time when the Library is open, they will not be paid, and may or may not be rescheduled, depending upon the operational needs of the Library. Personal safety is, at all times, of utmost importance.

If extreme weather conditions require closing of the building, you will be notified via email. You may also consult severe weather trailers on Milwaukee area television stations or the Library's website.

The Library pays all scheduled employees who have been excused from work for any day during which, for emergency reasons, the Library is officially closed during normal working hours. Such payment will not be made for any period that exceeds three (3) consecutive business days. Some staff may be required to work during emergency closings based on the needs of the Library.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Gifts

You may not solicit or accept for personal benefit any gift or item of more than incidental monetary value from any person or company seeking to conduct or currently conducting business with the Library. No employee or employee's family shall benefit for personal gain, other than agreed upon salary and benefits, from their employment with the Library.

Hours of Work and Scheduling Guidelines

As a public service entity, the Library maximizes staffing to meet our patrons' needs. The building is generally staffed up to one (1) hour before the Library opens to the public until closing. Exceptions are made as needed to meet the operational needs of the Library.

Schedules are designed to meet the operational needs of the ~~library~~Library, and are subject to change to accommodate such needs. To reduce changes that may disrupt employees' schedules, managers will issue schedules on or before the tenth day of the prior month. To enable managers to do this, requests for paid vacation and for scheduling consideration should be made to your manager as far in advance as possible, but no less than five (5) weeks in advance. In practical terms, please request days off by the first of each month for the following month. On or about the tenth day of each month, schedules will be released for the following month (up to the last Saturday of the month).

Managers will make every attempt to schedule employees as consistently as possible (e.g., a consistent evening to close), and limit the number of consecutive work-days to no more than seven (7).

Employees may not deviate from their assigned hours. In unusual circumstances, and only by equally trading time with another similarly trained employee within the same pay period, and with the approval of the supervisor, you may be granted a schedule change. Any granted trade must meet the staffing needs of the Library. Trades must be requested and approved no later than one week prior to the affected previously scheduled work date and time. If such requests are disruptive to library service, they will be denied.

For the convenience of employees in planning personal schedules, managers may, from time to time, issue weekend rotations either seasonally or annually, which is well beyond the four-week scheduling norm. These weekend rotations are subject to change. If needed, employees are encouraged to trade weekend hours with their colleagues, and then must notify their manager of the agreed upon changes. If these changes meet the operational needs of the library, they will be approved and schedules adjusted accordingly.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide a minimum of two weeks advance written notice. You do not receive payout for earned but unused accumulated sick leave or for personal leave. Please see the Library's Vacation policy (above) with regard to the potential to receive pay for earned but unused vacation time.

Employees who are rehired following a break in service are considered new employees from the effective date of their reemployment.

We do not provide a "letter of reference" to former employees. Generally, we will confirm, upon request by a prospective employer, our employees' dates of employment, salary history, and job title. All such requests for employment verification are provided by the Director only. No comments regarding the quality or circumstances of past performance will be provided by any staff member other than the Director.

All resigning employees must complete a brief exit interview with their supervisor or the Director prior to leaving. All library property, including but not limited to, keys and name badge, must be returned upon discharge. If warranted by the Director, the Library may take action to recoup any replacement costs and/or seek return of library property through appropriate legal recourse.

You should notify the Business Office if your address changes during the calendar year in which discharge occurs so that your tax information is sent to the proper address.

Lactation Break

We provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's child. This break time should, if possible, be taken concurrently with paid break or unpaid meal periods already provided. The Library will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees must notify their supervisor to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a state or local law, or regulation. Anyone with knowledge of such a conflict or potential conflict should contact their supervisor.

Library Catalog Use

As an employee of the Library, you must abide by the same borrowing policies and procedures as apply to all of our patrons. It is a guiding principle of the Library that employees are treated the same as all of our patrons and do not receive extra privileges.

You must pay the same fines, lost item charges, processing fees, and overdue notice charges as are levied on any Library patron and user of the online catalog. No employee shall waive or remove fines or fees within the shared library catalog or abuse catalog procedures for themselves or for other employees unless so authorized by the Director. If an employee is found to do so, both that employee and the employee whose fines or fees were removed shall be given a written reprimand by the Director that shall be placed in the appropriate personnel file. A second instance shall be cause for dismissal.

Employees shall not waive or remove fines or fees in the shared library catalog for patrons except as instructed during training. Potential exceptions should be referred to your supervisor.

No employee may have items in their work-space, lockers, tote bags or the like that are not already checked out to them. Employees may similarly not have items from the book sale in their personal possession unless they have paid for them.

Lunchroom

A lunchroom is available for your use, including a refrigerator and microwave. Although general custodial care is provided by the Library, you are expected to clean up after eating, including washing and putting away any dishes used. This room should be kept clean for the next person's use.

Meal Time and Breaks

If an employee works six (6) or more consecutive hours within a day you will be scheduled for a mandatory unpaid thirty (30) minute meal break. You may leave library premises during the unpaid thirty (30) minute meal break.

Whenever an employee works a minimum of a four (4) hour shift, that employee shall be granted one (1) paid fifteen (15) minute break, to be taken roughly in the middle of the shift, depending upon the operational needs of the Library, and must remain on Library grounds on such paid breaks.

Neither the unpaid meal break nor the paid break may be used to shorten work hours.

Name Badges

You are issued a name badge during your orientation. You must wear your badge, as issued, while on paid time. Your badge assists our patrons to identify you as an employee of the Library and creates a friendly environment for our patrons and staff.

Patron Confidentiality

All employees shall recognize that Wisconsin State Statutes mandate that all library patron transactions and activities are confidential. This protection extends to patron checkout records, holds placed, program attendance, reference transactions, computer records, and any presence in or use of the Library. Any employee breaching a patron's protection of confidentiality in any way other than between staff members as necessary to appropriately conduct library business may be subject to immediate dismissal. You may not access library or shared library catalog records solely for the purpose of obtaining personal information except as necessary for the purpose of carrying out library activities.

At times, law enforcement officials may present legal documents authorizing access to patron records. Such situations should be referred to the Director, and in their absence, to an employee's supervisor to refer to an officer of the Board of Trustees. At any time, if the employee is asked to divulge confidential information and is uncertain about how to proceed, the matter should be referred to the Director.

Personal Telephone Calls

It is important to keep our telephone lines free for customer calls. Although the occasional use of library telephones for a personal emergency may be necessary, routine personal calls are discouraged. This practice also applies to personal cell phone use, except during breaks.

Protecting Library Information

Protecting library information is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss library, patron, or staff confidential business with anyone who does not work for us or in a setting in which such discussion may be overheard by the public. In addition, discussion of confidential information should only be undertaken if it furthers library business.

All telephone calls regarding a current or former employee's position or compensation must be forwarded to the Director.

The library address shall not be used for the receipt of personal mail on a regular basis. However, staff may use the library address for infrequent shipment of personal orders should home delivery not be feasible.

Purchasing Authority

Purchasing authority levels are set by the Board of Trustees in order to minimize budgetary risk and to maximize discounts and contractual benefits. Only the Director has the authority to enter into ongoing contractual relations and is the only person authorized to sign leases, contracts, purchases, or other financial agreements on behalf of the Library.

The Director delegates specific authorities to specific staff members to ensure timely and efficient library financial operations. Unless you been so designated, you may not order or purchase for the Library.

Solicitation and Distribution

To avoid unnecessary annoyances and work interruptions from your work, solicitation by an employee of another employee is prohibited while either person is on working time. This policy extends to solicitations, distributions, or promotions of any type including, but not limited to, commercial, political, or religious. Employees may leave order forms (e.g., Girl Scout cookies, Boy Scout popcorn, etc.) or donation sheets for not-for-profit and non-discriminatory organizations in the lunchroom for colleagues to read during breaks.

Employee distribution of literature, including handbills, in the work areas during work hours of any employee involved is prohibited.

Trespassing, soliciting, or distribution of literature by non-employees on these premises is prohibited at all times.

Section #6: Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork. Every employee must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, inform your supervisor immediately.
2. Use, adjust, and repair machines and equipment only if you are trained and qualified.
3. Know proper lifting procedures. Get help when lifting or pushing heavy objects.
4. Know the locations, contents, and use of first-aid and fire extinguishers. Know our emergency evacuation procedures. Refer to your Emergency Preparedness Document if you have any questions or discuss with your supervisor. If you have lost your Document, you may receive a replacement copy from the Business Office.
5. No weapons, firearms, or explosives are allowed on work premises.
6. The use or possession of alcoholic beverages or illegal substances during work hours and on Library premises is forbidden. No staff member may be on paid time while under the influence of alcoholic beverages or illegal substances. In addition, a staff member utilizing prescription medications that may affect work performance may not be allowed to work.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Health & Safety

In the event of an epidemic or a pandemic, as determined nationally by the Centers for Disease Control and Prevention (CDC), and locally by the Washington Ozaukee Public Health Department (WOPHD), and other appropriate authorities. The Library will strive to reach the appropriate balance between providing free and open access to all library services, and the health and safety of our staff and community. To that end, the Library will follow CDC and WOPHD recommendations and guidelines, to reduce the health risk for everyone entering the building. Furthermore, schedules, open hours, and services provided may be altered during a health crisis based on federal, state, and local governmental rules.

Housekeeping Standards

Good work habits and a neat workplace are essential for job safety and efficiency. You are expected to keep your office or work area neat and in good order at all times. Report anything that needs repair or replacement to your supervisor. Problems with leased equipment, such as copy machines, should be reported to the Business Office, as should problems with rodents or insects.

Incident Reports

As is feasible and appropriate, staff should notify supervisors and colleagues of any incidents, while in progress or after, that may cause danger or harm to patrons or employees.

An incident report form must be completed by staff for such purposes including, but not limited to, situations where a patron is abusing computer privileges, causing disruption significant enough that the patron is told to leave the building, police or other emergency responders are contacted, or a situation arises that, in the staff member's judgment, may necessitate follow-up. The form is to be completed immediately, with as much details as possible, and is to be placed in the Director's mail slot.

Smoking in the Workplace

The Library is committed to providing a safe and healthy environment for employees and visitors. No smoking is allowed within the library building or on library grounds, whether on paid or unpaid time. Violations of this policy may result in disciplinary action, up to and including discharge. The use of electronic smoking products, such as e-cigarettes or vaping, is similarly prohibited.

Substance Abuse

We have a vital interest in ensuring a safe, healthy and efficient working environment for our employees and library patrons. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment, the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substances, except when the use is pursuant to a doctor's orders, and the doctor advised the employee that the substance would not adversely affect the employee's ability to safely perform their job duties. Should, in the opinion of the Director or employee supervisor, use of a controlled substance affect work performance, an employee may be temporarily relieved from duty.

Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, or possession of illegal or unauthorized substances and alcohol in the workplace on Library paid time, on library premises, or while engaged in Library activities. Employees are prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment with us is conditioned upon your full compliance with the above substance abuse policy. Any violation of this policy may result in disciplinary action up to and including discharge. Further, any employee who violates this policy, and who is subject to termination, may be permitted, in lieu of termination and at the sole discretion of the Director, to participate in and successfully complete an appropriate treatment, counseling, or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the Library maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others.

We reserve the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when we have reasonable suspicion to believe that an employee has violated this substance abuse policy.

Workplace Violence

Whether physical or verbal, violence by an employee or anyone else against an employee or visitor will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage of library property

in the event someone, for whatever reason, may be unhappy with a decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, dial 911 immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subject to disciplinary consequences for such reports or cooperation.

Violations of this policy, ~~including your failure to report or fully cooperate in any ensuing investigations~~ including your failure to fully cooperate in any ensuing investigations, may result in disciplinary action, up to and including immediate discharge.

Section #7: Discipline and Grievance Procedure

Discipline:

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Library. Disciplinary action may call for one or more of the following responses: verbal warning, written warning, suspension (with or without pay), or termination of employment, depending on the severity of the problem and the number of occurrences. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline. The Library reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievances:

This policy is intended to comply with Section 66.0509, Wis. Stats., and any amendments thereto, and provides a grievance procedure addressing issues concerning workplace safety, discipline, and termination. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same. For purposes of this policy, "discipline" does not include action taken because of poor job performance, including performance evaluations, performance improvement plans or counseling regarding job performance.

For purposes of this policy, "termination" includes an involuntary end to employment, but excludes a voluntary resignation, job abandonment such as a "no-call, no show," and a failure to report for work.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems, or misunderstandings that have arisen before filing a grievance.

Step 1 – Written Grievance Filed with Director. The employee must prepare and file a written grievance with the Director within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written

grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor, and the employee's signature and the date. The Director or their designee will investigate the facts giving rise to the grievance and inform the employee of their decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Director, the grievance shall be filed with the Board of Trustees Personnel Committee, and the Chair of that Committee or their designee shall conduct the Step 1 investigation.

Step 2 – Review by the Governing Body. If the grievance is not settled at the first step, the grievant or the Director may request in writing within five (5) business days of receipt of the written decision from the Director or the Board of Trustees Personnel Committee, a review of the decision by the Board of Trustees. The grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the Board of Trustees is not required to follow the rules of evidence, but no factual findings may be based solely on hearsay evidence. The Director or the Chair of the Personnel Committee, as the case may be, shall not participate in the consideration of the review of the grievance by the Board. The matter will be scheduled for the Board's next regular meeting. The President of the Board will inform the grievant and the Director of the decision of the Board in writing within ten (10) business days of the Board's meeting. The Board shall decide the matter by majority vote of the members present, and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered to be waived, and the decision of the Director or the Chair of the Personnel Committee, as the case may be, shall be considered to be final and binding.

Date: July 15, 2022
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Trustee Training July 2020

During a review of the Inclusive Services Assessment and Guide for Wisconsin Public Libraries, published by the Wisconsin Department of Public Instruction in 2019, questions arose regarding Trustee knowledge regarding various Inclusivity concerns. As the review continues, we will continue to bring these issues to your attention,

Collections:

Are the Library Board and Staff aware of the non-inclusive aspects of Library Classification Systems and controlled vocabulary (e.g., the weight given to Christianity in Dewey Decimal Classification)?

Like the vast majority of public libraries and school media centers in the United States, FLWL uses the Dewey Decimal Classification (DDC) system developed by Melvil Dewey in 1873.

The DDC organizes library materials based on the division of all knowledge into ten groups, as follows:

1. 000-099, general works
2. 100-199, philosophy and psychology
3. 200-299, religion
4. 300-399, social sciences
5. 400-499, language
6. 500-599, natural sciences and mathematics
7. 600-699, technology
8. 700-799, the arts
9. 800-899, literature and rhetoric
10. 900-999, history, biography, and geography.

Each broad category is further delineated. For instance, car repair manuals are generally classified 629, while cookbooks are 641.

According to an article written by Isadora Lambert and posted on the Video Librarian blog, “the flawed character of Melvil Dewey presents ongoing problems for this system. As a known racist, misogynist, homophobe, and antisemite, Melvil Dewey’s belief system ... bled into the library classification system that he created, and the effects are still visible today.” In addition to Dewey’s character, he was a product of his time. The sun never set on the British empire, and colonialism colored the way Dewey viewed the world. There have been significant modifications over time, but the DDC is still heavily skewed toward the United States and Christianity.

Other classification systems widely used throughout North America are the Library of Congress Classification (LCC) system and various Bookstore or Genre models.

LCC is widely used in university libraries. Developed about 20 years later than DDC, LCC features 21 main categories (letters of the alphabet [except I, O, W, X, Y], and scores of sub-classifications). It offers more breadth of classification and is significantly more inclusive. We do use LCC for music CDs.

While LCC is less problematic than DDC, it is designed for much larger collections (like the Library of Congress and university libraries). It is also more expensive to implement than our current system (we do pay for access to catalog records).

Another classification system is Genrefication. This is more suited to school media centers and browsing collections, and often discourages use of the catalog. This system may make research considerably more cumbersome. It is also better suited for fiction than for non-fiction. Still novels that fall into more than one category defy this system. Think Historical Romance or Sci-Fi Fantasy. Fiction and non-fiction are inter-shelved based on genre. Furthermore, there are few guidelines as most libraries who use this system customize it for their communities.

All in all, we are currently using the best of what is available to us, however, we do wish the DDC were updated more frequently.

Programming:

Are the library board and staff aware of ADA compliance in a public library setting and what constitutes reasonable accommodation?

According to Access Advocates, there are 12 components of ADA compliance in a public library, as follows:

1. Parking: Our parking lot provides the minimum of one handicap parking space for every 25 parking spaces.
2. Signage: Signs need to be readable from wherever they are typically viewed. Interior signs must be at a height readable by someone in a wheelchair.
3. Path and Doors: Must be a minimum of 36" wide and barrier-free. The recent remodel of the Tolzman Community Room removed the potential barriers in the flooring.
4. Book returns should be barrier-free: Both our internal and external book returns are appropriately spaced.
5. Elevators and Stairs: The elevator is accessible and the stairs are at least 36" wide and handrails.
6. Floors: Our floors meet the standard for both smoothness and design.
7. Lighting: Lighting in the stacks has been updated to provide more lumens (and save considerable money). Lighting in the Rotunda is still inadequate but the Large Print display is positioned for the best light possible.
8. Public Access Catalogs and Computer Stations: These are appropriate in number and spacing.

9. Periodicals and Stacks: The shelves are of appropriate heights and the aisles are wide enough to accommodate wheelchairs.
10. Checkout: We have both staffing and self-check stations that will accommodate wheelchairs.
11. Reference or Help Desk: All service desks are accessible for people with disabilities. We have Hearing Loop technology installed at our Checkout Desk and main Information Desk.
12. Restrooms: We handicap stalls in the public restrooms, and a family restroom with even more space. Sinks and faucets are at appropriate heights.

Reasonable accommodation is any modification or adjustment to an environment that will enable a person with a disability to access the resources provided or work in the facility. Reasonable accommodation does not require a business to spend undue sums of money or go to extraordinary lengths. Let's say, for instance, a patron using a wheelchair does not like to ride elevators and would prefer a series of ramps to access the second floor. We do not need to build ramps. We have an elevator and that is reasonable.