



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, November 19, 2025, 6:00pm
Tolzman Community Room

Microsoft Teams

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Meeting ID: 237 432 797 026 1 Passcode: E74JG7G9

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of October 22, 2025, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for October 2025
 - b. Action Item: Accounts Payable for October 2025
- VII. President's Report – T. Lookatch**
- VIII. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- IX. Staff Reports**
 - a. Library Operations
 - b. Director's Report – Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business:**
 - a. Update: Crexendo Phone System

XI. New Business:

- a. Action Requested: 2026 Holidays & Closing
- b. Action Requested: 2026 Board of Trustees Meeting Schedule
- c. Action Requested: Approval of 2026 Budget

XII. Trustee Training & System/State Library Update

- a. TE 19: Library Director Certification
- b. TE 20: The Library Board and Building Accessibility

XIII. Future Meeting Dates

- a. Board of Trustees Meeting: December 17, 2025, 6pm
- b. Other Meetings:

XIV. Adjourn

Posted: November 14, 2025



11345 North Cedarburg Road, Mequon, WI 53092

Minutes of the Board of Trustees October 22, 2025 Meeting

Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held October 22, 2025, at 6pm in the Library's Tolzman Community Room.

- I. Pledge of Allegiance**
Tedd Lookatch led the Pledge of Allegiance.

- II. Call to Order, Verification of Posting, Roll Call**
Mr. Lookatch called the meeting to order at 6:00 pm.
Meeting notice and revised agenda were posted October 21, 2025.
Trustees present: Tedd Lookatch, President; Ali Buchanan, Vice-President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham, Liz Agnello, Catherine Perry, Bob Wagner
Trustees attending virtually: Amy Abbott
Trustees absent: Ellen Nagy (excused)
Staff present: Rachel Muchin Young, Library Director; Beth Hatch, Admin Aide.

- III. Announcements:** None

- IV. Public Comment:** A patron had an issue with pronouns Rachel used in the September newsletter. A second patron expressed concern about the computer station spaces.

- V. Approval of Minutes**
 - a. Mr. Hansher moved to approve the minutes of the September 17, 2025, meeting as presented.

- VI. Financial Reports**
 - a. Mr. Baxter reviewed the August 2025 Revenue and Expenditures reports.
 - b. Mr. Baxter moved to approve the August Accounts Payable in the amount of \$76,918.47. Ms. Buchanan seconded. Motion carried.

- VII. President's Report:** Mr. Lookatch commented on keeping the momentum going for the 4th quarter and he is looking forward to the group starting projects for the new year. Every idea is a good idea.

VIII. Committee Reports

- a. Finance: No report.
- b. Advocacy: No report.
- c. Personnel: No report.

IX. Staff Reports

- a. The Library Operations Report was included in the packet.
- b. Director's Report was included in the packet.
- c. Managers' Reports were included in the packet.

X. Unfinished Business

- a. Update: Crexendo Phone System. Encountered a password obstacle, but was able to restore factory settings and the POTs line and phone integration will happen on Wednesday, October 29 and Thursday, October 30, respectively.
- b. Action requested: Approval of 2026 Foundation Wish List. Mr. Wagner moved to approve. Motion seconded. Motion carried.

XI. New Business

- a. Combined discussion of action points (a, b and c): Establishing a 2nd checking account; acquiring a new credit card for wider use; fiscal policies and procedures, transaction review. These are to be determined – Mr. Baxter has requested to meet with the Fiscal Agent regarding an RFP.
- b. Discussion and possible action: Online meeting policy. Decision was made to continue to monitor meetings.

XII. Trustee Training & System/State Library Update

- a. TE 19: Library Director Certification – tabled until next Board meeting.
- b. TE 20: The Library Board and Building Accessibility – tabled until next Board meeting.

XIII. Future Meeting Dates:

- a. Joint Finance and Personnel Meeting: Wednesday, November 12, 2025, 4 pm
- b. Board of Trustees: Wednesday, November 19, 2025, 6pm

XIV. There being no further business to come before the Board of Trustees, Ms. Buchanan moved to adjourn the meeting. Motion seconded. Motion carried. Meeting adjourned at 7:18 pm.

Respectfully submitted,
Beth Hatch, Administrative Aide

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 10/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Revenues						
Department: 45-015 OTHER INCOME						
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED	0.00	500.00	500.00	(500.00)	100.00
Total Dept 45-015 - OTHER INCOME		0.00	500.00	500.00	(500.00)	100.00
Revenues		0.00	500.00	500.00	(500.00)	100.00
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	4,254.08	82.43	(4,254.08)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	1,389.42	(14.16)	(1,389.42)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	5,643.50	68.27	(5,643.50)	100.00
Expenditures		0.00	5,643.50	68.27	(5,643.50)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	500.00	500.00	(500.00)	100.00
TOTAL EXPENDITURES		0.00	5,643.50	68.27	(5,643.50)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(5,143.50)	431.73	5,143.50	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 10/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 08-003 GRANTS & AIDS						
99-08-003-43523	ARPA LOCAL RECOVERY FUNDS	0.00	18,504.00	18,504.00	(18,504.00)	100.00
Total Dept 08-003 - GRANTS & AIDS		0.00	18,504.00	18,504.00	(18,504.00)	100.00
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,150,000.00	1,150,000.00	287,500.00	0.00	100.00
99-40-001-41322	THIENSVILLE TAXES	113,676.00	113,676.00	28,419.00	0.00	100.00
99-40-001-41323	COUNTY REIMBURSEMENT	23,145.00	23,145.36	0.00	(0.36)	100.00
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,286,821.00	1,286,821.36	315,919.00	(0.36)	100.00
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	20,000.00	11,395.25	538.48	8,604.75	56.98
Total Dept 42-006 - FINES & FORFEITURES		20,000.00	11,395.25	538.48	8,604.75	56.98
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	14,000.00	12,150.75	1,075.37	1,849.25	86.79
Total Dept 44-013 - INTEREST INCOME		14,000.00	12,150.75	1,075.37	1,849.25	86.79
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	11,128.78	835.75	371.22	96.77
99-45-014-46712	PHOTOCOPIER	2,500.00	2,577.25	353.00	(77.25)	103.09
Total Dept 45-014 - SALE INCOME		14,000.00	13,706.03	1,188.75	293.97	97.90
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	1,500.00	5,105.19	150.10	(3,605.19)	340.35
99-45-015-48593	LIBRARY GIFTS & GRANTS	0.00	4,943.25	0.00	(4,943.25)	100.00
99-45-015-49300	FUND BALANCE APPLIED	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 45-015 - OTHER INCOME		21,500.00	10,048.44	150.10	11,451.56	46.74
Revenues		1,356,321.00	1,352,625.83	337,375.70	3,695.17	99.73
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	697,000.00	557,175.71	76,449.53	139,824.29	79.94
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	5,500.00	4,933.04	870.85	566.96	89.69
99-91-551-51199	FRINGE BENEFITS	205,491.00	158,967.41	21,006.55	46,523.59	77.36
99-91-551-52202	DUES & SUBSCRIPTIONS	2,837.00	2,380.60	413.00	456.40	83.91
99-91-551-52237	WORKER S COMPENSATION	1,336.00	1,336.00	0.00	0.00	100.00
99-91-551-57715	FLEX BENEFIT	1,900.00	0.00	0.00	1,900.00	0.00
99-91-551-57730	UNEMPLOYMENT COMPENSATION	14,000.00	9,264.02	0.00	4,735.98	66.17
Total Dept 91-551 - LIBRARY STAFFING		928,064.00	734,056.78	98,739.93	194,007.22	79.10
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	780.31	73.20	219.69	78.03
99-92-551-52206	AUDIT	3,975.00	0.00	0.00	3,975.00	0.00
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRAM	1,145.00	802.95	257.55	342.05	70.13
99-92-551-52243	ALL OTHER INSURANCE	19,429.00	19,429.00	0.00	0.00	100.00
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	16,548.00	16,322.97	55.15	225.03	98.64
99-92-551-52286	COMPUTERS	6,500.00	148.97	0.00	6,351.03	2.29
99-92-551-52287	MILEAGE	1,000.00	521.08	17.50	478.92	52.11
99-92-551-52288	FISCAL AGENT FEE	8,000.00	8,500.00	2,125.00	(500.00)	106.25
99-92-551-52289	PAYROLL PROCESSING	2,900.00	2,142.76	275.40	757.24	73.89

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 10/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgtd Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52290	CONSULTANTS	3,000.00	1,460.00	0.00	1,540.00	48.67
99-92-551-53300	OFFICE SUPPLIES	6,000.00	3,739.38	393.86	2,260.62	62.32
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	4,799.80	403.87	200.20	96.00
99-92-551-53303	TELEPHONE	5,300.00	5,164.85	920.06	135.15	97.45
99-92-551-53307	SUPPLIES-COPY MACHINE	8,000.00	6,290.73	647.27	1,709.27	78.63
99-92-551-53358	DEBT COLLECTION	800.00	675.70	116.50	124.30	84.46
99-92-551-53359	MONARCH FEES	18,927.00	15,260.32	0.00	3,666.68	80.63
Total Dept 92-551 - LIBRARY ADMINISTRATION		107,524.00	86,038.82	5,285.36	21,485.18	80.02
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	2,863.25	252.22	2,136.75	57.27
99-93-551-53371	MEDIA	21,000.00	20,456.88	3,347.21	543.12	97.41
99-93-551-53372	E CONTENT	35,000.00	21,259.49	255.60	13,740.51	60.74
99-93-551-53373	PRINT	91,000.00	56,079.57	2,017.17	34,920.43	61.63
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	100,659.19	5,872.20	51,340.81	66.22
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	43,380.00	36,175.99	3,615.00	7,204.01	83.39
99-94-551-52283	CONTRACTED-BUILDING	26,996.00	17,452.13	264.64	9,543.87	64.65
99-94-551-53306	JANITOR SUPPLIES	3,800.00	2,290.65	75.62	1,509.35	60.28
99-94-551-53308	BUILDING SUPPLIES	40,000.00	23,371.99	485.00	16,628.01	58.43
99-94-551-53360	UTILITIES	44,000.00	27,555.91	1,958.99	16,444.09	62.63
99-94-551-53361	SEWER & WATER	2,000.00	1,891.50	518.61	108.50	94.58
99-94-551-53374	HEALTH & SAFETY SUPPLIES	500.00	259.30	110.73	240.70	51.86
99-94-551-57700	BUILDING PROJECTS	8,057.00	86,404.00	0.00	(78,347.00)	1,072.41
Total Dept 94-551 - LIBRARY BUILDING		168,733.00	195,401.47	7,028.59	(26,668.47)	115.81
Expenditures		1,356,321.00	1,116,156.26	116,926.08	240,164.74	82.29
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,356,321.00	1,352,625.83	337,375.70	3,695.17	99.73
TOTAL EXPENDITURES		1,356,321.00	1,116,156.26	116,926.08	240,164.74	82.29
NET OF REVENUES & EXPENDITURES:		0.00	236,469.57	220,449.62	(236,469.57)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,356,321.00	1,353,125.83	337,875.70	3,195.17	99.76
TOTAL EXPENDITURES - ALL FUNDS		1,356,321.00	1,121,799.76	116,994.35	234,521.24	82.71
NET OF REVENUES & EXPENDITURES:		0.00	231,326.07	220,881.35	(231,326.07)	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 10/01/2025 - 10/31/2025

POSTED AND UNPOSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	BAKER & TAYLOR	COLLECTIONS - PRINT	17.14	29935
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	AMAZON CAPITAL SERVICES	PROGRAMMING	65.29	29933
98-95-551-57299	LIB GIFTS & GRANTS UNRESTR	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	(14.16)	2258
Total Department 95-551 LIBRARY GIFTS & GRANTS				68.27	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				68.27	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-3-25	18,434.72	2253
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-17-25	18,505.95	2256
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-31-25	19,241.52	2279
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-3-25	1,871.48	2253
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-17-25	1,872.64	2256
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-31-25	1,949.84	2279
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-3-25	1,719.55	2253
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-17-25	1,729.21	2256
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-31-25	1,811.19	2279
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-3-25	895.53	2253
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-17-25	900.30	2256
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-31-25	941.81	2279
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	WRS	3,056.09	2263
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	WRS - AUGUST	3,211.69	2264
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	HEALTH INSURANCE	1,218.83	2257
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	DENTAL - SUPPLEMENTAL PLUS	43.22	29939
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	DENTAL - SUPPLEMENTAL PLUS	43.22	29939
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	DENTAL COVERAGE - SUPPLEMENTAL SELECT	9.08	29939
99-00-000-21531	DENTAL INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	DENTAL COVERAGE - SUPPLEMENTAL SELECT	9.08	29939
99-00-000-21532	VISION INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	VISION COVERAGE	45.74	29939
99-00-000-21532	VISION INSURANCE WITHHOLDI	DELTA DENTAL OF WISCONSIN	VISION COVERAGE	45.74	29939
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	5.76	29950
Total Department 00-000				77,562.19	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	PIGGLY WIGGLY	SUPPLIES	142.48	29948
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	258.07	2258
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	386.37	2258
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	26.08	2258
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	57.85	2258
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-3-25	1,871.50	2253
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	WRS	3,056.09	2263
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	106.67	29950
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	HEALTH INSURANCE	8,938.11	2257
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	WRS - AUGUST	3,211.69	2264
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-17-25	1,872.63	2256
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 10-31-25	1,949.86	2279
99-91-551-52202	DUES & SUBSCRIPTIONS	MEQUON-THIENSVILLE CHAMBER	DUES	60.00	29944
99-91-551-52202	DUES & SUBSCRIPTIONS	THIENSVILLE-MEQUON ROTARY	DUES	353.00	29952
Total Department 91-551 LIBRARY STAFFING				22,290.40	
Department: 92-551 LIBRARY ADMINISTRATION					

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 10/01/2025 - 10/31/2025

POSTED AND UNPOSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRA	AURORA EAP	EMPLOYEE ASSISTANCE PROGRAM	257.55	29934
99-92-551-52284	CONTRACTED SERVICES-TECHNO	BITWARDEN INC	PASSWORD MANAGER	53.81	29936
99-92-551-52284	CONTRACTED SERVICES-TECHNO	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	1.34	2258
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	PAYROLL - TIME AND ATTENDANCE	75.95	2254
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	PAYROLL - ESSENTIAL	64.35	2255
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	PAYROLL - ESSENTIAL	64.35	2278
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	TIME AND ATTENDANCE	70.75	2280
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	17.49	29949
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	295.96	29949
99-92-551-53300	OFFICE SUPPLIES	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	30.60	2258
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	6.87	29933
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	42.94	29933
99-92-551-53301	PROCESSING SUPPLIES	ELM USA, INC.	PROCESSING SUPPLIES	403.87	29940
99-92-551-53303	TELEPHONE	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	460.03	2258
99-92-551-53303	TELEPHONE	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	460.03	2258
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	COPY CHARGES	358.54	29942
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIERS LEASE - 1ST FLOOR	118.85	2259
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER LEASE - 2ND FLOOR	169.88	2260
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	PLACEMENTS	116.50	29954
Total Department 92-551 LIBRARY ADMINISTRATION				3,069.66	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	SOME MONKEY BUSINESS, LCC	PROGRAMMING	150.00	29951
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	50.99	29933
99-93-551-53370	PROGRAMMING	PIGGLY WIGGLY	SUPPLIES	21.27	29948
99-93-551-53370	PROGRAMMING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	29.96	2258
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	245.12	29946
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	753.30	29946
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	347.29	29946
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	192.16	29946
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTIONS - MEDIA (CREDIT MEMO)	(0.99)	29933
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTIONS - MEDIA	638.71	29933
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	614.77	29946
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	556.85	29946
99-93-551-53372	E CONTENT	KANOPY INC	ELECTRONIC CONTENT	255.60	29943
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - AUTOMATICALLY YOURS	52.33	29935
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - AUTOMATICALLY YOURS	37.13	29935
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK	109.36	29935
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK	481.38	29935
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	371.21	29937
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	280.55	29937
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	138.07	29937
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	13.39	29937
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	60.06	29937
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	27.89	29933
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	15.48	29933
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	15.19	29937
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	376.21	29937
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	38.92	29937

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 10/01/2025 - 10/31/2025

POSTED AND UNPOSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				5,872.20	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	ENVIRONMENT CONTROL	JANITORIAL SERVICE	3,615.00	29941
99-94-551-52283	CONTRACTED-BUILDING	NEXUS PEST SOLUTIONS	PEST CONTROL	75.00	29947
99-94-551-52283	CONTRACTED-BUILDING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	94.82	2258
99-94-551-52283	CONTRACTED-BUILDING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	94.82	2258
99-94-551-53306	JANITOR SUPPLIES	MIDWEST MAINTENANCE & SHIP	JANITORIAL SUPPLIES	65.64	29945
99-94-551-53306	JANITOR SUPPLIES	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	9.98	29933
99-94-551-53308	BUILDING SUPPLIES	TOP SHELF COMMUNICATIONS L	BUILDING SUPPLIES	485.00	29953
99-94-551-53360	UTILITIES	WE ENERGIES	ELECTRIC SERVICE	1,911.55	2261
99-94-551-53360	UTILITIES	WE ENERGIES	GAS SERVICE	47.44	2262
99-94-551-53361	SEWER & WATER	CITY OF MEQUON	WATER AND SEWER - Q3	518.61	29938
99-94-551-53374	HEALTH & SAFETY SUPPLIES	QUILL.COM	OFFICE SUPPLIES	6.99	29949
99-94-551-53374	HEALTH & SAFETY SUPPLIES	QUILL.COM	HEALTH AND SAFETY SUPPLIES	103.74	29949
Total Department 94-551 LIBRARY BUILDING				7,028.59	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				115,823.04	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 10/01/2025 - 10/31/2025

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	68.27	
		99	F. L. WEYENBERG LIBRARY FUND	115,823.04	
		Total For All Funds:		<u>115,891.31</u>	

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 10/31/2025

GL Number	Description	YTD Balance 10/31/2025 Normal (Abnormal)
Fund: 98 FLW LIB GIFTS & GRANTS FUND		
*** Assets ***		
98-00-000-11710	INVESTMENTS	69,500.00
Total Assets		69,500.00
*** Fund Equity ***		
98-00-000-34155	GIFTS & GRANTS RESTRICTED	6,442.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED	72,588.40
Total Fund Equity		79,031.22
Total Fund 98:		
TOTAL ASSETS		69,500.00
BEG. FUND BALANCE - 2024		72,683.80
+ NET OF REVENUES/EXPENDITURES - 2024		2,413.13
+ NET OF REVENUES & EXPENDITURES		(5,143.50)
+ FUND BALANCE ADJUSTMENTS		6,347.42
= ENDING FUND BALANCE		76,300.85
+ LIABILITIES		0.00
= TOTAL LIABILITIES AND FUND BALANCE		76,300.85
OUT OF BALANCE		(6,800.85)

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 10/31/2025

GL Number	Description	YTD Balance 10/31/2025 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND		
*** Assets ***		
99-00-000-11710	INVESTMENTS	401,116.17
99-00-000-16220	PREPAID EXPENSES	4,000.00
99-00-000-16230	DEFERRED EXPENDITURE	16,162.84
Total Assets		421,279.01
*** Liabilities ***		
99-00-000-21511	SOCIAL SECURITY TAX	(0.05)
99-00-000-21520	WI RETIREMENT	4,505.08
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	(2,727.62)
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	(52.30)
99-00-000-21532	VISION INSURANCE WITHHOLDING	74.30
99-00-000-21533	LIFE INSURANCE WITHHOLDING	(7.20)
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	260.70
99-00-000-21590	FLEX BENEFIT	3,172.73
Total Liabilities		5,225.64
*** Fund Equity ***		
99-00-000-33900	UNAPPROPRIATED	177,868.83
99-00-000-34155	GIFTS & GRANTS RESTRICTED	(3,288.95)
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED	2,835.25
Total Fund Equity		177,415.13
Total Fund 99:		
TOTAL ASSETS		421,279.01
BEG. FUND BALANCE - 2024		177,868.83
+ NET OF REVENUES/EXPENDITURES - 2024		35,738.92
+ NET OF REVENUES & EXPENDITURES		236,469.57
+ FUND BALANCE ADJUSTMENTS		(453.70)
= ENDING FUND BALANCE		449,623.62
+ LIABILITIES		5,225.64
= TOTAL LIABILITIES AND FUND BALANCE		454,849.26
OUT OF BALANCE		(33,570.25)

Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116	112	101	99	86	1,325
2023	114	117	112	75	90	149	111	151	113	102	96	86	1,316
2024	119	112	85	117	78	164	157	156	106	111	97	72	1,374
2025	122	109	128	99	95	209	162	180	111	90			1,305
Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	9	6	9	7	8	7	8	11	11	11	9	102
attendance	86	56	45	58	37	58	30	30	102	60	62	39	663
2022 in person programs	10	9	6	14	11	8	9	9	13	17	16	9	131
2022 attendance	71	74	105	107	83	75	76	45	84	91	109	66	986
2023 in person programs	14	13	12	16	16	13	11	12	10	16	11	11	155
2023 attendance	67	107	214	80	173	118	73	121	65	184	62	96	1,360
2024 in person programs	11	11	14	16	13	9	9	12	16	16	16	9	152
2024 attendance	98	83	258	474	173	74	105	122	162	132	188	55	1,924
2025 in person programs	11	12	14	15	14	12	10	14	15	13			130
2025 attendance	135	104	277	149	218	109	117	103	238	78			1,528

Drop In Adult Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	2	0	1	0	0	1	1	1	2	1	6	2	17
attendance	86	22	136	27	35	68	55	43	178	21	164	77	912
2022 drop in programs	4	2	2	2	2	2	2	2	2	2	7	2	31
2022 participants	142	119	130	136	156	121	115	100	116	76	148	87	1,446
2023 drop in programs	4	2	6	4	2	2	2	2	3	3	3	2	35
2023 attendance	195	128	163	166	106	119	93	149	165	185	124	95	1,688
2024 drop in programs	4	2	5	6	2	2	2	2	2	2	6	2	37
2024 attendance	158	131	183	1,776	142	112	131	132	90	130	146	88	3,219
2025 drop in programs	4	2	6	4	2	2	2	2	2	2			28
2025 attendance	198	156	196	149	152	143	166	143	96	124			1,523
Teen Programs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	0	0	2	0	0	5	6	0	1	1	2	0	17
attendance	0	0	10	0	0	158	52	0	0	9	18	0	247
2022 in person programs	0	1	4	3	6	9	3	2	0	2	7	2	39
2022 attendance	0	1	63	102	257	171	19	80	0	5	50	7	755
2023 in person programs	2	3	3	2	2	14	8	7	4	5	7	5	62
2023 attendance	13	24	27	15	14	530	56	38	42	27	61	26	873
2024 in person programs	4	6	8	6	8	6	16	9	1	5	6	6	81
2024 attendance	32	29	63	29	224	308	159	51	8	33	84	38	1,058
2025 in person programs	1	4	7	5	0	8	11	3	5	5			49
2025 attendance	10	21	100	25	0	369	152	28	30	29			764

Childrens Programs	Jan	Feb	Mar	Apr	0	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	6	11	10	6	0	10	10	6	11	18	19	11	118
attendance	123	117	213	106	0	756	582	437	196	317	473	225	3,545
2022 in person programs	7	11	18	16	21	17	19	16	17	24	22	15	203
2022 attendance	144	266	559	437	1,133	747	883	628	469	710	681	575	7,232
2023 in person programs	14	22	24	24	22	24	26	22	20	32	28	21	279
2023 attendance	333	615	759	629	909	1,111	973	813	505	772	681	591	8,691
2024 in person programs	20	28	26	26	19	28	33	25	19	26	23	21	294
2024 attendance	498	826	877	816	649	1,298	1,130	937	488	788	742	597	9,646
2025 in person programs	19	25	26	29	20	28	39	24	20	26			256
2025 attendance	553	692	923	941	694	1,559	1,287	791	604	739			8,783
Drop In Childrens Program:	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	13	10	9	11	6	11	12	8	6	5	5	6	102
attendance	324	496	346	436	325	1,046	1,184	869	622	1,089	763	764	8,264
2022 drop in programs	9	4	5	4	4	3	5	4	2	1	4	3	48
2022 participants	679	902	1,053	1,022	1,044	562	833	479	343	779	290	720	8,706
2023 drop in programs	6	2	6	4	2	4	5	4	1	3	2	3	42
2023 attendance	852	1,039	1,219	815	608	861	673	787	629	1,163	913	998	10,557
2024 drop in programs	6	2	6	6	2	3	5	3	4	2	4	3	46
2024 attendance	767	1,168	1,007	1,173	1,027	968	856	753	364	835	1,095	728	10,741
2025 drop in programs	8	3	8	5	2	9	14	8	2	2			61
2025 attendance	930	740	1,473	894	810	1,215	1,103	1,026	603	871			9,665

Date: November 14, 2025
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: November 2025 Director's Report

MEETING & ACTIVITIES:

- Frank L. Weyenberg Library
 - Shifts at Adult and Children's Desk as scheduled, and as needed
 - Met w/ Baker Tilly auditor to discuss banking issues, 10/27
 - Management Team, 10/28
 - Hook, Yarn & Stitch, 11/6
 - Evening Readers, 11/10
 - FLWLIB Joint Finance/Personnel Meeting, 11/12
 - Weyenberg PL Foundation Fine Arts Event: Extra Crispy Brass Band, 11/16
- Monarch Library System
 - ILS Committee, 10/23
 - Directors Chats, 11/6
 - Directors Council, 11/13
- Community
 - Mequon-Thiensville Chamber of Celebrate Our Community Dinner, 10/23
 - Thiensville-Mequon Rotary Meetings, 10/21, 11/11, 11/18
 - Mequon Thiensville Historical Society (MTHS) Annual Meeting, 11/9
 - City of Mequon CoW and Common Council, 11/11
 - MTHS Board of Directors Meeting, 11/12
 - Village of Thiensville Board of Trustees, 11/17
- Professional Development
 - ALA/Yiddish Book Center "Between Two Worlds" Workshop, 11/2-4

PERSONNEL MATTERS:

We are fully staffed at 19 employees.

The grant workshop at the Yiddish Book Center in Amherst, Massachusetts, was enlightening. Not only did we discuss the three titles we will be reading and discussing, but we learned about how books are translated, how they are preserved, and how they came to be at the YBC to begin with. I recommend reading *Outwitting History* by Aaron Lansky, the founder of the Center. I also visited the Eric Carle Museum and saw the original illustration for *Brown Bear, Brown Bear What Do You See?* among other works by a variety of artists. I also visited the Hadley Public Library and the temporary location of the Jones Public Library in Amherst. It is always interesting to see what libraries choose for their Libraries of Thing and how they package and display them for checkout. Both libraries also offered information cards in a variety of languages for patrons who may be stopped by ICE.

OPERATIONS ACTIVITIES:

Insurance Claims: We received a check for \$25,000 from our LWMMI. We have issued a check to Arch Solar.

Landscaping: The dying trees on either side of the entrance have been removed and Japanese Tree Lilacs have been planted. Hardwood mulch has been laid down in the areas. Diseased hedges surrounding the patio on the east side of the Library have been pulled out and will be replaced in spring. Additionally, unruly trees, shrubbery, and ground cover have been removed around the building in preparation for the new landscaping in spring. This project will be funded by the Weyenberg Library Foundation.

The broken sump pump in the new basement has been replaced. The Fire Doors were tested and passed the inspection.

FRIENDS:

World Languages Collection: The Friends paid for new shelving for the collection and the books currently have are moved. We will look at signage then expansion of the collection.

FOUNDATION:

We are working diligently to get the Foundation Annual Fund Drive letters in the mail. If you have not yet received your letter, know that it will come.

OTHER:

There will be significant changes in the agreement between Monarch Library System and Mead Public Library, the system's resource library. It became obvious in the last year that the \$100,000 budget paid to Mead was not being used as intended. Funds designated for high-demand physical and digital items were not being purchased on a regular basis to the detriment of library services system-wide. I approached the system director and together we met with Mead's director to rehash the budget and the procedures for regular purchasing. We will re-establish a collection development committee that will purchase Overdrive Advantage (Libby titles). The budget has been raised from \$40,000 to \$75,000, though the impact will be much greater, since only \$20,000 of that budget was actually spent. Additionally, Mead was being compensated for their participation in committees which all other libraries do voluntarily. I will be happy to expand on this at the meeting.

Date: November 14, 2025
 To: Frank L. Weyenberg Library Board of Trustees
 From: Ashley Pike
 Re: Assistant Library Director, Patron Services Department Report

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

- Books & Media Ordering, 10/15, 10/21, 10/28, 11/5, 11/9, 11/14
- Management Meeting, 10/21
- Program: Family Storytime, 11/4, 11/5, 11/18, 11/19
- Program: Family Throwback Movie Matinee, 10/18
- Program: Throwback Movie Matinee, 10/25
- Program: Oral Health For Kids, 10/28
- Program: Spice of the Month Kits, 11/1
- Vacation: 11/10-11/12

eCircs	Oct	YTD
2024	5,979	60,872
2025	6,551	64,707
eCollections	Oct	YTD
2024	1,882	17,342
2025	2,512	30,081
Reference Questions	Oct	YTD
2024	1,234	14,206
2025	1,261	15,756

STATISTICS

For statistics, we are doing great in both eCircs and eCollections, both in monthly and YTD comparisons. We are also doing well in Reference transactions in monthly and YTD comparisons.

For program statistics, the Adult programs appear to have less overall attendance in the YTD comparison, but we had both fall Fine Arts programs in September and October 2024. This year, our final 2025 Fine Arts program is in November. Teen in-person programming is down YTD in comparison to 2024, but our Teen drop-in programs are much higher than last year. Children’s programming YTD numbers are doing great in comparison to 2024.

Adult Programs	YTD
2024 in person programs	127
2024 attendance	1,681
2025 in person programs	130
2025 attendance	1,528

Teen Programs	YTD
2024 in person programs	69
2024 attendance	936
2025 in person programs	49
2025 attendance	764

Childrens Programs	YTD
2024 in person programs	250
2024 attendance	8,307
2025 in person programs	256
2025 attendance	8,783

Drop In Adult Programs	YTD
2024 drop in programs	29
2024 attendance	2,985
2025 drop in programs	28
2025 attendance	1,523

Drop In Teen Programs	YTD
2024 drop in programs	15
2024 attendance	157
2025 drop in programs	36
2025 attendance	1,129

Drop In Childrens Programs	YTD
2024 drop in programs	39
2024 attendance	8,918
2025 drop in programs	61
2025 attendance	9,665

TASKS & TIDBITS

-Patron Services is making significant progress in ordering materials that were canceled by Baker & Taylor with its closure. We have received numerous boxes of new materials from Brodart over the last few weeks.

-On Monday, November 3, the World Language shelving in the Children’s department was installed. This project was sponsored by the Friends of the Library. The current collection was shifted over Saturday, November 8 and we now have lots of space to grow the collection.

-We have purchased new books and sensory toys for the Calming Room to refresh the materials in that space. We are also waiting for delivery of new cushion seating shaped like sea monsters for the room as well.

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (2x a month)
 - Evening Readers Book Club (monthly)
 - History Book Club (monthly)
 - Hook, Yarn & Stitch Club (monthly)
 - Monarch Memory Café (September)
 - Movie Matinees (1st & 3rd Fridays monthly)
 - Throwback Movie Matinees (Last Saturdays, monthly)
 - Mequon-Thiensville Community Book Club (monthly)
 - Philosophers in the Midst of History series (quarterly)
 - Spice of the Month Club Kits (monthly)
 - Shipwrecks of the Great Lakes (November)
 - The Road to Medicare (November)
 - AI for Busy People: AI Risks, Tips to Get Started & Best AI Tricks to Save Time (December)
-
- Dungeons & Dragons: Campaign A (September-December)
 - Dungeons & Dragons: Campaign B (September-December)
 - Teen Exam Cram (November)
 - Dungeons & Dragons Winter One Shot (December)
-
- Shake & Shimmy Storytime (4x this summer, starts again on September 15)
 - Read & Create Storytime (monthly)
 - Tiny Tune Time (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)
 - Children's Movie Matinees (October, November, December)
 - Gan Ami Preschool Offsite Storytime (monthly)
 - North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly)
 - Kids Rule Academy Offsite Storytime (monthly)
 - Tuesday & Wednesday Family Storytimes (weekly from September 16-December 10)
 - STEAM Boot Camp (December 29)
 - MKE Ballet Storytime (November)
 - Rocking in the New Year with Randy Peterson (December)
-
- Family BINGO Night (monthly)
 - Chess Club: All Ages (monthly)
 - Fine Arts Series (September, November)

Date: 11/14/2025

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, November 2025

Activities since the last Board of Trustees meeting include:

- 10/28 – Management Meeting
- 11/5 – Webinar: Creating Thriving Workplaces - Mental Health & Well-being
- 11/6 – Willowbrook Outreach Event
- 11/11 – Cataloging Meeting

Statistics – October 2025:

- Checkouts: 22,164
- Library Cards: 90
- Quick Pickup Appointments: 20
 - Our Quick Pickup offering has been very popular this year. Our YTD numbers are significantly higher than the previous two years!

Other:

- Our new Access Services Page started on 11/3. Onboarding has gone well.
- On 11/11, Molly, David, and I attended a virtual meeting going over the basics of cataloging. This meeting was held by Monarch and had excellent attendance throughout the system.
- We have implemented a new phone system with new vendor, Crexendo. There have been some hiccups but we hope to have them fixed as soon as possible.
- I have purchased new items for our Library of Things – many of which are replacements for items that were withdrawn due to heavy use and damage.
- I created a new webform for online library registration renewals. We require library card renewals every 18 months on accounts. We hope this form makes the process smoother for patrons to renew their cards from home. So far, we have received a number of renewals through the form with no issues.
 - flwlib.org/FormCenter/Public-Spaces-5/Request-a-Library-Card-Renewal-85



2026 Holidays & Closings Schedule

New Year's Day	Thursday, January 1	Closed / Paid Holiday
Staff Training	Friday, March 20	Opening at 1pm
Easter Sunday	Sunday, April 5	Closed
Summer Sunday	Sunday, May 24	Closed
Memorial Day	Monday, May 25	Closed / Paid Holiday
Summer Sunday	Sunday, May 31	Closed
Summer Sunday	Sunday, June 7	Closed
Summer Sunday	Sunday, June 14	Closed
Summer Sunday	Sunday, June 21	Closed
Family Fun Before the Fourth	Saturday, June 27	Closed
Summer Sunday	Sunday, June 28	Closed
Independence Day (observed)	Friday, July 3	Closed / Paid Holiday
Independence Day	Saturday, July 4	Closed
Summer Sunday	Sunday, July 5	Closed
Summer Sunday	Sunday, July 12	Closed
Summer Sunday	Sunday, July 19	Closed
Summer Sunday	Sunday, July 26	Closed
Summer Sunday	Sunday, August 2	Closed
Summer Sunday	Sunday, August 9	Closed
Summer Sunday	Sunday, August 16	Closed
Summer Sunday	Sunday, August 23	Closed
Summer Sunday	Sunday, August 30	Closed
Summer Sunday	Sunday, September 6	Closed
Labor Day	Monday, September 7	Closed / Paid Holiday
Taste of Mequon	Saturday, September 12	<i>Limited Staff/Library Closed</i>
Staff Training	Friday, September 18	Opening at 1pm
Thanksgiving Day	Thursday, November 26	Closed / Paid Holiday
Christmas Eve Day	Thursday, December 24	Closed / Paid Holiday
Christmas Day	Friday, December 25	Closed / Paid Holiday
New Year's Eve Day	Thursday, December 31	Closed / Paid Holiday New
Year's Day	Friday, January 1, 2027	Closed / Paid Holiday

Approved: _____



2026 Board of Trustees Meeting Schedule

**All meetings are the third Wednesday of the month, and begin at 6 p.m.
in the Tolzman Community Room, unless otherwise posted.**

January 21, 2026

February 18, 2026

March 18, 2026

April 15, 2026

May 20, 2026

June 17, 2026

July 15, 2026

August 19, 2026

September 16, 2026

October 21, 2026

November 18, 2026

December 16, 2026

Approved: _____

FRANK L. WEYENBERG LIBRARY OF MEQUON-THIENSVILLE DRAFT 2026 BUDGET WITH HISTORY

REVENUES

Account #	Name of Account	2026 DRAFT Budget	2025 APPROVED Budget	2024	2023	2022
99-40-001-41321	MEQUON ALLOCATIONS	\$ 1,175,000	\$ 1,150,000	\$ 1,131,716	\$ 1,106,716	\$ 1,061,000
99-40-001-41322	THIENSVILLE ALLOCATIONS	\$ 113,700	\$ 113,676	\$ 111,351	\$ 110,740	\$ 110,740
99-40-001-41323	County Reimbursement	\$ 22,523	\$ 23,145	\$ 14,512	\$ 15,976	\$ 12,994
99-42-006-46710	Fines & Fees	\$ 17,000	\$ 20,000	\$ 22,000	\$ 19,932	\$ 18,000
99-44-013-48100	Investment Interest	\$ 8,000	\$ 14,000	\$ 20,000	\$ 2,668	\$ 500
99-45-015-48000	Miscellaneous Revenue	\$ 4,000	\$ 1,500	\$ 7,693	\$ 1,554	\$ 2,266
99-45-014-46711	Book Sale Revenue	\$ 12,500	\$ 11,500	\$ 11,500	\$ 9,880	\$ 7,500
99-45-014-46712	Photocopier	\$ 2,400	\$ 2,500	\$ 2,600	\$ 2,534	\$ -
99-45-015-49300	Fund Balance Transfer	\$ 5,882	\$ 20,000	\$ 20,000	\$ 20,000	\$ 37,000
TOTAL REVENUES	TOTAL REVENUES	\$ 1,361,005	\$ 1,356,321	\$ 1,341,372	\$ 1,290,000	\$ 1,250,000

EXPENDITURES

STAFFING

Account #	Name of Account	2026 DRAFT Budget	2025 APPROVED Budget	2024 Adopted Budget	2023 Adopted Budget	2022 Adopted Budget
99-91-551-51100	Salaries & Wages	\$ 715,462	\$ 697,000	\$ 703,355	\$ 670,300	\$ 631,900
99-91-551-51115	Travel/Training/Seminars	\$ 5,500	\$ 5,500	\$ 3,500	\$ 2,500	\$ 3,500
99-91-551-51199	Fringe Benefits	\$ 212,459	\$ 205,491	\$ 235,115	\$ 215,600	\$ 202,500
99-91-551-52202	Dues & Subscriptions	\$ 2,865	\$ 2,837	\$ 2,890	\$ 3,500	\$ 3,500
99-91-551-52237	Worker's Compensation	\$ 1,400	\$ 1,336	\$ 1,415	\$ 1,325	\$ 1,500
99-91-551-57715	Flex Benefit	\$ 1,500	\$ 1,900	\$ 1,900	\$ 205,785	\$ 1,900
99-91-551-57730	Unemployment	\$ 9,000	\$ 14,000	\$ -	\$ -	\$ -
		\$ 948,186	\$ 928,064	\$ 948,175	\$ 1,099,010	\$ 844,800

ADMINISTRATION

Account #	Name of Account	2026 DRAFT Budget	2025 APPROVED Budget	2024 Adopted Budget	2023 Adopted Budget	2022 Adopted Budget
99-92-551-52201	Postage	\$ 900	\$ 1,000	\$ 1,000	\$ 1,000	\$ 850
99-92-551-52206	Audit	\$ 4,200	\$ 3,975	\$ 3,750	\$ 6,750	\$ 6,650
99-92-551-52241	EAP	\$ 1,152	\$ 1,145			
99-92-551-52243	Other Insurance	\$ 21,000	\$ 19,429	\$ 23,500	\$ 21,525	\$ 20,000
99-92-551-52284	Contracted-Technology	\$ 17,160	\$ 16,548	\$ 13,672	\$ 9,300	\$ 7,000
99-92-551-52286	Computers	\$ 6,500	\$ 6,500	\$ 6,500	\$ 5,000	\$ 10,000
99-92-551-52287	Mileage	\$ 500	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500
99-92-551-52288	Fiscal Agent Fee	\$ 5,500	\$ 8,000	\$ 8,000	\$ 8,000	\$ 7,000
99-92-551-52289	Payroll Processing	\$ 2,900	\$ 2,900	\$ 2,700	\$ 3,725	\$ 3,750
99-92-551-52290	Consultants	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
99-92-551-53300	Office Supplies	\$ 6,000	\$ 6,000	\$ 4,000	\$ 3,500	\$ 6,500
99-92-551-53301	Processing Supplies	\$ 6,000	\$ 5,000	\$ 5,000	\$ 3,500	\$ 2,500
99-92-551-53303	Phone	\$ 4,037	\$ 5,300	\$ 5,100	\$ 4,000	\$ 2,750
99-92-551-53307	Supplies-Copy Machine	\$ 7,500	\$ 8,000	\$ 7,700	\$ 6,000	\$ 5,500
99-92-551-53358	Debt Collection	\$ 1,000	\$ 800	\$ 720	\$ 1,000	\$ 500
99-92-551-53359	Monarch Fees	\$ 19,140	\$ 18,927	\$ 15,166	\$ 17,150	\$ 15,500
		\$ 106,489	\$ 107,524	\$ 97,808	\$ 91,950	\$ 90,000

PROGRAM & COLLECTION

Account #	Name of Account	2026 DRAFT Budget	2025 APPROVED Budget	2024 Adopted Budget	2023 Adopted Budget	2022 Adopted Budget
99-93-551-53370	Programming	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,000
99-93-551-53371	Media	\$ 21,000	\$ 21,000	\$ 20,000	\$ 25,000	\$ 30,000
99-93-551-53372	E-Content	\$ 39,000	\$ 35,000	\$ 30,000	\$ 37,000	\$ 40,000
99-93-551-53373	Print	\$ 87,000	\$ 91,000	\$ 85,000	\$ 85,000	\$ 85,000
		\$ 152,000	\$ 152,000	\$ 140,000	\$ 152,000	\$ 161,000

BUILDING

Account #	Name of Account	2026 DRAFT Budget	2025 APPROVED Budget	2024 Adopted Budget	2023 Adopted Budget	2022 Adopted Budget
99-94-551-52282	Janitorial Service	\$ 43,380	\$ 43,380	\$ 44,432	\$ 42,120	\$ 28,800
99-94-551-52283	Contracted-Building	\$ 26,319	\$ 26,996	\$ 24,716	\$ 24,000	\$ 22,000
99-94-551-53306	Janitor Supplies	\$ 3,700	\$ 3,800	\$ 4,000	\$ 2,605	\$ 2,500
99-94-551-53308	Building Supplies (M&R)	\$ 35,000	\$ 40,000	\$ 31,998	\$ 30,000	\$ 30,000
99-94-551-53360	Utilities	\$ 35,000	\$ 44,000	\$ 45,000	\$ 45,000	\$ 42,500
99-94-551-53361	Sewer & Water	\$ 2,080	\$ 2,000	\$ 2,000	\$ 1,800	\$ 1,800
99-94-551-53374	Health & Safety Supplies	\$ 500	\$ 500	\$ -	\$ 200	\$ -
99-94-551-57700	Building Projects	\$ 8,351	\$ 8,057	\$ 5,000	\$ 5,000	\$ 26,600
		\$ 154,330	\$ 168,733	\$ 157,146	\$ 150,725	\$ 154,200

TOTAL EXPENDITURES		\$ 1,361,005	\$ 1,356,321	\$ 1,343,129	\$ 1,493,685	\$ 1,250,000
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Revenues

Account #			Details			
99-40-001-41321	Mequon Allocation	\$	1,175,000	2% increase		
99-40-001-41322	Thiensville Allocation	\$	113,700			
99-40-001-41323	County Reimbursement	\$	22,523	Ozaukee Co.	\$	17,116.20
				Sheboygan Co.	\$	945.72
				Washington Co.	\$	3,011.00
				Waukesha Co.	\$	1,450.00
					\$	22,522.92
						70%
						70%
99-42-006-46710	Fines & Fees	\$	17,000			
99-44-013-48100	Investment Income	\$	8,000			
99-45-015-48000	Miscellaneous Revenue	\$	4,000			
99-45-014-46711	Book Sale Revenue	\$	12,500			
99-45-014-46712	Copier/Printer Revenue	\$	2,400			
99-45-015-49300	Fund Balance Transfer	\$	5,882			
		\$	1,361,005			

entered 9/3/25

Staffing

Account #				
99-91-551-51100	Salaries & Wages	\$	715,462	
99-91-551-51115	Travel/Training/Seminars			
	Conference Registrations	\$	2,000	
	Conference Accommodations	\$	1,750	
	Staff Days	\$	750	
	Miscellaneous Training	\$	1,000	
	Travel/Training/Seminars	\$	5,500	
99-91-551-51199	Fringe Benefits			
	Fed W/H IRS	\$	54,733	
	WRS W/H	\$	46,718	7.20%
	Health Ins.	\$	109,808	Network Health
	Life Insurance	\$	1,200	Secura
	Fringe Benefits	\$	212,459	
99-91-551-52202	Dues & Subscriptions			
	ALA	\$	350	
	WLA	\$	1,100	
	TM Rotary	\$	1,200	
	MT Chamber of Commerce	\$	60	
	MT Historical Society	\$	80	
	Downtown Thiensville	\$	75	
		\$	2,865	
99-91-551-52237	Worker's Compensation	\$	1,400	United Heartland
99-91-551-57715	FlexBenefit	\$	1,500	
99-91-551-57730	Unemployment	\$	9,000	Subject to Claims
	TOTAL	\$	948,186	

Administration

Account #					
99-92-551-52201	Postage	\$	900		Audit-Contract
					2024/5 \$3,975
99-92-551-52206	Audit	\$	4,200	Baker Tilly	2025/6 \$4,200
					2026/7 \$4,450
99-92-551-52241	EAP	\$	1,152	Aurora	2027/8 \$4,670
					2028/9 \$4,900
99-92-551-52243	Other Insurance				
	Liability (LWMMI)	\$	6,350	R&R Insurance	Deduct. \$2,500
	Crime (LWMMI)	\$	650	R&R Insurance	
	Property (MPIC)	\$	14,000	R&R Insurance	Deduct. \$5,000
	Other Insurance	\$	21,000		
99-92-551-52284	Contracted-Technology				
	Cloud Backup	\$	16	Amazon Web Svcs	
	Internet Access	\$	1,200	BadgerLink/TEACH	
	Security Gates Service	\$	2,007	Bibliotеча	
	staffConnect License	\$	99	Bibliotеча	
	Password Manager	\$	675	Bitwarden	
	Electronic Signs (5 seats)	\$	500	Brightsign	MLS Contracted Tech
	Website Hosting	\$	4,100	Civic Plus	In-Motion \$ 33
	eNewsletter Platform	\$	1,764	Constant Contact	Cybrarian \$ 232
	Self-Check Service	\$	2,502	Envisionware	Faronics DeepFreeze \$ 453
	Reference Tracking	\$	350	Gimlet	Faronics Deploy \$ 543
	MLS Contracted Tech	\$	3,375	Monarch LS	Microsoft Lic. (15) \$ 1,279
	WebDewey	\$	400	OCLC	Monarch Maintenance \$ 84
	Online Meeting Platform	\$	92	Teams	Network Maintenance \$ 180
	Discount Tech Purchasing	\$	80	TechSoup	Solar Winds \$ 424
	Contracted-Technology	\$	17,160		Switch Service \$ 106
					\$ 3,334
99-92-551-52286	Computers	\$	6,500	New Equipment	
99-92-551-52287	Mileage	\$	500		
99-92-551-52288	Fiscal Agent Fee	\$	5,500		
99-92-551-52289	Payroll Processing	\$	2,900	ADP	
99-92-551-52290	Consultants	\$	3,000	Attorney, etc.	
99-92-551-53300	Office Supplies	\$	6,000	Amazon, Quill, Costco	
99-92-551-53301	Processing Supplies	\$	6,000	Demco, Amazon	
99-92-551-53303	Phone	\$	4,037	Crexendo	
99-92-551-53307	Supplies-Copy Machine				
	Lease Payments	\$	3,500	Great America	
	Click Charges & Toner	\$	4,000	Forward TS	
	Supplies-Copy Machine	\$	7,500		
99-92-551-53358	Debt Collection	\$	1,000	Unique Mgmt	
99-92-551-53359	Monarch Fees				Monarch Fees
	Admin/ILS/Network/OCLC	\$	14,800	OCLC	\$ 3,066
	BookPage	\$	840	ILS	\$ 3,756
	IT Software Support	\$	1,500	ILS Replacement Fund	\$ 1,119
	Message Bee	\$	2,000	ILS Upgrade Fund	\$ 134
	Monarch Fees	\$	19,140	Admin	\$ 2,758
				Add'l ILS products	\$ 389
	TOTAL	\$	106,489	Monarch2Go	\$ 1,583
				Network Replacement Fnd	\$ 1,568
				Network Maintenance	\$ 68
				VEGA Program	\$ 358
					\$ 14,800

Program & Collection

Account #				
99-93-551-53370	Programming			
	Movie Licensing	\$	474	Swank (3-year contract)
	Other Programming	\$	4,526	plus FOWL 2026 SRP, \$2.5K
	Programming	\$	5,000	
99-93-551-53371	Media			
	DVD	\$	9,000	Midwest Tape
	AudioBooks on CD	\$	3,000	Midwest Tape
	Music CDs	\$	2,000	Midwest Tape
	Video Games	\$	7,000	Amazon, GameStop
	Media	\$	21,000	
99-93-551-53372	E-Content			
	Ancestry Library Edition	\$	1,541	estimate
	AtoZ databases	\$	2,100	Paid thru 2026 renew 9/5/26
	Badgerlink	\$	-	Provided by State
	BookBrowse	\$	920	
	ConsumerReports	\$	4,000	estimate
	Kanopy	\$	3,000	estimate
	Mobile Beacon	\$	840	7 hot spots
	OverDrive	\$	11,474	ebooks
	OverDrive	\$	715	emagazines
	Universal Class	\$	583	
	Transparent Language	\$	-	Provided by System
	Value Line Library Elite	\$	3,000	estimate
	Misc. e-Content	\$	10,827	OverDrive Advantage
	E-Content	\$	39,000	
99-93-551-53373	Print			
	AY (Books)	\$	13,000	Brodart
	Adult Fiction	\$	15,000	Brodart
	Adult NF	\$	15,000	Brodart
	Young Adult	\$	1,500	Brodart
	Children's Early	\$	10,000	Brodart
	Children's Fiction	\$	8,000	Brodart
	Children's NF	\$	9,000	Brodart
	Large Print	\$	2,000	Brodart
	Periodicals	\$	7,500	Rivistas, EBSCO
	Miscellaneous Print	\$	3,720	Various
	Library of Things	\$	1,500	Various incl repair/replace
	Graphic Novels	\$	180	Amazon Prime
	Print Catalog Records	\$	600	
Print	\$	87,000		
TOTAL	\$	152,000		

Building

Account #					
99-94-551-52282	Janitorial Service	\$	43,380	Environment Control	T. Osting, 8/19
99-94-551-52283	Contracted-Building				
	Security	\$	1,848	Milwaukee Alarm	
	HVAC Maintenance	\$	5,520	Advanced Chiller	
	Elevator Maintenance	\$	825	Express Elevator	
	Fire Door Testing	\$	1,000	Rinderle	
	Elevator Emergency Line	\$	500	Crexendo/US Cellular	
	Elevator & Boiler Permits	\$	100	State of Wisconsin	
	Grounds Maintenance	\$	12,000	Lammscapes	
	Pest Control	\$	1,670	Nexus	
	Roof Inspection	\$	956	B&E Controls	
	Elevator Inspection	\$	88	Veritas Elevator	
	Fire Alarm Test	\$	562	Milwaukee Alarm	
	Fire Preparedness Testing	\$	1,250	Milwaukee Alarm	
		\$	26,319		
99-94-551-53306	Janitor Supplies	\$	3,700	New Vendor	
99-94-551-53308	Building Supplies (M&R)	\$	35,000	Electrical, Plumbing, HVAC, Painting, etc.	
99-94-551-53360	Utilities				
	Electricity	\$	27,500	WE Energies	
	Gas	\$	7,500	WE Energies	
		\$	35,000		
99-94-551-53361	Sewer & Water	\$	2,080	City of Mequon	
99-94-551-53374	Health & Safety Supplies	\$	500	Various (AED Supplies, sanitizers, etc.)	
99-94-551-57700	Building Projects	\$	8,351		
		\$	154,330		

Library Director Certification

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Background

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921, when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs, and services.

Wisconsin's current public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to increase their skills and knowledge and be prepared for the challenges and responsibilities.

Library Board Responsibilities

Public library boards are required to hire library directors who are currently either appropriately certified or eligible for certification. Only libraries with properly certified library directors can be members of a library system.

Library boards recruiting for directors should specify that a required qualification for the job is eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to the library's municipal, joint municipal, or county population. The employment contract and/or letter of appointment should specify that as a condition of employment the director will obtain and maintain the appropriate certification.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director needing a temporary certificate *must* apply for it within three months of the date of hire.

It is *not* the intent of the certification law that the various grade levels of certification be used either as conditions of employment for positions other than the library director or as requirements for advancement within an organization.

In This Trustee Essential

- Requirements for certifying your library director
- Continuing education to maintain certification

Summary of Certification Requirements

A regular certificate is valid for a period of five years, with legally prescribed requirements for recertification every five years.³ The required level (grade) of certification depends on the population⁴ of the library's community. The certification grades and their corresponding educational requirements and populations are:

Grade I: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems are required to hold grade I certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing and a Master's Degree from a library school program accredited by the American Library Association (ALA) or a Master's Degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

Note: Temporary certification will be granted for one year to applicants for Grade I certification to allow completion of the Library and Information Science Master's Degree.

Grade II: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population between 3,000 and 5,999 are required to hold at least grade II certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by twelve semester credits for the following courses:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

OR

Bachelor's Degree with a minor in Library Science and completion of Advanced Public Library Administration

³While this summary should be helpful to you, you should see the latest edition of the *Certification Manual for Wisconsin Public Library Directors* for the most comprehensive and authoritative treatment of the certification requirements set forth in the *Wisconsin Administrative Code* Chapter PI 6.

⁴ For the purposes of this summary, "population" means the population of any village, city, township, or county which operates a public library or the combined population of municipalities participating in a joint public library.

Note: Temporary certification will be granted to:

- Applicants for Grade II certification in order for them to complete the four required courses. Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.
- An applicant for grade II certification who has a bachelor's degree with a minor in library science but has not earned three semester credits of coursework in advanced public library administration.

Grade III: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population representing a population under 3,000 are required to hold at least grade III certificates.

Educational requirements: For initial certification, 54 college semester credits (including at least 27 in the liberal arts and sciences) at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of coursework or the equivalent, approved by the Division, in the following areas:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

Note: Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.

A *temporary certificate* may be granted to an individual who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period. For details, see the *Certification Manual for Wisconsin Public Library Directors*, Lapsed Certification.

Special *provisional certificates* are granted in certain circumstances, such as for an individual who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but who is no longer properly certified due to population growth.

Continuing Education

Library directors are required to participate in continuing education activities in order to maintain their certification. These activities may be library system workshops, college courses, Wisconsin Library Association general and unit conferences, or a variety of other educational programs—as long as the activities are directly related to the individuals’ position or will permit advancement in the profession. Every year, librarians should report their continuing education activities to their library system continuing education validator. Every five years, as part of the recertification process, librarians *must* report their participation in continuing education activities. Library directors in all grades must participate in 100 hours of continuing education including at least 10 hours of technology training over the five-year period.

The Division for Libraries and Technology recommends that, at a minimum, every library should budget sufficient annual funds for the continuing education needed to maintain the library director’s certification and improve his/her knowledge. Payment of certification fees is recommended, as well as paid leave time and payment for other expenses needed to pursue continuing education.

Discussion Questions

1. What is in jeopardy if the library does not have a certified library director?
2. Is it advantageous to look for a director with qualifications higher than your community population requires?
3. Should the library board take some responsibility for assisting its director to acquire continuing education? If yes, to what degree?

Sources of Additional Information

- [*Certification Manual for Wisconsin Public Library Directors*](#). Department of Public Instruction, 2011
- Your library system continuing education validator (See [*Trustee Tool B: Library System Map and Contact Information*](#).)
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information*](#).)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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The Library Board and Building Accessibility

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Role of the Board / Role of the Director / Role of the Municipality

As the governing body for the library, the board has a responsibility to ensure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA). The director has the responsibility to keep the board aware of current issues related to building accessibility. Although the municipality, as the parent agency for the library, is ultimately responsible for ADA compliance, it is very important that the board and director work closely with the municipality to ensure equitable access to the library for all people in the community.

ADA Background on Building Compliance

The Americans with Disabilities Act is a federal law passed in 1990. It is a civil rights law for people with disabilities that ensures people are not discriminated against because they have a disability. Two parts of the law apply particularly to public libraries. Title I requires equal employment opportunities for individuals with disabilities. Title II prohibits discrimination on the basis of disability in state and local government services (including public library buildings and services).

The law provides that all people, including those who have disabilities, have essentially the same rights of access to public buildings and services. The law requires certain universal design characteristics to make buildings accessible to people with disabilities. These building specifications are called ADAAGs (ADA Accessibility Guidelines) and the UFAS (Universal Federal Accessibility Standards). Since the 1970s, Wisconsin's building codes for public buildings have followed higher standards than the federal guidelines. For that reason, many Wisconsin library buildings were already in compliance with the federal law when it was passed. However, some older public libraries remain inaccessible.

The law requires funding agencies to write and maintain an ADA Accessibility Plan. The first step in developing a plan is to evaluate the building and identify areas that do not meet the standards. Then the plan has to specify how the building will be modified, or in some cases replaced, to attain compliance. Finally, the plan has to indicate a time frame within which the problem shall be addressed, typically within five years. The plan should also be updated regularly.

The law requires "reasonable" modifications to buildings. The law permits buildings to remain unchanged if the modifications would be too costly, as long as the plan indicates that the problems are to be resolved if remodeling is undertaken or a new building is built.

While many libraries have made excellent progress toward compliance, some libraries have made little or no progress in making their buildings accessible. The

In This Trustee Essential

- The role of the board and the library director in ensuring that the library building is accessible
- How the library building can equitably accommodate all members of the community, including those with disabilities

responsibility to address and correct the problems is one that is shared by the board and the municipality.

General Access Issues

Below is a general overview of the requirements of the law. For details on each requirement, please refer to the Americans with Disabilities Act Technical Assistance Manual, or contact the Great Lakes ADA Center. See below for contact information.

All buildings open to the public must meet federal specifications, but government buildings are held to a higher standard by those specifications. There are some specific regulations for public libraries, which are discussed below. There are also some exceptions for designated historical buildings.

Outside the Library

Your review can start with consideration given to features outdoors. There should be appropriate curb cuts at the sidewalk, and there must be adequate parking reserved for people with disabilities. The law specifies how many parking stalls must be provided, the way the stalls must be painted, the wording on the signs for that parking area and their placement. The law also specifies how buildings must be signed to indicate accessible entrances.

The entrance itself is of critical importance to an accessible building. It may be necessary to create a new entrance if a ramp cannot easily resolve the problems steps create. Automatic door openers are not required by the ADA but are certainly very helpful to people who have disabilities. If the library does not have an automatic door opener, the law requires a doorbell or some other way for the person who uses a wheelchair or who cannot open the door to signal a need for assistance. The law specifies the acceptable weight limit for the door and the type of door handles that must be used.

Inside the Library

The federal specifications indicate that all *public* areas of the building should be accessible to those with physical disabilities; e.g., to someone who uses a wheelchair. However, if a staff person should become disabled, or a person with a disability is hired, all staff areas would have to be modified to make them accessible as well.

The regulations define an “accessible path” and specify the width of doorways and aisles, turn radius at certain points in the room, requirements for the floor surfaces, and bathrooms’ signage and design, including stalls, toilets, counter tops, legroom under counters and placement of grab bars, mirrors, soap, and towel dispensers. The law specifies the placement and design of water fountains and public telephones. The height of service desks is also specified. Lever door hardware must be used, rather than round doorknobs.

All levels of the building must be accessible, and all meeting rooms. The person with a disability should not be expected to leave the building and enter a

lower level from an outside entrance; he or she should be able to get to different levels in the building using an elevator.

The federal law, updated in 2011, indicates that certain types of permanent directional signs must have certain font size and spacing, tactile characters and Braille, contrast, and positional mounting. The most common ones include labels on rooms, such as bathroom doors, and elevator instructions.

Specific ADA Regulations for Public Libraries

Public libraries must meet all the general requirements indicated above and address the following areas as well.

Reading and Study Areas—A certain percentage of the seating area must be accessible to people using wheelchairs so that they can sit at a table. Specific clearances must be allowed between pieces of furniture so people who use wheelchairs can move between them.

Checkout Areas—At least one part of the checkout desk has to be a specific height for people who use wheelchairs. Security gates must accommodate wheelchairs.

Library Catalogs— Accessible workstations must be available for use of an online catalog. (Though not specifically addressed in the technical guidelines, this point falls under the need to make services accessible.)

Magazine and Reference Areas—There must be access to these areas for people who use wheelchairs, and there is a maximum height for shelving in these areas.

Book Stacks—There is not a maximum height for the general book stacks, but the library staff must accommodate people by helping them get the materials they need. There are width specifications between the book stacks, and there must be a turn radius at the end of each one.

Everyone Benefits When the Libraries are Accessible

Generally, when the topic of accessible buildings comes up, people tend to think that the benefit of the modifications is for people who use wheelchairs or walkers, or perhaps people who use leg braces or crutches. But the reality is that accessible buildings make life easier for everyone. Most people become at least temporarily disabled at some point in life. They may break an arm and not be able to open a heavy door. They may be using crutches because they broke a leg, had a hip replacement, or had surgery for a sports injury.

When parents arrive at the library with a child in a stroller, they appreciate being able to walk right in and not having to squeeze through aisles and around tables. Healthy, active seniors appreciate not having to struggle with heavy doors and having safety bars in the bathroom. Children appreciate service counters that are at their height and don't force them to stand on tiptoe or look way up to talk to library staff. And busy library staff appreciate doors that open automatically when they approach with an armload of heavy books.

Discussion Questions

1. Has the municipality or board completed an ADA Plan and building assessment? If so, has it been updated?
2. What accessibility concerns were identified in the early 1990s and what has been done to resolve them? Can more progress be made?
3. How many taxpayers in the community are unable to access the services of their public library because they cannot enter or move freely through the building, due to a disability? What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)
4. Have board members experienced difficulty in getting themselves or family members into non-accessible buildings? Do board members appreciate electronic doors at the grocery store and elevators in multistory buildings? How do these features make life easier for them, and how might an accessible library building benefit the community?
5. Are other municipal buildings accessible? Are there community meeting rooms in other buildings that are accessible? Are area stores, doctors' offices, post offices, etc., accessible? How does the library building compare?

Sources of Additional Information

- *Americans with Disabilities Act*. The most helpful section for building accessibility questions is the *Title II Technical Assistance Manual* available at: www.ada.gov/taman2.html.
- *Pocket Guide to the ADA: Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Version 3.0* edited by Evan Terry Associates. International Code Council, 2010.
- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org
- Your library system staff (See Trustee Tool B: Library System Map and Contact Information.)
- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

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

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