



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees June 18, 2025 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held June 18, 2025, at 6:00 pm 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.

Posting of notice as of June 17, 2025, was verified.

Trustees present: Tedd Lookatch, President; Ali Buchanan, Vice-President; Jeffrey Hansher, Secretary; Ellen Nagy, Jennifer Abraham, Bob Wagner.

Absent: Graham Baxter, Treasurer, Amy Abbott, Liz Agnello, Catherine Perry.

Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Asst. Director; Beth Hatch, Admin Aide.

III. Announcements

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the May 21, 2025, Meeting.

Dr. Abraham moved to accept the minutes as presented. Motion was seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for May 2025.

The reports were included in the Board Packet. A brief discussion on the preference of including the Balance Sheet or Trial Balance in future reports. Mr. Lookatch and Mr. Wagner confirmed the Balance Sheet is preferred.

B. Action Item: Accounts Payable Statement for May 2025

Dr. Abraham moved to approve the May 2025 Accounts Payable in the amount of \$90,270.59. Motion was seconded. Motion carried.

VII. President's Report

Mr. Lookatch discussed Board goals for the coming year and future years. He commented on continuing to work on efficiencies within the Board. He complemented the Library on workplace readiness, and to continue with the great work.

Mr. Lookatch appointed committee members as follows:

- Finance: Mr. Baxter, Mr. Lookatch and Mr. Wagner.
- Advocacy: Mr. Hansher, Dr. Nagy and Ms. Buchanan.
- Personnel: Dr. Abraham, Ms. Agnella and Dr. Abbott.

Ms. Perry's committee assignment will be made at a later date.

VIII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

No meeting was held.

C. Personnel

No meeting was held. A meeting is scheduled for June 25, 2025 to review Employee Handbook. Ms. Buchanan asked if others should attend the Personnel meeting. Dr. Abraham said that wasn't necessary. Ms. Muchin Young suggested emailing herself or Dr. Abraham with any notes ahead of the meeting.

IX. Staff Reports

A. Library Operations Report: Included in the packet.

B. Director's Report

The written Library Director's report was included in the Board Packet. Trustee Training Week is coming up in August and all members were encouraged to sign up for the sessions. Additional commentary made orally.

C. Managers' Reports

The written reports were included in the Board Packet. Additional comments from Ms. Pike on the Summer Reading Program – the total number is 606, with more adults this year at 158. The first Storytime was held on June 17, 2025, with 114 in attendance.

X. Unfinished Business

A. Update: Solar Panels – Project is on track and should be finalized in the next month.

XI. New Business

A. Action requested

- i. Approval of purchase, installation of new humidifier. This has been tabled as quotes are still being gathered.

XII. Trustee Training & System/State Library Update

- A. Monarch Connect & Share Access
- B. TE-13: Library Advocacy
- C. TE-14: The Board and Open Meetings Law

XIII. Future Meeting Dates

- A. The next Board of Trustees meeting will be on Wednesday, July 16, 2025, at 6:00 p.m.
- B. Personnel Committee will meet via Teams Wednesday, June 25, at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, Ms. Buchanan moved to adjourn the meeting. Motion was seconded. Motion carried. Meeting adjourned at 7:10 p.m.

Respectfully submitted,
Beth Hatch, Administrative Aide

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 06/30/2025

GL Number	Description	2025 Amended Budget	YTD Balance 06/30/2025 (Normal (Abnormal))	Activity For 06/30/2025 Increase (Decrease)	Available Balance 06/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	3,021.29	1,328.88	(3,021.29)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	844.61	0.00	(844.61)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	3,865.90	1,328.88	(3,865.90)	100.00
Expenditures		0.00	3,865.90	1,328.88	(3,865.90)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	3,865.90	1,328.88	(3,865.90)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(3,865.90)	(1,328.88)	3,865.90	

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Balance As of 06/30/2025

GL Number	Description	2025 Amended Budget	YTD Balance 06/30/2025 (Abnormal)	Activity For 06/30/2025 Increase (Decrease)	Available Balance 06/30/2025 Normal (Abnormal)	% Bdg't Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,150,000.00	862,500.00	287,500.00	287,500.00	75.00
99-40-001-41322	THIENSVILLE TAXES	113,676.00	56,838.00	0.00	56,838.00	50.00
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	942,483.36	287,500.00	344,337.64	73.24
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	20,000.00	8,853.88	617.61	11,146.12	44.27
Total Dept 42-006 - FINES & FORFEITURES		20,000.00	8,853.88	617.61	11,146.12	44.27
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	14,000.00	5,588.56	0.00	8,411.44	39.92
Total Dept 44-013 - INTEREST INCOME		14,000.00	5,588.56	0.00	8,411.44	39.92
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	7,711.58	969.40	3,788.42	67.06
99-45-014-46712	PHOTOCOPIER	2,500.00	1,302.45	238.12	1,197.55	52.10
Total Dept 45-014 - SALE INCOME		14,000.00	9,014.03	1,207.52	4,985.97	64.39
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	1,500.00	3,779.44	160.00	(2,279.44)	251.96
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	3,779.44	160.00	17,720.56	17.58
Revenues		1,356,321.00	969,719.27	289,485.13	386,601.73	71.50
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	697,000.00	270,861.89	0.00	426,138.11	38.86
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	5,500.00	2,671.38	0.00	2,828.62	48.57
99-91-551-51199	FRINGE BENEFITS	205,491.00	90,745.33	13,855.22	114,745.67	44.16
99-91-551-52202	DUES & SUBSCRIPTIONS	2,837.00	1,565.20	0.00	1,271.80	55.17
99-91-551-52237	WORKER S COMPENSATION	1,336.00	1,336.00	668.00	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	6,304.02	1,480.00	7,695.98	45.03
Total Dept 91-551 - LIBRARY STAFFING		928,064.00	373,483.82	16,003.22	554,580.18	40.24
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	219.00	0.00	781.00	21.90
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	257.55	0.00	887.45	22.49
99-92-551-52243	ALL OTHER INSURANCE	19,429.00	19,429.00	3,138.50	0.00	100.00
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	16,548.00	6,139.77	2,048.00	10,408.23	37.10
99-92-551-52286	COMPUTERS	6,500.00	16.03	0.00	6,483.97	0.25
99-92-551-52287	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
99-92-551-52288	FISCAL AGENT FEE	8,000.00	4,250.00	0.00	3,750.00	53.13
99-92-551-52289	PAYROLL PROCESSING	2,900.00	1,097.51	67.75	1,802.49	37.85
99-92-551-52290	CONSULTANTS	3,000.00	1,168.00	0.00	1,832.00	38.93
99-92-551-53300	OFFICE SUPPLIES	6,000.00	901.79	140.14	5,098.21	15.03
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	2,371.84	39.98	2,628.16	47.44
99-92-551-53303	TELEPHONE	5,300.00	2,737.28	0.00	2,562.72	51.65
99-92-551-53307	SUPPLIES-COPY MACHINE	8,000.00	3,753.11	1,043.59	4,246.89	46.91

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GL Number	Description	2025 Amended Budget	YTD Balance 06/30/2025 (Normal (Abnormal))	Activity For 06/30/2025 Increase (Decrease)	Available Balance 06/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-53358	DEBT COLLECTION	800.00	407.75	11.65	392.25	50.97
99-92-551-53359	MONARCH FEES	18,927.00	528.00	0.00	18,399.00	2.79
Total Dept 92-551 - LIBRARY ADMINISTRATION		107,524.00	43,276.63	6,489.61	64,247.37	40.25
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	983.18	37.97	4,016.82	19.66
99-93-551-53371	MEDIA	21,000.00	6,717.15	987.18	14,282.85	31.99
99-93-551-53372	E CONTENT	35,000.00	867.55	176.40	34,132.45	2.48
99-93-551-53373	PRINT	91,000.00	27,670.80	2,006.34	63,329.20	30.41
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	36,238.68	3,207.89	115,761.32	23.84
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	43,380.00	21,690.00	3,615.00	21,690.00	50.00
99-94-551-52283	CONTRACTED-BUILDING	26,996.00	11,672.31	818.00	15,323.69	43.24
99-94-551-53306	JANITOR SUPPLIES	3,800.00	1,680.66	0.00	2,119.34	44.23
99-94-551-53308	BUILDING SUPPLIES	40,000.00	9,622.81	0.00	30,377.19	24.06
99-94-551-53360	UTILITIES	44,000.00	18,188.68	3,205.96	25,811.32	41.34
99-94-551-53361	SEWER & WATER	2,000.00	867.92	0.00	1,132.08	43.40
99-94-551-53374	HEALTH & SAFETY SUPPLIES	500.00	143.90	0.00	356.10	28.78
99-94-551-57700	BUILDING PROJECTS	8,057.00	52,921.20	52,921.20	(44,864.20)	656.84
Total Dept 94-551 - LIBRARY BUILDING		168,733.00	116,787.48	60,560.16	51,945.52	69.21
Expenditures		1,356,321.00	569,786.61	86,260.88	786,534.39	42.01
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,356,321.00	969,719.27	289,485.13	386,601.73	71.50
TOTAL EXPENDITURES		1,356,321.00	569,786.61	86,260.88	786,534.39	42.01
NET OF REVENUES & EXPENDITURES:		0.00	399,932.66	203,224.25	(399,932.66)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,356,321.00	969,719.27	289,485.13	386,601.73	71.50
TOTAL EXPENDITURES - ALL FUNDS		1,356,321.00	573,652.51	87,589.76	782,668.49	42.29
NET OF REVENUES & EXPENDITURES:		0.00	396,066.76	201,895.37	(396,066.76)	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 06/01/2025 - 06/30/2025

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	CATTAIL CRITTERS	INDOOR ZOO	519.00	29593
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	J&R AQUATIC ANIMAL RESCUE	FRIENDS DONATION - SRP	224.79	29598
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	AMAZON CAPITAL SERVICES	FRIENDS DONATION - SRP	51.03	29587
98-95-551-57298	FRIENDS DONATION - SRP	WILL BRANCH	FRIENDS DONATION - SRP	400.00	29532
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	AMAZON CAPITAL SERVICES	PBS STIPEND - AP PROGRAM	79.94	29587
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	AMAZON CAPITAL SERVICES	FRIENDS DONATION - SRP	54.12	29587
Total Department 95-551 LIBRARY GIFTS & GRANTS				1,328.88	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				1,328.88	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	2025-06 WRS	4,810.45	2102
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	2025-07 HEALTH INSURANCE	1,218.83	2097
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	5.76	29607
Total Department 00-000				6,035.04	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	2025-07 HEALTH INSURANCE	8,938.11	2097
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	2025-06 WRS	4,810.44	2102
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	106.67	29607
99-91-551-52237	WORKER S COMPENSATION	R & R INSURANCE SERVICES,	WORKERS COMP	668.00	29606
99-91-551-57730	UNEMPLOYMENT COMPENSATION	DIVISION OF UNEMPLOYMENT I	UNEMPLOYMENT INSURANCE - JUNE	1,480.00	29595
Total Department 91-551 LIBRARY STAFFING				16,003.22	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52243	ALL OTHER INSURANCE	R & R INSURANCE SERVICES,	LIABILITY & CRIME	3,138.50	29606
99-92-551-52284	CONTRACTED SERVICES-TECHNO	BIBLIOTHECA LLC	RFID GATE SERVICE AGREEMENT	2,048.00	29592
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	67.75	2080
99-92-551-53300	OFFICE SUPPLIES	QUILL.COM	OFFICE SUPPLIES	140.14	29605
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	39.98	29587
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	BP HB700 COLLECTION CONTAINER	14.00	29597
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	MAGENTA TONER	14.00	29597
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER SUPPLIES	118.85	2098
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER SUPPLIES	169.88	2099
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	COPIER SUPPLIES	698.86	29597
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	COPIER SUPPLIES	14.00	29597
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	CYAN TONER	14.00	29597
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	2025-05 PLACEMENTS	11.65	29608
Total Department 92-551 LIBRARY ADMINISTRATION				6,489.61	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	COLLECTIONS - PROGRAMMING	37.97	29587
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTIONS - MEDIA	81.06	29587
99-93-551-53371	MEDIA	MIDWEST TAPE	COLLECTIONS - MEDIA	567.33	29602
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTIONS - MEDIA	338.79	29587
99-93-551-53372	E CONTENT	KANOPY INC	ELECTRONIC CONTENT	176.40	29600
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - AUTOMATICALLY YOURS	198.00	29589
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	301.17	29589
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	37.27	29587
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	122.01	29587

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 06/01/2025 - 06/30/2025

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					
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	188.31	29587
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	9.99	29587
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	770.01	29589
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - AUTOMATICALLY YOURS ACC	379.58	29589
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				3,207.89	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	ENVIRONMENT CONTROL	MONTHLY JANITORIAL SERVICE	3,615.00	29596
99-94-551-52283	CONTRACTED-BUILDING	NEXUS PEST SOLUTIONS	MONTHLY PEST CONTROL	75.00	29604
99-94-551-52283	CONTRACTED-BUILDING	LAMMSCAPES	2025-06 LANDSCAPE MAINTENANCE	743.00	29601
99-94-551-53360	UTILITIES	WE ENERGIES	2025-06 GAS SERVICE	381.32	2100
99-94-551-53360	UTILITIES	WE ENERGIES	2025-06 ELECTRIC SERVICE	2,824.64	2101
99-94-551-57700	BUILDING PROJECTS	ARCH SOLAR C&I, INC	SOLAR PANEL INSTALLATION	52,921.20	29588
Total Department 94-551 LIBRARY BUILDING				60,560.16	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				92,295.92	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 06/01/2025 - 06/30/2025

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	1,328.88	
		99	F. L. WEYENBERG LIBRARY FUND	92,295.92	
		Total For All Funds:		93,624.80	

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 06/30/2025

GL Number	Description	YTD Balance 06/30/2025 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	6,192.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED	71,546.85
Total Fund Equity		77,739.67
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		(3,865.90)
+ FUND BALANCE ADJUSTMENTS		5,055.87
= ENDING FUND BALANCE		76,286.90
+ LIABILITIES		0.00
= TOTAL LIABILITIES AND FUND BALANCE		76,286.90
OUT OF BALANCE		(6,786.90)

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 06/30/2025

		YTD Balance 06/30/2025
GL Number	Description	Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND		
*** Assets ***		
99-00-000-11160	SPECIAL CLEARING ACCOUNT	18,538.05
99-00-000-11710	INVESTMENTS	239,053.98
99-00-000-16220	PREPAID EXPENSES	4,000.00
99-00-000-16230	DEFERRED EXPENDITURE	16,162.84
Total Assets		277,754.87
*** Liabilities ***		
99-00-000-21511	SOCIAL SECURITY TAX	(1,874.65)
99-00-000-21512	FEDERAL WITHHOLDING TAX	(1,713.07)
99-00-000-21513	WISCONSIN WITHHOLDING	(893.23)
99-00-000-21520	WI RETIREMENT	(220.40)
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	(3,946.80)
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	(9.08)
99-00-000-21532	VISION INSURANCE WITHHOLDING	74.30
99-00-000-21533	LIFE INSURANCE WITHHOLDING	(2.16)
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	178.30
99-00-000-21590	FLEX BENEFIT	1,769.19
Total Liabilities		(6,637.60)
*** 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		277,754.87
BEG. FUND BALANCE - 2024		177,868.83
+ NET OF REVENUES/EXPENDITURES - 2024		35,738.92
+ NET OF REVENUES & EXPENDITURES		399,932.66
+ FUND BALANCE ADJUSTMENTS		(453.70)
= ENDING FUND BALANCE		613,086.71
+ LIABILITIES		(6,637.60)
= TOTAL LIABILITIES AND FUND BALANCE		606,449.11
OUT OF BALANCE		(328,694.24)

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497	21,861	21,148	21,121	21,112	19,001	259,583
2023	23,469	21,854	25,303	22,481	21,857	26,060	25,608	25,819	21,674	22,380	21,242	20,314	278,061
2024	21,854	21,585	23,248	22,380	21,185	24,150	27,196	24,754	20,092	21,855	21,536	19,960	269,795
2025	24,105	21,910	23,439	22,722	22,644	25,431							140,251
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199	5,338	4,987	5,135	5,499	5,635	62,449
2023	6,156	5,589	6,028	5,233	5,292	5,228	5,683	5,592	5,597	6,191	6,054	6,089	68,732
2024	6,592	6,128	6,593	5,696	6,103	5,906	5,895	6,028	5,952	5,979	5,925	5,928	72,725
2025	6,577	6,032	6,751	6,359	6,484	6,273							38,476
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	27,199	26,135	26,256	26,611	24,636	322,032
2023	29,625	27,443	31,331	27,714	27,149	31,288	31,291	31,411	27,271	28,571	27,296	26,403	346,793
2024	28,446	27,713	29,841	28,076	27,288	30,056	33,091	30,782	26,044	27,834	27,461	25,888	342,520
2025	30,682	27,942	30,190	29,081	29,128	31,704	0	0	0	0	0	0	178,727
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052	2,828	2,181	3,788	1,605	1,371	25,124
2023	1,462	1,384	1,368	1,609	1,724	1,847	1,369	1,837	1,682	1,742	1,700	2,203	19,927
2024	1,798	1,870	1,539	1,525	1,489	1,334	2,053	2,009	1,843	1,882	2,041	1,807	21,190
2025	1,999	8,804	2,117	2,134	6,708	1,771							23,533
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498	1,242	1,132	1,293	1,053	974	14,521
2023	1,548	1,213	1,432	1,228	1,133	2,188	1,528	1,441	1,233	1,186	1,138	1,230	16,498
2024	1,389	1,549	1,384	1,653	1,123	1,913	1,470	1,392	1,099	1,234	1,156	999	16,361
2025	1,668	1,292	1,378	1,382	1,645	2,477							9,842
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	8,004	106,783
2022	8,947	8,296	9,593	9,844	9,659	11,182	11,810	11,448	9,563	10,336	9,924	7,944	118,546
2023	10,714	10,035	11,761	10,730	11,140	13,098	12,404	13,061	9,942	10,820	10,687	10,031	134,423
2024	9,709	11,084	11,810	13,190	11,308	13,206	15,182	14,515	10,749	12,140	12,100	9,574	144,567
2025	11,746	10,506	12,654	13,692	12,046	14,496							75,140

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							762
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							78
2025 attendance	135	104	277	149	218	109							992

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							20
2025 attendance	198	156	196	149	152	143							994
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							25
2025 attendance	10	21	100	25	0	369							525

[illegible]

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							147
2025 attendance	553	692	923	941	694	1,559							5,362
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							35
2025 attendance	930	740	1,473	894	810	1,215							6,062

Date: June 13, 2025
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: July 2025 Director's Report

MEETING & ACTIVITIES:

- MLS Directors Chats, 6/19, 7/3
- FOWL Board of Directors Meeting, 6/19
- Management Team, 6/20/15
- TM Rotary Changing of the Guard, 6/24
- Met w/ Arch Solar for Elective Pre-Pay Registration, 6/25
- Met w/ Infobase rep re: Access Video on Demand, 6/25
- FLWL Personnel Committee, 6/25
- M-T Historical Society Strategic Planning Committee, 6/27
- Hook, Yarn & Stitch, 7/3
- MT Rotary Meetings, 7/8, 7/15
- MLS Directors Council, 7/10
- Evening Readers, 7/14
- Regularly scheduled and as-needed service desk shifts

PERSONNEL MATTERS:

The Personnel Committee met to discuss the Employee Handbook. The recommended version will be sent under separate cover.

Trustee Training Week:

Monday, August 18, 2025 - **Wisconsin Library Law presented by Kris Turner**

Reading and understanding laws and regulations can be daunting, even more so when you are a Library trustee. This session will focus on demystifying the law and will focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics include open meeting laws, statutory delegation of library board authority, and basics of legal research.

Tuesday, August 19, 2025 - **Trustee 101: An Introduction to Being a Wisconsin Public Library Trustee presented by Bradley Shipps and Tracy Vreeke**

Whether you're newly appointed or looking to refresh your knowledge, Trustee 101 provides Wisconsin library trustees with the foundational understanding needed to govern effectively and support their libraries with confidence. This informative session offers a comprehensive overview of the roles and responsibilities of a library trustee.

Wednesday, August 20, 2025 - **Basics of an Efficient, Effective Board Meeting presented by Laura Meade**

In this webinar, Parliamentarian Laura Meade will walk you through the process of running a library board meeting from start to finish.

- Before you start: Quorum
- The Roadmap: Agendas, standard order of business, consent agenda, public input
- Setting the tone: Small board rules versus more formal procedures
- Managing discussion: Overview of making and processing motions
- Open and Closed session: Overview of the procedure

Thursday, August 21, 2025 - **Library Advocacy and Storymaking: The Hero's Journey from Community to Page (and Beyond) presented by Dawn Tevis**

If you're not telling your library story to stakeholders, library users, or policymakers, who is? This webinar will be especially important for those who want to ensure the great work their library is doing is known by decision makers.

In this webinar, learners will:

- Identify the elements of powerful library stories
- Recognize ways humans are wired to engage story
- Evaluate an advocacy storytelling model and examples of its use
- Craft and share a short story draft that applies to your library to take with you
- Learn where you can find resources on recommended storymaking policies and procedures for your library

To register for any or all of these webinars, visit <https://www.wistrusteetraining.com/>

OPERATIONS ACTIVITIES:

We've had some issues with locks and keys. The locksmith was out and he repaired the locks and recut a few keys for the exterior doors. No complaints since then. We also called an electrician to repair our bubbler. Yes, electrician. The plumbing was fine. It works again.

OTHER:

At the Directors Council meeting MLS Director Riti Grover reported that digital media checkouts have increased substantially. In Mequon's case, more than 21.5% of our circulation is digital (for the first 6 months of this year). As the MLS counties are meeting to discuss funding for the next 5 years. Monetizing digital circulation is on the agenda. This won't be a quick change, but it is encouraging to hear that it is being discussed.

Holds, Almost-Due, and Overdue Notices are being sent via Message Bee. This service replaces Polaris and Telephony messaging which were inconsistent. Polaris rejected a variety of email providers (including gmail, which was extremely problematic), and Telephony was not able to send voice messages to several carriers. Message Bee (both SMS [texts] and Voice) have a 98% success rate.

I will be presenting a proposal for a new phone service that will save us in the neighborhood of \$265 per month. Our AT&T contract is up 12/22/2025. The new vendor is Crexendo. Monarch Library System converted to this company about a year ago and is very pleased with the price, training and service. We do not have to replace any hardware.

SOLAR PANEL PROJECT UPDATE:

Solar panel installation is complete. Next step is hooking us up to the grid. Then the savings begin. The News Graphic ran an article in Thursday's paper about the project. The article may be seen here: https://www.gmtoday.com/news_graphic/news/solar-panel-project-weyenberg-library/article_79c9b3d4-d52d-5070-b6e6-ebcc73e446f1.html

FRIENDS:

FOWL now has their first four business members which made the last four weeks their best ever for revenues. They want to fund something in addition to the Summer Reading Program and Family Bingo. We're busy thinking about what kind of project that could be.

Mark your calendars now for these upcoming Author Events:

- Saturday, August 2, 2025, 1:00pm, Dean Robbins, author of *Wisconsin Idols*
- Tuesday, October 21, 2025, 6pm, Amy Waldman, author of *We Had Fun and Nobody Died*

FOUNDATION:

Mark your calendars now for these upcoming Fine Arts Events:

- Sunday, September 28, 2025, 1:30pm, ATHAS Irish Folk Music
- Sunday, November 16, 2025, 1:30pm, Extra Crispy Brass Band

Date: July 10, 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:

- Management Meeting, 6/19
- Program: Children's Movie Matinee, 6/20
- Books & Media Ordering, 6/23, 7/7, 7/14
- Program: Tuesday & Wednesday Storytimes, 6/24, 6/25, 7/8, 7/9
- Program: SRP Cattail Critters, 6/26
- Program: Spice of the Month Kits, 7/1
- Program: Zoom In: Insects, 7/7
- Program: Saturday LEGO Club, 7/12
- Vacation: Monday, 7/14 - Monday, 7/21

STATISTICS

-June was a very busy month for us! The number of reference transactions was the highest we have had in a very long time. The last time we broke 2,000 reference transactions was June 2023, and we beat that number by almost 300. We also had a good month for eCircs and eCollections. Our program numbers for all ages are great.

SRP Registration	Kickoff Weekend	Week 1	Week 2	Week 3
2024	319	716	847	945
2025	317	684	839	926

*As of 7/9/25, we are currently at 179 PreReaders, 447 Children, 104 Teen, and 232 Adults registered. Our initial preparation was for 180 PreReaders, 570 Children, 120 Teen, and 180 Adults.

OTHER TASKS & TIDBITS

-The second special summer reading event featuring Cattail Critters was a huge success. We had two sessions, and it was a packed house for both. Emma from Cattail Critters brought in a sulcata tortoise, chinchilla, baby raccoon, and giant Continental rabbit. I even got to play a bit with the baby raccoon, named Sheriff, and he climbed up my arm and onto my head.

-The Monarch butterfly enclosure has returned to the library this month. Kathy Platt, a local community member, brought in some eggs and milkweed on Tuesday, July 8 so children and families can observe the monarch caterpillars growing and turning into butterflies.

-STEAM Camp started this week with a bang, literally! The first day one of the activities was a simple science project of exploding film containers mixed with water, paint and Alka-Seltzer tablets. The kids seemed to really enjoy it by the number of shouts and screams I heard outside my window. PS Librarian Chelsea was kept very busy loading containers for the kids to shake and set out on the butcher paper that was on the front lawn.

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) •Paramount Records Tribute (July) •The Road to Medicare (August) •Your History: Audio, Video, and Digital (August) •Dungeons & Dragons: Wednesday Session (June 25-August 6) •Dungeons & Dragons: Thursday Session (June 26-August 7) •Teen Exam Cram (June) •Battle of the Books (July) •Dungeons & Dragons Character Workshop (September) •Dungeons & Dragons: Campaign A (September-December) •Dungeons & Dragons: Campaign B (September-December)	•Shake & Shimmy Storytime (4x this summer, starts again on September 15) •Read & Create Storytime (monthly) •Tiny Dancers (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 (July, August, October, November) •Gan Ami Preschool Offsite Storytime (monthly) •North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly) •Kids Rule Academy Offsite Storytime (monthly) •Tuesday Village Market Storytimes (weekly from June 17-August 19) •Wednesday Storytime on the Lawn (weekly from June 18-August 20) •Zoom In! Insects (PBS Co-hort program, July & August) •Book Explorers, A Book Club for Older Elementary students (July & August) •STEAM Camp (July 7-11) •J&R Aquatic Animal Rescue (July) •Reader's Theater Camp (July 21-25) •Duke Otherwise (August) •Family BINGO Night (monthly) •Chess Club: All Ages (monthly) •Fine Arts Series (March, May, September, November) •Level Up! Craft Night (June, July & August)
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Date: 7/10/2025

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, July 2025

Activities since the last Board of Trustees meeting include:

- 6/20 – Management Meeting
- 6/27 – System meeting regarding cross-county reimbursements
- 6/27 – First Amendment Audits and Situational Preparedness for Frontline Library Staff course finished
- 7/3 – Willowbrook Outreach Event

Statistics: June 2024

- Library Card Creations: 209
 - This is the highest number of library registrations we have on record.
- Quick Pickup Appointments: 16

Other:

- Molly Olk & I have completed our *First Amendment Audits and Situational Preparedness for Frontline Library Staff* course. We learned about how to handle first amendment audits and other common patron issues. Both Molly & I found this course to be invaluable, and we feel more prepared to handle situations that may arise.
- We have added two additional hotspots to our Library of Things collection bringing us up to 6 hotspots in total. These are some of our most popular items in the collection and will be greatly used by our community.
- Our bi-annual patron purge has been completed. We removed all patron accounts that have been expired for more than three years. This helps us have a more accurate record of how many active users we have in our library database.
- We have collected postcards for the Speak Up For Libraries campaign this month. The campaign goes until the 21st and we have had an excellent patron turnout thus far.

The Library Board and the Public Records Law

Wisconsin's public records law provides that almost all records of state and local government (which includes public libraries) be available for inspection and/or copying by the public.

Responding to Requests

Your library must respond to all requests to view or copy public records made by any person (except most requests from individuals who are committed or incarcerated). The request need not be in writing, and the requester need not be a resident of the state. Generally, you cannot require the requester to give his/her name or the purpose of his/her request. Acceptable identification may be required only when necessary for security reasons or when required by federal law or regulation.

Public records requests must be responded to “as soon as practicable and without delay.” Any denial of a written request for records must include a written statement of the reasons for denying the request and must inform the requester that the determination is subject to review by mandamus (a writ from a court ordering performance of an act) or upon application to the attorney general or district attorney.

What Records must be Made Available for Viewing or Copying?

Except as otherwise provided by law, any requester has the right to inspect or receive a copy of any public record. This applies to records in any format—paper, computer file, recording, email, etc.

An important exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30). This information can be released only with the consent of the individual or by court order, to other libraries for interlibrary loan purposes (under certain circumstances), or to a collection agency or law enforcement agency (in the case of delinquent accounts of any individual who borrows or uses library materials or services). Any record produced in response to a public records request that contains patron information in addition to information which must be disclosed must first be edited to remove any information which could identify an individual library patron, such as a patron's name, address, or phone number, and any release of records to a collection agency or law enforcement agency must be limited to the individual's name, contact information, and the amount owed to the library.

The law does not require public access to staff notes, drafts, and similar items prepared for staff personal use. Also excluded are purely personal property having

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In This Trustee Essential

- Actions all boards must take to comply with the law—before and after receiving records requests
- Records that must be available to the public—and records that are confidential

no relation to the owner's public office and material to which access is limited by copyright, patent, or bequest.

Records Custodian Responsibilities

Every public library board must approve a resolution designating one or more legal custodians to respond to public records requests. If the board has failed to make such a designation, the library board president and the director are responsible for responding to public records requests. The mayor, village president, or town chair of your community may have the option of appointing the legal custodian for library records. The records custodian(s) must designate one or more deputies to act in his or her absence.

The library board must also approve and prominently display in the library a notice identifying the legal records custodian(s), establishing the time, place, and method for requesting records, and indicating any copying costs. Generally, public records must be available for inspection during all regular office hours.

Personnel Records

Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.

The records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure. See the League of Wisconsin Municipalities [page on personnel records and the public records law](#) for more information.

If, after conducting the balancing test, you determine that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, you should contact your municipal or county attorney. It is likely that you will be required to notify the person who is the subject of the records and give that person an opportunity to contest the release of the records in court.

You should also be aware that employees and former employees have the right to inspect some of the records in their personnel file. The limits to this right are spelled out in [Wisconsin Statutes Section 103.13](#).

If you receive any request for access to personnel records, requests for information about applicants for a library position, or any other request that involves personal privacy interests, it is recommended that you consult with your municipal or county attorney.

Personal Information Practices Act

This part of the Wisconsin public records law (Sections [19.62 to 19.80](#)) requires state and local government organizations (including libraries) to develop procedures to protect the privacy of personal information kept by the organization.

Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. You are also required to ensure that employees handling such records “know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.”

Can We Charge for Copying and Other Costs?

You may charge a fee not to exceed “the actual, necessary and direct cost” of reproduction and mailing. A locating fee may be charged only if the “the actual, necessary and direct cost” of locating the records exceeds \$50.

Records Retention

The law strictly prohibits destruction of records that are the subject of a pending or recently handled records request.

Municipal and county governing bodies can adopt ordinances that provide for the destruction of obsolete public records. However, the period of time for retention provided by these ordinances cannot be less than seven years for most records. Library system official records need to be retained at least ten years, as required by the Wisconsin Administrative Code.

Libraries are advised to adopt a record retention schedule. The Wisconsin Public Records Board has approved a retention policy that may be used by local libraries. A library board must first formally adopt the [Record Retention Schedule](#), with or without modifications. Then, the [Notification of Adoption](#) can be completed and submitted, with two copies, to the State Archivist. Once the form is returned with approval of the State Historical Society of Wisconsin and the Wisconsin Public Records Board, the library may dispose of records in accordance with the approved schedule.

Tape recordings of meetings may be destroyed 90 days after the minutes have been approved and published, if the purpose of the recording was to make written minutes of the meeting.

Prior to destroying public records, you must give the State Historical Society at least 60 days written notice. The Historical Society may, upon application, waive this notice requirement. The Historical Society will preserve any records it determines to be of historical interest.

Penalties for Violations

An organization or legal custodian that improperly denies or delays a request may be ordered to pay the requester’s attorney fees and other actual costs, besides damages of not less than \$100. In addition, an organization or legal custodian that arbitrarily and capriciously denies or delays response to a request, or charges excessive fees, may be required to forfeit not more than \$1,000 in punitive damages. In addition, there are criminal penalties for destruction or concealment of public records with intent to injure or defraud or for deliberately altering public records.

Discussion Questions

1. What purpose is served by Wisconsin's public records law?
2. Why are library patron records kept confidential?
3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?
4. How long do we *need* to retain library board meeting minutes? How long *should* we retain library board meeting minutes?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Public records / open meetings information from the Wisconsin Department of Justice at www.doj.state.wi.us/dls/open-government
- League of Wisconsin Municipalities FAQs on the public records law at tinyurl.com/8jvks3o
- The State Historical Society's Wisconsin Municipal Records Manual at www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806
- Your municipal or county attorney, your district attorney, or the Wisconsin Attorney General

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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Ethics and Conflict of Interest Laws Applying to Trustees

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Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section [19.59](#)), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the "incompatibility doctrine" prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board *and* the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

In This Trustee Essential

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section [946.13\(1\)\(b\)](#) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your **private** capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin's criminal law (Section [946.12](#)) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and “Incompatible” Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section [43.17\(1\)](#), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin's code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the “private interests in public contracts” law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

- Your municipal attorney, local ethics board, or county corporation counsel.
- The Wisconsin Ethics Board overview of ethics and conflict of interest laws for local officials at ethics.state.wi.us/LocalOfficials/LocalOfficial1.htm

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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