



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, December 17, 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 November 19, 2025, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for November 2025
 - b. Action Item: Accounts Payable for November 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: None**

- XI. New Business:**
 - a. Action Requested: Approval of Budget Amendments
 - b. Discussion: Establishment of two checking accounts at PWSB

- XII. Trustee Training & System/State Library Update**
 - a. TE 21: The Library Board and Accessible Services
 - b. TE 22: Freedom of Expression and Inquiry

- XIII. Future Meeting Dates**
 - a. Board of Trustees Meeting: January 21, 6pm
 - b. Other Meetings:

- XIV. Adjourn**

Posted: December 12, 2025

Dear Rachel and all

Nov 2025

I am grateful for the ability to request books, even those not available in our library, and find them waiting for me. I searched for myself yesterday and found that even when one "knows" the location of a book it can be hard to find.

Now, with grand children visits, the library provides an "infinite" supply of books for all ages and a place to explore when interest wanes in my meager toy selection.

Thanks for all
you do,
Kathleen Schwei



11345 North Cedarburg Road, Mequon, WI 53092

Minutes of the Board of Trustees November 19, 2025 Meeting

Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held November 19, 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 6:01 pm.
Meeting notice and agenda were posted November 14, 2025.
Trustees present: Tedd Lookatch, President; Ali Buchanan, Vice-President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Catherine Perry, Ellen Nagy, Bob Wagner
Trustees attending virtually: Liz Agnello, Amy Abbott
Trustees absent: Jennifer Abraham (excused)
Staff present: Rachel Muchin Young, Library Director; Beth Hatch, Admin Aide.
- III. Announcements:** None
- IV. Public Comment:** Tedd left a message for the patron who was dissatisfied with the size of our cubicle spaces. A second patron sent an email to Rachel expressing dislike about computers being used by children in the Children's area.
- V. Approval of Minutes**
 - a. Mr. Hansher moved to approve the minutes of the October 22, 2025, meeting as presented.
- VI. Financial Reports**
 - a. Mr. Baxter reviewed the October 2025 Revenue and Expenditures reports. He inquired about where the remaining ARPA funds had gone, and Rachel confirmed they were applied to the Solar Panel cost.
 - b. Mr. Baxter moved to approve the October Accounts Payable in the amount of \$115,823.04. Ms. Buchanan seconded. Motion carried.
- VII. President's Report:** Mr. Lookatch commented on the Library is in a good spot. He attended the Extra Crispy Brass Band event and had a good time. He is still gathering quotes on how to make the Library even warm and cozier. He is looking forward to a great 2026.

VIII. Committee Reports

- a. Finance and Personnel Committees met on November 12, 2025.
- b. Advocacy: No meeting. FOWL did a great job on the Used Book Sale.
- c. Personnel and Finance Committees met on November 12, 2025.

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. Implementation of the phone cut over is complete.
- b. Action requested: Approval of 2026 Foundation Wish List. Mr. Wagner moved to approve. Motion seconded. Motion carried.

XI. New Business

- a. Action Requested: 2026 Holidays and Closings. Tedd and Ellen moved to approve. Motion carried.
- b. Action Requested: 2026 Board of Trustees Meeting Schedule. Ali and Tedd moved to approve. Motion carried.
- c. Action Requested: Approval of 2026 Budget. Ali and Ellen moved to approve. Motion carried.

XII. Trustee Training & System/State Library Update

- a. TE 19: Library Director Certification – Rachel provided a quick review.
- b. TE 20: The Library Board and Building Accessibility – Rachel provided a quick review.

XIII. Future Meeting Dates:

- a. Board of Trustees: Wednesday, December 17, 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 6:56 pm.

Respectfully submitted,
Beth Hatch, Administrative Aide

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 11/30/2025

GL Number	Description	2025 Amended Budget	YTD Balance 11/30/2025 Normal (Abnormal)	Activity For 11/30/2025 Increase (Decrease)	Available Balance 11/30/2025 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	0.00	(500.00)	100.00
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	0.00	1,000.00	1,000.00	(1,000.00)	100.00
Total Dept 45-015 - OTHER INCOME		0.00	1,500.00	1,000.00	(1,500.00)	100.00
Revenues		0.00	1,500.00	1,000.00	(1,500.00)	100.00
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	7,018.93	2,738.95	(7,018.93)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	1,407.01	17.59	(1,407.01)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	8,425.94	2,756.54	(8,425.94)	100.00
Expenditures		0.00	8,425.94	2,756.54	(8,425.94)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	1,500.00	1,000.00	(1,500.00)	100.00
TOTAL EXPENDITURES		0.00	8,425.94	2,756.54	(8,425.94)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(6,925.94)	(1,756.54)	6,925.94	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Description	2025 Amended Budget	YTD Balance 11/30/2025 Normal (Abnormal)	Activity For 11/30/2025 Increase (Decrease)	Available Balance 11/30/2025 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	0.00	(18,504.00)	100.00
Total Dept 08-003 - GRANTS & AIDS		0.00	18,504.00	0.00	(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	0.00	0.00	100.00
99-40-001-41322	THIENSVILLE TAXES	113,676.00	113,676.00	0.00	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	0.00	(0.36)	100.00
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	20,000.00	11,903.13	507.88	8,096.87	59.52
Total Dept 42-006 - FINES & FORFEITURES		20,000.00	11,903.13	507.88	8,096.87	59.52
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	14,000.00	13,614.63	1,463.88	385.37	97.25
Total Dept 44-013 - INTEREST INCOME		14,000.00	13,614.63	1,463.88	385.37	97.25
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	12,017.78	889.00	(517.78)	104.50
99-45-014-46712	PHOTOCOPIER	2,500.00	2,838.85	261.60	(338.85)	113.55
Total Dept 45-014 - SALE INCOME		14,000.00	14,856.63	1,150.60	(856.63)	106.12
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	1,500.00	30,835.19	25,730.00	(29,335.19)	2,055.68
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	35,778.44	25,730.00	(14,278.44)	166.41
Revenues		1,356,321.00	1,381,478.19	28,852.36	(25,157.19)	101.85
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	697,000.00	609,735.40	52,559.69	87,264.60	87.48
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	5,500.00	5,202.77	269.73	297.23	94.60
99-91-551-51199	FRINGE BENEFITS	205,491.00	176,528.08	17,560.67	28,962.92	85.91
99-91-551-52202	DUES & SUBSCRIPTIONS	2,837.00	2,380.60	0.00	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	804,446.87	70,390.09	123,617.13	86.68
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	1,021.49	241.18	(21.49)	102.15
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	0.00	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	16,324.31	1.34	223.69	98.65
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	632.45	111.37	367.55	63.25
99-92-551-52288	FISCAL AGENT FEE	8,000.00	8,500.00	0.00	(500.00)	106.25
99-92-551-52289	PAYROLL PROCESSING	2,900.00	2,349.91	207.15	550.09	81.03

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 11/30/2025

GL Number	Description	2025 Amended Budget	YTD Balance 11/30/2025 Normal (Abnormal)	Activity For 11/30/2025 Increase (Decrease)	Available Balance 11/30/2025 Normal (Abnormal)	% Bdgt 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	3,708.78	(30.60)	2,291.22	61.81
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	4,799.80	0.00	200.20	96.00
99-92-551-53303	TELEPHONE	5,300.00	5,966.14	801.29	(666.14)	112.57
99-92-551-53307	SUPPLIES-COPY MACHINE	8,000.00	6,919.36	614.63	1,080.64	86.49
99-92-551-53358	DEBT COLLECTION	800.00	803.85	128.15	(3.85)	100.48
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	88,127.33	2,074.51	19,396.67	81.96
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	4,431.74	1,180.02	568.26	88.63
99-93-551-53371	MEDIA	21,000.00	22,728.66	1,692.65	(1,728.66)	108.23
99-93-551-53372	E CONTENT	35,000.00	21,515.99	256.50	13,484.01	61.47
99-93-551-53373	PRINT	91,000.00	69,654.51	8,240.12	21,345.49	76.54
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	118,330.90	11,369.29	33,669.10	77.85
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	43,380.00	39,790.99	0.00	3,589.01	91.73
99-94-551-52283	CONTRACTED-BUILDING	26,996.00	19,100.05	511.92	7,895.95	70.75
99-94-551-53306	JANITOR SUPPLIES	3,800.00	2,290.65	0.00	1,509.35	60.28
99-94-551-53308	BUILDING SUPPLIES	40,000.00	38,524.19	14,674.71	1,475.81	96.31
99-94-551-53360	UTILITIES	44,000.00	28,354.58	798.67	15,645.42	64.44
99-94-551-53361	SEWER & WATER	2,000.00	1,891.50	0.00	108.50	94.58
99-94-551-53374	HEALTH & SAFETY SUPPLIES	500.00	259.30	0.00	240.70	51.86
99-94-551-57700	BUILDING PROJECTS	8,057.00	111,404.00	25,000.00	(103,347.00)	1,382.70
Total Dept 94-551 - LIBRARY BUILDING		168,733.00	241,615.26	40,985.30	(72,882.26)	143.19
Expenditures		1,356,321.00	1,252,520.36	124,819.19	103,800.64	92.35
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,356,321.00	1,381,478.19	28,852.36	(25,157.19)	101.85
TOTAL EXPENDITURES		1,356,321.00	1,252,520.36	124,819.19	103,800.64	92.35
NET OF REVENUES & EXPENDITURES:		0.00	128,957.83	(95,966.83)	(128,957.83)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,356,321.00	1,382,978.19	29,852.36	(26,657.19)	101.97
TOTAL EXPENDITURES - ALL FUNDS		1,356,321.00	1,260,946.30	127,575.73	95,374.70	92.97
NET OF REVENUES & EXPENDITURES:		0.00	122,031.89	(97,723.37)	(122,031.89)	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 11/01/2025 - 11/30/2025

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	MADDEN & ASSOCIATES	RESTRICTED GIFT - SHELVING	2,654.00	30009
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	84.95	2295
98-95-551-57299	LIB GIFTS & GRANTS UNRESTR	AMAZON CAPITAL SERVICES	GIFT - CALMING ROOM	17.59	29999
Total Department 95-551 LIBRARY GIFTS & GRANTS				2,756.54	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				2,756.54	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 11-14-25	19,119.94	2293
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	PAYROLL LIB TAXES/WAGES PD 11-28-2025	19,757.34	2314
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 11-14-25	1,931.33	2293
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	PAYROLL LIB TAXES/WAGES PD 11-28-2025	1,952.84	2314
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 11-14-25	1,728.86	2293
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	PAYROLL LIB TAXES/WAGES PD 11-28-2025	1,747.52	2314
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 11-14-25	905.65	2293
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	PAYROLL LIB TAXES/WAGES PD 11-28-2025	914.49	2314
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	WRS 2025-10	4,631.34	2300
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	HEALTH INSURANCE	1,218.83	2294
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	5.76	30013
Total Department 00-000				53,913.90	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	HEALTH INSURANCE	8,938.11	2294
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	PAYROLL - LIB TAXES/WAGES PD 11-14-25	1,931.33	2293
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	106.67	30013
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	WRS 2025-10	4,631.67	2300
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	PAYROLL LIB TAXES/WAGES PD 11-28-2025	1,952.89	2314
Total Department 91-551 LIBRARY STAFFING				17,560.67	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	234.00	2295
99-92-551-52284	CONTRACTED SERVICES-TECHNO	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	1.34	2295
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	PAYROLL PROCESSING	66.05	2292
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	PAYROLL - ESSENTIAL	67.75	2313
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	TIME AND ATTENDANCE	73.35	2315
99-92-551-53300	OFFICE SUPPLIES	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	23.21	2295
99-92-551-53300	OFFICE SUPPLIES	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	(23.21)	2295
99-92-551-53300	OFFICE SUPPLIES	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	(30.60)	2295
99-92-551-53303	TELEPHONE	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	336.43	2295
99-92-551-53303	TELEPHONE	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	464.86	2295
99-92-551-53307	SUPPLIES-COPY MACHINE	AMAZON CAPITAL SERVICES	COPIER SUPPLIES	23.99	29999
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER	14.00	30006
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	COPY CHARGES	287.91	30006
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER LEASE - 2ND FLOOR	169.88	2296
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIERS LEASE - 1ST FLOOR	118.85	2297
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	PLACEMENTS	128.15	30015
Total Department 92-551 LIBRARY ADMINISTRATION				1,955.96	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	MONARCH LIBRARY SYSTEM	PROGRAMMING	379.48	30011

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 11/01/2025 - 11/30/2025

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					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	57.32	29999
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	140.70	29999
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	89.00	29999
99-93-551-53370	PROGRAMMING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	373.84	2295
99-93-551-53370	PROGRAMMING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	37.96	2295
99-93-551-53370	PROGRAMMING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	101.72	2295
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTIONS - MEDIA	712.76	29999
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	MEDIA - CREDIT MEMO	(0.11)	29999
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTIONS - MEDIA	69.00	29999
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	316.91	30010
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	11.02	30001
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	26.88	30001
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - MEDIA	11.47	30001
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	544.72	30010
99-93-551-53372	E CONTENT	KANOPY INC	ELECTRONIC CONTENT	256.50	30007
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	38.07	30002
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	319.08	29999
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	639.59	30002
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	452.07	30002
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	498.22	30002
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	608.59	30002
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	58.39	30002
99-93-551-53373	PRINT	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	135.00	2295
99-93-551-53373	PRINT	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	100.17	2295
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - PRINT	66.53	30001
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	412.48	30002
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	1,880.22	30002
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	821.90	30002
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	1,259.41	30002
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	669.32	30002
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	281.08	30002
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				11,369.29	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52283	CONTRACTED-BUILDING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	95.72	2295
99-94-551-52283	CONTRACTED-BUILDING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	31.20	2295
99-94-551-52283	CONTRACTED-BUILDING	NEXUS PEST SOLUTIONS	PEST CONTROL - SEMI-ANNUAL EXTERIOR	385.00	30012
99-94-551-53308	BUILDING SUPPLIES	ADVANCED CHILLER SERVICES	MAINTENANCE AND REPAIR	8,184.71	29998
99-94-551-53308	BUILDING SUPPLIES	LAMMSCAPES	LANDSCAPE MAINTENANCE - TREE REMOVAL	6,490.00	30008
99-94-551-53360	UTILITIES	WE ENERGIES	ELECTRIC SERVICE	714.10	2298
99-94-551-53360	UTILITIES	WE ENERGIES	GAS SERVICE	84.57	2299
99-94-551-57700	SOLAR PANELS	ARCH SOLAR C&I, INC	SOLAR PANELS	25,000.00	30000
Total Department 94-551 LIBRARY BUILDING				40,985.30	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				125,785.12	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 11/01/2025 - 11/30/2025

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	2,756.54	
		99	F. L. WEYENBERG LIBRARY FUND	125,785.12	
		Total For All Funds:		<u>128,541.66</u>	

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 11/30/2025

GL Number	Description	YTD Balance 11/30/2025 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	72,607.65
Total Fund Equity		79,050.47
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		(6,925.94)
+ FUND BALANCE ADJUSTMENTS		6,366.67
= ENDING FUND BALANCE		74,537.66
+ LIABILITIES		0.00
= TOTAL LIABILITIES AND FUND BALANCE		74,537.66
OUT OF BALANCE		(5,037.66)

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 11/30/2025

GL Number	Description	YTD Balance 11/30/2025 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND		
*** Assets ***		
99-00-000-11710	INVESTMENTS	317,580.05
99-00-000-16220	PREPAID EXPENSES	4,000.00
99-00-000-16230	DEFERRED EXPENDITURE	16,162.84
Total Assets		337,742.89
*** Liabilities ***		
99-00-000-21511	SOCIAL SECURITY TAX	(0.05)
99-00-000-21520	WI RETIREMENT	2,961.30
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	(2,727.55)
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	(9.36)
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	277.18
99-00-000-21590	FLEX BENEFIT	3,276.73
Total Liabilities		3,800.25
*** 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		337,742.89
BEG. FUND BALANCE - 2024		177,868.83
+ NET OF REVENUES/EXPENDITURES - 2024		35,738.92
+ NET OF REVENUES & EXPENDITURES		128,957.83
+ FUND BALANCE ADJUSTMENTS		(453.70)
= ENDING FUND BALANCE		342,111.88
+ LIABILITIES		3,800.25
= TOTAL LIABILITIES AND FUND BALANCE		345,912.13
OUT OF BALANCE		(8,169.24)

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	90		1,395
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	13		143
2025 attendance	135	104	277	149	218	109	117	103	238	78	251		1,779

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	6		34
2025 attendance	198	156	196	149	152	143	166	143	96	154	123		1,676
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	7		56
2025 attendance	10	21	100	25	0	369	152	28	30	29	57		821

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	23		279
2025 attendance	553	692	923	941	694	1,559	1,287	791	604	741	674		9,459
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	4		65
2025 attendance	930	740	1,473	894	810	1,215	1,103	1,026	603	871	829		10,494

Date: December 12, 2025
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: December 2025 Director's Report

MEETING & ACTIVITIES:

- Frank L. Weyenberg Library
 - Shifts at Adult and Children's Desk as scheduled, and as needed
 - Management Team, 11/25
 - Hook, Yarn & Stitch, 12/4
 - Evening Readers, 12/8
- Monarch Library System
 - Directors Chats, 11/21, 12/4
 - Directors Council, 12/11
- Community
 - Thiensville-Mequon Rotary Meetings, 12/2, 12/9, 12/16
 - City of Mequon CoW and Common Council, 11/11
 - Village of Thiensville Board of Trustees, 11/17
 - Ozaukee County Board of Supervisors, 12/3/2025
 - Festivals Committee Winter Wonderland Meeting, 12/3
 - Mequon-Thiensville Chamber of Commerce Holiday Reception, 12/10
- Professional Development
 - Public Sector Town Hall: Ethics for the Public Sector, 11/25

PERSONNEL MATTERS: None

OPERATIONS ACTIVITIES:

After several discussions between Village staff and trustees, and Library staff and trustees, as well as discussions with the auditor used by both the Village and the Library, we seek to establish two new checking accounts at Port Washington State Bank, the financial institution used by the Village. Doing so will make it easier to keep Village and Library funds separated. The second account will be used for gifts and grants. This will make it possible for these restricted and unrestricted funds to be used for the purposes for which they were given, without overspending our budget lines. This has long been an issue for me. Journal entries reallocate the expenditures each January, but month to month we see certain lines as overspent when what we are really doing is spending grant funds.

We have taken care of a number of building maintenance tasks at year's end and will start the year with the facility in good working order. Projects to be scheduled in the new year are painting, window washing, and carpet cleaning in a variety of locales, though it should be noted that our current custodial service is very good at spot cleaning.

The insurance company issued a check for the fraud and these funds were in turn sent to Arch Solar. We will authorize a check for the remaining \$8,482.80.

We have one final claim to submit to MPIC for the flood. We are gathering costs for the floor and carpet tiles that we lost.

FRIENDS:

FOWL has expressed a desire to have a single space they can use for book processing, storage, and meetings, instead of the variety of spaces they currently use. Along with this, the Access Services department would really like the space in the Quick Pickup Room that the Friends currently use. With our expanding Library of Things this space will be needed.

What we currently are not using is the Innovation Space. The equipment to digitize images is now available on a first come-first served basis in the Local History Room. We're finding that people stop in, digitize a limited number of items, and leave, making the equipment available for others. This also introduces patrons to the Local History Room.

The Innovation Space could be repurposed as a conference room and the conference room repurposed for the Friends. This is my preferred route. The Innovation Space is about 50% larger than the Conference Room. Additionally, The Innovation Space hallway features a closet and access to a room we use to store tables and chairs, and has access to our burglar alarm panel, our gate counter controls, and our handicap door controls.

FOUNDATION:

The Foundation mailing, in excess of 2,000 pieces, is now complete. I must thank our Administrative and Access Services staff for processing the mailing. We anticipate funds arriving through January of next year. When checks arrive, we send personalized thank you notes.

PayPal is being used more than in the past, so we've made a significant transfer from PayPal to the Foundation checking account already and anticipate making more.

OTHER:

Library Legislative Day is Tuesday, February 10, 2026. The day is designed for library staff and trustees to meet with their state legislators. The morning begins with an overview of the day and tips on how to have impactful conversations with state senators and representatives. The Wisconsin Library Association will schedule appointments with legislators based on the address of the library or home address of the participant. If you are interested in attending this event, please let me know and I will register all of us attending. The library has budgeted funds to cover both interested staff and trustees. We generally carpool, leaving about 7am, but if you are interested in staying in Madison the night before the event, WLA has blocked off rooms at a discounted rate. Registration closes January 9. For more information: <https://www.wisconsinlibraries.org/library-legislative-day-2>

Please visit this site: <https://flwlibrary.itemorder.com/shop/home/>. It is our logowear shop via Big Frog Custom T-Shirts and More in the Mequon Pavilion Shops. Please note that you can order and pay by credit card online, but you will need to pick up your orders at Big Frog. We are making this offer to the public, as well, and hope to see many members of our community donning FLWL logowear in the new year.

Both Sheboygan and Ozaukee County Boards have accepted Monarch Library System's proposal to provide additional funds for the Monarch Overdrive Advantage account which will be used to obtain additional copies of popular ebooks and eaudiobooks, thus lowering the incredibly long holds lists on Libby. The additional county funds will be allocated beginning in 2027. I am working with the system to develop a collection development committee to purchase these items.

Date: December 11, 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, 11/14, 11/17, 11/20, 11/24
- Management Meeting, 11/25
- Program: Family Storytime, 11/18, 11/19, 12/2, 12/3
- Program: Spice of the Month Kits, 12/1
- Program: Weyenberg Movie Matinee, 12/5
- Program: Throwback Family Movie, 12/20
- Vacation: 11/28, 12/15-12/19

STATISTICS

For statistics, we are doing great. I expect eCircs, eCollections, and Reference Questions to have higher year-end totals in comparison to last year.

For program statistics, our year-end totals will be very close to previous years. (I am not comparing it to our 2024 Adult Programs numbers since the April 2024 solar eclipse numbers skewed those totals).

TASKS & TIDBITS

-I ordered the summer reading supplies from iRead on November 26 so that we will receive them in March 2026. The iRead 2026 theme is Plant a Seed, Read!



- On Thursday, December 11 the new Children's loveseats were delivered.
- Most of the new Calming Room items and books are now available in the space.
- Collection purchasing for the year has mostly wrapped up.

-I have started looking into scheduling Civil War programs for 2026 to use some Jamron funds from the Foundation. I currently have one program scheduled for March and a potential one with the Wisconsin Veterans Museum for June.

-I received an email on 12/6/25 that our BrightSign subscriptions were expiring in December and January. I have reached out to InfoCor from Germantown (our original vendor for the digital brightboards) and BrightSign about renewing the subscriptions.

UPCOMING LIBRARY PROGRAMS

<ul style="list-style-type: none"> •Drop-In Tech Help (2x a month) •Evening Readers Book Club (monthly) •History Book Club (monthly) •Hook, Yarn & Stitch Club (monthly) •Monarch Memory Café (February, June, October) •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) •AI for Busy People: AI Risks, Tips to Get Started & Best AI Tricks to Save Time (December) •Probate Avoidance: An Estate Planning Seminar (January) •The History of the Land You Are Standing On (January) •Civil War Memories & Mementos (March) •Dungeons & Dragons Winter One Shot (December) •Dungeons & Dragons: Campaign A (January-April) •Dungeons & Dragons: Campaign B (February-April) •Strategies for a Smarter College Search (February) •Teen Exam Cram (March) 	<ul style="list-style-type: none"> •Shake & Shimmy Storytime (4x this summer, starts again in January) •Family Storytimes (weekly on Tuesdays & Wednesdays, starts again in January) •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 (December) •Gan Ami Preschool Offsite Storytime (monthly) •North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly) •Kids Rule Academy Offsite Storytime (monthly) •STEAM Boot Camp (December 29) •Rocking in the New Year with Randy Peterson (December) •Family BINGO Night (monthly) •Chess Club: All Ages (monthly) •Fine Arts Series (March, May) •Family Photo Sessions at the Library (December)
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Date: 12/12/2025

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, December 2025

Activities since the last Board of Trustees meeting include:

- 11/24 – Vendor Meeting – Letters & Signs LLC
- 11/25 – Management Meeting
- 12/4 – Willowbrook Outreach Event

Statistics – November 2025:

- Checkouts: 20,136
- Library Cards: 90
- Quick Pickup Appointments: 8

Other:

- Our new webform for library registration renewals has been going well. We have renewed 46 registrations through the form since launching it last month.
- We have partnered with People's Table in Milwaukee to host a cereal drive in our lobby. The basket will be available until January 11th. The organization mentioned that they will accept any non-perishable donations and hygiene items but would prefer mostly cereal.
- I met with Cary from Letters & Signs to gather a quote for library signage. She had a lot of great ideas for improving signage and creating something new for us. She shared with me that their company installed the FLW lettering at the entrance of the building!
- Our Betty Brinn membership is set to expire soon. I have reached out to them regarding a renewal.
- I have wrapped up most of my purchasing for the year. There have been a number of delays with processing materials being shipped to us from our suppliers this quarter. Thankfully, we have been able to work around the missing supplies thus far. Many items are scheduled to arrive before the new year.
- I have purchased appreciation gifts for our adult volunteers. We are very grateful for the work they do for us and want them to feel valued.
- We have completed our 2026 WISCAT Membership Agreement form.
- Staff have been diligently working on stuffing Foundation mailers for our annual drive.

The Library Board and Accessible Services

21

Role of the Board / Role of the Director

The board is the governing body for the library and, as such, has a responsibility to assure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA). The section of the ADA that will be discussed in this *Trustee Essential* requires that all library services must be accessible to people with disabilities. However, people with disabilities are not the only population in the community for whom using the library may be difficult, limited, or minimized.

The library should consider all special populations when discussing issues of access - physical and otherwise. Defining and identifying special populations depends on each library community. Special populations include - but are not limited to: English language learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills. The library director has the responsibility to stay abreast of current issues related to making services accessible and to present the options to the board for its consideration.

ADA Background on Accessible Services

The ADA, passed in 1990, was written to ensure that people who had disabilities would not be denied access to the services and buildings that everyone else had access to.

The requirement to provide accessible services is not dependent on a building's being accessible. Public library services must be made available in some way if the building is not accessible. The best way to provide access to most library services is to have an accessible building. But some accommodations can and must be made until such time as the building is remodeled or a new building is constructed. Provision of certain services may require accommodations even if the building is accessible.

Types of Disabilities that may Require Accommodations to Make Library Services Accessible

Mobility impairments

People who use wheelchairs, crutches, and/or braces may have difficulty accessing library services, even if they can get into the building. Other people may also need accommodations, if they have limited ability to walk, or to reach, or

In This Trustee Essential

- How to make your library services accessible to all members of the community
- Your responsibility in regard to implementing ADA requirements for accessible services

grasp, or turn pages. If the building itself is not accessible, the problem of providing access to services is more complicated. Some libraries offer services by phone and make selections for their patrons and then either bring the materials out to the people who cannot come into the building or else deliver them to their homes. Some libraries offer a drive-up window with customized service to make pickup and delivery easier for people with disabilities—and provide a great convenience to the general public. Many libraries offer outreach services to nursing homes. One helpful service public libraries can provide is to refer people with severe mobility limitations to the Wisconsin Talking Book and Braille Library, from which they can access recorded materials and automatic page turners if they are unable to hold a book or turn pages.

Tables and seating areas should be designed so those patrons who use wheelchairs have adequate access to them. Computer workstations can be adapted in several ways to make use of computers easier for people who use wheelchairs. The table must accommodate wheelchairs in terms of height and legroom under it. A long cord can be added to the keyboard so it can be lifted down onto the tray of a wheelchair. A trackball can be added as an alternative to a mouse, or in addition to one. Trackballs are easier for some people to manipulate. The service desk is required to have at least one section that is no higher than 36 inches. Service dogs (certified dogs should be wearing a collar or backpack that identifies them as trained service companions) must be allowed to accompany their owners in public buildings.

All library patrons, including those who have any type of disability, should be welcomed, and staff should try to talk directly to them, rather than to friends or family who may be with them. Children with physical disabilities should be welcomed at programs that are developmentally appropriate for them. Accommodations at story hours or other programs should be made to help every child feel comfortable, accepted, and an active participant in the program.

The library collection should include resource materials on physical disabilities. Some collections include toys adapted for children with mobility impairments. Library publicity should routinely include a phone number (and a TDD number if available) to call if accommodations are needed.

Blindness and vision impairments

Public libraries frequently act as an intermediary in connecting people who are blind with the Wisconsin Talking Book and Braille Library, where they can receive audio recordings of books and Braille materials. Computer workstations can be adapted with software that reads the text aloud. This feature can be very helpful to people with learning disabilities, adults who are just starting to learn to read, and people who are learning English. The library's webpage should follow universal design recommendations, so that it can be read easily by people who use a screen reader.

The library can purchase or borrow DVDs that have descriptive narration and captioning. Library materials in Braille can be added to the collection. The library's regular collection of CDs, computer software and recorded books can be made accessible to patrons who are blind if clear Braille labels are added. Brailist organizations may be able to do this for the library at very little cost. Large-print

materials should be available for both adult and child patrons who have some vision but can more easily read large-print. Library brochures and fliers should be routinely printed in large print, or large print versions should be made available. Audio materials may also be of interest to patrons who have limited vision. The library can also, upon request, be a referral point to the Wisconsin Center for the Blind and Visually Impaired in Janesville, especially if the patron is a child.

Computer workstations can easily be adapted for large print, often using the features built into the standard computer, although larger monitors also help. The ability to change the background colors and contrasts is also very helpful. Many libraries offer in-house magnifiers; some allow them to be checked out. An intensely bright table or floor lamp that can be moved around in the library is a very useful accommodation. Some libraries have machines that can enlarge photos or text. Some have machines that can read text out loud. Computer scanners can also be used to scan and then enlarge text and images. Photocopy machines can be used to enlarge pages of text for people who use large print. Some libraries have adapted toys for children who are blind or who have severe vision impairments.

Deafness and hearing impairments

As with many disabilities, the biggest barrier to service for people who are deaf is often other people's attitude. People who are deaf may use sign language, read lips, use an interpreter, write their communication, or use a combination of all of these when they want to access public library services. Service desk staff need training to understand how best to offer services to people who are deaf or who have a significant hearing loss. Patrons should be allowed to decide individually how they want to communicate, and the staff should try to work with each patron to meet his or her needs.

Programs for both adults and children and all public meetings should routinely include sound amplification by the use of a microphone. This single accommodation is typically enough to meet the needs of most people who are hearing impaired. A closed sound system (such as a hearing loop) which amplifies the sound only for the person using the equipment can also be used. Libraries must provide an interpreter for any programs or meetings when one is requested.

Libraries should routinely flash their lights when announcements are made, especially for emergency announcements, and to warn patrons that the library is closing soon. Flashing lights is a technique commonly used with people who are deaf to get their attention. It alerts the patron that something important is happening. Adaptations can be made in story hours to help a child who is deaf or hearing-impaired get more out of the program. Some libraries circulate special toys that light up or vibrate for children who are deaf. Libraries often order open- and closed-captioned videos. All libraries should have current information on deafness and hearing loss in their collections.

Developmental delays / brain injury / mental illness

People who have a developmental delay, have suffered a brain injury, or have emotional or mental illness may need accommodations when they are in the library. Staff should be trained to treat all patrons with respect, to enforce all rules fairly, and to be tolerant of behavior that may be unusual but not threatening or may be involuntary. Staff should strive to make all patrons feel welcome in the library.

Age restrictions for programs are sometimes relaxed for people who have developmental delays and for whom the programs might be appropriate for their mental age rather than their chronological age. Extra assistance and reminders are sometimes needed when patrons with developmental or emotional disabilities attend programs and meetings at the library. The library can be an important resource for families who have a member with a developmental delay, a brain injury, or an emotional illness. More importantly, the public library has a role in making the family and individual feel accepted and a part of the larger community. Being at a public library is a very “normalizing” experience.

Discussion Questions

1. 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.)
2. If people in wheelchairs, or who are blind, or deaf, or have developmental disabilities are not currently using the library, what barriers do you think the library has to overcome so that these people become library patrons?
3. Make a list of at least five things that have no new cost the library could do to make its services accessible.

Sources of Additional Information

- The DLT Special Services page at <http://dpi.wi.gov/pld/yss> has links to resources and agencies serving people with various types of disabilities.
- Wisconsin Talking Book and Braille Library, 813 West Wells Street, Milwaukee, WI 53233-1436, (414) 286-3045, toll-free within Wisconsin: (800) 242-8822, fax: (414) 286-3102, e-mail: wtbbbl@milwaukee.gov
- Wisconsin Center for the Blind and Visually Impaired, 1700 W. State Street, Janesville, WI 53546-5344, (608) 758-6100, toll-free: (800) 832-9784, outreach toll-free: (866) 284-1107, fax: (608) 758-6161 www.wcbvi.k12.wi.us/
- Wisconsin School for the Deaf, 309 W. Walworth Avenue, Delavan, WI 53115, (262) 740-2066, e-mail: webmaster@wsd.k12.wi.us

- Wisconsin Outreach for the Deaf and Hard of Hearing, N25 W23131 Paul Road, Suite 100, Pewaukee, WI 53072-5734, (888) 656-8556.
- 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.

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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Freedom of Expression and Inquiry

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

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

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

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

Collection Development Policy

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

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

In This Trustee Essential

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

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

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

Internet Access Policy

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

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

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

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

Internet Filtering

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

Meeting Room, Exhibit, and Display Policies

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

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

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

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

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

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

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

Staff Development and Public Information

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

Discussion Questions

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

Sources of Additional Information

- *Intellectual Freedom Manual*, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)

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