



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**BOARD OF TRUSTEES
MEETING AGENDA
Thursday, September 23, 2021, 6:00pm
Tolzman Community Room**

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
 - A. Introduction of New Trustee, Tedd Lookatch
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Business Manager's Office via email at cjacobson@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the August 18, 2021 Meeting
- VI. Financial Reports**
 - A. Revenue and Expense Reports for August 2021
 - B. Action Item: Accounts Payable for August 2021
- VII. Committee Reports**
 - A. Finance
 - B. Advocacy
 - C. Personnel
- VIII. President's Report – J. Hitchcock**
- IX. Staff Reports**
 - A. Library Operations Report
 - B. Director's Report
 - C. Staff Reports

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

X. Other Business

- A. Discussion and Possible Action: COVID-19 Protocols
- B. Discussion: Presentations to Village of Thiensville and City of Mequon

XI. New Business

- A. Action Item: Lease of Two (2) Color Copier/Printer/Scanner units
- B. Discussion and Possible Action: Approval of Library Policies, as follows:
 - i. Gifts and Grants
 - ii. Volunteer
 - iii. Volunteer Application
 - iv. Open Records Notice
 - v. Open Records Request
 - vi. Library Initiated Programs
 - vii. Reference Services
 - viii. Proctoring
 - ix. Code of Conduct
 - x. Computer and Internet Use
 - xi. Internet Login Release
 - xii. Materials Selection
 - xiii. Challenged Materials
 - xiv. Request for Reconsideration
- C. Discussion and Possible Action: Disposition of the Jamron Collection
- D. Discussion and Possible Action: 2022 Weyenberg Public Library Foundation Wish List

XII. Trustee Training & System/State Library Update

XIII. Future Meeting Dates

- A. Board of Trustees Meeting: October 20, 2021, 6:00pm
- B. Other Meetings:

XIV. Adjourn

JanaLee Hitchcock, President

Posted: September 17, 2021



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees August 18, 2021 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on August 18, 2021 at 6:00 p.m. in the Library's Tolzman Community Room.

I. Pledge of Allegiance

JanaLee Hitchcock led the Pledge of Allegiance.

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

JanaLee Hitchcock called the meeting to order at 6:01 pm.

Posting of notice as of August 13, 2021 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Jennifer Abraham, Rachel Burner, Lauren Croix, Maria Gonzalez-Cerra and Jefferey Hansher.

Trustees Absent: None.

Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Patron Services Manager 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 July 21, 2021 Meeting

Rachel Burner moved to approve the minutes of the July 21, 2021 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for July 2021

The reports included in the Board Packet. There is nothing unexpected for this time of the year and with the Library's current level of operations.

- B. Action Item: Accounts Payable Statement for July 2021
Lauren Croix moved to approve the Accounts Payable Statement for July 2021 in the amount of \$104,548.13. Rachel Burner seconded. Motion carried.

VII. Committee Reports

- A. Finance
Jennifer Bogli reported that a meeting was held on August 12, 2021. Items discussed at the meeting will appear later on this meeting's agenda.
- B. Advocacy
Jeffrey Hansher reported that no meeting was held.
- C. Personnel
Mimi Rosing reported that no meeting was held.

VIII. President's Report

Janalee Hitchcock reported that she had met with Will Jones, City Administrator of the City of Mequon, regarding the process for establishing the 2022 budget. Ms. Hitchcock encouraged the members of the Board to discuss the process with their elected representatives.

IX. Staff Reports

- A. Library Operations Report
The statistical summary for July was included in the Board Packet. Library Director Rachel Muchin Young offered context on the statistics and commented on activity trends.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on her activities for the month.
- C. Staff Reports:
 - i. Access Services Manager
The written report was included in the Board Packet.
 - ii. Business Manager
The written report was included in the Board Packet. Craig Jacobson reported on his activities for the month.
 - iii. Patron Services Manager
The written report was included in the Board Packet. Ashley Pike reported on her activities for the month.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

No changes or action to be discussed at this time.

B. Discussion: Wage Comparisons and 2021 Wages

Ms. Muchin Young presented a comparison chart of wages for comparable Libraries and local employers. The Board discussed the comparisons and the implications they have on the Library's wage scale.

XI. New Business

A. Discussion: Aspirational 2022 Budget

The Library's Aspirational 2022 Budget was presented to the Board of Trustees. Ms. Muchin Young and Mr. Jacobson discussed the particulars of the budget and the background on how those figures were arrived at. The Board discussed the budget and how to proceed with the budget process in regards to the City of Mequon and the Village of Thiensville.

XII. Trustee Training & System/State Library Update

The first two chapters of the trustee training manual were included in the Board Packet for review. Ms. Muchin Young highlighted key sections of the chapters provided.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be Thursday, September 23, 2021 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jennifer Bogli and seconded by Rachel Burner. Motion carried and meeting was adjourned at 7:49 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

VILLAGE OF THIENSVILLE

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Library - Revenue Guideline

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Current Period: AUGUST 2021

Account Descr	2021 YTD Budget	2021 YTD Amt	AUGUST 2021 Amt	Balance	2021 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$7,020.00	\$100.00	-\$7,020.00	0.00%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$51,124.00	\$24.00	-\$51,124.00	0.00%
DEPT 015 OTHER INCOME	\$0.00	\$58,144.00	\$124.00	-\$58,144.00	0.00%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$0.00	\$58,144.00	\$124.00	-\$58,144.00	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$58,144.00	\$124.00	-\$58,144.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,058,000.00	\$793,500.00	\$0.00	\$264,500.00	75.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$83,055.00	\$0.00	\$27,685.00	75.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$13,111.00	\$13,111.26	\$0.00	-\$0.26	100.00%
DEPT 001 LOCAL PROPERTY TAXES	\$1,181,851.00	\$889,666.26	\$0.00	\$292,184.74	75.28%
MAJ CLS 40 TAXES	\$1,181,851.00	\$889,666.26	\$0.00	\$292,184.74	75.28%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$9,000.00	\$12,763.30	\$821.40	-\$3,763.30	141.81%
DEPT 006 FINES & FORFEITURES	\$9,000.00	\$12,763.30	\$821.40	-\$3,763.30	141.81%
MAJ CLS 42 REGULATION & COMPLIANCE	\$9,000.00	\$12,763.30	\$821.40	-\$3,763.30	141.81%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$1,500.00	\$418.75	\$50.61	\$1,081.25	27.92%
DEPT 013 INTEREST INCOME	\$1,500.00	\$418.75	\$50.61	\$1,081.25	27.92%
MAJ CLS 44 COMMERCIAL REVENUES	\$1,500.00	\$418.75	\$50.61	\$1,081.25	27.92%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,000.00	\$5,147.92	\$525.25	\$3,852.08	57.20%
DEPT 014 SALE INCOME	\$9,000.00	\$5,147.92	\$525.25	\$3,852.08	57.20%

Account Descr	2021 YTD Budget	2021 YTD Amt	AUGUST 2021 Amt	Balance	2021 % of Budget
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,649.00	\$1,959.98	\$58.98	-\$310.98	118.86%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$1,649.00	\$1,959.98	\$58.98	-\$310.98	118.86%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$10,649.00	\$7,107.90	\$584.23	\$3,541.10	66.75%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$909,956.21	\$1,456.24	\$293,043.79	75.64%
	\$1,203,000.00	\$968,100.21	\$1,580.24	\$234,899.79	80.47%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
 Current Period: AUGUST 2021

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Account Descr	2021 YTD Budget	2021 YTD Amt	AUGUST 2021 Amt	Balance	2021 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$0.00	\$4,444.11	\$216.82	-\$4,444.11	0.00%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$1,553.00	\$270.00	-\$1,553.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$5,997.11	\$486.82	-\$5,997.11	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$5,997.11	\$486.82	-\$5,997.11	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$0.00	\$5,997.11	\$486.82	-\$5,997.11	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$597,250.00	\$367,000.95	\$44,555.02	\$230,249.05	61.45%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,000.00	\$589.93	\$0.00	\$1,410.07	29.50%
E 99-91-551-1-199 FRINGE BENEFITS	\$218,000.00	\$137,698.27	\$17,524.89	\$80,301.73	63.16%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,300.00	\$2,074.28	\$297.10	\$1,225.72	62.86%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,400.00	\$1,355.00	\$0.00	\$45.00	96.79%
E 99-91-551-7-715 FLEX BENEFIT	\$1,900.00	\$1,878.40	\$0.00	\$21.60	98.86%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$823,850.00	\$510,596.83	\$62,377.01	\$313,253.17	61.98%
MAJ CLS 91 LIBRARY STAFFING	\$823,850.00	\$510,596.83	\$62,377.01	\$313,253.17	61.98%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$600.00	\$532.50	\$0.00	\$67.50	88.75%
E 99-92-551-2-206 AUDIT	\$6,550.00	\$6,550.00	\$598.00	\$0.00	100.00%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$20,000.00	\$19,579.00	\$0.00	\$421.00	97.90%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOGY	\$6,650.00	\$5,265.26	\$3,050.58	\$1,384.74	79.18%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$10,000.00	\$7,073.53	\$584.91	\$2,926.47	70.74%
E 99-92-551-2-287 MILEAGE	\$600.00	\$52.56	\$0.00	\$547.44	8.76%
E 99-92-551-2-288 FISCAL AGENT FEE	\$6,000.00	\$4,500.00	\$0.00	\$1,500.00	75.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,500.00	\$2,179.58	\$238.65	\$1,320.42	62.27%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$6,500.00	\$5,235.22	\$1,353.08	\$1,264.78	80.54%
E 99-92-551-3-303 TELEPHONE	\$2,475.00	\$1,821.54	\$202.95	\$653.46	73.60%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$4,950.00	\$3,145.43	\$329.05	\$1,804.57	63.54%
E 99-92-551-3-358 DEBT COLLECTION	\$325.00	\$349.05	\$71.60	-\$24.05	107.40%
E 99-92-551-3-359 MONARCH FEES	\$17,500.00	\$14,955.09	\$13.50	\$2,544.91	85.46%

Account Descr	2021 YTD Budget	2021 YTD Amt	AUGUST 2021 Amt	Balance	2021 % of Budget
DEPT 551 LIBRARY	\$85,650.00	\$71,238.76	\$6,442.32	\$14,411.24	83.17%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$85,650.00	\$71,238.76	\$6,442.32	\$14,411.24	83.17%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$4,000.00	\$2,565.93	\$303.33	\$1,434.07	64.15%
E 99-93-551-3-371 MEDIA	\$31,325.00	\$15,098.60	\$2,260.27	\$16,226.40	48.20%
E 99-93-551-3-372 E CONTENT	\$39,500.00	\$24,883.37	\$4,108.50	\$14,616.63	63.00%
E 99-93-551-3-373 PRINT	\$86,600.00	\$47,451.76	\$9,949.30	\$39,148.24	54.79%
DEPT 551 LIBRARY	\$161,425.00	\$89,999.66	\$16,621.40	\$71,425.34	55.75%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$161,425.00	\$89,999.66	\$16,621.40	\$71,425.34	55.75%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					
E 99-94-551-2-282 JANITORIAL SERVICE	\$28,800.00	\$21,600.00	\$7,200.00	\$7,200.00	75.00%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$21,250.00	\$14,450.76	\$907.16	\$6,799.24	68.00%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,500.00	\$1,977.77	\$612.18	\$522.23	79.11%
E 99-94-551-3-308 BUILDING SUPPLIES	\$27,225.00	\$13,520.06	\$3,862.46	\$13,704.94	49.66%
E 99-94-551-3-360 UTILITIES	\$40,000.00	\$29,335.75	\$4,019.32	\$10,664.25	73.34%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$814.56	\$0.00	\$985.44	45.25%
E 99-94-551-3-374 COVID TEMPORARY SUPPLIES	\$2,000.00	\$199.51	\$0.00	\$1,800.49	9.98%
E 99-94-551-7-700 BUILDING PROJECTS	\$8,500.00	\$4,964.00	\$4,964.00	\$3,536.00	58.40%
DEPT 551 LIBRARY	\$132,075.00	\$86,862.41	\$21,565.12	\$45,212.59	65.77%
MAJ CLS 94 LIBRARY BUILDING	\$132,075.00	\$86,862.41	\$21,565.12	\$45,212.59	65.77%
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 99-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,203,000.00	\$758,697.66	\$107,005.85	\$444,302.34	63.07%
	\$1,203,000.00	\$764,694.77	\$107,492.67	\$438,305.23	63.57%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$936.31	\$136.85	\$499.67	\$58,156.85	\$6,009.96	\$53,083.20	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	\$124.00	\$0.00	\$58,144.00	-\$58,144.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$499.67	\$12.85	\$6,009.96	\$12.85	\$5,997.11	98
G 98-31190 GIFTS & GRANTS RESTRICT	-\$115.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$115.81	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$820.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$820.50	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$636.52	\$636.52	\$64,166.81	\$64,166.81	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$2,212.11	\$150,981.65	\$152,829.32	\$2,084,622.65	\$2,085,586.86	\$1,247.90	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$264.78	\$264.78	\$4,307.46	\$4,307.46	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$30,838.82	\$30,838.82	\$281,002.92	\$281,002.92	\$0.00	99
G 99-11210 INVESTMENTS	\$277,891.75	\$50.61	\$105,000.00	\$779,918.75	\$763,000.00	\$294,810.50	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$737.00	\$0.00	\$0.00	\$0.00	\$737.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTFU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER TH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$103,920.01	\$0.00	\$0.00	\$103,920.01	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDING	-\$0.10	\$1,734.88	\$1,734.88	\$16,153.97	\$16,153.97	-\$0.10	99
G 99-21220 FEDERAL WITHHOLDING TA	\$0.00	\$2,928.02	\$2,928.02	\$27,820.25	\$27,820.25	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.07	\$3,174.45	\$3,174.45	\$28,898.82	\$28,898.82	\$0.07	99
G 99-21245 FLEX BENEFIT	-\$2,692.62	\$1,804.64	\$1,563.48	\$10,016.85	\$9,310.57	-\$1,986.34	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	-\$2,795.48	\$3,920.35	\$2,796.20	\$25,063.85	\$25,064.47	-\$2,796.10	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$50.46	\$50.46	\$403.68	\$403.68	\$0.00	99
G 99-21276 VISION INSURANCE WITHH	\$0.00	\$66.30	\$66.30	\$530.40	\$530.40	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	-\$388.72	\$1,245.18	\$1,363.04	\$10,334.32	\$10,452.18	-\$506.58	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$15.54	\$15.54	\$123.92	\$123.92	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHOL	\$0.00	\$31.92	\$31.92	\$255.36	\$255.36	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$31,533.20	\$0.00	\$0.00	\$31,533.20	\$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	-\$142,010.80	\$0.00	\$0.00	\$0.00	\$0.00	-\$142,010.80	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$1,456.24	\$0.00	\$909,956.21	-\$909,956.21	99
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$107,018.76	\$12.91	\$801,611.51	\$42,913.85	\$758,697.66	99
G 99-31190 GIFTS & GRANTS RESTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED AS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$304,126.36	\$304,126.36	\$4,206,517.92	\$4,206,517.92	\$0.00	
	\$0.00	\$304,762.88	\$304,762.88	\$4,270,684.73	\$4,270,684.73	\$0.00	



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
11110 HARRIS GF -CHECKING					
562 e	08/06/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$84.23	585295783	Processing 7-30-21 Payroll
		Total	\$84.23		
564 e	08/13/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,411.84		FED/Wages Pd 8-13-21
G 99-21210		WISCONSIN WITHHOLDI	\$836.17		WI/Wages Pd 8-13-21
G 99-21230		SOCIAL SECURITY TAX	\$1,548.40		SS & MED/Wages Pd 8-13-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,548.38		SS Employer/Wages Pd 8-13-21
G 99-11160		SPECIAL CLEARING AC	\$15,053.09		DirectDep/Wages Pd 8-13-21
		Total	\$20,397.88		
565 e	08/13/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$21,777.01		Salaries & Wages/Wages Pd 8-13-21
E 99-93-551-3-370		PROGRAMMING	\$8.09		Gilman Reimbursement
G 99-21265		WI RETIREMENT	(\$1,367.05)		WRS Employees/Wages Pd 8-13-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,411.84)		FED/Wages Pd 8-13-21
G 99-21210		WISCONSIN WITHHOLDI	(\$836.17)		WI/Wages Pd 8-13-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,548.40)		SS & MED/Wages Pd 8-13-21
G 99-21245		FLEX BENEFIT	(\$781.74)		FLEX BEN/Wages Pd 8-13-21
G 99-21280		HEALTH INSURANCE WI	(\$622.59)		HEALTH/Wages Pd 8-13-21
G 99-21285		LIFE INSURANCE WITH	(\$15.54)		LIFE/Wages Pd 8-13-21
G 99-21275		DENTAL INSURANCE WI	(\$50.46)		DENTAL/Wages Pd 8-13-21
G 99-21276		VISION INSURANCE WIT	(\$66.30)		VISION/Wages Pd 8-13-21
G 99-21286		ACCIDENTAL INS WITH	(\$31.92)		ACCIDENT/Wages Pd 8-13-21
G 99-11160		SPECIAL CLEARING AC	(\$15,053.09)		Net Pay/Wages Pd 8-13-21
		Total	\$0.00		
574 e	08/24/21	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$10,350.54	36420002021	AUG Health - Employer
G 99-21280		HEALTH INSURANCE WI	\$1,245.18	36420002021	AUG Health - Employee
		Total	\$11,595.72		
575 e	08/31/21	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$3,920.35	252468	JULY 2021 WRS - Employer
G 99-21265		WI RETIREMENT	\$3,920.35	252468	JULY 2021 WRS - Employee
		Total	\$7,840.70		
576 e	08/20/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$86.27	586128867	Processing 8-13-21 Payroll
		Total	\$86.27		
577 e	08/27/21	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$68.15	586794445	Time and Attendance Monthly
		Total	\$68.15		
578 e	08/27/21	ADP			
G 99-21220		FEDERAL WITHHOLDIN	\$1,516.18		FED/Wages Pd 8-27-21
G 99-21210		WISCONSIN WITHHOLDI	\$898.71		WI/Wages Pd 8-27-21



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 99-21230		SOCIAL SECURITY TAX	\$1,626.05		SS & MED/Wages Pd 8-27-21
E 99-91-551-1-199		FRINGE BENEFITS	\$1,626.06		SS Employer/Wages Pd 8-27-21
G 99-11160		SPECIAL CLEARING AC	\$15,785.73		DirectDep/Wages Pd 8-27-21
		Total	\$21,452.73		
579 e	08/27/21	LIBRARY PAYROLL			
E 99-91-551-1-100		SALARIES & WAGES	\$22,778.01		Salaries & Wages/Wages Pd 8-27-21
G 99-21265		WI RETIREMENT	(\$1,429.15)		WRS Employees/Wages Pd 8-27-21
G 99-21220		FEDERAL WITHHOLDIN	(\$1,516.18)		FED/Wages Pd 8-27-21
G 99-21210		WISCONSIN WITHHOLDI	(\$898.71)		WI/Wages Pd 8-27-21
G 99-21230		SOCIAL SECURITY TAX	(\$1,626.05)		SS & MED/Wages Pd 8-27-21
G 99-21245		FLEX BENEFIT	(\$781.74)		FLEX BEN/Wages Pd 8-27-21
G 99-21280		HEALTH INSURANCE WI	(\$740.45)		HEALTH/Wages Pd 8-27-21
G 99-11160		SPECIAL CLEARING AC	(\$15,785.73)		Net Pay/Wages Pd 8-27-21
		Total	\$0.00		
25171	08/17/21	A TO Z DATABASES			
E 99-93-551-3-372		E CONTENT	\$2,000.00	503271	Yearly Database Subscription
		Total	\$2,000.00		
25172	08/17/21	ANTHONY J. SALLA			
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$270.00	08112021	Room Fee Return
		Total	\$270.00		
25173	08/17/21	ASCEND ELEVATOR LLC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$225.00	4283	Elevator Service (2 of 3)
		Total	\$225.00		
25174	08/17/21	AT&T			
E 99-92-551-3-303		TELEPHONE	\$172.62		SEPT Phone Svc - Paid in Advance
		Total	\$172.62		
25175	08/17/21	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$499.45	2036022724	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,371.68	2036025555	Print Collection Materials
E 99-93-551-3-373		PRINT	\$183.04	2036031815	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,476.91	2036039877	Print Collection Materials
E 99-93-551-3-373		PRINT	\$317.79	2036044926	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,262.30	2036054908	Print Collection Materials
E 99-93-551-3-373		PRINT	\$413.18	2036057497	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$165.05	2036058579	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$169.40	2036069443	Print Collection Materials
E 99-93-551-3-373		PRINT	\$417.74	2036071445	Print Collection Materials
E 99-93-551-3-373		PRINT	\$1,105.60	2036075763	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$123.51	2036076938	Lions Club 2021 Gift
E 99-93-551-3-373		PRINT	\$386.22	2036076942	Print Collection Materials
E 99-93-551-3-373		PRINT	\$51.99	2036079834	Print Collection Materials
E 99-93-551-3-373		PRINT	\$259.93	2036079880	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$19.24	2036081264	Spoken Word Collection
E 99-93-551-3-373		PRINT	\$425.87	2036091832	Print Collection Materials



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$623.16	2036094029	Print Collection Materials
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$93.18	2036094089	Lions Club 2021 Gift
E 99-93-551-3-373		PRINT	\$335.26	2036099254	Print Collection Materials
E 99-93-551-3-373		PRINT	\$291.71	2036099260	Print Collection Materials
E 99-93-551-3-373		PRINT	\$53.47	2036100231	Print Collection Materials
E 99-93-551-3-371		MEDIA	\$17.33	C60810880	Media Collection
E 99-93-551-3-371		MEDIA	\$96.85	H55961580	Media Collection
E 99-93-551-3-371		MEDIA	\$170.27	H55962370	Media Collection
E 99-93-551-3-371		MEDIA	\$38.26	H55968550	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H55970040	Media Collection
E 99-93-551-3-371		MEDIA	\$14.33	H56028120	Media Collection
E 99-93-551-3-371		MEDIA	\$59.19	H56053100	Media Collection
E 99-93-551-3-371		MEDIA	\$11.57	H56061230	Media Collection
E 99-93-551-3-371		MEDIA	\$12.62	H56087570	Media Collection
E 99-93-551-3-371		MEDIA	\$14.42	H56102060	Media Collection
E 99-93-551-3-371		MEDIA	\$49.06	H56103210	Media Collection
E 99-93-551-3-371		MEDIA	\$24.50	H56118500	Media Collection
E 99-93-551-3-371		MEDIA	\$17.33	H56124200	Media Collection
E 99-93-551-3-371		MEDIA	\$20.93	H56150490	Media Collection
E 99-93-551-3-371		MEDIA	\$59.86	H56151420	Media Collection
E 99-93-551-3-371		MEDIA	\$84.38	H56151490	Media Collection
E 99-93-551-3-371		MEDIA	\$19.49	H56165040	Media Collection
E 99-93-551-3-371		MEDIA	\$15.89	H56166120	Media Collection
E 99-93-551-3-371		MEDIA	\$17.30	H56193210	Media Collection
E 99-93-551-3-371		MEDIA	\$64.95	H56210330	Media Collection
E 99-93-551-3-371		MEDIA	\$31.73	H56225290	Media Collection
E 99-93-551-3-371		MEDIA	\$44.74	H56260740	Media Collection
E 99-93-551-3-371		MEDIA	\$33.94	H56262860	Media Collection
E 99-93-551-3-371		MEDIA	\$47.62	H56307840	Media Collection
E 99-93-551-3-371		MEDIA	\$64.95	H56307900	Media Collection
E 99-93-551-3-371		MEDIA	\$56.26	H56325960	Media Collection
E 99-93-551-3-371		MEDIA	\$35.33	H56327170	Media Collection
E 99-93-551-3-371		MEDIA	\$113.28	H56383010	Media Collection
E 99-93-551-3-371		MEDIA	\$43.18	T24037430	Media Collection
Total			\$11,342.57		
25176	08/17/21	BAKER TILLY VIRCHOW KRAUSE LLP			
E 99-92-551-2-206		AUDIT	\$598.00	BT1876625	2020 Audit Preparation Final
Total			\$598.00		
25177	08/17/21	BOEHLKE HARDWARE			
E 99-94-551-3-308		BUILDING SUPPLIES	\$136.00	60389	Bathroom Repairs
Total			\$136.00		
25178	08/17/21	BOOKBROWSE LLC			
E 99-93-551-3-372		E CONTENT	\$750.00	3484	Bookbrowse Annual Sub
Total			\$750.00		
25179	08/17/21	CARDMEMBER SERVICE			
E 99-92-551-2-284		CONTRACTED SERVICE	\$78.99		Mailchimp



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-373		PRINT	\$90.00		The Business Journal
E 99-93-551-3-371		MEDIA	\$210.82		Gamestop
E 99-93-551-3-371		MEDIA	\$558.88		Gamestop
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34		Amazon Web Services
E 99-94-551-3-306		JANITOR SUPPLIES	\$4.17		Home Depot
E 99-92-551-3-303		TELEPHONE	\$25.46		AT&T
E 99-92-551-3-300		OFFICE SUPPLIES	\$8.96		Office Depot
		Total	\$978.62		
25180	08/17/21	CENTURY LINK			
E 99-92-551-3-303		TELEPHONE	\$4.87	238301790	JULY Long Distance
		Total	\$4.87		
25181	08/17/21	CIVICPLUS			
E 99-92-551-2-284		CONTRACTED SERVICE	\$2,626.92	216264	Annual Website Hosting
		Total	\$2,626.92		
25182	08/17/21	CLEAN SOURCE LLC			
E 99-94-551-2-282		JANITORIAL SERVICE	\$7,200.00	073121-FLW	Qtly Janitorial Service (3 of 4)
		Total	\$7,200.00		
25183	08/17/21	DELTA DENTAL OF WISCONSIN			
G 99-21276		VISION INSURANCE WIT	\$66.30		SEPT Vision - Employee
G 99-21275		DENTAL INSURANCE WI	\$50.46		SEPT Dental - Employee
		Total	\$116.76		
25184	08/17/21	DEMCO			
E 99-94-551-3-308		BUILDING SUPPLIES	\$1,935.00	6982554	Rotating Paperback Stand
E 99-92-551-3-300		OFFICE SUPPLIES	\$89.29	6982829	Work Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$629.19	6984711	Work Supplies
E 99-94-551-3-308		BUILDING SUPPLIES	\$1,791.46	6985557	Book Trucks
		Total	\$4,444.94		
25185	08/17/21	GEGRB/AMAZON			
E 99-93-551-3-370		PROGRAMMING	\$55.44	43554457699	Programming Supplies
E 99-93-551-3-373		PRINT	\$13.31	43889753554	Print Collection
E 99-93-551-3-370		PROGRAMMING	(\$6.92)	44386348389	Programming Supplies
E 99-93-551-3-371		MEDIA	\$9.39	44537565543	Media Collection
E 99-92-551-2-286		COMPUTERS	(\$5.99)	45383359949	Technology
E 99-93-551-3-373		PRINT	\$13.72	45645355854	Print Collection
E 99-92-551-2-286		COMPUTERS	\$9.49	45859945363	Technology
E 99-94-551-3-306		JANITOR SUPPLIES	\$16.81	45976945863	Janitor Supplies
E 99-93-551-3-372		E CONTENT	\$14.99	46963673755	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$9.89	46975687466	Technology
E 99-93-551-3-372		E CONTENT	\$12.99	48398335863	Kindle Collection
E 99-93-551-3-370		PROGRAMMING	\$24.98	48556956498	Programming Supplies
E 99-93-551-3-370		PROGRAMMING	\$24.46	49366346944	Programming Supplies
E 99-93-551-3-372		E CONTENT	\$9.99	49487348474	Kindle Collection
E 99-93-551-3-370		PROGRAMMING	\$34.68	53437973985	Programming Supplies
E 99-93-551-3-373		PRINT	\$12.86	53649375668	Print Collection



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-372		E CONTENT	\$9.99	64357847863	Kindle Collection
E 99-93-551-3-373		PRINT	\$7.07	66353764679	Print Collection
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	(\$12.85)	66447787557	Restricted Gift - MCF
E 99-93-551-3-373		PRINT	\$6.54	66894779433	Print Collection
E 99-93-551-3-372		E CONTENT	\$13.99	69884878359	Kindle Collection
E 99-92-551-2-286		COMPUTERS	\$23.99	76335848553	Technology
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$12.98	76379374558	Restricted Gift - MCF
E 99-92-551-3-300		OFFICE SUPPLIES	\$52.22	77479899435	Office Supplies
E 99-92-551-2-286		COMPUTERS	\$23.75	79973696358	Technology
E 99-93-551-3-372		E CONTENT	\$9.99	85934584643	Kindle Collection
E 99-93-551-3-372		E CONTENT	\$14.99	87534698333	Kindle Collection
E 99-93-551-3-370		PROGRAMMING	\$12.60	88957364334	Programming Supplies
E 99-92-551-2-286		COMPUTERS	\$248.65	89389856448	Technology
E 99-92-551-2-286		COMPUTERS	\$275.13	98539348547	Technology
E 99-93-551-3-373		PRINT	\$161.10	98559497735	Print Collection
E 99-94-551-3-306		JANITOR SUPPLIES	\$13.85	99333539968	Janitor Supplies
		Total	\$1,124.08		
25186	08/17/21	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$142.00	29855330	Monthly Color Copier Lease
		Total	\$142.00		
25187	08/17/21	JOHN LAMM OF JACKSON, INC			
E 99-94-551-2-283		CONTRACTED-BUILDIN	\$682.16	09-18027	AUG Regular Service
		Total	\$682.16		
25188	08/17/21	MADDEN & ASSOCIATES			
E 99-94-551-7-700		BUILDING PROJECTS	\$4,964.00		Childrens Shelving
		Total	\$4,964.00		
25189	08/17/21	MEQUON COPY MASTER			
E 99-92-551-3-300		OFFICE SUPPLIES	\$31.50	27266	Business Cards
		Total	\$31.50		
25190	08/17/21	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,271.57	500790070	Hoopla - JULY 2021
		Total	\$1,271.57		
25191	08/17/21	MONARCH LIBRARY SYSTEM			
E 99-92-551-3-359		MONARCH FEES	\$13.50	415512	Telephony charges (APR - JUN 2021)
		Total	\$13.50		
25192	08/17/21	NASSCO			
E 99-94-551-3-306		JANITOR SUPPLIES	\$577.35	6030465	Regular Janitorial Supplies
		Total	\$577.35		
25193	08/17/21	OCLC, INC			
E 99-92-551-2-284		CONTRACTED SERVICE	\$343.33	1000149997	Webdewey Annual Renewal
		Total	\$343.33		
25194	08/17/21	OFFICE COPYING EQUIPMENT INC			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$187.05	AR146473	JULY Copy Charges
		Total	\$187.05		
25195	08/17/21	PIXOLOGIE, INC.			
E 99-93-551-3-370		PROGRAMMING	\$150.00	3275	SEPT 30 Program
		Total	\$150.00		
25196	08/17/21	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$179.97	18334409	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$145.98	18347159	Office Supplies
E 99-92-551-3-300		OFFICE SUPPLIES	\$215.97	18739442	Office Supplies
		Total	\$541.92		
25197	08/17/21	SECURIAN FINANCIAL GROUP, INC			
G 99-21286		ACCIDENTAL INS WITH	\$31.92	092021-A	SEPT Accident - Employee
E 99-91-551-1-199		FRINGE BENEFITS	\$79.56	092021-L	SEPT Life - Employer
G 99-21285		LIFE INSURANCE WITH	\$15.54	092021-L	SEPT Life - Employee
		Total	\$127.02		
25198	08/17/21	THIENSVILLE-MEQUN ROTARY CLUB			
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$297.10	07012021	Qtly Rotary Club Dues (3 of 4)
		Total	\$297.10		
25199	08/17/21	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$71.60	603912	JULY 2021 Placements
		Total	\$71.60		
25200	08/17/21	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$4,019.32	3799105934	AUG Electrical & Gas
		Total	\$4,019.32		
		11110 HARRIS GF -CHECKING	\$106,935.48		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$486.82
99 F. L. WEYENBERG LIBRARY FUND	\$106,448.66
	\$106,935.48

2021 Activity Report

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	24,377	23,818	27,332	25,756	24,306	27,135	30,494	28,269	211,487
2020	24,991	23,076	14,225	635	5,073	13,507	21,815	23,017	126,339
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	183,085
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	3,543	3,413	3,753	3,708	3,898	3,804	4,070	4,142	30,331
2020	4,088	4,090	4,951	6,223	5,792	5,124	5,136	5,064	40,468
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	38,711
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	1,608	1,572	1,892	1,454	1,084	968	840	2,213	11,631
2020	1,145	1,151	811	1,376	2,013	956	1,073	1,460	9,985
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	12,096
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	1,701	1,504	1,957	1,873	1,780	2,573	2,401	1,907	15,696
2020	1,471	1,507	824	447	1,195	1,676	1,511	1,327	9,958
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	11,126
WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	10,851
Exterior WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2020	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
2021	320	322	427	452	454	509	537	778	3,799
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	10,287	9,916	12,605	12,701	11,536	12,174	16,274	13,884	99,377
2020	11,690	11,636	6,245	0	0	4,229	7,596	8,544	49,940
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	72,675
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	16	20	22	18	18	14	11	13	132
attendance	154	115	315	255	169	143	131	106	1,388
2020	13	17	8	8	4	6	5	4	65
attendance	111	222	63	72	21	67	51	18	625
2021	6	9	6	9	7	8	7	8	60
attendance	86	56	45	58	37	58	30	30	400

2021 Activity Report

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	2	1	4	4	1	1	1	1	15
participation	167	109	164	205	88	80	115	102	1,030
2020	2	1	4	0	0	0	0	0	7
attendance	183	147	169	38	58	37	6	16	654
2021	1	0	1	0	0	1	1	1	5
attendance	86	22	136	27	35	68	55	43	472
Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	2	2	5	3	2	9	5	1	29
attendance	7	7	33	7	3	430	83	0	570
2020	0	1	3	0	0	2	1	2	9
attendance	0	1	30	0	0	14	11	35	91
2021	0	0	2	0	0	5	6	0	13
attendance	0	0	10	0	0	158	52	0	220
Drop In Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	3	2	4	5	1	1	2	2	20
attendance	72	57	82	115	58	141	52	53	630
2020	2	2	4	0	1	6	8	2	25
attendance	39	82	111	0	5	138	119	42	536
2021	4	3	3	3	4	2	0	2	21
attendance	72	58	51	45	65	83	12	66	452
Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	17	29	26	34	27	29	28	25	215
attendance	372	731	840	794	954	1438	1500	1014	7,643
2020	18	25	15	17	12	5	6	1	99
attendance	619	755	370	801	544	337	469	155	4,050
2021	6	11	10	6	0	10	10	6	59
attendance	123	117	213	106	0	756	582	437	2,334
Drop In Childrens Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	3	2	4	5	2	3	5	1	25
attendance	420	271	354	342	510	421	550	270	3,138
2020	4	3	4	4	0	10	11	8	44
attendance	356	315	283	47	24	289	313	318	1,945
2021	9	10	9	11	6	11	12	8	76
attendance	324	496	346	436	325	1046	1184	869	5,026

2021 Activity Report

Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	17	9	11	10	3	5	13	8	76
2020	10	19	9	0	0	6	17	23	84
2021	22	24	29	26	26	16	7	7	157
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	YTD
2019	38	37	26	31	22	27	38	34	253
2020	47	42	17	0	0	0	0	20	126
2021	27	18	17	21	23	21	30	29	186
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	YTD
2019	38	36	28	38	26	15	24	37	242
2020	36	30	6	0	0	0	0	18	90
2021	21	18	22	12	15	21	12	25	146
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2019	85	88	140	109	97	160	145	122	946
2020	95	91	67	35	30	63	88	103	572
2021	80	89	90	84	96	155	196	112	902
FLW Library Items sent to Other System Member Libraries				Apr	May	June	July	Aug	YTD
2019	3,721	3,944	3,665	3,819	3,715	3,499	3,798	3,491	29,652
2020	4,185	3,614	2,269	32	916	4,013	3,004	2,818	20,851
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	23,432
Items Received from Other System Member libraries for our patrons					May	June	July	Aug	YTD
2019	4,072	4,518	4,195	4,057	3,954	3,470	4,205	3,781	32,252
2020	4,844	3,806	1,773	787	1,466	6,053	3,920	4,420	27,069
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	32,481
Quick Pickup Appointments	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD
2020	0	0	0	226	961	1,140	176	92	2,595
2021	81	90	50	38	22	20	25	28	354

Date: September 17, 2021
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report, September 2021

I've had the opportunity to work on the adult and children's reference desks throughout the month. Additionally, I have attended the following meetings, either in person or online.

- RECURRING: Monarch Library System Virtual Directors Chats, Fridays, 8/20, 9/10, 9/17
- RECURRING: Rotary Meetings, 8/24, 9/14
- Presentation to Village of Thiensville Committee of the Whole Meeting, 9/13
- Mequon Common Council Meeting, 9/14
- Monarch Library System ILS Committee Meeting, 8/24
- Monarch Library System Directors Council Meeting, 9/9
- Hook, Yarn & Stitch online, 8/19
- Advocacy Committee Meeting, 9/13

PERSONNEL & CONTINUING EDUCATION:

I attended the following webinars this month:

- TTW 2021: Wisconsin Library Ecosystem
- TTW 2021: Departures & Arrivals: Transitions and Succession Planning
- TTW 2021: Self-awareness for Social Justice Ally-ship
- TTW 2021: Library Ethics 101: What Would You Do?
- TTW 2021: Trustee Leadership: Bringing it All Together
- Monarch Connect & Share Training
- Tech Days 2021: Digital First: All Library Planning Starts with Digital
- Tech Days 2021: Canva Demo and Q&A
- Tech Days 2021: Free Online Tools to Increase Your Workflow & Productivity

OPERATIONS ACTIVITIES:

Staff is clearly enforcing our in-building mask mandate, and they all deserve a pat on the back for doing so. While most of our patrons are wearing masks without comment, those who disagree are vocal and generally very unpleasant. I have been called Nazi by a 93-year-old woman who told me I was the worst person she's ever encountered. Seems to me like she's had a very good life. She did, however, contact the *News-Graphic* to complain. Brian Huber from the *News-Graphic* called me to discuss the incident that prompted the letter. I explained how we came to the decision to require masks, and the many, many options people have to access library service without coming into the library if they choose not to mask.

I also had a woman who told me her child had a medical exemption. I tried to explain that we have a variety of ways to provide library services that do not require coming into the library, if her child chooses not to or cannot wear a mask. While Covid is not an ADA issue, it does remind me that when offering accommodation, it needs only to be reasonable, not necessarily the accommodation

preferred by the person needing the accommodation. Sadly, our patrons who object to our policy do not understand that.

Patrons are also raising their concerns by taping notes to our doors and easels. Our cleaning contractor found a three-page note taped to the outside of our front door, the weekend of September 28-29. The hate-filled screed was largely incoherent. The signed note was turned over to the Mequon Police Department. The author lives in Milwaukee and is known to law enforcement. Another patron posted a note on our "Masks Required" easel sign. The note objected to our requirement. It was not signed. If you are interested in seeing either of these notes, please contact me.

PROGRAMMING:

Our calendar, which can be found at <http://www.flwlib.org/Calendar.aspx>, is full of activities.

Click here to go directly to our YouTube page:

<https://www.youtube.com/channel/UCF7ld2ZilAe8wEVkLaQoc2A/>

Live, hybrid, and online programs continue. We do have some limited in-person programming scheduled, including the first Fine Arts Event, Sunday, September 19, with Ben Merens. This event will be in the Rotunda.

OTHER:

Ashley, Craig, and I met with a vendor to discuss a remodel of the Tolzman Community Room, a project we would like to propose to the Weyenberg Public Library Foundation. We're looking at new flooring, new (sturdier) tables and chairs, new paint, and new artwork. We will present our 2022 Foundation Wish List to you at the September meeting for your approval, in preparation for the October 6 meeting of the Foundation. Additionally, if anyone on this board is interested in serving on the Foundation Board, please let me know. We like to have two Library Trustees on the Foundation Board; currently only Jennifer Bogli serves on both.

If you have not already done so, I highly recommend that you view the Trustee Training Webinars presented Monday, August 23, Wisconsin Library Ecosystem, and Friday, August 27, Trustee Leadership: Bringing It All Together. The recordings may be found at <https://www.wistrusteetraining.com/recordings>.

Regarding my presentation to the Village of Thiensville Committee of the Whole: While Village President Van Mobley challenged me regarding our mask requirement, my feeling is that the rest of those in attendance were supportive of the rule. At the very least, the meeting provided an opportunity for me to talk with Lisa Curtis of the *News-Graphic*.

Alice Sedgwick, a former FLWL Director, wrote an article about the history of the Library for the September issue of the *Castle Courier*, a publication of Newcastle Place. A follow up article about current Library services will be included in an upcoming issue.

Date: September 15, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Amanda Kloppmann
Re: Access Services Manager Report, September 2021

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

- Vacation – 8/20 – 8/28
- Willowbrook Place visit (Val) – 8/23
- UMS Sync Report – 9/1
- Hook, Yarn and Stitch – 9/2
- Monarch Connect & Share training – 9/2
- Circ Desk – 9/8
- Closing Shift – 9/9
- Director's Council – 9/9
- Management Meeting – 9/9
- Circ Desk – 9/14
- AM Pull list – 9/16
- Business of Milwaukee webinar – 9/16
- AM Pull list – 9/17
- Circ Desk – 9/17
- Willowbrook Place visit – 9/20
- Circulation committee meeting – 9/22

STATISTICS

Nothing new to report in our stats. They seem to line up closely with last month. No real jumps or drops in anything.

OTHER TASKS & TIDBITS

September is Library Card Sign-Up month. We'll see how many new cards we get! We are doing a bingo sheet for prizes!

The directors also voted to enable an address check block at 18 months. In the past, we had patron cards expiring every 3 years. They would get a notice and we would update their account either in person or over the phone (something we added since Covid). Some libraries had cards never expiring so a new setting was enabled in Polaris to flag accounts that had an address check date in the past. So we've gotten a lot of patrons that need updating. I would say maybe 60-70% of checkouts have had this block. Because they have to come to the desk to remove the block, I am interested to see what our statistics will look like for staff assisted checkout vs self-checkout. Hopefully, we get through the bulk of the blocks in the next month or so. Some patrons have been frustrated by it. However, we have caught many that needed things fixed, for example, they are missing Dr or St in their address or they actually moved. So it's a great way for us to update our records.

Our Adventure Passes for the zoo have circulated 33 times this summer so far.

Date: September 17, 2021
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, September 2021

- The 2022 rates for Health Insurance have been announced by the Department of Employee Trust Funds. As per state law, the Library is allowed to contribute no more than 88% of the average of available Tier 1 plans towards employee health insurance premium. In 2022, there will be one Tier 1 plan in Ozaukee County (there were two in 2021). Employees may still elect to take a plan that is not Tier 1, though they would be responsible for the cost difference.
 - The employer max contribution will be \$741.40 for single coverage and \$1,822.42 for family in 2022. The Library's expense was \$773.94 for single coverage and \$1,902.31 for family coverage in 2021. This represents approximately 4.2% reduction in each.
 - Employees who elect to take Network Health (Tier 1) will see their costs increase to \$101.10 for single coverage and \$248.52 for family coverage per month, up from \$93.22 and \$228.62 in 2021. This is an increase of 8.5% and 8.7%, respectively.
 - For employees taking WEA Trust (Tier 3), their monthly cost will increase from \$117.84 per month in 2021 for single coverage to \$240.00 per month in 2022, an increase of 104%. There are currently no employees taking family coverage through WEA.
 - Employees may choose a different health plan or change their coverage levels during the annual open enrollment period, scheduled from September 27 through October 22, for coverage beginning January 1, 2022.
- The Library will again offer Vision, Accident and Supplemental Dental Insurance in 2022. Vision insurance rates are unchanged from 2021. Accident Insurance premiums are also unchanged from 2021, though benefit payouts will increase significantly in 2022. Dental premiums will see a modest increase in 2022. Open enrollment for these programs also runs from September 27 through October 22.
- I attended the Virtual ETF Kickoff meeting for Open Enrollment on September 16. The representatives from ETF highlighted the changes to insurance programs for 2022, and emphasized that this would be a low-change year compared to what was offered in 2021. A follow-up Question and Answer session for local employers is scheduled for September 24.

- We have a preferred quote for new color copiers for the Public and Administration offices. These will replace the existing machines which have aged to the point that keeping them in service is becoming prohibitively expensive and time consuming. This will be the first time in many years that color copying has been available to patrons, so a price point for color copies will need to be established.
- The City of Mequon has scheduled a single budget workshop meeting for all City departments on Tuesday, September 21, 2021, at 6:00 pm in the City's Council Chambers.
- I attended two training sessions for Monarch Connect & Share in the past month. Connect & Share is intended as a replacement for the Library's internal file server, though there are still many technical issues that need to be addressed before it is ready for widespread use. We will need to work with the Monarch IT department to ensure it can be utilized properly.
- At some time on August 28, a patron posted a three-page manifesto on the Library's bulletin board that was discovered over the weekend by the cleaning crew. Due to the unsettling nature of the posting's content, the Mequon Police Department was called to assess whether the individual who made the posting, who signed his name to it, could be considered a threat to himself or others. The Police are currently investigating but we have no follow-up contact with the individual since then.
- The monthly webinar series presented by MMAC on operating businesses and reopening strategies during COVID took place on September 14, 2021. The focus on this meeting involved the legalities and procedures for employers who have mandated vaccines for employees who have returned to the office. The full presentation can be viewed here: <https://www.youtube.com/user/TheMMACMilwaukee>

Date: September 23, 2021
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:

- Brightboard Display Updates: 8/20, 8/27, 9/3, 9/10, 9/17
- Material Orders, 8/23, 9/7, 9/13, 9/20
- Evening Shifts: 8/26, 9/17, 9/24
- Weekend Shifts: 8/21, 9/19, 9/25
- Monarch Training Demo, Connect & Share, 8/26
- Friends of the CCBC Book Sale at UW-Madison, 9/2
- Management Meeting, 9/9
- Website Updates: Fall Events, 9/13; Digitization Lab, 9/14
- Staff Meeting, 9/14
- Webinar: Metro Milwaukee Association of Commerce and Milwaukee 7 Development Partnership Present: The Business of Milwaukee, 9/15
- Program: Storytimes, 9/21, 9/22, 9/25
- Program: M-T Community Book Club, 9/21

MONTHLY STATISTICS

Reference statistics for August increased in comparison to July 2021 and were higher than August 2020. We are also creeping closer to our 2019 numbers, with a difference of 400 between August 2019 and August 2021.

eCircs also increased in usage for August in comparison to July. It is slightly down from our 2020 number with about a 170 difference. However, if you compare it to where we were in 2019, it is almost a 750 increase from August 2019.

The Digitization Lab slowed down a lot this summer, with only 7 reservations for August. I am expecting the usage to pick up as the weather gets cooler, and we will also be sending out an email to past users about our equipment upgrade that I talk about a little later in my report.

Program attendance for the summer was great! We are happy with our numbers, since we slowly increased our program offerings this summer and returned to some in-person programs. We are still monitoring our program attendances as we move indoors for storytimes LEGO Club and Crazy 8s, since we want to safely offer programs to youth beyond our grab & go kits. We also had a great first Movie Matinee showing with an attendance of 18 people for *Nomadland*.

OTHER TASKS & TIDBITS

-We are working on creating a World Languages collection of fictional books in Spanish, Hebrew and Russian. So far, we have contacted and created new accounts with some book vendors separate from Baker & Taylor, which does not offer as wide a variety as we would like. One vendor offers materials in Cyrillic and the other vendor offers materials in Hebrew, Arabic and Yiddish. At this point, we are only purchasing materials in Spanish, Hebrew and Russian materials for this collection.

-We had a slight snafu with our Rosetta Stone database renewal. The renewal form was never received before our subscription lapsed. We were alerted by a patron about an error message that appeared while trying to access the database. I followed up with our EBSCO representative to get the renewal form and access restored for a couple of days. All total, we had a small break in access for about 5 days before we were able to get everything back in place.

-We purchased a new machine for the Digitization Lab to convert 8mm film and Super 8mm film to digital. This new piece of equipment will replace the old Super 8mm projector and the 8mm projector that we have had since opening the Digitization Lab. As you may recall, we had to have the 8mm projector fixed a few times, so hopefully this new machine will negate any of the issues we had with the old projectors. Everyone in the Patron Services department has been trained to use the new equipment, the Lab reservation form has been updated and we will be putting it out for use starting September 15.

-We have a few reservations for the Tolzman Community Room this month. We have had to enforce mask wearing with one of the groups, but it was our first one, so we are out of practice with following our Meeting Room policy and reminding the groups of what they should be doing.

UPCOMING LIBRARY PROGRAMS

- Bi-monthly History's Hidden Women Book Club (virtual)
- Genealogy Interest Group (in-person)
- Wednesday 1-O-1 Tech Helps Sessions (in-person)
- Monthly iCan! classes (in-person)
- Monthly M-T Book Club (in-person June)
- Monthly AM Hook, Yarn & Stitch Club (in-person)
- Monthly PM Hook, Yarn & Stitch Club (virtual)
- Fine Arts event: Ben Merens, Stories & Songs (September)
- Cultural Conversations with Susan Angel Miller (November)

- Teen Take & Make Kits (3x this fall)
- College Essays Workshop (September)
- Financial Aid & Scholarships Workshop (October)
- Teen Exam Cram (November)

- Monthly Children's Take Home Craft Kits
- Monthly Children's Take Home STEAM Kits
- LEGO Club (monthly, in-person)
- Crazy 8s Math Club (8 sessions, in-person)
- Family Storytimes on Tuesdays, Wednesdays & Saturdays (weekly, in-person)



11345 N Cedarburg Rd,
Mequon, WI 53092



Brian Zelinski

Territory Manager

Office: 414.778.0000

Cell: 414.659.8239

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Gifts and Grants

The Frank L. Weyenberg Library welcomes giving 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.

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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.

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 to determine the tax implications of a donation. The Library will provide, upon request, a statement describing the gift.

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.

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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 application will be reviewed and a member of the Library's management team 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 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.



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.

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.

Adopted 2017; Reviewed 9/21



Open Records Notice

Frank L. Weyenberg Library of Mequon-Thiensville
11345 North Cedarburg Road,
Mequon, WI 53092
Phone: 262-242-2593
director@flwlib.org

The public may inspect Frank L. Weyenberg Library records, make requests for records, and obtain copies thereof, at the following times and manner, with payment of the appropriate fees and costs:

Hours: Monday - Friday, 9:00 a.m. - 5:00 p.m. (except holidays)

Legal Custodian: Library Director or his/her designee

Fees and costs:

1. Photocopy duplication charge of 25 cents per page.
2. Photograph, video, or audio duplication: charge of actual cost of reproduction.
3. Applicable shipping and/or mailing fees will be added.
4. Prepayment may be required for record requests in excess of \$5.00 fees/costs.

Requests should be made and directed to the appropriate legal custodian of record.

This notice is given pursuant to Wisconsin Statutes Section 19.34.



Open Records Request Form

Pursuant to Wisconsin Statutes Section 19.34

I request access to the following records of the Frank L. Weyenberg Library:

Description of records:

I wish to (choose one):

- ☐ inspect the above records
- ☐ obtain copies of the above records
- ☐ have copies mailed to me

Name of requestor:

Address of requestor:

Phone number:

Please note the following fees and costs:

1. Photocopy duplication: charge of 25 cents per page.
2. Photograph, video, or audio duplication: charge of actual cost of reproduction.
3. Applicable shipping and/or mailing fees will be added.
4. Prepayment may be required for record requests in excess of \$5.00 fees/costs.



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.



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.



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.



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.



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 ~~two (2)~~ three (3) hours, ~~with a possible one (1) hour extension, if no other patron is waiting to use a station.~~ 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:

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~~Internet Use, pg. 2~~

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.

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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, there 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 ~~offence~~ offense is any way.

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



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 a wide range of topics, formats and levels of complexity for persons 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 reside within the City of Mequon or the Village of 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 residing in Mequon or Thiensville 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.
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: _____

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? _____

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.