



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, August 16, 2023, 6:00pm
Tolzman Community Room

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in the prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of the July 19, 2023, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for July 2023
 - b. Action Item: Accounts Payable for July 2023
- VII. President's Report**
- VIII. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- IX. Staff Reports**
 - a. Library Operations
 - b. Director's Report – R. Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business**

None

XI. New Business

- a. Discussion and Possible Action: Policy Pack #1 (General Operations)
 - i. Mission Statement
 - ii. Code of Conduct
 - iii. Children in the Library
 - iv. Gifts and Grants
 - v. Records Retention
- b. Discussion and Possible Action: Policy Pack #2 (Circulation Services)
 - i. Circulation Services
 - ii. Confidentiality of Identifiable Information about Library Users
 - iii. Custodial Parent/Guardian Certification for Access to Children's Records
 - iv. Computer Laptop Checkout Procedures
 - v. Adventure Pass Policy
 - vi. Volunteer Policy
 - vii. Volunteer Application
- c. Discussion and Possible Action: Policy Pack #3 (Reference Services)
 - i. Reference Services Policy
 - ii. Materials Selection Policy
 - iii. Challenged Materials Policy
 - iv. Request for Reconsideration of Library Materials
 - v. Library Initiated Programs
 - vi. Computer and Internet Use
 - vii. Internet Login Release
 - viii. Displays
 - ix. Meeting Rooms
 - x. Proctoring
 - xi. Virtual Reality

XII. Trustee Training & System/State Library Update

- a. TE24: Library Friends and Library Foundations

XIII. Future Meeting Dates

- a. Board of Trustees Meeting: September 20, 2023, 6pm
- b. Other Meetings:

XIV. Adjourn

Catherine Perry

Posted: August 11, 2023



11345 North Cedarburg Road, Mequon, Wisconsin 53092

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

The annual organizational meeting of the Frank L. Weyenberg Library Board of Trustees was held on July 19, 2023 at 6:00 pm in the Library's Tolzman Community Room.

I. Pledge of Allegiance

Catherine Perry led the Pledge of Allegiance.

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

Ted Lookatch called the meeting to order at 6:00 pm.

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

Trustees present: Ted Lookatch, Vice President and Presiding Officer; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham, Ali Buchanan, Ellen Nagy and Cathrine Wagner.

Trustees Absent: Alex Lemke and Catherine Perry. The Mequon-Thiensville School District Representative is currently vacant.

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

III. Announcements

None at this time.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the June 21, 2023 Meeting

The minutes of the June 21, 2023 meeting were included in the packet. Mr. Hansher moved to approve the minutes as presented, Mr. Baxter seconded. Hearing no objections, the minutes were approved.

VI. Financial Reports

A. Revenue and Expense Reports for June 2023

The reports were included in the Board Packet. Nothing was found to be out of order. The ARPA project funds lines are now included in the top of the Revenue and Expense reports.

B. Action Item: Accounts Payable Statement for June 2023

Mr. Hansher moved to approve the Accounts Payable Statement for June 2023 in the amount of \$140,587.48, Ms. Nagy seconded. Motion carried.

VII. President's Report

Nothing to report.

VIII. Committee Reports

- A. Finance
Mr. Baxter reported that no meeting was held.
- B. Advocacy
No meeting was held.
- C. Personnel
Ms. Abraham reported that no meeting was held.

IX. Staff Reports

- A. Library Operations Report
The statistical summary was included in the Board Packet. Ms. Muchin added the eCirc collection statistics. There was also an update on digitization lab usage and teen programming.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young provided an update on Trustee Training week, changes in the Library's cleaning crew, a potential legacy project from the Junior Women's Club and the first annual meeting of the Friends of the Weyenberg Library, scheduled for September 21, 2023.
- C. Managers' Reports
The written reports were included in the Board Packet.

X. Unfinished Business

- A. Discussion and Possible Action: Children's Art Feature Unveiling Event
Ms. Muchin Young raised the possibility of serving alcohol at the Unveiling Event.

Following discussion, Ms. Buchanan moved to permit serving alcohol at the event. Ms. Nagy seconded. Motion carried.

XI. New Business

None at this time.

XII. Trustee Training & System/State Library Update

- A. TE22: Freedom of Expression and Inquiry
Ms. Muchin Young presented the chapter on Freedom of Expression and Inquiry.
- B. TE23: Dealing with Challenges to Materials and Policies
Ms. Muchin Young presented the chapter on Challenges to Materials and Policies.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, August 16, 2023.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Wagner, Ms. Buchanan seconded. Motion carried and meeting was adjourned at 6:49 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

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

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Account Descr	2023 YTD Budget	2023 YTD Amt	JULY 2023 Amt	Balance	2023 % of Budget
97 FLW AMERICAN RESCUE PLAN ACT					
08 AMERICAN RESCUE PLAN ACT					
003 GRANTS & AIDS					
R 97-08-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
003 GRANTS & AIDS	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
08 AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$0.00	-\$31,160.54	0.00%
98 FLW LIB GIFTS & GRANTS FUND					
45 MISCELLANEOUS REVENUES					
015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTE	\$1,347.82	\$3,700.00	\$0.00	-\$2,352.18	274.52%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$83,772.43	\$342.00	\$0.00	\$83,430.43	0.41%
015 OTHER INCOME	\$85,120.25	\$4,042.00	\$0.00	\$81,078.25	4.75%
45 MISCELLANEOUS REVENUES	\$85,120.25	\$4,042.00	\$0.00	\$81,078.25	4.75%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$4,042.00	\$0.00	\$81,078.25	4.75%
99 F. L. WEYENBERG LIBRARY FUND					
40 TAXES					
001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,106,716.00	\$830,037.00	\$276,679.00	\$276,679.00	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	\$15,976.00	\$15,976.06	\$0.00	-\$0.06	100.00%
001 LOCAL PROPERTY TAXES	\$1,233,432.00	\$929,068.06	\$304,364.00	\$304,363.94	75.32%
40 TAXES	\$1,233,432.00	\$929,068.06	\$304,364.00	\$304,363.94	75.32%
42 REGULATION & COMPLIANCE					
006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$19,932.00	\$10,038.41	\$0.00	\$9,893.59	50.36%
006 FINES & FORFEITURES	\$19,932.00	\$10,038.41	\$0.00	\$9,893.59	50.36%
42 REGULATION & COMPLIANCE	\$19,932.00	\$10,038.41	\$0.00	\$9,893.59	50.36%
44 COMMERCIAL REVENUES					
013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$2,668.00	\$6,631.03	\$1,078.07	-\$3,963.03	248.54%
013 INTEREST INCOME	\$2,668.00	\$6,631.03	\$1,078.07	-\$3,963.03	248.54%
44 COMMERCIAL REVENUES	\$2,668.00	\$6,631.03	\$1,078.07	-\$3,963.03	248.54%
45 MISCELLANEOUS REVENUES					
014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,880.00	\$5,276.49	\$0.00	\$4,603.51	53.41%
R 99-45-014-906 PHOTOCOPIER	\$2,534.00	\$1,406.95	\$0.00	\$1,127.05	55.52%
014 SALE INCOME	\$12,414.00	\$6,683.44	\$0.00	\$5,730.56	53.84%
015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,554.00	\$1,097.66	\$0.00	\$456.34	70.63%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015 OTHER INCOME	\$21,554.00	\$1,097.66	\$0.00	\$20,456.34	5.09%
45 MISCELLANEOUS REVENUES	\$33,968.00	\$7,781.10	\$0.00	\$26,186.90	22.91%

Account Descr	2023 YTD Budget	2023 YTD Amt	JULY 2023 Amt	Balance	2023 % of Budget
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$953,518.60	\$305,442.07	\$336,481.40	73.92%
	\$1,375,120.25	\$988,721.14	\$305,442.07	\$386,399.11	71.90%

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

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Account Descr	2023 YTD Budget	2023 YTD Amt	JULY 2023 Amt	Balance	2023 % of Budget
97 FLW AMERICAN RESCUE PLAN ACT					
94 LIBRARY BUILDING					
551 LIBRARY					
E 97-94-551-7-700 BUILDING PROJECTS	\$0.00	\$31,160.54	\$3,511.31	-\$31,160.54	0.00%
551 LIBRARY	\$0.00	\$31,160.54	\$3,511.31	-\$31,160.54	0.00%
94 LIBRARY BUILDING	\$0.00	\$31,160.54	\$3,511.31	-\$31,160.54	0.00%
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$31,160.54	\$3,511.31	-\$31,160.54	0.00%
98 FLW LIB GIFTS & GRANTS FUND					
95 LIBRARY GIFTS & GRANTS					
551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$1,347.82	\$1,309.34	\$486.89	\$38.48	97.15%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$83,772.43	\$11,245.95	\$0.00	\$72,526.48	13.42%
551 LIBRARY	\$85,120.25	\$12,555.29	\$486.89	\$72,564.96	14.75%
95 LIBRARY GIFTS & GRANTS	\$85,120.25	\$12,555.29	\$486.89	\$72,564.96	14.75%
98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$12,555.29	\$486.89	\$72,564.96	14.75%
99 F. L. WEYENBERG LIBRARY FUND					
91 LIBRARY STAFFING					
551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$670,300.00	\$358,116.52	\$51,864.50	\$312,183.48	53.43%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,500.00	\$1,853.20	\$50.00	\$646.80	74.13%
E 99-91-551-1-199 FRINGE BENEFITS	\$215,600.00	\$119,509.16	\$19,371.48	\$96,090.84	55.43%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$2,098.00	\$297.10	\$1,402.00	59.94%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,325.00	\$1,257.00	\$0.00	\$68.00	94.87%
E 99-91-551-7-715 FLEX BENEFIT	\$2,100.00	\$1,888.68	\$0.00	\$211.32	89.94%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
551 LIBRARY	\$895,325.00	\$484,722.56	\$71,583.08	\$410,602.44	54.14%
91 LIBRARY STAFFING	\$895,325.00	\$484,722.56	\$71,583.08	\$410,602.44	54.14%
92 LIBRARY ADMINISTRATION					
551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$1,000.00	\$537.50	\$33.75	\$462.50	53.75%
E 99-92-551-2-206 AUDIT	\$6,750.00	\$6,750.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$21,525.00	\$21,525.00	\$0.00	\$0.00	100.00%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOG	\$9,300.00	\$5,846.75	\$252.58	\$3,453.25	62.87%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$5,000.00	\$864.47	\$226.13	\$4,135.53	17.29%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$476.74	\$0.00	\$1,023.26	31.78%
E 99-92-551-2-288 FISCAL AGENT FEE	\$8,000.00	\$6,000.00	\$2,000.00	\$2,000.00	75.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,725.00	\$2,146.89	\$265.29	\$1,578.11	57.63%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$3,500.00	\$3,798.73	\$1,046.83	-\$298.73	108.54%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$3,500.00	\$2,656.93	\$0.00	\$843.07	75.91%
E 99-92-551-3-303 TELEPHONE	\$4,000.00	\$3,212.80	\$0.00	\$787.20	80.32%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$6,000.00	\$4,207.07	\$672.27	\$1,792.93	70.12%
E 99-92-551-3-358 DEBT COLLECTION	\$1,000.00	\$396.10	\$34.95	\$603.90	39.61%
E 99-92-551-3-359 MONARCH FEES	\$17,150.00	\$16,365.61	\$1,287.00	\$784.39	95.43%
551 LIBRARY	\$91,950.00	\$74,784.59	\$5,818.80	\$17,165.41	81.33%
92 LIBRARY ADMINISTRATION	\$91,950.00	\$74,784.59	\$5,818.80	\$17,165.41	81.33%
93 LIBRARY PROGRAM & COLLECTION					
551 LIBRARY					

Account Descr	2023 YTD Budget	2023 YTD Amt	JULY 2023 Amt	Balance	2023 % of Budget
E 99-93-551-3-370 PROGRAMMING	\$5,000.00	\$3,899.45	\$183.90	\$1,100.55	77.99%
E 99-93-551-3-371 MEDIA	\$25,000.00	\$8,518.83	\$1,192.65	\$16,481.17	34.08%
E 99-93-551-3-372 E CONTENT	\$37,000.00	\$23,849.00	\$1,565.41	\$13,151.00	64.46%
E 99-93-551-3-373 PRINT	\$85,000.00	\$41,280.84	\$7,174.93	\$43,719.16	48.57%
551 LIBRARY	\$152,000.00	\$77,548.12	\$10,116.89	\$74,451.88	51.02%
93 LIBRARY PROGRAM & COLLECTION	\$152,000.00	\$77,548.12	\$10,116.89	\$74,451.88	51.02%
94 LIBRARY BUILDING					
551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$42,120.00	\$24,288.75	\$3,375.00	\$17,831.25	57.67%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$24,000.00	\$13,210.57	\$3,698.44	\$10,789.43	55.04%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,605.00	\$2,763.97	\$110.78	-\$158.97	106.10%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$31,664.31	\$2,131.00	-\$1,664.31	105.55%
E 99-94-551-3-360 UTILITIES	\$45,000.00	\$28,068.37	\$0.00	\$16,931.63	62.37%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$977.85	\$493.38	\$822.15	54.33%
E 99-94-551-3-374 HEALTH & SAFETY SUPPLIES	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
551 LIBRARY	\$150,725.00	\$100,973.82	\$9,808.60	\$49,751.18	66.99%
94 LIBRARY BUILDING	\$150,725.00	\$100,973.82	\$9,808.60	\$49,751.18	66.99%
99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$738,029.09	\$97,327.37	\$551,970.91	57.21%
	\$1,375,120.25	\$781,744.92	\$101,325.57	\$593,375.33	56.85%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
97 FLW AMERICAN RESCUE PLAN ACT							
G 97-11100 SPECIAL ASSESS RECEIVAB	\$0.00	\$0.00	\$0.00	\$17,877.35	\$17,877.35	\$0.00	97
G 97-11110 CHECKING - PWSB/BMO GE	\$0.00	\$0.00	\$3,511.31	\$31,960.54	\$31,960.54	\$0.00	97
G 97-31110 UNAPPROPRIATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	97
G 97-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$31,160.54	-\$31,160.54	97
G 97-31112 EXPENDITURE SUMMARY	\$0.00	\$3,511.31	\$0.00	\$31,960.54	\$800.00	\$31,160.54	97
97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$3,511.31	\$3,511.31	\$81,798.43	\$81,798.43	\$0.00	
98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$5,120.25	\$0.00	\$486.89	\$9,042.00	\$12,555.29	\$1,606.96	98
G 98-11210 INVESTMENTS	\$80,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$75,000.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$4,042.00	-\$4,042.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$486.89	\$0.00	\$12,555.29	\$0.00	\$12,555.29	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$1,347.82	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,347.82	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$83,772.43	\$0.00	\$0.00	\$0.00	\$0.00	-\$83,772.43	98
98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$486.89	\$486.89	\$21,597.29	\$21,597.29	\$0.00	
99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$3,468.85	\$411,443.49	\$375,791.84	\$1,939,945.97	\$1,937,697.29	\$5,717.53	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$613.27	\$613.27	\$5,546.53	\$5,546.53	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$37,534.75	\$37,534.75	\$268,999.53	\$268,999.53	\$0.00	99
G 99-11210 INVESTMENTS	\$287,502.45	\$226,078.07	\$55,000.00	\$713,310.03	\$615,000.00	\$385,812.48	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$100,734.14	\$0.00	\$0.00	\$100,734.14	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDIN	\$0.00	\$1,781.25	\$1,781.25	\$12,614.91	\$12,614.91	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$3,391.95	\$3,391.95	\$23,862.59	\$23,862.59	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,802.97	\$3,802.97	\$27,111.45	\$27,111.45	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$4,705.94	\$613.27	\$655.74	\$6,273.13	\$4,725.10	-\$3,157.91	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,241.10	\$4,541.89	\$3,225.90	\$23,876.61	\$22,861.41	-\$3,225.90	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$51.72	\$51.72	\$352.28	\$352.28	\$0.00	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$57.16	\$57.16	\$394.40	\$394.40	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,491.20	\$1,384.12	\$9,925.51	\$9,925.51	\$0.00	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$3.28	\$3.28	\$22.56	\$22.56	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$30.04	\$25.66	\$175.24	\$175.24	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$11,633.43	\$0.00	\$0.00	\$11,633.43	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$172,156.69	\$0.00	\$0.00	\$0.00	\$0.00	-\$172,156.69	99

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$305,442.07	\$0.00	\$953,518.60	-\$953,518.60	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$97,492.36	\$164.99	\$756,042.42	\$18,013.33	\$738,029.09	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
99 F. L. WEYENBERG LIBRARY FUND	\$0.00	\$788,926.67	\$788,926.67	\$3,900,820.73	\$3,900,820.73	\$0.00	
	\$0.00	\$792,924.87	\$792,924.87	\$4,004,216.45	\$4,004,216.45	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
1210 e	07/07/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$95.97	636684250	PROCESSING 6-30-23 PAYROLL
		Total	\$95.97		
1217 e	07/12/23	CARDMEMBER SERVICE			
E 99-92-551-2-284		CONTRACTED SERVICE	\$149.90		ZOOM
E 99-92-551-2-284		CONTRACTED SERVICE	\$100.00		MAILCHIMP
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$49.96		TARGET
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$88.96		OTC BRANDS
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$119.99		CANVA
E 99-93-551-3-370		PROGRAMMING	\$27.45		PIGGLY WIGGLY
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$200.00		MILWAUKEE COUNTY HISTORICAL
E 99-93-551-3-370		PROGRAMMING	\$27.16		MEIJER
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34		AMAZON WEB SERVICES
E 99-93-551-3-372		E CONTENT	\$5.26		APPLE
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34		AMAZON WEB SERVICES
		Total	\$771.36		
1219 e	07/13/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,689.02		FED/WAGES PD 7-14-23
G 99-21210		WISCONSIN WITHHOLDI	\$884.25		WI/WAGES PD 7-14-23
G 99-21230		SOCIAL SECURITY TAX	\$1,873.52		FICA/WAGES PD 7-14-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,873.54		FRINGES/WAGES PD 7-14-23
G 99-11160		SPECIAL CLEARING AC	\$18,428.15		DIRECT DEP/WAGES PD 7-14-23
		Total	\$24,748.48		
1220 e	07/14/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$25,622.94		/WAGES PAID 7-14-23
G 99-21265		WI RETIREMENT	(\$1,590.25)		WRS/WAGES PAID 7-14-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,689.02)		FED/WAGES PAID 7-14-23
G 99-21210		WISCONSIN WITHHOLDI	(\$884.25)		WI/WAGES PAID 7-14-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,873.52)		FICA/WAGES PAID 7-14-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PAID 7-14-23
G 99-21280		HEALTH INSURANCE WI	(\$692.06)		HEALTH/WAGES PAID 7-14-23
G 99-21285		LIFE INSURANCE WITH	(\$3.28)		LIFE/WAGES PAID 7-14-23
G 99-21275		DENTAL INSURANCE WI	(\$51.72)		DENTAL/WAGES PAID 7-14-23
G 99-21276		VISION INSURANCE WIT	(\$57.16)		VISION/WAGES PAID 7-14-23
G 99-21286		ACCIDENTAL INS WITH	(\$25.66)		ACCIDENTAL/WAGES PAID 7-14-23
G 99-11160		SPECIAL CLEARING AC	(\$18,428.15)		DIRECT DEP/WAGES PAID 7-14-23
		Total	\$0.00		
1221 e	07/21/23	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$10,935.10		HEALTH/JULY
G 99-21280		HEALTH INSURANCE WI	\$1,491.20		HEALTH/JULY
		Total	\$12,426.30		
1222 e	07/21/23	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$4,541.89		WRS/JUNE
G 99-21265		WI RETIREMENT	\$4,541.89		WRS/JUNE



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Total			\$9,083.78		
1223 e	07/21/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$95.97	637745209	PROCESSING 7-14-23 PAYROLL
Total			\$95.97		
1226 e	07/26/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,702.93		FED/WAGES PD 7-28-23
G 99-21210		WISCONSIN WITHHOLDI	\$897.00		WI/WAGES PD 7-28-23
G 99-21230		SOCIAL SECURITY TAX	\$1,929.45		FICA/WAGES PD 7-28-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,929.43		FRINGES/WAGES PD 7-28-23
G 99-11160		SPECIAL CLEARING AC	\$19,106.60		DIRECT DEP/WAGES PD 7-28-23
Total			\$25,565.41		
1227 e	07/26/23	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$26,241.56		/WAGES PD 7-28-23
G 99-21265		WI RETIREMENT	(\$1,635.65)		WRS/WAGES PD 7-28-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,702.93)		FED/WAGES PD 7-28-23
G 99-21210		WISCONSIN WITHHOLDI	(\$897.00)		WI/WAGES PD 7-28-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,929.45)		FICA/WAGES PD 7-28-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 7-28-23
G 99-21280		HEALTH INSURANCE WI	(\$692.06)		HEALTH/WAGES PD 7-28-23
G 99-11160		SPECIAL CLEARING AC	(\$19,106.60)		DIRECT DEP/WAGES PD 7-28-23
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$50.00		VOSBERG/WAGES PD 7-28-23
Total			\$0.00		
1234 e	07/28/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$73.35	638482733	TIME & ATTENDANCE
Total			\$73.35		
27590	07/12/23	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	34377878	(2) COPIER LEASE
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$169.88	34377879	ADMIN COPIER LEASE
Total			\$288.73		
27629	07/24/23	ADVANCED CHILLER SERVICES			
E 99-94-551-3-308		BUILDING SUPPLIES	\$952.00	4930	ACU REPAIRS
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$2,760.00	4932	ANNUAL HVAC SERVICE (2 OF 2)
Total			\$3,712.00		
27630	07/24/23	AMAZON CAPITAL SERVICES			
E 99-92-551-3-300		OFFICE SUPPLIES	\$6.95	119G-17J4-F	OFFICE SUPPLIES
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$27.98	13W7-7163-	PARKS & REC/RESTRICTED GIFT
E 99-94-551-3-306		JANITOR SUPPLIES	\$27.48	14LF-1QXJ-3	JANITOR SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$35.50	1691-M13H-3	OFFICE SUPPLIES
E 99-92-551-2-286		COMPUTERS	\$49.00	17GQ-RM34-	COMPUTERS & TECH
E 99-93-551-3-371		MEDIA	\$49.94	1CCQ-PN4D-	MEDIA
E 99-92-551-2-286		COMPUTERS	\$34.50	1F1M-6WTM-	COMPUTERS & TECH
E 99-92-551-3-300		OFFICE SUPPLIES	\$8.99	1FCV-DY4C-	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$35.50	1FPN-GFL9-	OFFICE SUPPLIES
E 99-92-551-2-286		COMPUTERS	\$21.08	1GP1-PP1W-	COMPUTERS & TECH



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E 99-94-551-3-306		JANITOR SUPPLIES	\$13.64	1GYC-T4KR-	JANITOR SUPPLIES
E 99-93-551-3-371		MEDIA	\$22.99	1GYC-T4KR-	MEDIA
E 99-93-551-3-370		PROGRAMMING	\$49.59	1K43-LQN4-	PROGRAMMING
E 99-92-551-2-286		COMPUTERS	\$79.92	1K4N-QXVJ-	COMPUTERS & TECH
E 99-92-551-2-286		COMPUTERS	\$29.99	1LHQ-KJXJ-J	COMPUTERS & TECH
E 99-93-551-3-370		PROGRAMMING	\$6.99	1MCJ-WJ69-	PROGRAMMING
E 99-92-551-2-286		COMPUTERS	(\$29.99)	1MFR-T1RX-	COMPUTERS & TECH
E 99-94-551-3-306		JANITOR SUPPLIES	\$6.69	1NVM-JVDH-	JANITOR SUPPLIES
E 99-92-551-2-286		COMPUTERS	\$33.64	1P9D-KPY3-	COMPUTERS & TECH
E 99-93-551-3-373		PRINT	\$58.56	1QFW-K3PR	PRINT
E 99-94-551-3-306		JANITOR SUPPLIES	\$7.99	1QLF-D7DK-	JANITOR SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$11.98	1RC4-VJD3-	OFFICE SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$87.99	1VLK-CTH4-	OFFICE SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$42.96	1VMY-PV1C-	PROGRAMMING
E 99-93-551-3-371		MEDIA	\$348.28	1VQQ-DVG9-	MEDIA
E 99-94-551-3-306		JANITOR SUPPLIES	\$32.99	1W3R-WQV	JANITOR SUPPLIES
E 99-94-551-3-306		JANITOR SUPPLIES	\$21.99	1W9P-9KJD-	JANITOR SUPPLIES
E 99-92-551-2-286		COMPUTERS	\$7.99	1YCM-RLMM	COMPUTERS & TECH
Total			\$1,131.11		
27631	07/24/23	AT&T (OFFICE@HAND)			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$88.45	1285460803	ELEVATOR LINE/JULY
Total			\$88.45		
27632	07/24/23	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$1,895.82	2037516917	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$890.22	2037530156	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$161.09	2037533360	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$394.16	2037543029	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$263.59	2037549243	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$1,477.54	2037554233	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$282.53	2037560411	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$346.77	2037566341	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$376.17	2037569430	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$265.25	2037580012	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$461.00	2037584040	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$302.23	2037591627	PRINT COLLECTION MATERIALS
E 99-93-551-3-371		MEDIA	\$86.59	H65234050	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$35.25	H65246760	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$47.62	H65269140	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$136.99	H65279250	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$78.63	H65287600	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$269.09	H65328650	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$27.79	H65338500	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$89.48	H65380440	MEDIA COLLECTION
Total			\$7,887.81		
27633	07/24/23	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$9.76	1994453	DENTAL SELECT/AUGUST
G 99-21275		DENTAL INSURANCE WI	\$41.96	1994602	DENTAL SELECT PLUS/AUGUST



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21276		VISION INSURANCE WIT	\$57.16	1997561	VISION/AUGUST
		Total	\$108.88		
27634	07/24/23	DEMCO			
E 97-94-551-7-700		BUILDING PROJECTS	\$3,511.31	7324866	BOOK DROP CARTS/ARPA IMPROVEMENTS
		Total	\$3,511.31		
27635	07/24/23	FORWARD TS			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$383.54	AR202019	COPY CHARGES/JUNE
		Total	\$383.54		
27636	07/24/23	IMPERIAL SERVICE SYSTEMS INC			
E 99-94-551-3-308		BUILDING SUPPLIES	\$1,179.00	163098	CARPET CLEANING & TILE SCRUBBING
		Total	\$1,179.00		
27637	07/24/23	INNOVATIVE LABEL TECHNOLOGY			
E 99-92-551-3-300		OFFICE SUPPLIES	\$833.85	22111	BOPP LABELS
		Total	\$833.85		
27638	07/24/23	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$741.00	09-21457	LANDSCAPING/JULY
		Total	\$741.00		
27639	07/24/23	KANOPY INC			
E 99-93-551-3-372		E CONTENT	\$120.60	355937	KANOPY VIDEOS/JUNE
		Total	\$120.60		
27640	07/24/23	CITY OF MEQUON			
E 99-94-551-3-361		SEWER & WATER	\$493.38	421941	2Q WATER & SEWER
		Total	\$493.38		
27641	07/24/23	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$1,287.00	415963	2023 MONARCH TECH CHARGE
		Total	\$1,287.00		
27642	07/24/23	ORKIN LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$108.99	248044179	PEST PREVENTION/JULY
		Total	\$108.99		
27643	07/24/23	PIGGLY WIGGLY			
E 99-93-551-3-370		PROGRAMMING	\$29.75	1056840902	PROGRAMMING SUPPLIES
		Total	\$29.75		
27644	07/24/23	PITNEY BOWES INC			
E 99-92-551-2-201		POSTAGE	\$33.75	1023343317	SMART POSTAGE SUBSCRIPTION
		Total	\$33.75		
27645	07/24/23	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$26.07	33237300	OFFICE SUPPLIES
		Total	\$26.07		
27646	07/24/23	SECURIAN FINANCIAL GROUP, INC			



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E 99-91-551-1-199		FRINGE BENEFITS	\$91.52		LIFE/AUGUST
G 99-21285		LIFE INSURANCE WITH	\$3.28		LIFE/AUGUST
G 99-21286		ACCIDENTAL INS WITH	\$30.04		ACCIDENTAL/AUGUST
		Total	\$124.84		
27647	07/24/23	THIENSVILLE-MEQUON ROTARY CLUB			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$297.10		3Q TM ROTARY DUES
		Total	\$297.10		
27648	07/24/23	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$34.95	6114238	PLACEMENTS/JUNE
		Total	\$34.95		
27649	07/24/23	VANGUARD CLEANING SYSTEMS			
E 99-94-551-2-282		JANITORIAL SERVICE	\$3,510.00	2009	JANITORIAL SERVICE/JULY
E 99-94-551-2-282		JANITORIAL SERVICE	(\$135.00)	2151	MISSED SVC CREDIT/7-28-23
		Total	\$3,375.00		
27650	07/24/23	WILS			
E 99-93-551-3-372		E CONTENT	\$1,439.55	498748	PROQUEST ANCESTRY ANNUAL SUBSCRIPTION
		Total	\$1,439.55		
		11110	\$100,097.28		

Fund Summary

11110 HARRIS GF -CHECKING

97 FLW AMERICAN RESCUE PLAN ACT	\$3,511.31
98 FLW LIB GIFTS & GRANTS FUND	\$486.89
99 F. L. WEYENBERG LIBRARY FUND	\$96,099.08
	\$100,097.28

STATISTICAL SUMMARY

WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	1,600	1,383	1,234	1,512	1,352	1,044	16,683
2023	1,238	1,325	1,384	820	1,741	1,904							8,412
Red = Estimated Total													
Exterior WiFi Uses*	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	320	322	427	452	454	509	537	778	503	427	448	378	5,555
2022	507	536	651	570	442	524	826	436	533	497	418	332	6,272
2023	452	484	505										1,441
*Exterior WiFi Uses are a subset of WiFi Uses				Red = Estimated Total									
Quick Pickup Appointments	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	81	90	50	38	22	20	25	28	41	47	45	45	532
2022	42	38	39	33	29	28	33	19	17	16	26	32	352
2023	18	8	11	6	6	8	2						
Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	22	24	29	26	26	16	7	7	6	7	6	15	191
2022	19	25	27	25	21	16	9	12	2	3	8	12	179
2023	6	15	20	8	6	8	15						78
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	27	18	17	21	23	21	30	29	14	28	25	21	274
2022	18	24	25	16	17	25	20	27	23	20	16	16	247
2023	24	20	29	27	25	33	19						177
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	21	18	22	12	15	21	12	25	13	22	22	9	212
2022	26	18	21	18	8	33	18	25	18	15	9	13	222
2023	20	21	19	13	18	14	18						123
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	3,604	3,411	3,313	3,316	3,205	2,498	46,585
2023	3,382	3,038	2,817	2,377	2,228	4,223	2,371						20,436
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
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	3,991	3,982	3,843	3,585	3,895	3,435	46,612
2023	3,676	3,999	4,488	3,913	3,910	2,576	3,916						26,478

Date: August 11, 2023
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report August 2023

Meetings Attended:

- Monarch Directors Chat, 7/20
- FOWL Board Meeting, 7/20
- WLA Intellectual Freedom SIG, Successfully Navigating a Program Challenge, 7/24
- Regular T-M Rotary Meetings, 7/25, 8/1, 8/8, 8/15
- Monarch Mentorship Meeting, 7/26
- Monarch ILS Committee, 7/27
- Monarch Resources Meeting – hoopla, 7/28
- VEGA Training Meetings, 8/2, 8/16
- Monarch Directors Chats, 8/3,
- Hook, Yarn & Stitch, 8/3
- FLWL Advocacy Committee Meeting, 8/3
- FLWL Management Team Meeting, 8/8
- Mequon Common Council, 8/8
- Monarch Directors Council at FLWL, 8/10
- Kick-Start Server Migration w/ MLS IT, 8/10
- Children's Art Installation Unveiling, 8/11
- Evening Readers, 8/14
- FLWL Manager Checkins, 8/15
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

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

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

Staff really came together to present a phenomenal Summer Reading Program and to create our new collection spaces. Kudos to our great Library crew!

OPERATIONS ACTIVITIES:

We've gone live with RFID checkout and security. We are also tagging print books from other libraries. Staff have been helping patrons with the new checkout process and they seem to be adopting it well. We did discover that we need to purchase additional software if we really want all the bells and whistles the gates could offer. Because we were not advised that additional software was required, we negotiated an approximate 1/3 discount on initial installation and training charges (now \$1,050 instead of \$1,500). Ongoing costs after the first year are only \$99 per year.

New shelving was installed for both the periodical collection and the graphic novels collection. Many staff members chipped in to help unpack the new MagBoxes that will both display and store our periodicals. Special thanks to our page Joey, who has since left for college. The new shelving was generously funded by the Weyenberg Public Library Foundation,

Craig and I met with the Monarch Library System IT team to discuss plans for migrating to the Monarch server and retiring our own. Though we've talked about doing so for three years, now we expect the project to be completed in October. This move will save us considerable funds, since our current server, if we continued to use it, would need to be replaced soon.

OTHER:

We had a couple of unfortunate incidents recently. Biographies of Hitler from the adult collection were moved to the children's department and displayed face-out. While we imagine the most likely culprits are teens thinking this is funny, we are still taking these incidents seriously. We have reported this to the Mequon Police Department as well as to the Milwaukee Jewish Federation who in turn shared this with the Jewish Community Relations Council which keeps track of Antisemitic activity.

We hosted the June Monarch Library System Directors Council meeting. While we would like to do so regularly, the frequency of our programming makes it difficult to accommodate the System. System directors were very impressed with our Library and the new collection spaces.

We received an email from the Milwaukee County Domes reporting that 250 people have visited the Domes to date this year using our Adventure Passes (which circulated 97 times in the same period). Like all of our Adventure Passes, these are very popular.

I look forward to reporting on the Art Installation Unveiling at the meeting.

FOUNDATION:

We are working on our Wish List for 2024. We will have a list ready for your approval next month. Among the things I'd like are a walker and a basic wheelchair for use by our mobility-challenged patrons, though I may be able to find another possible grant for this safety equipment.

FRIENDS:

Friends seem to have settled into a routine. They have started posting books for sale on eBay. Their annual meeting is September 21, at 6:30pm. Mequon's own JF Riordan is the featured author. The event is free for Friends members and \$15 for non-members. An annual household membership is only \$25.

Date: August 11th, 2023

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, August 2023

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

- 8/2 – Cybersecurity Committee Meeting
- 8/3 – Willowbrook Outreach Event
- 8/4 WAAL/Technical Services Section Virtual Conference
- 8/8 – Management Meeting
- 8/9 – Cooperative Cataloging Workgroup Meeting
- 8/11 – Children's Art Feature Unveiling
- 8/15 – Director Check-In
- 8/16 – Vega Program Meeting

STATISTICS – JULY 2023

- Checkouts: 25,608
- Door count: 12,404
- Items received from other Libraries: 3,916
- Items sent to other Libraries: 2,371
- Interlibrary loans sent out: 19
- Interlibrary loans received: 18
- Library Card creations: 111
- Charges collected: \$549.14

OTHER TASKS & TIDBITS

- We went live with our RFID tags on August 1st. It has been an adjustment for both the patrons and staff.
- I attended a cybersecurity committee meeting on August 2nd where we discussed Faronics Deploy and multifactor authentication. At the end of the meeting, the group came to a unanimous decision to disband having accomplished their initial objectives for the group.
- I attended the WAAL/TSS Virtual Conference on August 4th where I joined sessions about cataloging, Library of Things collections, data management, and servant leadership. I learned new techniques and ideas to bring back to my department.
 - My favorite session was about Library of Things collections. I gained some insight to what other Libraries have in their collections and how they cataloged each item.
- Our new periodical and graphic novel shelving arrived at the beginning of August. Several employees pitched in to help get everything on the shelves where it needed to be.
- One of our Pages, Joey, had his last day on Saturday, August 12th. Joey has worked as a Page since 2020 and will be greatly missed.

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

- As of today, the Library's dispenser water fountains have saved 2,290 20oz plastic bottles!
- Our We Energies bill is now being paid via automatic ACH, which should mean we will not have to worry about late payments anymore. In addition, we received permission to pay several other problematic vendors via ACH as well, which should simplify our accounts payables procedures going forward. We can now return to needing only a single bill batch run per month, which should occur closer to the date desired by the Village.
- The monthly meeting of the IT workgroup took place on Wednesday, August 3, 2023. Among the topics discussed were the future of the ticketing system, the IT department's menu of services, and Monarch's implementation and potential offering of VoIP telephone service.
- Rachel and I met with Carl, Riti and Amy of the Monarch System Office on August 10, 2023 regarding future IT projects at the Library. We agreed to an initial timeframe of transferring the remaining essential services from the Library's on-premise server to the Monarch infrastructure. This work is preliminarily scheduled for mid-October. In addition, we discussed changes to the update policy for all library computers, including staff and public machines. Updates will take place monthly on the 21st and will be partially automated via Faronics Deploy.
- Our new cleaning crew has made a large impact and the facilities have been much improved.
- Our annual boiler inspection and tri-annual elevator inspection both took place, with no major issues.
- Our next budget planning meeting with Will Jones and the City of Mequon is scheduled to take place on August 16, 2023.

Date: August 12, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: Drop-In Tech, 7/20
- Program: Village Market Storytime, 8/1, 8/15
- Program: Family Storytime, 8/2, 8/16
- Program: Ariel's Summer Splash Sing-along, 8/4
- Program: Movie Matinee, 8/4
- Program: Mequon-Thiensville Community Book Club, 8/15
- Monthly carts ordered: 7/24, 8/7, 8/14, 8/21, 8/28

MONTHLY STATISTICS

-July and the first part of August have already been very busy for Patron Services and the library! For reference statistics, this July did see a slight increase in transactions over July 2022. Programming statistics for adults were on par with 2022's numbers, but teen and children's programming numbers saw an increase over July 2022. eCircs and eCollections continue to do very well.

OTHER TASKS & TIDBITS

-Summer reading registration has been going very well. As of Tuesday afternoon, we had a total of 788 people signed up for all ages. Registration breakdown is as follows:

# of Registrants	2023	2022	2021	2020	2019	2018
Adult (18 & up)	90	95	75	72	98	107
Teen (12-18)	112	81	79	73	99	192
Children's (5-12)	398	344	311	219	376	569
Pre-Reader (0-5)	188	139	122	60	140	n/a
TOTAL	788	659	587	424	713	868

In July, our special children's event was a butterfly program by the Milwaukee Public Museum and our attendance was 70 people. We got some great feedback from the attendees, who really enjoyed the session. At the beginning of August, our special children's event was Ariel's Summer Splash Sing-along and our attendance was 96 people. As a surprise, we did have costumed 'Mermaid Princess' at the event for the children to take pictures with and converse. The Ariel cosplayer was so great with all the kids, and when the crowd dispersed in the rotunda, she did go into the Tolzman Room where the sing-along was happening.

On August 3, our new periodical and YA graphic novel shelving was delivered and installed. Over the course of 4 days, Patron Services and Access Services staff worked on moving the Large Print collection off the shelves and then back on the shelves, moved the YA graphic novel collection into the space and shifted the YA Fiction collection, and moved all the newspapers and magazines from the back of the

library into the new space. A huge shout-out to Chelsea, Molly, and Jax for helping Emily and me with the collection changes.

August saw our biggest attendance yet for Family BINGO Night. There were 52 people at BINGO, so it has been a great success this summer. We are going to try some more sessions of Family BINGO and see if we can maintain the level of participation into the fall.

UPCOMING LIBRARY PROGRAMS

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

- Dungeons & Dragons, Tuesday Campaign (biweekly for 7 sessions)
- Dungeons & Dragons, Wednesday Campaign (biweekly for 7 sessions)
- Need-to-Know Changes in the College Planning Process (September)

- Family Storytime (weekly on Tuesdays & Wednesdays)
- Shake & Shimmy Storytime (biweekly)
- Read & Create Storytime (monthly)
- Little Learners (monthly)
- Monday LEGO Club (monthly)
- Saturday LEGO Club (monthly)
- Parachute Play (monthly)
- Nintendo Switch Days (monthly)
- Little Scientists (monthly)
- Little Artists (monthly)
- Throwback Family Movie Matinees (monthly)
- Family BINGO Night (monthly)
- Preschool Storytime Visits to Gan Ami, Sonlight Child Care, & Kids Rule Academy (monthly)



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.



Code of Conduct

As a focal point of learning in the community and a place in which patrons may turn for the discovery of ideas, the joy of reading, and the power of information, the Board of Trustees and staff of the Frank L. Weyenberg Library of Mequon-Thiensville are committed to providing the best possible customer service in an open and inviting atmosphere.

Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

Staff is committed to providing:

- Courteous and knowledgeable assistance
- Access to library resources
- A reasonably quiet environment
- A clean physical environment

Library patrons have the obligation to:

- Interact courteously with other users and library staff
- Properly check out materials that leave the library
- Return books by the due date
- Keep library materials clean, unmarked, and intact
- Follow established computer use guidelines
- Maintain a quiet environment in study areas and computer zones, and observe appropriate noise levels in more active zones and at programs
- Maintain a clean environment

The following behaviors and activities are examples of conduct prohibited on Library property:

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly, boisterous, or loud manner
- Panhandling or soliciting
- Using library restroom facilities for inappropriate purposes
- Eating food or drinking beverages from an uncovered container
- Smoking or use of electronic smoking devices
- Loitering or interfering with free passage

- Creating an offensive atmosphere from poor hygiene, food, perfume, smoking, etc.
- Entering without shoes or shirt and any other manner of dress resulting in indecent exposure
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Skateboarding, rollerblading, etc.
- Socializing in a disruptive manner
- Violating computer use policies
- Bringing in animals except as required by persons with disabilities
- Creating a disruptive atmosphere by neglecting to supervise children in one's care
- Trespassing on Library property when banned from the Library

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Frank L. Weyenberg Library Code of Conduct may also result in a formal banning from the Library and/or criminal prosecution.



Children in the Library

The Frank L. Weyenberg Library (FLWL) welcomes and encourages families and children to visit the Library. We are committed to providing resources and programs that engage children and promote a learning environment. We encourage parents to be aware of their child's reading activities and interests, and to make library time a pleasant family experience.

Staff are here to assist children with their library use. Responsibility for the behavior and safety of children using the Library rests with the parent or caregiver and not with library personnel. Library staff will not supervise children.

Staff shall not wait beyond closing time with an unattended child. If an unattended child is in the building at library closing time, staff shall contact the Mequon Police Department. It is the policy of the Library that staff members will not transport children.

Children Age Seven (7) and Under:

FLWL recognizes that the safety of children left unattended in the Library is a serious concern. Young children left on their own often become frightened or anxious. No public place, including the Library, can guarantee the safety of children. Children aged seven (7) or under must be accompanied by a parent or adult caregiver who must remain with the child at all times.

When a child age seven (7) or under is left unattended, staff shall:

1. Ascertain the name of the child, and the parent or caregiver who brought him/her to the Library.
2. Assist the child in locating a parent or caregiver.
3. If a parent or caregiver cannot be contacted within ten (10) minutes, staff will contact the Mequon Police Department for assistance. Staff will remain with the child until a parent, caregiver, or police arrive.
4. Staff must complete a Library Incident Report and submit it to the Director by the next working day.
5. If deemed necessary, the Library Director will send a letter to the parents or caregiver explaining the Library's policy.

Children Age Eight (8) and Older:

Children age eight (8) and older are invited to use the Library and attend programs without parental supervision, provided their behavior meets the standards expected of our library patrons. Parents should be aware of when programs end and the closing time of the Library. If library staff determine that any child is behaving in an unacceptable manner or is not coping adequately, staff will contact a parent or caregiver. If library staff are unable to contact a parent or caregiver within ten (10) minutes, the Mequon Police Department may be contacted for assistance.



Gifts and Grants

The Frank L. Weyenberg Library welcomes gifts from individuals, corporations, businesses, and foundations. The Library uses donations to enhance services in accordance with the Library's mission. The Library accepts gifts with the understanding that no restrictions will be applied to the gift unless mutually agreed upon by the Library and the donor. Once a gift is accepted, the gift becomes the sole property of the Library.

Donations to the Library may not be solicited on behalf of the Library by anyone not specifically authorized to do so by the Library Board of Trustees or Library Director.

Gifts resulting in ongoing costs to the Library outside normal operating expenses (such as staffing or special maintenance) require Board approval. The Library Board of Trustees or staff reserve the right to refuse potential donations not deemed in accordance with library needs or policies.

Once accepted by the Library, donations in any form become the sole property of the Library and may be handled in any way the Library deems appropriate.

Money or Other Assets

Donations given to the Library may be unrestricted or earmarked for specific purposes. Donations may include, but not be limited to, money, art, jewelry, stocks, or bonds. Donations may be made in honor or in memory of an individual or group. The Library will work with the donor to identify mutually agreeable purchases or projects, as well as to appropriately acknowledge the donation with book plates, plaques, naming rights, or co-sponsorship opportunities. Groups or individuals interested in setting up funds for long-term purchases of materials or arrangements in which proceeds from investments are utilized should contact the Library Director.

Collection Materials

The Library accepts new or used books and media materials in "like new" condition. ~~Once accepted by the Library, donations become the sole property of the Library and may be handled in any way the Library deems appropriate.~~ Persons with collections of local history materials or special subject collections should contact the Library Director to discuss potential donations.

Donations of materials may not be made in lieu of paying outstanding debts to the Library. It is the ~~responsibility of the~~ donor's responsibility to determine the tax implications of a donation. The Library will provide, upon request, a statement describing the gift.



Records Retention

The Frank L. Weyenberg Library Board of Trustees adopts the General Records Schedule for Wisconsin's Public Libraries and Public Library Systems and Related Records, as adopted by the Wisconsin Public Records Board on June 12, 2017:

<https://publicrecordsboard.wi.gov/Documents/PUB%20LIB%20GRS%20FINAL-%206-2017.pdf>

As applicable, items not covered under the above schedule will be covered under the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems as adopted by the Wisconsin Public Records Board, February 27, 2006, and as is applicable to its operations:

<http://dpi.wi.gov/sites/default/files/imce/pld/pdf/libraryrecordschd.pdf>

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Records Retention Policy

Adopted 7/05; Revised 7/11; Revised 3/16; Reviewed 7/198/23.



Circulation Services

The Frank L. Weyenberg Library (FLW) Board of Trustees encourages the communities of Mequon and Thiensville to use our Library's resources. The Library is a member of the Monarch Library System (MLS) and participates in the Monarch shared catalog consortium that offers access to multiple library collections in Dodge, Ozaukee, Sheboygan, and Washington counties.

The Library believes that individuals have the freedom and responsibility to choose their own materials; it is the right and obligation of parents, legal guardians, or caregivers to develop, interpret, and maintain values in their family and to monitor the materials accessed by their children.

Registration

- Library circulation records are confidential under Wisconsin statutes.
- FLW primarily serves patrons residing in Mequon and Thiensville. Persons whose residence is in Ozaukee, Sheboygan, Dodge, and Washington counties are served through our Library's membership in MLS. The library participates in reciprocal borrowing agreements with all Wisconsin Library Systems, with the exception of the Milwaukee County Federated Library System.
- Patrons living outside Monarch Library System may register for a FLW Library card that expires one year from date of issue. This card may only be used at Frank L. Weyenberg Library.
- Library cards are available for a variety of special patrons, including, but not limited to area businesses, college students, and other students attending schools in Mequon or Thiensville.
- Anyone borrowing items from the Library must use a borrower's card issued by a library participating in MLS (a Monarch card). Patrons are responsible for any transactions on the card and must inform the Library of any changes in address, phone number, email address, or if the card is lost or stolen. This card must be presented to check out materials, to use the public internet stations, and for all other library transactions. Patrons may choose to download electronic apps to capture their library barcode on smart phones or tablets. This use will be acceptable for transactions. Before a card is issued, a patron must provide valid proof of residency. If the borrower's card is not available, patron may present a valid driver's license at the checkout desk to borrow items.
- A parent or legal guardian must be present to register children under the age of 18 for a library card and is responsible for fees or charges incurred by their children. A child must be 5 years or older in order to register for a card.
- ~~A \$2 fee is charged to replace a library card may be replaced~~ There is no fee to replace a if lost or damaged library card. A new card will not be issued if the cardholder has outstanding charges over \$10 on their previous card until those matters are resolved. ~~The replacement fee is not charged in cases of normal wear of barcodes or cards.~~

- Patrons are responsible for all materials checked out on their library card unless the card is reported lost or stolen.
- Patrons acting on behalf of another patron, including family members, for such purposes as, but not limited to, picking up holds or paying fines, must present that person's library card, or may use their own card if the accounts have been "~~linked~~associated" in the Library's computer system.
- Extenuating circumstances will be dealt with at the discretion of the Library Director or designee.

Loan Periods

- A 28-day loan period applies to most library materials. New adult books and audiobooks circulate for 14 days. TV Series on DVD or Blu Ray, and electronic games circulate for 14 days. DVDs and Blu Rays circulate for seven (7) days. **Loan periods for realia may be different.**
- A patron may have no more than 100 items checked out on their borrower's card at any time. There are no limits by type of material.
- Reference materials, current issues of magazines, and newspapers do not circulate.
- Items may be renewed twice for the same length of time as the original loan period unless another patron has reserved the item. Express Collection material cannot be renewed.
- Patrons wishing to use an item that is checked out may place a hold on the item if they have a Monarch card. Patrons are notified via email, phone, or text when the item is available for pickup. If items are not picked up within the seven (7) day hold period, they will be sent to the next patron on the holds list or returned to circulation.
- Patrons wishing to borrow items not owned by a Monarch consortium member may place inter-library loan requests at the reference desk provided they have a Monarch card in good standing. The checkout period for interlibrary loan items is 14 days. Interlibrary loan items may be renewed upon request, with the permission of the owning library. If the item is not picked up by its due date, it will be returned to the owning library.
- Patrons may return most items at all Monarch consortium libraries, with the exception of toys, puppets, puzzles, tablets (e.g., Kindles), art, Discovery Kits, Adventure Passes, and Express items, which must be returned to Frank L. Weyenberg Library.

Charges

- It is the patron's responsibility to keep their account current in terms of loans, address, phone number, and email address. Patrons may check the status of their checkouts, holds, and overdues by logging into their account in the Monarch catalog **or Monarch2Go app**. Patrons may also phone the Circulation Services desk during the hours the Library is open for this information.
- Late charges are 25 cents per day per item. Late charges continue to accrue until an item has been returned, or until an item has been declared lost or nonreturnable.
- ~~Patrons selecting email and/or text notifications are sent a courtesy reminder three (3) 3 days prior to due dates.~~
- Patrons requesting email and/or text notifications are sent a courtesy reminder three (3) days prior to the due date **and are notified at three (3) days past the due date about overdue items, and, if necessary, again seven (7) days after the due date.**
- **Patrons requesting phone and/or mail notification are not sent courtesy reminders.**
- Overdue notices are either emailed or mailed. At 35 days **past due** items are considered lost, **and** a final notice is mailed, and borrowing privileges are suspended. ~~Mailing costs are added to the patron's record.~~

- If a patron of any age has not cleared their account within 10 days of the final notice, and materials have been declared lost and charged to the patron, the Library submits the account to collection if the account balance is \$50 or greater. Resulting fees are added to the patron's account. If a patron is under the age of 18 years, the person who signed the card application is considered the responsible party.
- Patron cards are blocked when unpaid charges total \$10 or more.

Lost or Damaged Materials

- Lost or severely damaged items incur a replacement cost that is the list price of the item and a processing fee of \$5 per item.
- Charges for interlibrary loan items are determined by the lending library.
- Patrons may not substitute items or gifts in lieu of payment for lost or damaged material.
- Patron becomes the owner of the damaged or lost item once the patron has paid for it.
- Monarch Library System does not issue refunds for lost and paid items that are later found. They are the property of the patron.

The library director or his or her designee reserves the right to make exceptions to this policy.



Confidentiality of Identifiable Information about Library Users

Wisconsin State Statute 43.30 protects the privacy of library users. Confidentiality extends to information sought or received; materials consulted, borrowed or acquired; database search records; reference interviews; usage records; interlibrary loan records; electronic and physical contact lists; and any other personally identifiable uses of library materials, facilities or services. The Frank L. Weyenberg Library of Mequon – Thiensville strives to protect all aspects of patron confidentiality.

The First Amendment of the United States Constitution guarantees freedom of speech and of the press. It protects the corresponding right to hear what is spoken and read what is written, free from fear of intrusion, intimidation, or reprisal. Confidentiality is essential to protect the exercise of these rights from invasions of privacy.

The Frank L. Weyenberg Library recognizes that law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, our judicial system provides the mechanism for seeking release of such confidential records. Except as otherwise required or allowed by Wisconsin State Statute 43.30 (5) and 43.30 (6), the issuance of a court order, following a showing of good cause based on specific facts by a court of competent jurisdiction, is required for release of such information.

In accordance with Wisconsin law, custodial parents or guardians of children under the age of sixteen (16) may, upon request, review library records pertaining to their child's use of the library's documents or other materials, resources or services. Custodial parents or guardians must sign the Frank L. Weyenberg Library form certifying that the requestor is the custodial parent or guardian of the child whose records have been requested prior to the Library releasing the relevant records. Documents that demonstrate to the Library that the requestor is the custodial parent or guardian of the child may be required in addition to completion of the form.



**Custodial Parent/Guardian Certification
For Access to Children's Records**

I, _____, hereby certify that I am the custodial
(Requestor's Name)

parent or guardian for _____, born _____.
(Child's Name) (Child's Date of Birth)

Child's Address: _____

Pursant to Wisconsin State Statute 43.30, I hereby request to review the following library records pertaining to the above named child's use of the library's documents or other materials, resources, or services.

Requested Records:

- ☐ Items checked out
- ☐ Overdue items
- ☐ Outstanding fines and fees
- ☐ Current holds/requests

The Frank L. Weyenberg Library will not release personal information about this child.

The Frank L. Weyenberg Library maintains only current records on customer use of the Library. Previous circulation records must be requested through the System office.

Signed and certified by: _____
(Custodial Parent or Guardian)

Date: _____



Computer Laptop Checkout Procedure

The Frank L. Weyenberg Library is pleased to offer internet accessible laptop computers for use within the Library. All users must abide by the Library's Computer and Internet Use Policy.

Availability and Limitations

- Library laptops are for in-house use only.
- Patrons may borrow one laptop at a time.
- Patrons must have less than \$10 in library fines and fees.
- Patrons must be at least 12 years old.
 - For patrons under 18, parent or guardian needs to be present at first checkout to sign the Laptop Computer Checkout Agreement which will be kept on file for future checkouts.
- Laptops are available on a first come, first served basis. They may not be reserved in advance.
- Laptop users may not alter, delete, copy, or tamper with any software loaded onto the laptop, or change the configuration. New software may not be loaded onto the laptop.
- Library strongly advises patrons to save documents to an external device or to email documents to themselves. All documents are automatically deleted from the laptop when it is turned off.
- Headphones must be used when playing audio or video files.
- Library is not responsible for damage to external devices (e.g., flash drives, headphones, etc.) or the loss of data while using library laptop computers.
- At this time printing is not available from laptops. To print, access any of the library's public desktop computers.

Checkout Procedure

- Patrons must have a library card in good standing from a Monarch Library System library.
- Patrons must review and sign a Laptop Computer Checkout Agreement which will be kept on file for future checkouts.
- Staff will then checkout laptop to patron's library card.
 - Wired mice and charging cords are available for checkout.
 - Flash drives and earbuds are available for purchase.
- Checkout period ~~is three (3) hours; expires 30 minutes prior to Library closing.~~
 - ~~Up to two (2) renewals are allowed per day at the Circulation Desk as long as there is not a waiting list.~~
 - ~~If not renewed, a fine of \$2 per hour will begin to accrue after four (4) hours of use.~~
 - ~~Loan period for laptops checked out within three (3) hours of the library closing will be shortened accordingly.~~

- Laptops will not be checked out during the final business hour of the day.

Check-in Procedure

- Laptops must be returned to the Circulation Desk no later than 30 minutes prior to closing.
- ~~For your protection, return~~ Laptops must be returned to staff at Circulation Desk.
 - ~~Leaving laptop unattended at Circulation Desk results in a \$2 fine.~~
- Staff will verify that laptop is in working order and returned with all components.
- Laptop will be checked in and removed from patron's account.

Fines and Liability

- Laptops should not be left unattended. Library is not responsible for lost or stolen laptops.
- If a laptop is taken beyond the library doors adjacent to the Circulation Desk, it is considered to be stolen and the police will be notified.
- Charges for lost and damaged equipment are as follows:
 - Laptop \$1,000.00
 - Power Cord \$ 20.00
 - Mouse \$ 5.00
 - ~~Overdue Laptop~~ ~~\$2.00 per hour with one (1) hour grace~~

Laptop Computer Checkout Agreement

I have read the Computer Laptop Checkout Policy and agree to abide by it. I understand laptops are for in-library use only, and that when I check out a laptop I am responsible for it until I return it to staff at the Circulation Desk.

Borrower's Signature

Printed Name

Parent/Guardian Signature

Printed Name

Borrower's Library Card Barcode: _____

Date: _____

Staff Initials: _____

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Adventure Pass Policy

The Frank L Weyenberg Library is pleased to offer Adventure Passes to a variety of local educational (and fun) attractions. Each Adventure Pass offers admission for the entire family, but other discounts may apply. ~~Read~~ Refer to the Adventure Pass Quick Facts sheet for further details.

To enjoy an Adventure Pass, the following guidelines apply:

General

- Adventure Passes are available on a first come, first served basis.
- Borrowers must be at least 18 years old with a valid library card in good standing from a Monarch Library System Public Library.
- Due to high demand, one pass will be available to a household at a time.

Checkout/Returning

- Adventure Passes must be checked out and returned to the circulation desk during open hours.
- Adventure Passes circulate for three (3) days.
- Adventure Passes returned after the loan period will be assessed a late charge of \$10.00 per day.
- Some Adventure Passes may offer single use admission and do not need to be returned to the library.

Lost/Stolen

- If an Adventure Pass is lost, the borrower is responsible for the full replacement cost and processing fees as listed in our database.
- If an Adventure Pass is not returned to the library within one (1) week of the due date, the borrower will be responsible for the full replacement cost and processing fees as listed in our database.

Institutional

- The attraction reserves the right to determine the rules and regulations governing its passes.
- The Frank L Weyenberg Library reserves the right to limit the use of passes for individuals and/or families in the case of abuse of service.

Adventure Pass Agreement

I have read the Adventure Pass Policy and agree to abide by it. I understand Adventure Passes may be checked out for three (3) days and must be returned at the Frank L. Weyenberg Circulation Desk within three (3) days or I will be assessed a late fee up to and including replacement costs for the pass.

Adventure Pass Venue

\$ _____
Total Replacement Charge

Borrower's Signature

Printed Name

Parent/Guardian Signature

Printed Name

Borrower's Library Card Barcode: _____

Date: _____

Staff Initials: _____



Volunteer Policy

Introduction

Frank L. Weyenberg Library of Mequon-Thiensville is an asset to our community. We provide essential services in times of crisis and well as in times of calm, and we do so with a limited budget. Therefore, we reach out to ask community members to volunteer at the library, thus enhancing the services the Library can provide to the public.

Volunteer Tasks

Volunteer tasks may include, but are not limited to:

- Shelving books and other materials
- Dusting books and shelves, arranging library materials in a neat manner
- Assisting with programs
- Designing and setting up displays
- Maintaining the exterior of the library's building and grounds
- Preparing materials for mailings
- Indexing, data entry, scanning
- Presenting programs or teaching classes
- Serving on volunteer boards and committees
- Sorting and merchandising materials for sale
- Advocating for the Library

Application

Candidates must complete a Volunteer Application (available at Circulation Desk or online). ~~Your~~ Applications will be reviewed and ~~a member of the Library's management team~~ ~~staff member~~ will contact you to discuss duties and schedules. Depending upon the assignment, the Library reserves the right to perform a background check. The Library does not discriminate on the basis of race, religion, gender, national origin, ethnicity, age, or other non-merit factors. Generally volunteers must be 14 years of age or older, ~~but e~~Exceptions may be made on a case by case basis, or in conjunction with Library programming. Applications are kept on file for six months. Applicants under the age of 18 may require the signature of their parent or guardian before beginning individual volunteer service.

Training and Performance

Volunteers shall receive training for their specific assignments by a member of staff. Volunteers shall be supervised in their assignments by the Library Director or by his/her designee, to whom the volunteer will report. The supervisor shall provide feedback and be available to answer questions about volunteer assignments. A volunteer who has concerns is invited to discuss the issue with the supervisor or Library Director.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be supportive of the mission and policies of the Library. All volunteers should keep their supervisor informed of their projects, schedule and work status.

Compensation and Reimbursement

Volunteers are not compensated by the Library for their service. Volunteers' privileges and responsibilities for use of the library's collections and other resources are the same as those of other patrons.

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Volunteer Application

Name: _____ Date: _____

Address: _____ Phone: _____

City/ZIP: _____ Email: _____

Emergency Contact: _____

I am seeking this volunteer position:

_____ to satisfy school / scholarship / scouting / other requirements (circle one).

I need to complete _____ volunteer hours by (date) _____.

_____ to become a regular volunteer.

_____ I am a Friend of Weyenberg Library.

How many hours per week do you wish to volunteer at the Library? _____

Days/Times? _____

Please tell us about your special skills or interests:

Is there a type of volunteer work you prefer?

Signature: _____ Date: _____

If Applicant is under 18, Signature of Parent/Guardian: _____

Thank you for your interest in volunteering at Frank L. Weyenberg Library.
We will contact you within the next 10 business days.



Reference Services Policy

The Frank L. Weyenberg Library Board of Trustees considers the Library a vital resource for meeting educational and informational needs within the community. Therefore, the Library:

- Assists all individuals, regardless of age, need or background in obtaining the information they request for personal or professional use.
- Selects and maintains a reference collection suitable to the evolving needs of the community in appropriate formats.
- Assists patrons in using the online catalog and instructs users in simple research strategies that can be employed independent of library staff.
- Gathers, creates, and familiarizes patrons with local history resources.
- Increases awareness within the community of the reference resources and services available through the library.
- Facilitates information requests that cannot be answered within the scope of our resources through referrals to appropriate agencies or libraries.
- Requests items not found in our collection for patrons through the interlibrary loan process.

Service Goals

- To treat patrons of any age or circumstance and their questions with respect, courtesy, and sensitivity to their particular needs.
- To provide accurate and authoritative information in a timely fashion.
- To cite the source of the information given.
- To promote physical and intellectual ease and comfort in utilizing library resources.
- To offer reference service by trained staff all hours the library is open.
- To offer instruction in using reference resources.

Standards

- No fees are charged for reference services with the exception of miscellaneous printing or photocopy costs, nor is a library card required
- Because many patrons are reluctant to request aid, it is the responsibility of staff to offer service when it appears needed.
- Questions are generally handled in the order received. However, return calls may be necessary or staff may need to help several patrons concurrently. Depending upon the type of question and skills of the patron, ten to fifteen minutes is a reasonable time for staff to spend per question.
- Specific ready reference questions with easily cited objective answers can be handled quickly by phone or for patrons who are in the building. Topical questions may require more extensive searches, and the patron may need to personally review the resources recommended by reference staff. Research questions require the gathering and synthesis of extensive information from

varied sources; staff will guide the patron in search strategies and information tools but will not perform the research. Recommendation on title selection is available through the Reference Desk.

- Reference staff will not provide opinions, analyses or interpretations. In some fields such as legal, medical, or financial, patrons may be best served by consulting a professional in the appropriate field.
- The decision of what information sources to check and the length of time spent on a question rests on the professional expertise of the staff.
- While all efforts are made to provide authoritative collections and information, the Library does not take responsibility for the accuracy of information as found in its resources or presented by its staff.

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Materials Selection Policy

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

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

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

Gifts of Library Materials

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



Challenged Materials Policy

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

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

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

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

- b. After coming to individual conclusions, the committee meets to discuss the material and recommend one of several actions to the Board of Trustees, with reference to the fundamental principles of intellectual freedom:
 - i. Retain the challenged material in the collection;
 - ii. Retain the challenged material, but move it to another location; or
 - iii. Withdraw the challenged material.
- c. At the regular meeting of the Board of Trustees at least ten (10) days after the Director's receipt of the decision of the ad hoc review panel, the Board shall consider the recommendation of the ad hoc review panel.
- d. The Board of Trustees shall vote on the disposition of the challenged material. A majority vote of the full Board is required to remove materials from the Library's collection, to move materials from one location to another, or to otherwise restrict access to materials.
- e. The decision of the Board of Trustees is final. Whatever the decision, the principles of the Library Bill of Rights will be reiterated, as well as how the decision is in accordance with those principles. A brief statement as to the rationale for the decision should also be made; e.g., "We have concluded that the material meets our selection criteria, and will be retained without restriction."

~~8. Public Hearing~~

- ~~a. The Board of Trustees may schedule a public hearing as part of a regular Board meeting or at a special meeting called to address the Request for Reconsideration. Said meeting shall be properly noticed.~~
- ~~b. The President of the Board of Trustees or designee shall chair the public hearing. After calling the meeting to order, the Chair shall review the procedures to be followed at the meeting, and the process followed up to this point for reconsideration of the material. The Chair should announce at the beginning of the hearing that the decision of the Board of Trustees will be made at the next regular Board meeting.~~
- ~~c. Citizens wishing to speak shall sign in and indicate on which side they will be speaking. The Chair shall decide whether time limits will be set and, if so, a timekeeper shall be appointed and each speaker shall be limited to a specific amount of time, e.g., three or four minutes. No participant shall be allowed to speak a second time until all speakers registered have been heard.~~
- ~~d. Seating will be provided for the public. Speakers shall speak from an area designated for that purpose. Members of the press are required to remain in the public seating area throughout the hearing.~~

9. Inquiries about Specific Requests for Reconsideration:

- a. From time to time, complainants, members of the public, the press, or others, may have questions concerning the status of a specific Request for Reconsideration of Library Materials. Questions should be addressed to the Library Director.



Request for Reconsideration of Library Materials

Name: _____ Date: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Phone: _____ Email: _____

Frank L. Weyenberg Library Card Number: _____

Material to be reconsidered:

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

Title: _____

Author/Artist/Illustrator: _____

Copyright Date: _____

1. What brought this material to your attention? _____

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

If not, which parts have you reviewed? _____

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

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

☐ Withdraw it from the Library

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

☐ Other: _____

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

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

NOTE: Patron may challenge only one item until that challenge is resolved. An item will only be considered once in three (3) calendar years.

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

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

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

a. To retain the challenged material in the collection;

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

c. To withdraw the challenged material.

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

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



Library Initiated Programs

The Frank L. Weyenberg Library strives to offer quality programs and events which support the mission and goals of the Library. These programs, offered free and open to the public, are designed to meet the special needs and interests of patrons of all ages, ranging from such activities as lapsit storytimes for infants and their caregivers, to continuing education offerings for seniors, and everyone in between.

Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming at the Library rests with the Library Director who, in turn, delegates the authority for program management to designated staff. Library staff use their expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be at the Library or off site. Any sales of products at these programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Patron Services Department.

The Library welcomes input from customers concerning programming.



Computer and Internet Use

The Frank L. Weyenberg Library strives to deliver quality informational services, both traditional and innovative, for all ages, needs and backgrounds. It seeks to ensure its patrons have the right and means to free and open access to ideas and information, which is fundamental to a democracy.

The internet offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages; however, it also enables access to some materials that may be inaccurate, offensive and/or illegal. Responsibility for selection of sites visited and links followed rests with the user and not with the Library. The Library does not use filtering software or other means to censor or limit sites that may be accessed by a user.

The Frank L. Weyenberg Library affirms the right and responsibility of parents/caregivers to determine and monitor their children's use of the internet and assumes no responsibility for its use by children. Parents/guardians are encouraged to educate their children as to what is and is not acceptable when using the internet. Minors are encouraged to use the websites preselected by library staff. Children younger than eight (8) years of age must be supervised by a parent or caregiver at all times when using a library computer.

The safety and security of patrons, especially minors, when using electronic mail, instant messaging, social networking sites, or other forms of direct electronic communications are important to the Library. Any unlawful activity will be reported to the proper authorities. Patrons are asked to report any inappropriate behavior they may experience when using the above listed forms of communication to library staff.

The Frank L. Weyenberg Library provides public internet workstations, as well as wireless internet connectivity for patrons using their own hardware. Patrons accessing the internet on library-owned workstations must have a library card in good standing issued by a Monarch Library System member library for access. Patrons who reside outside the Monarch Library System will each be issued a guest access code.

Computer sessions last three (3) hours. Patrons are allotted one session per day.

The Library charges for printing on a per page basis. Patrons must pay for all copies they request to be printed except in the case of hardware malfunction. Patrons are encouraged to save files on personal portable storage devices. Patrons cannot save files onto the library's hard drives. For privacy and security purposes, patrons should log out of their session when finished with their work. Library staff will resolve hardware or software problems within the time constraints of their other duties. Certain types of behavior will not be tolerated by persons using computers within the Library, including, but not limited to:

1. Display of sexually explicit, violent or any other sites inappropriate for viewing in a public setting;
2. Harassment of other users or violation of their privacy;
3. Libeling, slandering or maliciously offending other users;
4. Disclosing or disseminating unauthorized personal identification information;
5. Violation of copyright laws or software licensing agreements, including duplicating of library software;
6. Attempting to crash, hack, degrade performance or gain unauthorized access to the Frank L. Weyenberg Library's computer system, the Monarch Library System servers, or to any other computer system or network;
7. Damaging equipment or deleting software or data belonging to the Library or other users;
8. Distributing unsolicited advertisement.

Failure to comply with this policy or with library staff directions may result in the loss of internet and/or library privileges. Illegal use of the computers may be subject to prosecution by local, state or federal authorities in civil or criminal matters.



Internet Login Release

You are about to access internet content that is not under the control of the Frank L. Weyenberg Library. The Frank L. Weyenberg Library is therefore not responsible for any of these sites, their content or privacy policies. The Frank L. Weyenberg Library and its staff do not endorse nor make any representations about these sites, or any information, software or other products or materials found there, or any results that may be obtained from using them. If you decide to access any internet content, you do this entirely at your own risk and you are responsible for ensuring that any accessed material does not infringe the laws governing, but not exhaustively covering, copyright, trademarks, pornography, or any other materials which is slanderous, defamatory or might cause offense in any way.

Patrons must accept these terms before they can access the internet on the Library network.



Displays

The Frank L. Weyenberg Library (FLWL) welcomes the opportunity to offer community groups, organizations, and individuals use of the library's lobby case and/or gallery. Space is provided for displays of an educational, cultural or recreational nature, and not for the sole purpose of specific event promotion or sales.

Patrons or organizations wishing to use such space may be required to submit photos of materials to be displayed. Final acceptance of a display shall be at the discretion of the Director. Acceptance of a display by the Library does not constitute an endorsement by FLWL of the exhibitor's policies or beliefs or a partnership between the exhibitor and FLWL.

Items displayed must fit within the physical confines of the exhibit area. No items may be hung over the rotunda's railings unless agreed upon by FLWL. No items may be placed on window ledges or in the foyer unless agreed upon by FLWL. FLWL does not assume responsibility for damage to materials or equipment owned by the individual or group using the display area. Any group that damages library property or equipment will be billed for repairs.

It is the responsibility of each exhibitor to set up and remove a display in a timely manner, based on the dates agreed upon at time of exhibit acceptance. Use of the lobby display case is scheduled for a period of one calendar month. Exhibits in the gallery are scheduled for a period of two consecutive calendar months. FLWL does not carry insurance on, and is therefore not responsible for, any items owned by the exhibitor. Exhibitors must sign and return the exhibit release form prior to the initial exhibit date.

Exhibit Release & Waiver of Liability for Damage to Displays

Description of materials on loan:

Dates of exhibit: _____

Library Display Area: _____ Lobby case: _____ Gallery: _____

Printed name: _____

Email: _____

Telephone: _____

The undersigned, for myself and on behalf of any other individual or organization with an ownership interest in the items or materials being displayed, hereby agree to hold harmless the Frank L. Weyenberg Library of Mequon-Thiensville (FLWL), its Trustees and Officers individually and in their corporate capacity, its agents and its employees, from and against any and all loss, including attorney fees, damages, expenses and liability (including statutory liability) in conjunction with claims for damages as a result of property damage, tangible or intangible, to materials exhibited, displayed, and/or presented by the undersigned on the library's premises said damage to materials including the loss of real value, market value, or perceived value of work, as well as loss of use of tangible property which has not been physically injured or destroyed, resulting from:

1. delay or lack of performance by or on behalf of FLWL of any contract or agreement; and/or
2. failure of FLWL or of work performed by or on behalf of FLWL to meet the level of performance, quality, fitness or durability warranted or represented by FLWL.

I, the undersigned, hereby lend the following materials to the Frank L. Weyenberg Library for exhibition purposes only. On behalf of myself and any other individual or organization with an ownership interest in these items or materials, I release the FLWL of any and all responsibility for loss of, or damage to, my display items while they are in the possession of FLWL.

Signature: _____

Date: _____

Displays Policy

Adopted 7/05; Revised 9/11; Revised 10/16; Revised 7/19; Reviewed 8/23.



Meeting Rooms

Use of the Frank L. Weyenberg Library's meeting rooms, the Tolzman Community Room and the Conference Room, comply with the American Library Association's *Library Bill of Rights* which states:

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make the facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Meeting Room use for FLW Library, FLW Library-affiliated organizations, or FLW Library sponsored or co-sponsored meetings, programs, and events shall have priority over all other requests. Thereafter, at non-conflicting times, requests shall be considered in the following order:

1. City of Mequon and Village of Thiensville governmental units;
2. Ozaukee County, State of Wisconsin, or United States governmental units;
3. Community not-for-profit educational, cultural or civic organizations;
4. All other uses, including organizations or groups whose primary purpose is religious or business. Profit-making or merely social meetings do not typically qualify for this type of use.

All presentations must be free and open to the public. Organizations utilizing Library facilities may not charge a fee, require membership, sell products or services, or unduly encourage purchase of products or services offsite.

- The Tolzman Community Room is available 9:30am to 7:30pm, Monday through Thursday; 9:30 am to 5:30pm, Friday; 9:30am to 3:30pm, Saturday; and 12:30 to 3:30pm, Sunday.
- The Conference Room is available 9:30am to 5:30pm, Monday through Friday.
- Requests for use must be made via the Library's website at www.flwlib.org no more than ninety (90) days and no later than one (1) week prior to the requested date and time. ***Requests for equipment, special hours, and use of the kitchen must be noted at time of application.*** Application for use of the facility does not guarantee approval. No application shall be considered complete approved by the Library. The agent who signs the application shall be responsible to the Library for the facility.
- Anyone wishing to use audiovisual equipment during their meeting or program is encouraged to schedule an appointment **prior** to their event to familiarize themselves with FLW Library's equipment. Staff may not be available at the time of the event to set up computers, projectors, etc.
- Use of either meeting space for programs or meetings (other than those sponsored or co-sponsored by the Library **or governmental unit**) are subject to a nonrefundable fee of \$10

per hour. An organization may access either meeting room up to 15 minutes prior to the start of its meeting/program for set-up, provided all usage fees have been paid. An organization is responsible for leaving the room in clean and usable order.

- There is a small prep kitchen in the Tolzman Community Room. Organizations must provide their own kitchen equipment.
- Meetings that interfere with general operations of the Library are not permitted. Signs may not be affixed to the walls or doors of the Library. An organization may not extend its program, equipment or visibility into the Library's lobby. Organizations shall comply with the meeting room capacity as posted. The Library reserves the right to deny use of the meeting room to any organization whose previous use has resulted in damage or disregard of Library facilities or policies.
- Any group with participants under the age of eighteen (18) shall have a sponsoring adult present at the meeting, who is a teacher, counselor, or parent of a group member.
- Use of the name, mailing address, email address, telephone number, or web address of the Frank L. Weyenberg Library as representing any organization other than the Library is prohibited. Approval of a request to use Library space for a meeting and/or program by an organization does not constitute, in any way, an endorsement by the Library of the organization or its activities.
- The Library does not assume responsibility for damage to materials or equipment owned by the group using the spaces.
- The Library reserves the right to grant, amend, or deny any or all requests. The Library also reserves the right to cancel, reschedule, or relocate a previously approved use of facilities to accommodate unanticipated circumstances, including pre-empting use of the space for purposes of a Library sponsored or co-sponsored program. The Library Director shall be the final authority in use of the meeting rooms.
- An organization that requests the use of Library spaces shall agree to indemnify and hold harmless the Frank L. Weyenberg Library from all claims, actions and judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from and related to the organization's use of the space. The organization's actions include the acts of its members, guests, agents, and employees. Further, the organization shall agree to reimburse the Frank L. Weyenberg Library all costs of repair and/or replacement due to damage caused directly and/or indirectly to the Library's facilities or property by the organization's use of Library spaces.



Proctoring

Frank L. Weyenberg Library provides limited test proctoring services. These services are available by appointment during normal library hours at no charge to library patrons.

Any fees associated with the test (e.g., copying, mailing, faxing, etc.) are the responsibility of the student.

Guidelines:

- Library Patron Services staff will proctor either written or online tests, by appointment. Contact the Reference Desk to schedule an appointment test.
- It is the student's responsibility to arrange for the test or necessary links to be delivered to the Library, via FAX, email, or U.S. Mail, no more than 30 days prior to the scheduled test date.
- If needed, the library will provide an untimed laptop computer (if student has a valid borrower's card from a Monarch Library System library) for use during the test. The library provides free public WiFi. The student is responsible for following and understanding the Library Internet Policies and procedures.
- The Library cannot continuously monitor the test taker, or provide a private place in which to take the test.
- If required, the proctor will provide necessary library and proctor information **excluding** personal information.
- Once the test is completed, Library staff will sign and verify completion, and return exams via U.S. Mail, email or FAX. Students (or testing institution) must provide postage-paid envelopes for return via mail.

Student Responsibilities:

- Verify that the testing institution accepts all library proctoring guidelines.
- Verify the Library has received the examination.
- Allow sufficient time to take and submit the examination before the deadline that has been established by the institution.
- Bring appropriate photo ID to the Library for their proctoring appointment.



Virtual Reality

The Frank L. Weyenberg Library (FLWL) strives to offer new and emerging technologies to support equitable access for our community members. Virtual Reality (VR) is one such technology. VR uses a computer, headset, and sensors to immerse the user into a three-dimensional, computer-generated world. Head, hands, and body movements are tracked to let the user interact with what is seen via the headset.

Use of VR may cause one to lose all real world sense of hearing and sight. Due to the unpredictable nature of the human response to VR (nausea, loss of balance, fear of heights, bumping into objects, sickness, dizziness, and any other side effects that may occur), FLWL requires all eligible participants to complete and return the appropriate Agreement and Waiver/Release of Liability form attached to this policy.

It is recommended that use of VR be limited to no more than 15 minutes with at least a 15 minute break between VR sessions. FLWL VR, therefore, may be checked out for up to 45 minutes.

All patrons wishing to use FLWL VR must be at least 12 years of age, have a library card in good standing from a public library within the Monarch Library System, and an Agreement and Waiver/Release of Liability form signed in the presence of a Librarian (and in the case of a minor signed by the parent/legal guardian). Minors between the ages of 12 and 14 must be accompanied by a parent or legal guardian while using VR.

Agreement and Waiver/Release of Liability for Use of Virtual Reality by Adults

NOTE: THIS IS A LEGAL DOCUMENT

I, _____, am choosing to voluntarily use Virtual Reality (VR) at the Frank L. Weyenberg Library of Mequon-Thiensville (FLWL). I understand and agree that I will not use any of FLWL's virtual reality equipment unless I have been given a demonstration of its use and have had an opportunity to ask questions about it.

UNDERSTANDING OF INHERENT RISK:

- I will lose all sense of hearing and sight in the real world.
- I understand that I should not participate in VR if I have a history of the following:
 - Motion sickness
 - Impaired balance or a condition that affects the ability to safely perform physical activities
 - Heart, orthopedic, or other serious medical condition
 - Pacemaker and/or other implanted medical devices
 - Pregnancy or possibility of pregnancy
 - Photosensitive seizures
 - Anxiety disorder or post-traumatic stress disorder
 - Any other condition not listed above that may be affected by use of VR
- I understand I will be engaging in activities that could involve the risk of injury to myself.
- I will discontinue the use of FLWL VR if feelings of discomfort occur.
- I understand I assume all physical, psychological, and financial risks associated with the use of the FLWL VR by me.

Therefore, in addition to the specific inclusion and exclusion of releases stated hereafter, I release FLWL, its employees or Trustees from all claims for damages which are the result of my use of VR.

WAIVER OF CLAIMS: I release FLWL, its officers, employees, agents, representatives, and insurers, including all of the assignees and successors in interest of all those aforementioned, from all claims based upon the actions and/or inactions of FLWL, its officers, employees, agents, and/or representatives, which occur during my use of FLWL VR. The release in the previous sentence includes a release of claims against FLWL based upon the negligence of third persons which occur while they are using FLWL VR.

AUTHORIZATION AND UNDERSTANDING: Although I am agreeing with all the terms of this agreement, I reiterate my intentions by signing below and certifying that:

- I have read this document and understand its terms;
- I release FLWL from all liability;
- I understand that in order for me to use FLWL VR, this Agreement and Waiver/Release document is required.

Participant Name (please print): _____

Is the participant over the age of 18? Yes No

(If participant is a minor, parent/legal guardian must read and sign parental consent form on next page.)

Participant Signature _____

Date _____

FLWL Staff Initials: _____

Agreement and Waiver/Release of Liability for Use of Virtual Reality by Minors

NOTE: THIS IS A LEGAL DOCUMENT

I, _____, give consent to my minor/dependent child to use Virtual Reality (VR) at the Frank L. Weyenberg Library of Mequon-Thiensville (FLWL). I understand and agree that my child will not use any of FLWL's virtual reality equipment unless my child has been given a demonstration of its use and has had an opportunity to ask questions about it.

UNDERSTANDING OF INHERENT RISK:

I understand my minor/dependent child:

- Will lose all sense of hearing and sight in the real world.
- Should not participate in VR if he/she has a history of the following:
 - Motion sickness
 - Impaired balance or a condition that affects the ability to safely perform physical activities
 - Heart, orthopedic, or other serious medical condition
 - Pacemaker and/or other implanted medical devices
 - Pregnancy or possibility of pregnancy
 - Photosensitive seizures
 - Anxiety disorder or post-traumatic stress disorder
 - Any other condition not listed above that may be affected by use of VR
- Will be engaging in activities that could involve the risk of injury to him/herself.
- Will discontinue the use of FLWL VR if feelings of discomfort occur.
- I understand I assume all physical, psychological, and financial risks associated with the use of FLWL VR by my minor/dependent child.

Therefore, in addition to the specific inclusion and exclusion of releases stated hereafter, I release FLWL, its employees or Trustees from all claims for damages which are the result of my minor/dependent child's use of FLWL VR.

WAIVER OF CLAIMS: I release FLWL, its officers, employees, agents, representatives, and insurers, including all of the assignees and successors in interest of all those aforementioned, from all claims based upon the actions and/or inactions of FLWL, its officers, employees, agents, and/or representatives, which occur during my child's use of FLWL VR. The release in the previous sentence includes a release of claims against FLWL based upon the negligence of third persons which occur while they are in FLWL VR.

AUTHORIZATION AND UNDERSTANDING: Although I am agreeing with all the terms of this agreement, I reiterate my intentions by signing below and certifying that:

- I have read this document and understand its terms;
- I release FLWL from all liability;
- I understand that in order for me to use FLWL VR, this Agreement and Waiver/Release document is required.

Participant Name (Please print): _____

Age of participant: _____

Parent/Legal Guardian Name (Please print): _____

Parent/Legal Guardian Signature: _____

Date: _____

FLWL Staff Initials: _____

Library Friends and Library Foundations

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“Friends” Organizations

Friends of the Library organizations exist in many Wisconsin communities. Friends organizations are groups of citizens who join together to support, improve, and promote the library. Some are formally incorporated, not-for-profit bodies; some are informal groups of library supporters. (Information about establishing a Friends organization and ideas for Friends activities and projects is available from the Association of Library Trustees, Advocates, Friends and Foundations at www.ala.org/united/friends.)

As volunteers who actively support the library, Friends can be extremely helpful to the library in a number of ways. Friends often offer financial support for a special library program or service, advocate for the library budget or library capital project, and volunteer assistance with children’s summer reading programs and other services.

While the library board and the Friends share a common vision, they are separate, autonomous bodies—each with a distinct role. The two groups work together most effectively if they respect the distinct role of each organization. Below are a few suggestions that may help create an effective working relationship:

- Friends recognize that they do not perform a decision-making role for the library.
- The library board values and encourages input and opinions from the Friends.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director and library board.
- The library board provides the Friends with a “wish list” of items not included in the budget, to aid the Friends in their fund-raising efforts.
- The Friends’ activities support library board strategic plans and policies.
- The library board expresses appreciation to the Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

In This Trustee Essential

- The role of Friends of the Library groups and library foundations
- How to develop a good relationship between the library board and support groups like the Friends of the Library or the library foundation
- Financial support from the Friends of the Library or the library foundation

Library Foundations

Individuals in some Wisconsin communities have created library foundations to solicit donations to support the library. Library foundations are independent nonprofit organizations established according to the relevant state and federal regulations. A separate library foundation may have certain benefits, including greater political independence. Establishing a foundation normally requires the assistance of a lawyer. A lawyer and/or accountant may also be needed to comply with the IRS 501(c)(3) filing requirements for a nonprofit foundation.

Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation.

The primary distinction between a Friends of the Library group and a library foundation is that a library foundation will typically have a single purpose: to raise private funds for the support of the library, often including support for library building projects. Friends organizations also often raise money for the library, but, in addition, Friends groups typically support the library through volunteer work in the library and through organized library advocacy work.

Community Foundations

Like a library foundation, a community foundation is a charitable organization described in IRS 501(c)(3); however, a community foundation has a broader purpose for the betterment of the community at large and not just the library. This type of foundation is generally used in the absence of a library foundation to help raise funds or establish an endowment on behalf of the library and to invest those funds legally and effectively.

Financial Support from Friends and Library Foundations

It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Often, Friends groups will underwrite a pilot project for a year or two until the value of the new service is proven in the community. They might provide assistance in the furnishing and/or decorating of the library building beyond bare necessities. They might make special collection enrichment gifts to help the library keep pace with an unanticipated increase in the need for special materials (to better serve Spanish-language residents or day-care centers, for example). In addition, Friends groups often provide financial support for special programming.

In many communities, the library donates withdrawn books to the local Friends organization for sale to the public. This practice probably falls within the authority of the library board; however, because public property is involved, special care should be taken. We recommend that the library board enter into a written agreement with the Friends that makes clear that all proceeds from sale of the books (and any other materials) be used to support the programs and services of the library.

Donations to the Library

Under Wisconsin law, the library board itself may accept and manage donations on behalf of the library. Donations to a public library, like donations to any government organization, meet the IRS definition of a “charitable contribution” to a “qualified organization.” No application to the IRS is needed to get this status. According to the IRS publication on Charitable Contributions ([Publication #526](#)): “To become qualified organizations, most organizations other than churches and governments, as described below, must apply to the IRS.” The publication goes on to define as one type of “qualifying organization” any state or any of its subdivisions that perform substantial government functions. A public library established and operated according to Wisconsin Statutes Chapter 43 clearly meets that definition. See [Trustee Essential #9: Managing the Library’s Money](#) for options for the deposit and handling of gifts and donations to the library.

Discussion Questions

1. Discuss the pros and cons of using donations from the Friends, a foundation, or another outside source to fund existing library services.
2. How can the Friends/foundation and the library board be sure that Friends/foundation expenditures provide the greatest benefit to the library?
3. What are the pros and cons of the establishment of a library foundation?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at ala.org/united/friends has information about establishing a Friends organization and ideas for Friends activities and projects. It also has information on establishing a library foundation.
- Wisconsin Library Trustees and Friends (WLTF) at wla.wisconsinlibraries.org/wltf
- The Foundation Center has information on establishing a non-profit organization at www.grantspace.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Starting-a-nonprofit

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