



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, August 20, 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 July 16, 2025, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for July 2025
 - b. Action Item: Accounts Payable for July 2025
- VII. President's Report – T. Lookatch**
- VIII. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- IX. Staff Reports**
 - a. Library Operations
 - b. Director's Report – Muchin Young
 - c. Managers' Reports – Included in Packet
- X. Unfinished Business:**
 - a. Update: Solar Panel Project – T. Lookatch
 - b. Action Requested: Approval of new phone system contract

- c. Action Requested: Approval of Revised Employee Handbook and Appendix A

XI. New Business:

XII. Trustee Training & System/State Library Update

- a. OverDrive Advantage Accounts

XIII. Future Meeting Dates

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

XIV. Adjourn

Posted: August 15, 2025



OF MEQUON-THIENSVILLE

11345 North Cedarburg Road, Mequon, WI 53092

Minutes of the Board of Trustees Meeting

July 16, 2025

Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held July 16, 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 6:00pm.

Meeting notice and agenda were posted July 15, 2025.

Trustees present: Lookatch, President; Jeffrey Hansher, Secretary; Liz Agnello, Bob Wagner.

Trustees attending virtually: Ali Buchanan, Vice-President; Graham Baxter, Treasurer; Jennifer Abraham

Trustees absent: Amy Abbott, Ellen Nagy, Catherine Perry

Staff present: Rachel Muchin Young, Library Director; Beth Hatch, Admin Aide.

III. Announcements: None

IV. Public Comment: None

V. Approval of Minutes

- a. Mr. Hansher moved to accept the minutes of the June 18, 2025, meeting as presented. Motion seconded. Motion carried.

VI. Financial Reports

- a. Mr. Baxter reviewed the June 2025 Revenue and Expenditures reports.
- b. Mr. Baxter moved to approve the July 2025 Accounts Payable in the amount of \$92,295.92. Motion seconded. Motion carried.

VII. President's Report

Mr. Lookatch reported on the status of the Solar Panel project.

VIII. Committee Reports

- a. Finance: No report.
- b. Advocacy: No report.
- c. Personnel: Dr. Abraham reported that the Committee met June 25, 2025, to review the Employee Handbook.

IX. Staff Reports

- a. The Library Operations Report was included in the packet.
- b. Director's Report was included in the packet. Ms. Muchin Young added that she met with City and Village leadership to discuss the budget.
- c. Managers' Reports were included in the packet.

X. Unfinished Business

- a. The Solar Panels are fulling installed and will be connected to the Library's electrical system Friday, July 18, 2025. They will go live in two to three weeks when WE Energy activates the system. There was a nice article in the *Ozaukee News Graphic*. A ribbon cutting will be scheduled after the system is operational, probably in September.

XI. New Business

- a. Phone System Contract: Mr. Hansher moved to table this until we gather a few more proposals for comparison. Motion seconded. Motion carried.
- b. Revised Employee Handbook: Dr. Abraham moved to table this until the Personnel Committee can meet again and confirm the changes. Motion seconded. Motion carried.
- c. Mequon-Thiensville Community Foundation Grant Application. Mr. Hansher moved to approve the application and submit it to the grantor. Motion seconded. Motion carried.

XII. Trustee Training & System/State Library Update

- a. TE-15: The Library Board and the Public Records Law
- b. TE-16: Ethics and Conflict of Interest Laws Applying to Trustees

XIII. Future Meeting Dates:

- a. Board of Trustees: Wednesday, August 20, 2025, 6pm
- b. Personnel Committee: Wednesday, August 6, 2025, 6pm

- XIV.** There being no further business to come before the Board of Trustees, Mr. Hansher moved to adjourn the meeting. Motion seconded. Motion carried. Meeting adjourned at 7:02pm.

Respectfully submitted,
Beth Hatch, Administrative Aide

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 07/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 07/31/2025 (Normal (Abnormal))	Activity For 07/31/2025 Increase (Decrease)	Available Balance 07/31/2025 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	3,746.65	692.47	(3,746.65)	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	4,591.26	692.47	(4,591.26)	100.00
Expenditures		0.00	4,591.26	692.47	(4,591.26)	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	4,591.26	692.47	(4,591.26)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(4,591.26)	(692.47)	4,591.26	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 07/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 07/31/2025 (Abnormal)	Activity For 07/31/2025 Increase (Decrease)	Balance Normal	Available 07/31/2025 (Abnormal)	% Bdg 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	0.00	287,500.00	75.00	
99-40-001-41322	THIENSVILLE TAXES	113,676.00	85,257.00	28,419.00	28,419.00	75.00	
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	970,902.36	28,419.00	315,918.64	75.45	
Department: 42-006 FINES & FORFEITURES							
99-42-006-46710	FINES & FEES	20,000.00	9,409.44	555.56	10,590.56	47.05	
Total Dept 42-006 - FINES & FORFEITURES		20,000.00	9,409.44	555.56	10,590.56	47.05	
Department: 44-013 INTEREST INCOME							
99-44-013-48100	INVESTMENT INTEREST	14,000.00	8,183.49	1,421.74	5,816.51	58.45	
Total Dept 44-013 - INTEREST INCOME		14,000.00	8,183.49	1,421.74	5,816.51	58.45	
Department: 45-014 SALE INCOME							
99-45-014-46711	BOOK SALES	11,500.00	8,461.83	750.25	3,038.17	73.58	
99-45-014-46712	PHOTOCOPIER	2,500.00	1,564.62	262.17	935.38	62.58	
Total Dept 45-014 - SALE INCOME		14,000.00	10,026.45	1,012.42	3,973.55	71.62	
Department: 45-015 OTHER INCOME							
99-45-015-48000	MISCELLANEOUS	1,500.00	3,844.44	65.00	(2,344.44)	256.30	
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	3,844.44	65.00	17,655.56	17.88	
Revenues		1,356,321.00	1,002,366.18	31,473.72	353,954.82	73.90	
Account Category: Expenditures							
Department: 91-551 LIBRARY STAFFING							
99-91-551-51100	SALARIES & WAGES	697,000.00	350,293.14	26,490.09	346,706.86	50.26	
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	5,500.00	3,343.81	672.43	2,156.19	60.80	
99-91-551-51199	FRINGE BENEFITS	205,491.00	108,914.05	16,121.84	96,576.95	53.00	
99-91-551-52202	DUES & SUBSCRIPTIONS	2,837.00	1,967.60	402.40	869.40	69.35	
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	8,154.02	1,850.00	5,845.98	58.24	
Total Dept 91-551 - LIBRARY STAFFING		928,064.00	474,008.62	45,536.76	454,055.38	51.07	
Department: 92-551 LIBRARY ADMINISTRATION							
99-92-551-52201	POSTAGE	1,000.00	438.00	219.00	562.00	43.80	
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	545.40	287.85	599.60	47.63	
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	8,766.44	2,026.67	7,781.56	52.98	
99-92-551-52286	COMPUTERS	6,500.00	148.97	47.95	6,351.03	2.29	
99-92-551-52287	MILEAGE	1,000.00	175.28	175.28	824.72	17.53	
99-92-551-52288	FISCAL AGENT FEE	8,000.00	6,375.00	2,125.00	1,625.00	79.69	
99-92-551-52289	PAYROLL PROCESSING	2,900.00	1,376.71	211.45	1,523.29	47.47	
99-92-551-52290	CONSULTANTS	3,000.00	1,277.50	0.00	1,722.50	42.58	
99-92-551-53300	OFFICE SUPPLIES	6,000.00	2,588.26	575.70	3,411.74	43.14	
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	2,431.80	18.99	2,568.20	48.64	
99-92-551-53303	TELEPHONE	5,300.00	3,193.72	0.00	2,106.28	60.26	
99-92-551-53307	SUPPLIES-COPY MACHINE	8,000.00	4,697.92	902.81	3,302.08	58.72	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 07/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 07/31/2025 (Normal (Abnormal))	Activity For 07/31/2025 Increase (Decrease)	Available Balance 07/31/2025 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	0.00	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	52,379.75	6,590.70	55,144.25	48.71
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	2,145.83	899.39	2,854.17	42.92
99-93-551-53371	MEDIA	21,000.00	6,972.72	255.57	14,027.28	33.20
99-93-551-53372	E CONTENT	35,000.00	5,273.05	308.70	29,726.95	15.07
99-93-551-53373	PRINT	91,000.00	34,297.93	3,553.54	56,702.07	37.69
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	48,689.53	5,017.20	103,310.47	32.03
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	43,380.00	21,690.00	0.00	21,690.00	50.00
99-94-551-52283	CONTRACTED-BUILDING	26,996.00	19,166.49	3,503.00	7,829.51	71.00
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	10,990.45	840.30	29,009.55	27.48
99-94-551-53360	UTILITIES	44,000.00	21,730.55	3,541.87	22,269.45	49.39
99-94-551-53361	SEWER & WATER	2,000.00	1,372.89	504.97	627.11	68.64
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	86,404.00	33,482.80	(78,347.00)	1,072.41
Total Dept 94-551 - LIBRARY BUILDING		168,733.00	163,178.94	41,872.94	5,554.06	96.71
Expenditures		1,356,321.00	738,256.84	99,017.60	618,064.16	54.43
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,356,321.00	1,002,366.18	31,473.72	353,954.82	73.90
TOTAL EXPENDITURES		1,356,321.00	738,256.84	99,017.60	618,064.16	54.43
NET OF REVENUES & EXPENDITURES:		0.00	264,109.34	(67,543.88)	(264,109.34)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,356,321.00	1,002,366.18	31,473.72	353,954.82	73.90
TOTAL EXPENDITURES - ALL FUNDS		1,356,321.00	742,848.10	99,710.07	613,472.90	54.77
NET OF REVENUES & EXPENDITURES:		0.00	259,518.08	(68,236.35)	(259,518.08)	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 07/01/2025 - 07/31/2025

POSTED AND UNPOSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 97 FLW AMERICAN RESCUE PLAN ACT					
Department: 94-551 LIBRARY BUILDING					
97-94-551-57700	BUILDING PROJECTS	ARCH SOLAR C&I, INC	SOLAR PANEL INSTALLATION	17,640.40	2160
			Total Department 94-551 LIBRARY BUILDING	17,640.40	
			Total Fund 97 FLW AMERICAN RESCUE PLAN ACT	17,640.40	
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	AMAZON CAPITAL SERVICES	PROGRAMMING	272.08	29673
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	BAKER & TAYLOR	COLLECTION-PRINT	90.81	29675
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	119.99	2144
98-95-551-57298	LIB GIFTS & GRANTS RESTRIC	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	209.59	2144
			Total Department 95-551 LIBRARY GIFTS & GRANTS	692.47	
			Total Fund 98 FLW LIB GIFTS & GRANTS FUND	692.47	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	DIRECT DEPOSIT	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-11-25	18,819.79	2140
99-00-000-11160	SPECIAL CLEARING ACCOUNT	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-25-25	19,583.75	2159
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-11-25	1,908.06	2140
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-25-25	1,962.07	2159
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-11-25	1,701.99	2140
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-25-25	1,761.39	2159
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-11-25	890.86	2140
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-25-25	925.03	2159
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	2025-07 WRS	3,206.97	2149
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	2025-08 HEALTH INSURANCE	1,218.83	2142
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	5.76	29692
			Total Department 00-000	51,984.50	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	672.43	2143
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	2025-07 WRS	3,206.96	2149
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	2025-08 HEALTH INSURANCE	8,938.11	2142
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-11-25	1,908.04	2140
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	106.67	29692
99-91-551-51199	FRINGE BENEFITS	ADP, INC.	LIB PAYROLL TAXES/WAGES PD 7-25-25	1,962.06	2159
99-91-551-52202	DUES & SUBSCRIPTIONS	THIENSVILLE-MEQUON ROTARY	DUES	402.40	29695
99-91-551-57730	UNEMPLOYMENT COMPENSATION	DIVISION OF UNEMPLOYMENT I	UNEMPLOYMENT COMPENSATION	1,850.00	29680
			Total Department 91-551 LIBRARY STAFFING	19,046.67	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	219.00	2143
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRA	AURORA EAP	2025 Q3 EAP	287.85	29674
99-92-551-52284	CONTRACTED SERVICES-TECHNO	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	2,026.67	2143
99-92-551-52286	COMPUTERS	AMAZON CAPITAL SERVICES	POWER SUPPLY 65W AND POWER ADAPTER	29.95	29673
99-92-551-52286	COMPUTERS	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	18.00	2144
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	67.75	2138
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP TIME AND ATTENDANCE	75.95	2139
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	67.75	2158
99-92-551-53300	OFFICE SUPPLIES	POS SUPPLY SOLUTIONS	THERMAL PAPER ROLLS	575.70	29690

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 07/01/2025 - 07/31/2025

POSTED AND UNPOSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	18.99	29673
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIERS LEASE - 1ST FLOOR	118.85	2145
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER LEASE - 2ND FLOOR	169.88	2146
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	MAGENTA TONER - SHIPPING	14.00	29683
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	TONER COLLECTION CONTAINER - SHIPPING	14.00	29683
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	COPY CHARGES - JUNE	586.08	29683
Total Department 92-551 LIBRARY ADMINISTRATION				4,290.42	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	216.37	2143
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	44.97	29673
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	35.60	29673
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	STAMP PADS	34.35	29673
99-93-551-53370	PROGRAMMING	PIGGLY WIGGLY	PROGRAMMING	129.63	29689
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING - BATTERIES, CONTAINERS,	48.17	29673
99-93-551-53370	PROGRAMMING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	242.62	2144
99-93-551-53370	PROGRAMMING	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	147.68	2144
99-93-551-53371	MEDIA	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	84.38	2143
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTIONS - SPOKEN WORD ACCOUNT	25.23	29675
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	COLLECTIONS - MEDIA	29.99	29673
99-93-551-53371	MEDIA	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	115.97	2144
99-93-551-53372	E CONTENT	KANOPY INC	ELECTRONIC CONTENT	200.70	29684
99-93-551-53372	E CONTENT	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	108.00	2144
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	26.87	29673
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - MEDIA (VIDEO GAMES)	332.47	29673
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - AUTOMATICALLY YOURS ACC	258.13	29675
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	294.66	29675
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	504.07	29675
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	341.25	29675
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	318.16	29675
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	133.83	29676
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION - AUTOMATICALLY YOURS ACCO	190.37	29675
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTIONS - BOOK ACCOUNT	618.79	29675
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PRINT	20.35	29673
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTIONS - PROCESSING	14.29	29673
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	206.89	29677
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	167.81	29677
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	52.65	29677
99-93-551-53373	PRINT	BRODART CO.	COLLECTIONS - PRINT	72.95	29677
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				5,017.20	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52283	CONTRACTED-BUILDING	ADVANCED CHILLER SERVICES	SEMI-ANNUAL HVAC SERVICE CONTRACT	2,760.00	29672
99-94-551-52283	CONTRACTED-BUILDING	LAMMSCAPES	LANDSCAPE MAINTENANCE - MONTHLY	743.00	29685
99-94-551-53308	BUILDING SUPPLIES	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	120.85	2143
99-94-551-53308	BUILDING SUPPLIES	AMAZON CAPITAL SERVICES	CREDIT - PRESSURE WASHER	(45.49)	29673
99-94-551-53308	BUILDING SUPPLIES	STEVILNS LOCK SHOP	REPAIR LOCKS	167.50	29694
99-94-551-53308	BUILDING SUPPLIES	ELAN FINANCIAL SERVICES	CREDIT CARD PAYMENT	585.00	2144
99-94-551-53360	UTILITIES	WE ENERGIES	2025-07 ELECTRIC SERVICE	3,342.03	2147
99-94-551-53360	UTILITIES	WE ENERGIES	2025-07 GAS SERVICE	199.84	2148

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 07/01/2025 - 07/31/2025

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 94-551 LIBRARY BUILDING					
99-94-551-53361	SEWER & WATER	CITY OF MEQUON	2025 Q2 WATER AND SEWER	504.97	29678
99-94-551-57700	BUILDING PROJECTS	ARCH SOLAR C&I, INC	SOLAR PANELS - BUILDING PROJECTS	15,842.40	2141
Total Department 94-551 LIBRARY BUILDING				24,220.10	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				104,558.89	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 07/01/2025 - 07/31/2025

POSTED AND UNPOSTED

PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		97	FLW AMERICAN RESCUE PLAN ACT	17,640.40	
		98	FLW LIB GIFTS & GRANTS FUND	692.47	
		99	F. L. WEYENBERG LIBRARY FUND	104,558.89	
		Total For All Funds:		122,891.76	

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 07/31/2025

		YTD Balance 07/31/2025 (Abnormal)
GL Number	Description	Normal
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	71,561.85
Total Fund Equity		77,754.67
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		(4,591.26)
+ FUND BALANCE ADJUSTMENTS		5,070.87
= ENDING FUND BALANCE		75,576.54
+ LIABILITIES		0.00
= TOTAL LIABILITIES AND FUND BALANCE		75,576.54
OUT OF BALANCE		(6,076.54)

BALANCE SHEET REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 07/31/2025

GL Number	Description	YTD Balance 07/31/2025 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND		
*** Assets ***		
99-00-000-11160	SPECIAL CLEARING ACCOUNT	18,819.79
99-00-000-11710	INVESTMENTS	429,148.91
99-00-000-16220	PREPAID EXPENSES	4,000.00
99-00-000-16230	DEFERRED EXPENDITURE	16,162.84
Total Assets		468,131.54
*** Liabilities ***		
99-00-000-21511	SOCIAL SECURITY TAX	(1,908.07)
99-00-000-21512	FEDERAL WITHHOLDING TAX	(1,701.99)
99-00-000-21513	WISCONSIN WITHHOLDING	(890.86)
99-00-000-21520	WI RETIREMENT	1,382.89
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	(3,337.28)
99-00-000-21532	VISION INSURANCE WITHHOLDING	120.04
99-00-000-21533	LIFE INSURANCE WITHHOLDING	(4.32)
99-00-000-21534	ACCIDENTAL INS WITHHOLDING	194.78
99-00-000-21590	FLEX BENEFIT	2,046.70
Total Liabilities		(4,098.11)
*** 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		468,131.54
BEG. FUND BALANCE - 2024		177,868.83
+ NET OF REVENUES/EXPENDITURES - 2024		35,738.92
+ NET OF REVENUES & EXPENDITURES		264,109.34
+ FUND BALANCE ADJUSTMENTS		(453.70)
= ENDING FUND BALANCE		477,263.39
+ LIABILITIES		(4,098.11)
= TOTAL LIABILITIES AND FUND BALANCE		473,165.28
OUT OF BALANCE		(5,033.74)

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	27,703						167,954
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	6,563						45,039
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	34,266	0	0	0	0	0	212,993
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	1,516						25,049
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	1,856						11,698

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	15,720						90,860
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						924
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						88
2025 attendance	135	104	277	149	218	109	117						1,109

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						22
2025 attendance	198	156	196	149	152	143	166						1,160
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						36
2025 attendance	10	21	100	25	0	369	152						677

[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	39						186
2025 attendance	553	692	923	941	694	1,559	1,287						6,649
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						49
2025 attendance	930	740	1,473	894	810	1,215	1,103						7,165

Date: August 15, 2025
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: August 2025 Director's Report

SOLAR IS IN!

Arch Solar connected the panels to our internal electrical service July 18. WE Energies made the final connection August 1. Actually looking forward to our next energy bill.

MEETING & ACTIVITIES:

- Frank L. Weyenberg Library
 - Shifts at Adult and Children's Desk as scheduled, and as needed
 - Submitted Solar Panel Grant Application to Mequon Thiensville Community Foundation
 - Submitted American Library Association/Yiddish Book Center *Between Two Worlds* programming grant application
 - Met with vendor to discuss possible new shelving for World Languages Collection
 - Management Team, 7/17
 - Personnel Committee, 8/6
 - Hook, Yarn & Stitch, 8/7
 - Evening Readers 8/11 – With record attendance over the past two months, this program will be moving from the Conference Room to the Tolzman Room!
- Monarch Library System
 - Directors Chats, 7/17, 8/7
 - ILS Committee, 7/26
 - Governance Committee, 8/12
 - Presentation to Sheboygan/Ozaukee Joint County Library Committee, 8/12
 - Directors Council, 8/14
 - OverDrive Advantage Meeting, 8/14
 - Resources Advisory Workgroup, 8/20
- Community
 - Thiensville-Mequon Rotary Meetings, 7/22, 7/29, 8/5, 8/12, 8/19
 - Writing TR Rotary newsletter and other marketing activities
 - Mequon-Thiensville Historical Society newsletter and strategic plan
 - Village of Thiensville COW and BoT Meeting, 7/21
- Professional Development
 - WLA Intellectual Freedom Special Interest Group, 7/31
 - The Importance of Accurate Timekeeping: Compliance Tips & Things to Avoid, 8/12
 - Trustee Training Week:
 - Wisconsin Library Law, 8/18
 - Trustee 101: An Introduction to being a Wisconsin Library Trustee, 8/19
 - Basics of an Efficient, Effective Board Meeting, 8/20
 - And tomorrow: Library Advocacy and Storymaking:

PERSONNEL MATTERS:

The Personnel Committee has reworked several sections of the Employee Handbook. We sought information from area municipalities to inform our recommendations for sick leave accruals, and we consulted an employment attorney regarding FMLA. The Personnel Committee's recommended document is included in this board packet.

FYI: Here are sick leave accruals for neighboring communities:

Community/Library	Carryover Hrs Max	Carryover Wks Max
Saukville	400	10.0
Grafton	480	12.0
Port Washington	480	12.0
Brown Deer	560	14.0
FLWL	800	20.0
Glendale	816	20.4
Cedarburg	960	24.0
Fox Lake	960	24.0
Thiensville	1,120	28.0
Mequon	1,140	36.0
Average	802	20.0

The Personnel Committee recommends leaving our maximum accrual where it is.

OPERATIONS ACTIVITIES:

Beth and I have solicited competitive quotes for telephone service.

Thursday, July 31, 2025, I received an email from a Fairfax, Virginia, company called Tiny Dancers LLC. Basically, they are asking us to stop using the name Tiny Dancers for one of our Storytimes, so we do not infringe on their registered trademark. They also "request" that we remove any legacy pages or information from our website that contains references to their mark. My gut reaction was to change the name (we've only been using it since fall of 2024), but I am not willing to remove the pdfs of Board Packets (which often include a list of upcoming programs) and our eNewsletter, and our printed calendars which serve as historical record of library activities. These pdfs are not searchable. I have reached out the League of Wisconsin Municipalities for a legal (but not binding) opinion. The attorney I spoke with agreed with my reaction and I emailed Tiny Dancers, LLC, Tuesday, August 5, 2025. They responded, "Thank you for your cooperation." Our new program is called Tiny Tune Time. The first session is September 5.

I've hired a new handyman who is responsive, less expensive, and is able to perform tasks that have been beyond others we've hired. Many of these repairs should have been made years ago, but the tasks were blown out of proportion and solutions were apparently never explored. Last year we ended the year having used only 22% of our maintenance and repair budget. To date this year we have spent 24% of our M&R budget and I do anticipate more, but we will get this building looking and operating as it should. (And to think that I wrote this before the flood.)

We are working on the budget. I'm trying to get as granular as possible for the greatest handle on our finances. There will be several vendor changes moving forward.

The new basement flooded over the August 10 weekend, and our sump pump gave up the ghost. It is clean water, not sewage. The water did not rise to the level of our electrical panels and A/C units in the basement. Drywall will need to be replaced. The only other items stored there were carpet tiles, floor tiles, and ceiling tiles, as well as a number of items that would have been tossed if we had a dumpster.

The insurance adjuster has been out, as well as the reclamation company. They brought in a portable sump pump which pumped the water out of the building. Once we had no more standing water, the plumber was out to look at our sump pump. Apparently, the breaker was tripped. Nevertheless, only one of the two pumps is working. Once the parts are in. The plumber took the time to show me how the pumps operate, and how and when the high-water alarm works. I have a better understanding of how it works and what I need to check on a regular basis.

FRIENDS:

The Friends are committed to sponsoring Summer Reading Programs going forward, but they are also interested in funding another project. We are talking with them about the expansion of our World Languages Collection. They brought us treats for the last day of the SRP.

FOUNDATION:

The Foundation is very supportive of the Solar Project. We are beginning to think about our 2026 Wish List.

OTHER:

The Monarch Library System directors spent a great deal of time discussing ways to alleviate the lengthy holds lists on digital books and audiobooks. This is a complicated topic as it involves the Monarch budget, the Resource Library (Mead/Sheboygan) purchasing for the system, and individual library investments in OverDrive Advantage Accounts. Patrons wait much longer for digital materials than for physical materials, often months and sometimes years. All available options require an influx of cash, but adding to our OverDrive investment is controllable whereas a Pay Per Use service like Hoopla has the potential for quickly crippling our budgets and still not satisfying our patrons. I will address this in greater detail at the meeting.

Date: August 13, 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, 7/17
- Meeting: Monarch Public Info Workgroup, 7/22
- Books & Media Ordering, 7/22, 7/28, 8/4, 8/11, 8/18
- Program: Tuesday & Wednesday Storytimes, 7/22, 7/23, 8/5, 8/6, 8/19, 8/20
- Program: Tribute to Paramount Records, WI Blues Hall of Fame, 7/22
- Program: Battle of the Books, 7/23
- Program: Spice of the Month Kits, 8/1
- Program: Zoom In: Insects, 8/4
- Program: Duke Otherwise, 8/6
- Program: Weyenberg Movie Matinee, 8/15
- Conference: Play Make Learn Conference, Madison, 8/20-8/22

STATISTICS

- For July, our Reference transactions went up quite a bit by about 400 more transactions than in July 2024. Our eCircs also were significantly higher than July 2024, with around 700 more checkouts. Our eCollection usage, however, went down by about 500 in comparison to July 2024. For programming, our statistics were either higher or about equal to our numbers from July 2024. Overall, we had great statistics for Patron Services for July 2025.

SRP	Week	Week	Week	Week	Week	Week	Week	Week	Week
Registration	1	2	3	4	5	6	7	8	9
PreReaders	127	160	177	187	187	193	193	193	193
Children's	306	382	428	462	469	488	488	488	488
Teen	73	91	98	107	109	113	114	114	114
Adult	178	206	223	238	240	246	248	248	248
Total	684	839	926	994	1005	1018	1040	1043	1043

*As of 8/15/25, we are currently at 193 PreReaders, 488 Children, 114 Teen, and 248 Adults registered. For comparison, our 2024 final totals were: 188 PreReaders, 566 Children, 117 Teen, and 179 Adults.
(1050 overall)

OTHER TASKS & TIDBITS

-I received the Flight Path grant from Tangled Bank through the Space Science Institute and STAR Net. The Flight Path Campaign is inspired by two films about birds from Tangled Bank: "Wild Hope: Building for Birds" and "Wild Hope: Puffling Patrol." Our involvement will include:

- **A Book Display.** The library will curate and display a collection of books on birds, migration, and local ecology. We will have to send Tangled Bank a list of the books displayed and provide feedback on an evaluation worksheet about how the book display affected circulation of the selected books.

- **Educational Materials.** The library will include educational materials at its public events (from Tangled Bank and STAR Net) and make them available to the community. Materials include Bird ID cards (printed copies will be supplied), informal education activity guides and materials to make windows bird safe.
- **Community Events.** The library will organize, publicize and execute at least two public events during its involvement with the Flight Path Campaign. Events must include at least one local partner. Events could include: a bird-watching party; a bioblitz event that surveys local or migratory birds in a local park, garden, or green space; or a screening of one or both of the films.

Tangled Bank will provide the library with an honorarium in the amount of US \$500 to help cover the costs of the Library's participation in the education and outreach activities.

-Our part-time Patron Services Associate Librarian, Paola Lomeli, has given her two-weeks' notice, with her last day of work being Friday, August 22, 2025. Paola is leaving FLW to join one of the MTSD elementary schools for a full-time job in their library.

I posted the job opening on Monday, August 11 with a closing date of September 5. I have already received a few applications.

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) •Changing Bird Populations (September) •Dungeons & Dragons Character Workshop (September) •Strategies for a Smarter College Search (Virtual, September) •Dungeons & Dragons: Campaign A (Sept.-Dec.) •Dungeons & Dragons: Campaign B (Sept.-Dec.) •Dungeons & Dragons Winter One Shot (December)	•Shake & Shimmy Storytime (4x this summer, starts again on September 15) •Read & Create Storytime (monthly) •Tiny Tune Time (monthly) *was Tiny Dancers •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 (Oct., Nov.) •Gan Ami Preschool Offsite Storytime (monthly) •North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly) •Kids Rule Academy Offsite Storytime (monthly) •Tuesday & Wednesday Family Storytimes (weekly from September 16-December 10) •STEAM Boot Camp (October 17, December 29) •Rocking in the New Year with Randy Peterson (December) •Family BINGO Night (monthly) •Chess Club: All Ages (monthly) •Fine Arts Series (Sept., Nov.) •Quiet Reading Club (Aug., Sept., Oct.) •More Math Morsels (September)
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Date: 8/14/2025

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, August 2025

Activities since the last Board of Trustees meeting include:

- 7/17 – Management Meeting
- 7/21 – End of Speak Up For Libraries campaign – collected over 300 postcards at FLW
- 8/7 – Willowbrook Outreach Event
- 8/13 – Vendor Meeting
- 8/13 – Webinar: Social Media Roundup for Librarians
- 8/14 – Webinar: Importance of Accurate Timekeeping: Compliance Tips & Things to Avoid
- 8/18 – Arch Solar Meeting

Statistics: July 2024

- Library Card Creations: 162
- Year-to-date Adventure Pass Checkouts as of 8/1.

Title	Year to Date Circ Count
Betty Brinn Children's Museum	134
Bookworm Gardens	31
City of Mequon Community Pool Pass	34
Harley Davidson Museum	86
Milwaukee Art Museum	151
Milwaukee County Zoo	124
Mitchell Park Domes	155
Schlitz Audubon Nature Center	40

- Our Adventure Pass collection continues to be extremely popular. Notably, our seasonal passes (Bookworm Gardens & Mequon Pool Pass) have been flying off the shelves this summer.

Other:

- I attended a webinar about new and upcoming social media trends on 8/13. The session was geared towards learning about emerging social media platforms and how to navigate knowing when to hop on the wagon and when to stay away. I found it very helpful for learning how to build an audience in a new platform – which I have started to do with LinkedIn this year.



Frank L. Weyenberg Library of Mequon-Thiensville

Employee Handbook

**Adopted by the
Frank L. Weyenberg Library Board of Trustees
August XX, 2025**

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Welcome to Frank L. Weyenberg Library of Mequon-Thiensville

Starting a new job is exciting, but at times it can be quite overwhelming. This Employee Handbook is designed to help you acquaint yourself with Frank L. Weyenberg Library of Mequon-Thiensville, herein after referred to simply as the Library, and to address your initial concerns. If you have questions concerning the application of policies or practices, ask your immediate supervisor.

Our goal is to provide our patrons with the very best library and customer service experience possible, and you are an important part of that experience. Your work directly influences how our community sees and interacts with the Library.

We are happy to have you here and hope you will find your work both challenging and rewarding.

Section #1: Mission Statement

As a welcoming community center united by Mequon and Thiensville, the Frank L. Weyenberg Library strives to stimulate imagination and inspire creativity by opening windows to lifelong learning.

The FLW Strategic Plan (2025-2029)

Meeting the Future

- *Enhance User Experience**
- *Strengthen Marketing & Advocacy**
- *Develop Strategic Skills**

Section #2: The Way We Work

About this Handbook

This Employee Handbook contains information about the employment policies and practices of the Frank L. Weyenberg Library. We expect each employee to read this Employee Handbook carefully; it is a valuable reference for understanding your job and the Library. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing climate will require changes from time-to-time. The Library retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to our employees, the Library, and its patrons. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by action of the Frank L. Weyenberg Library Board of Trustees in a signed written contract, the Library reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions, or additions to the Employee Handbook must be in writing and by action of the Board of Trustees. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers, nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

The Library is an at-will employer. Regardless of any provision in this Employee Handbook, the Library or an employee may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Employee Handbook or in any other document or statement, written or oral, shall limit the right to terminate employment-at-will. No officer, employee, or representative of the Library is authorized to enter into an agreement – express or implied – with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the Director.

This Employee Handbook refers to current benefit plans maintained by the Library. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Americans with Disabilities Act

The Library is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor or the Director of the need for accommodation.

Upon doing so, you may be asked for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. When appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The Library will not seek genetic information in connection with requests for accommodation. All medical information received in connection with a request for accommodation will be treated as confidential.

Categories of Employment

All new employees are on an introductory period during their initial six (6) months of employment. During this period, you will be able to determine if your new job is suitable for you, and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period, since you are an at-will employee both during and after your introductory period.

Full-time employees regularly work forty (40) hours per week.

Part-time employees regularly work fewer than forty (40) hours per week.

At times, you may be assigned to temporarily work hours above the number assigned in your employment letter. The Library reserves the right to make such changes based on the operational needs of the Library, with as much advance notice as possible. Such sporadic and temporary changes do not affect the benefits assigned to you upon hire.

In addition, employees are categorized as “exempt” or “non-exempt.”

Non-exempt employees are entitled to overtime pay as required by applicable federal and state laws. Exempt employees are not entitled to overtime pay pursuant to applicable federal and state laws.

Upon hire, your signed employment letter indicates your average number of hours per week and your employment classification.

Employee Records

Upon hire, we create a personnel folder for you that contains relevant records of employment. You may review your personnel file during normal business hours in accordance with applicable laws and regulations upon request.

Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals work together to attain a common goal.

To maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful atmosphere. We consider individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Equal Employment Opportunity

The Library is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, religion, sex (including pregnancy, sexual orientation, or gender identity and expression), national origin, age, physical or mental disability, genetic information, or any other protected class under federal, state, or local law.

Any employee or applicant for employment who believes they have been discriminated against for any of the above reasons or who believes they have not been granted equal opportunity, has been sexually harassed, or discriminated against, should immediately bring the matter to the attention of the Director and/or the Library Board of Trustees.

Immigration Reform and Control Act

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, the Library is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present required documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Library.

Nepotism

For the protection of the Library's assets, and development and maintenance of an equitable working environment, the Library shall not hire immediate family members of the supervisor of the department to whom the employee would report. Included are spouse, parent, child, sibling, grandparent, grandchild, first cousin of the employee, the employee's spouse or any person residing in the employee's household. Additionally, immediate family members of the Library Board of Trustees shall not be hired for any position supervised by that body.

Non-harassment

An environment in which employees maintain clear boundaries between personal and business interactions is most conducive for business operations. The Library prohibits harassment of one employee by another employee, supervisor, or third party for any reason based on a "protected class" including, but not limited to: veteran status, uniform service member status, race, color, religion, sex (including pregnancy, sexual orientation, or gender identity and expression), national origin, age, physical or mental disability, genetic information, or any other protected class under federal, state, or local law.

Harassment of third parties by our employees is also prohibited.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any illegal reason or in any illegal manner. The conduct prohibited by this policy includes conduct in any form including, but not limited to, e-mail, voicemail, social media, internet use or history, text messages, pictures, images, writings, words, or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments, visual depictions, unwelcome jokes, teasing, sexual advances, requests for sexual favors, and other similar verbal or physical contact.

Any employee who believes they have been harassed should report the situation immediately to any supervisor or to the Director. If an employee makes a report to any of these

members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is encouraged to report the situation to one of the other members of management.

The Library will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because they, in good faith, reports or participates in the investigation of any illegal harassment. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

Relationships with Coworkers

An environment in which employees maintain clear boundaries between personal and business interactions is most conducive for business operations.

Employees are expected to keep personal exchanges limited during work periods. During nonworking time on site, staff should be mindful of how personal conversations may be perceived. Employees are prohibited from engaging in physical contact that might be deemed inappropriate while on Library property. Employees who allow personal relationships with coworkers to affect the working environment may be subject to reprimand or discipline.

Sexual Harassment

We firmly prohibit sexual harassment of any employee by another employee, supervisor, or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to assure that, in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include, but is not necessarily limited to: unwelcome sexual advances, requests for sexual favors, promises for promotion or favors in exchange for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, social media, uninvited touching, or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voicemail, social media, internet use or history, text messages, pictures, images, writings, words, or gestures.

Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who in good faith, report possible violations of this policy or participate in the investigation of such violations.

Any employee who feels they are a victim of sexual harassment should immediately report such actions to a supervisor or the Director. All complaints will be promptly and thoroughly investigated as confidentially as possible.

If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is encouraged to report the situation to one of the other members of management.

The Library will investigate every reported incident immediately and in as discreet a manner as possible. Any employee, supervisor, or agent of the Library who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

Every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.

Any employee who reports an allegation of harassment in good faith and any employee who participates in good faith in any investigation under this policy has the library's assurance that they will not be subject to illegal retaliation for such acts. It is our policy to encourage discussion of the matter to help protect employees from being subjected to similar inappropriate behavior.

Talk to Us

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that they will be able to satisfactorily resolve most matters.

If you find that you still have questions, or if you would like further clarification on the matter, request a meeting with the Director who will review the issues and meet with you to discuss possible solutions.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concerns with any other supervisor with whom you feel comfortable. If you wish to speak with the Board of Trustees, you may schedule an appointment to meet with the Chair of the Personnel Committee and/or the President of the Board of Trustees.

Section #3: Your Pay and Progress

Mileage Allowance and Other Reimbursements

Employees using their personal car on library business as authorized by their supervisor are reimbursed at the current rate established by the Internal Revenue Service. At times, while conducting library business, an employee may incur expenses previously authorized by their supervisor. Employees seeking reimbursement must complete an Expense Reimbursement form, attach appropriate documentation, and submit the report to their supervisor. Employees may choose to submit expenses for reimbursement each pay period, or may accumulate expenses for periodic reimbursement (e.g., monthly, quarterly, etc.). These types of reimbursements will be included on your next regularly scheduled deposit of pay. The Library is exempt from state and local sales tax and, as such, all reimbursable purchases must be made with tax-exempt documentation provided by the Library. You should obtain this documentation before making purchases that will be reimbursed.

Overtime

All non-exempt employees are compensated at the rate of time and one-half (1½) for hours worked in excess of forty (40) hours per week. Paid leave shall not be credited as hours worked for the purpose of computing overtime.

Pay Advances

No pay advances are granted to employees.

Pay Day

You are paid every other Friday for the two-week period ending on the previous Saturday. When a pay day is a holiday, you typically will be paid on the working day prior to the holiday. You will receive a pay statement of your earnings; no paper checks are issued. All pay is handled through automatic deposit to the bank account you designated upon hire, or subsequently advised the Business Office.

Review your pay statement for errors. If you find a mistake, report it to the Business Office immediately, and we will assist you in taking the steps necessary to correct the error.

Pay Raises

Adjustments in pay rates may be given due to merit or market adjustment. These changes typically occur at the start of a calendar year. Pay increases due to a change in position or level of responsibility are generally given at the time of position adjustment. All pay changes must be approved by the Board of Trustees.

Paycheck Deductions

The Library is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes, social security (FICA) and Medicare taxes, and Wisconsin Retirement System contributions (if applicable). Depending on employment status and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay statement. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement. You receive this form each January for wages paid to you the previous calendar year.

Exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable; however, the Library may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice, or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or

- Negative paid-time-off balances.

Any deductions from employees' wages are made in accordance with applicable state and federal laws. If questions or concerns about any pay deductions arise, employees should contact the Business Office.

Performance Reviews

Your performance is important to the Library. Each year your supervisor reviews your job performance in a written appraisal, meets with you to discuss the review, and seeks your input on new performance plans.

Our performance review program is designed to provide the basis for better understanding between you and the Library with respect to your job performance, potential, and development.

New employees are reviewed at the end of their introductory period and annually thereafter.

Promotions and Transfers

We believe that career advancement is rewarding for both the employee and the Library. Job opening alerts are emailed to employees in their official library accounts. If you are interested in applying for one of these positions, follow the instructions found in the posting.

Recording Your Time

Accurately recording and signing off on all of your time is required in order to be sure that you are paid for work and leave time. This is your responsibility. You are expected to follow the established procedures in keeping an accurate record of your hours worked. During your orientation, your supervisor will instruct you to maintain accurate timesheet and leave request records. All employees are required to accurately sign off on all time worked, as well as approved paid leave for those eligible, at the end of each pay period. For payroll purposes, the Library operates on a two-week span, with the workweek starting on a Sunday and ending on a Saturday.

Section #4: Time Away from Work and Other Benefits

Bereavement Leave

The Library grants bereavement leave when there is a death of an immediate family member of an employee. Such leave consists of up to three (3) consecutive business days on which an employee had been previously scheduled to work. An immediate family member includes spouse, domestic partner, child, brother, sister, parent, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law of the employee. Immediate family members include relatives by marriage (e.g., stepparents, stepsiblings, etc.). One (1) day of leave is granted to attend the funeral of an aunt or uncle.

For employees who are regularly scheduled to work twenty (20) hours or more per week, this leave will be paid so long as the needed leave falls on days that the employees would be otherwise scheduled to work. For employees who are regularly scheduled to work less than twenty (20) hours per week, this leave will be unpaid.

Exceptions to the above schedule are at the sole discretion of the Director.

COBRA

Employees participating in any group insurance plan, such as health coverage, may elect to continue coverage after employment separation as protected under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Continuation is at the employee's expense. If you participate in such plans at the time of termination, information regarding your eligibility to continue coverage will be provided to you by the Business Office no later than five (5) business days following termination.

Deferred Compensation

You may elect, at any time, pursuant to *Section 40.81(2), Wisconsin Statutes*, to defer from each paycheck a specified amount by having the Library deduct such amount from the employee's paycheck. The amount so deducted from your paycheck is transferred by the Library to one of the Library offered deferred compensation providers you selected. If you wish to change the amount of the deduction or to withdraw from the plan, you must notify the Business Office and the deferred compensation plan provider such notice as the provider may from time to time require. Only the provider (not the Library) is responsible for the administration of the deferred compensation plan, including the investment of your funds.

Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential, voluntary program for Frank L. Weyenberg Library employees and their dependents. The EAP provides easy access to a behavioral health professional who can offer family support and direction with personal concerns. Employees can call 800-236-3231 seven days a week, 24 hours a day or access information online at www.aah.org/eap. The EAP is available at no cost to employees.

Professional EAP counselors can help with:

- Relationship or family conflicts
- Grief or loss
- Life transitions
- Crisis situations
- Legal or financial concerns
- Dealing with chronic or terminal illness
- Alcohol or other substance abuse
- Stress, depression or anxiety

Advantages of using EAP services:

- Easy to access services with one toll-free call
- Brief problem solving, short-term counseling with an EAP counselor or, when needed, a referral to the most appropriate services to meet your needs
- No co-pay/deductible – service is free to you and your dependents
- No claim forms to file

Flex-Spending Accounts

The Library participates in a flexible spending program with Diversified Benefit Services, Inc. This program is available to all employees. The terms of the program are evaluated each year in terms of federal government limits and decisions made by library administration. The Library pays the administrative costs of the program. Eligible employees may elect to participate at their own expense through payroll deduction.

Employees who wish to enroll in the Flex-Spending Account Plan must complete the required application form within thirty (30) days of hire. Following this, any changes to the benefit, including enrolling after previously declining to participate or changing benefit level, may only be done during the annual open enrollment period, unless related to a major life event.

Health Insurance

The Library participates in a plan that offers group health coverage for employees. The Library has the right to change insurance carriers, to self-insure, or to alter the benefits structure of an existing plan. Only employees who are qualified to participate in the Wisconsin Retirement System (WRS) are eligible for Health Insurance coverage through the Library.

It is understood that the group health master contract controls coverage limits, and the carrier has final control on eligible benefits.

The Board of Trustees sets the percentage that you must pay towards your monthly premium.

Eligible employees may enroll in a single or a family contract upon hire. Coverage takes effect when the Library can contribute to the premium, which is typically on the first of the next month following enrollment. Information and enrollment forms may be obtained from the Business Office. Eligibility and coverage may be defined by state and/or by the insurance contract.

Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding this benefit plan. Those documents are controlling.

Eligible employees who wish to enroll in the library's health insurance program must complete the required application form within thirty (30) days of hire. Following this, any changes to coverage, including enrolling in previously declined coverage, that are not due to a major life event can only be done during the annual Open Enrollment period.

Upon discharge you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law.

Holidays and Personal Time

The Library is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day. Specific closure dates and hours of operation are issued on an annual basis.

Employees typically working twenty (20), and up to thirty-six (36) hours per week shall receive prorated time off with pay (e.g., 20 hours per week, 4 hours paid time off; 24 hours per week, 4.8 hours paid time off; 28 hours, 5.6 hours per week; 32 hours per week, 6.4 hours) for the above holidays. Full-time employees receive eight (8) hours of time off with pay in observance of the above holidays.

If a holiday falls on a day on which the Library is normally closed, the holiday is observed the day before or after as determined by the Board of Trustees.

To qualify for paid holidays:

- Employees must be actively at work or be on approved paid leave the last scheduled workday prior to and the next scheduled workday following the holiday.
- In the event a holiday falls within a vacation period, that day does not count as a vacation day taken.
- Employees are paid at their regular hourly rate for no more than eight (8) hours for each holiday.
- The Library endeavors to make reasonable accommodation for a religious observance by any employee, however supervisors must be consulted at least four (4) weeks in advance. Any day of religious observance is taken without pay unless already designated as a paid holiday (noted above) or unless appropriate paid leave is substituted.

During holiday weeks, your supervisor deducts any paid holiday hours allotment from your average weekly hours and schedules you for the remaining work hours for that week.

Employees typically working twenty (20), and up to thirty-six (36) hours per week shall receive prorated personal time off with pay (e.g., 20 hours per week, 4 hours paid time off; 24 hours per week, 4.8 hours paid time off; 28 hours, 5.6 hours per week; 32 hours per week, 6.4 hours). Full-time employees receive eight (8) hours of personal time per calendar year (prorated by hire date). Unused personal leave is not paid out upon separation.

Income Continuation Insurance

The Library participates in the Wisconsin Public Employers Group Income Continuation Insurance program. The Library pays the base premium of a 90-day elimination period for all full-time employees and for a 180-day elimination period for all part-time WRS eligible employees. All eligible employees may elect to take additional coverage at their own expense through payroll deduction. Employees may sign up for income continuation insurance at time of hire without needing to provide evidence of insurability by completing the required enrollment form within thirty (30) days of hire. Changes made to coverage after the hire date may necessitate evidence of insurability as determined by the plan provider.

Jury Duty

You will be excused for absence without penalty because of jury duty summons. You must notify your supervisor within three (3) calendar days of receiving the jury duty summons and present that notice to your supervisor. You must keep your supervisor informed of pending jury duty obligations. If you are excused from court duty on any day, at a time that will reasonably allow work on that day, you must report for work.

If you are an employee working twenty (20) hours or more per week and summoned for jury duty on work days previously scheduled by the Library, the Library will pay your wages as if you had been present and working. Subsequently, you will be required to endorse and turn over to the Library the compensation check(s) issued to you by the Clerk of Courts Office.

If you are an employee working fewer than twenty (20) hours per week and summoned for jury duty on workdays previously scheduled by the Library, you will not be paid by the Library. You may ask to be rescheduled, providing any schedule adjustment meets the Library's needs. You will retain any compensation you may receive from the Clerk of Courts Office for serving on jury duty.

We reserve the right to request proof of jury service from the Court upon return.

Leave of Absence

After exhausting all appropriate paid leave and any unpaid leave to which an employee may otherwise be entitled under state and/or federal law, an employee may make a request for a leave of absence for compelling reasons. Such a request must be made in writing and submitted to and approved by the Director at least six (6) weeks prior to the first date of the leave, if at all possible. Any request will be granted at the sole discretion of the Director, in consultation with the employee's supervisor. Approval of an unpaid leave of absence is based upon the staffing needs of the Library and the requestor's unique circumstances. No granted unpaid leave of absence shall be considered precedent-setting. Neither paid sick nor vacation time shall accrue during such a leave of absence. You are responsible for your monthly premiums if health insurance is continued during your leave of absence.

We will make reasonable efforts to return you to the same or similar job as held prior to the leave of absence, subject to our staffing and business requirements.

Life Insurance

The Library participates in the Wisconsin Public Employers Group Life Insurance program. The Library pays the full premium for basic coverage for full-time employees. An employee may elect to take additional coverage at their own expense through payroll deduction. Eligible part-time employees may participate by payment of the full premium through payroll deduction. Enrollment must be completed within thirty (30) days of hire.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where applicable law dictates otherwise. If unpaid, accrued paid vacation time may be used for this leave if the employee chooses.

Military orders should be presented to the Director and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Library unless military necessity makes this impossible. You must notify the Director of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Sick Leave

Sick leave is available to cover necessary absences due to non-occupational illness or injury and is subject to the approval of the Director or your immediate supervisor. Such leave may be permitted without requiring the employee to submit a doctor's certificate provided the Library has other satisfactory evidence of bona fide illness or injury. However, when such leave extends beyond three (3) consecutive workdays, a statement from the attending physician or other qualified medical professional certifying the nature and seriousness of the illness or injury, along with a release to return to work, may be required by your immediate supervisor.

Employees who work twenty (20) hours or more per week are eligible to accrue sick leave. Sick leave benefits are contingent upon actual illness or injury, good faith of the employee involved, a conscientious attitude toward attendance, and a willingness to return to work at the earliest practical date.

Full-time employees accrue sick leave of four (4) hours per pay period up to a maximum accumulation of eight hundred (800) hours.

Part-time employees working twenty (20) up to thirty-six (36) hours per week accrue prorated sick leave up to the equivalent of 20 weeks of their normal work schedule.

Unused sick leave is not paid out upon separation.

Sick time does not accrue during any period of layoff or unpaid leave of absence.

In the event of an accident or illness of a family member (spouse, domestic partner, minor child, or parents of employee) of an employee working twenty (20) or more hours per week which requires the employee's immediate personal attention and results in the employee missing work on a day on which the employee was previously scheduled, those hours previously scheduled may be counted against the employee's sick leave. The Library reserves the right to require a statement from the attending physician or other qualified medical professional certifying the nature and seriousness of the illness or injury.

Employees earning sick leave may use accumulated sick leave for medical appointments that cannot be scheduled during non-work hours. Use of such leave must be authorized by the

employee's immediate supervisor.

Exceptions to the above may be made at the sole discretion of the Director on a non-precedent setting basis.

Social Security

During your employment, both you and the Library contribute funds to the federal government to support the social security program. These deductions are mandatory and are intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Vacation

Employees who are scheduled to work an average of twenty (20) hours or more per week begin accruing vacation upon hire, at the rate of two (2) times the employee's regularly scheduled weekly hours. Employees may use accrued vacation time upon completion of six (6) months of service. Exceptions may be made by the employee's direct supervisor, and shall not be considered precedent setting.

Upon completion of five (5) years of continuous service, employees shall accrue vacation at the rate of three (3) times the employee's regularly scheduled weekly hours.

Upon completion of eight (8) years of continuous service, employees shall accrue vacation at the rate of four (4) times the employee's regularly scheduled weekly hours.

Upon completion of fifteen (15) years of continuous service, employees shall accrue vacation at the rate of five (5) times the employee's regularly scheduled weekly hours.

Vacation time does not accrue during any period of layoff or unpaid leave of absence. Employees may carry over to the next calendar year up to one-half of their annual earned vacation time. A request for an exception must be submitted in writing to the Director prior to November 15. Such exceptions are granted only in unusual circumstances on a non-precedent setting basis.

Earned but unused vacation time, not to exceed four (4) weeks, is paid out to you upon voluntary resignation of your employment if you have worked at the Library at least six (6) months and provide two or more weeks of advance written notice. The Library will not pay out earned but unused vacation to employees who are terminated involuntarily or who leave voluntarily without providing the Library at least two weeks advance notice of their resignation. Vacation pay is not granted in lieu of taking the actual time off.

You must request vacation time at least five (5) weeks in advance. Approval of all vacation requests must meet the staffing needs of the Library. In case of any conflicts in scheduling, previously approved vacation shall govern, provided the needs of the Department are met. Employees may request vacation time with less than five (5) weeks advance notice at the discretion of their supervisor. Such arrangements are made on a non-precedent setting basis.

Vision, Supplemental Dental, and Accident Insurance

The Library offers Vision, Supplemental Dental, and Accident Insurance to Wisconsin Retirement System-eligible employees. An employee may elect to take these coverages at their own expense through payroll deduction. Enrollment must be completed within thirty (30) days of hire.

Wisconsin Retirement System

The Library pays the employer required contribution to the Wisconsin Retirement System for all eligible employees. Under Wisconsin State Law, you are required to pay the employee required contribution. You are WRS eligible if your position or schedule anticipates that you will exceed 1,200 hours worked in a calendar year (average of 24 hours worked per week). You cannot opt out of WRS if you are eligible. You cannot lose WRS eligibility once you have qualified as long as you remain an employee of the Library or another WRS eligible employer.

Witness Leave

For non-exempt employees, court appearance time on behalf of the Library is compensated at your regular hourly rate. For exempt employees, such court appearance time is compensated at your regular salary.

You are granted the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. You must notify your supervisor of the need to take witness leave as far in advance as possible. If you are unable to report for work because of court obligations, you may use appropriate accumulated leave or may ask to be rescheduled, providing any schedule adjustment meets the Library's needs

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. If you are injured on the job, no matter how slightly, report the incident immediately to the Business Office. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to an employee accident.

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Section #5: On the Job

Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using the Library's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time, or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data, or any other information used in e-mail, social media, voicemail, fax machines, computers, text messages, telephones, and mobile phones including those with cameras, intranet, internet, back-up storage, or any type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with coworkers or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in our Systems are considered library records and property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to and are accessible to the Library at all times, may be subject to periodic unannounced inspections, and are subject to use, access, monitoring, review, recording, and disclosure without further notice. These Systems are not confidential or private.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with your productivity or that violates policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the Library at any time without further notice. Since all Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties. Abuse of our Systems is subject to reprimand or, in the case of excessive abuse, subject to immediate termination.

Employees may not use our Systems in a manner that violates our policies including but not limited to harassment of any type, Equal Employment Opportunity, confidential patron account information, internal library information, solicitation and distribution, email and voice mail monitoring, and internet usage. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or

jokes, propositions or love letters; ethnic or racial slurs, threats or derogatory comments; or any other message or image that may be in violation of Library policies.

In addition, employees may not use our Systems:

- To download, save, send, or access any defamatory, discriminatory, or obscene material;
- To install software on any Library device without advance written permission of the Director or designee;
- To download, save, send, or access any site or content that the Library might deem “adult entertainment;”
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the Library or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal their identity or another’s identity in any way while using our Systems; make changes to Systems without clearly indicating such changes; or use another person’s account, mailbox, password, etc. without prior written approval of the Director and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the Library without appropriate authorization.

Employees may not use passwords and encryption keys belonging to others. Any provided physical security devices are property of the Library and may not be removed from the premises, without permission of the Library Director or designee. Employees must lock, log out, or shut down their station when they are away from their work area for an extended period of time.

Numerous state and federal laws apply to Electronic Communications. The Library will comply with all applicable laws. Employees must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the Library may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not illegally retaliate against anyone who reports possible policy violations or assists with investigations.

Attendance and Punctuality

Attendance and punctuality are important factors in successful employment. We work as a team, and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, you must notify your supervisor as far in advance as is feasible under the circumstances, but no later than sixty (60) minutes before the start of your workday. Absence that is without proper notice or without permission is considered “unauthorized.” Such absence in excess of two (2) consecutive work days may be grounds for dismissal. Employees with frequent absences or lateness may be subject to disciplinary action up to and including dismissal.

Personal issues requiring time away from your work, such as doctor’s appointments, should be scheduled during non-working hours if possible.

If you are absent for three (3) consecutive workdays without notifying your supervisor, it is assumed you have voluntarily abandoned your position and will be terminated for cause.

Care of Equipment

You are expected to use proper care when utilizing Library property and equipment. No property may be removed from the premises without the proper authorization of management.

If you lose, break, or damage any property, report it to your supervisor immediately. If such situations are deemed intentional, you will be subject to discipline.

Cash Handling

Only authorized staff shall accept and handle monetary transactions. All such transactions are handled at the Circulation Desk. Payment by check or credit/debit card must be for the exact amount of the transaction. No check cashing is permitted. Donations, whether by cash or check, may be accepted by a staff member who shall forward the donation and all associated information to the Director. Only the Director may agree to restrictions on donations.

Changes in Your Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be given to the Business Office promptly to ensure that your personnel file, including payroll and benefits information, is current.

Contact with the Media

All media inquiries regarding the Library and its operations must be referred to the Director. The Director and/or the President of the Board of Trustees serve as the primary spokespersons for the Library. Other staff members may be designated by the Director to speak on specific topics. Unless so designated, no other employee may represent their remarks as official in nature to media.

Patron and Public Relations

Our Library's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that our patrons hold may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a patron for granted, but if we do, we run the risk of losing not only that patron, but his or her associates, friends, or family. As an entity supported by public funding, our service and reputation must be beyond reproach.

Daily Habits

Our patrons' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct patron contact, you represent the Library with your appearance as well as your actions. The properly attired individual helps to create a favorable image of our Library.

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

All employees are expected to dress in appropriate and clean attire. Business casual is preferred, as follows:

- Slacks, khaki pants, chinos, or dark jeans without holes
- Knee-length or longer skirts or dresses
- Blouses, sweaters, henleys, polos, button-down, or other collared shirts
- Optional cardigans, blazers, jackets, vests

With the exception of Library shirts, graphic tees, sweatshirts, and hoodies are not appropriate.

The exceptions to these rules are Fridays, Saturdays, and Sundays, when sports jerseys, tees, and sweatshirts may be worn.

Due to the nature of their work, pages may wear knee-length shorts.

The following rules apply at all times: no hats; no exposed midriffs or shoulders; no exposed undergarments; no open-toed shoes. Clothes may not be ripped, torn, frayed, or noticeably faded, regardless of style. Employees whose job includes direct public service may not wear earbuds in public spaces.

Staff members seeking exceptions to the above based on religious observance should discuss their needs with the Director.

Personal items must be stored at a personal workspace, or in a locker or coat closet. Outerwear may not be worn in public spaces when working. The Library is not responsible for any personal items. Personal cell phone ringers must be silenced during working hours while on library premises.

Beverages may be kept at a personal workspace. Covered beverages are allowed at service desks. Food is not allowed at service desks.

Email Accounts

You are assigned an email account and password when hired, and it is to be used solely for work purposes. You should monitor your account to check for work messages.

Your work assigned email address, and not a personal email address, must be used in situations requiring email correspondence with library patrons, vendors, and email correspondence in the work setting.

Emergency Closings

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised, the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. If a non-exempt employee does

not report for work during their scheduled time when the Library is open, they will not be paid, and may or may not be rescheduled, depending upon the operational needs of the Library. Personal safety is, at all times, of utmost importance.

If extreme weather conditions require closing of the building, you will be notified via email. You may also consult severe weather trailers on Milwaukee area television stations or the Library's website.

The Library pays all scheduled employees who have been excused from work for any day during which, for emergency reasons, the Library is officially closed during normal working hours. Such payment will not be made for any period that exceeds three (3) consecutive business days. Some staff may be required to work during emergency closings based on the needs of the Library.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Gifts

You may not solicit or accept for personal benefit any gift or item of more than incidental monetary value from any person or company seeking to conduct or currently conducting business with the Library. No employee or employee's family shall benefit for personal gain, other than agreed upon salary and benefits, from their employment with the Library.

Hours of Work and Scheduling Guidelines

As a public service entity, the Library maximizes staffing to meet our patrons' needs. The building is generally staffed up to one (1) hour before the Library opens to the public until closing. Exceptions are made as needed to meet the operational needs of the Library.

Schedules are designed to meet the operational needs of the Library, and are subject to change to accommodate such needs. To reduce changes that may disrupt employees' schedules, managers will issue schedules on or before the tenth day of the prior month. To enable managers to do this, requests for paid vacation and for scheduling consideration should be made to your manager as far in advance as possible, but no less than five (5) weeks in advance. In practical terms, please request days off by the first of each month for the following month. On or about the tenth day of each month, schedules will be released for the following month (up to the last Saturday of the month).

Managers will make every attempt to schedule employees as consistently as possible (e.g., a consistent evening to close), and limit the number of consecutive workdays to no more than seven (7).

Employees may not deviate from their assigned hours. In unusual circumstances, and only by equally trading time with another similarly trained employee within the same pay period, and with the approval of the supervisor, you may be granted a schedule change. Any trade granted must meet the staffing needs of the Library. Trades must be requested and approved no later than one week prior to the affected previously scheduled work date and time. If such requests are disruptive to library service, they will be denied.

For the convenience of employees in planning personal schedules, managers may, from time to time, issue weekend rotations either seasonally or annually, which is well beyond the four-week scheduling norm. These weekend rotations are subject to change. If needed, employees are encouraged to trade weekend hours with their colleagues, and then must notify their manager of the agreed upon changes. If these changes meet the operational needs of the library, they will be approved and schedules adjusted accordingly.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide a minimum of two weeks' advance written notice. You do not receive payout for earned but unused accumulated sick leave or for personal leave. Please see the Library's Vacation policy (above) with regard to the potential to receive pay for earned but unused vacation time.

Employees who are rehired following a break in service are considered new employees from the effective date of their re-employment.

We do not provide a "letter of reference" for former employees. Generally, we will confirm, upon request by a prospective employer, our employees' dates of employment, salary history, and job title. All such requests for employment verification are provided by the Director only. No comments regarding the quality or circumstances of past performance will be provided by any staff member other than the Director.

All resigning employees must complete a brief exit interview with their supervisor or the Director prior to leaving. All library property, including but not limited to, keys and name badge, must be returned upon discharge. If warranted by the Director, the Library may take action to recoup any replacement costs and/or seek return of library property through appropriate legal recourse.

You should notify the Business Office if your address changes during the calendar year in which discharge occurs so that your tax information is sent to the proper address.

Lactation Break

We provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's child. This break time should, if possible, be taken concurrently with paid break or unpaid meal periods already provided. The Library will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees must notify their supervisor to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a state or local law, or regulation. Anyone with knowledge of such a conflict or potential conflict should contact their supervisor.

Library Catalog Use

As an employee of the Library, you must abide by the same borrowing policies and procedures as apply to all of our patrons. It is a guiding principle of the Library that employees are treated the same as all of our patrons and do not receive extra privileges.

You must pay the same fines, lost item charges, processing fees, and overdue notice charges as are levied on any Library patron and user of the online catalog. No employee shall waive or remove fines or fees within the shared library catalog or abuse catalog procedures for themselves or for other employees unless so authorized by the Director. If an employee is found to do so, both that employee and the employee whose fines or fees were removed shall be given a written reprimand by the Director that shall be placed in the appropriate personnel file. A second instance shall be cause for dismissal.

Employees shall not waive or remove fines or fees in the shared library catalog for patrons except as instructed during training. Potential exceptions should be referred to your supervisor.

No employee may have items in their workspace, lockers, tote bags or the like that are not already checked out to them. Employees may similarly not have items from the book sale in their personal possession unless they have paid for them.

Lunchroom

A lunchroom is available for your use, including a refrigerator and microwave. Although general custodial care is provided by the Library, you are expected to clean up after eating, including washing and putting away any dishes used. This room should be kept clean for the next person's use.

Mealtime and Breaks

If an employee works six (6) or more consecutive hours within a day you will be scheduled for a mandatory unpaid thirty (30) minute meal break. You may leave Library premises during the unpaid thirty (30) minute meal break.

Whenever an employee works a minimum of a four (4) hour shift, that employee shall be granted one (1) paid fifteen (15) minute break, to be taken roughly in the middle of the shift, depending upon the operational needs of the Library, and must remain on Library grounds on such paid breaks.

Neither the unpaid meal break nor the paid break may be used to shorten work hours.

Name Badges

You are issued a name badge during your orientation. You must wear your badge, as issued, while on paid time. Your badge assists our patrons to identify you as an employee of the Library and creates a friendly environment for our patrons and staff.

Patron Confidentiality

All employees shall recognize that Wisconsin State Statutes mandate that all Library patron transactions and activities are confidential. This protection extends to patron checkout records, holds placed, program attendance, reference transactions, computer records, and any presence in or use of the Library. Any employee breaching a patron's protection of confidentiality in any way other than between staff members as necessary to appropriately conduct library business may be subject to immediate dismissal. You may not access library or shared library catalog records solely for the purpose of obtaining personal information except as necessary for the purpose of carrying out library activities.

At times, law enforcement officials may present legal documents authorizing access to patron records. Such situations should be referred to the Director, and in their absence, to an employee's supervisor to refer to an officer of the Board of Trustees. At any time, if the employee is asked to divulge confidential information and is uncertain about how to proceed, the matter should be referred to the Director.

Personal Telephone Calls

It is important to keep our telephone lines free for customer calls. Although the occasional use of library telephones for a personal emergency may be necessary, routine personal calls are discouraged. This practice also applies to personal cell phone use, except during breaks.

Protecting Library Information

Protecting library information is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss library, patron, or staff confidential business with anyone who does not work for us or in a setting in which such discussion may be overheard by the public. In addition, discussion of confidential information should only be undertaken if it furthers library business.

All telephone calls regarding a current or former employee's position or compensation must be forwarded to the Director.

The library address shall not be used for the receipt of personal mail on a regular basis. However, staff may use the library address for infrequent shipment of personal orders should home delivery not be feasible.

Purchasing Authority

Purchasing authority levels are set by the Board of Trustees in order to minimize budgetary risk and to maximize discounts and contractual benefits. Only the Director has the authority to enter into ongoing contractual relations and is the only person authorized to sign leases, contracts, purchases, or other financial agreements on behalf of the Library.

The Director delegates specific authorities to specific staff members to ensure timely and efficient library financial operations. Unless you been so designated, you may not order or purchase for the Library.

Solicitation and Distribution

To avoid unnecessary annoyances and work interruptions from your work, solicitation by an employee of another employee is prohibited while either person is on working time. This policy extends to solicitations, distributions, or promotions of any type including, but not limited to, commercial, political, or religious. Employees may leave order forms (e.g., Girl Scout cookies, Boy Scout popcorn, etc.) or donation sheets for not-for-profit and non-discriminatory organizations in the lunchroom for colleagues to read during breaks.

Employee distribution of literature, including handbills, in the work areas during work hours of any employee involved is prohibited.

Trespassing, soliciting, or distribution of literature by non-employees on these premises is prohibited at all times.

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Section #6: Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork. Every employee must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, inform your supervisor immediately.
2. Use, adjust, and repair machines and equipment only if you are trained and qualified.
3. Know proper lifting procedures. Get help when lifting or pushing heavy objects.
4. Know the locations, contents, and use of first aid and fire extinguishers. Know our emergency evacuation procedures. Refer to your Emergency Preparedness Document if you have any questions or discuss with your supervisor. If you have lost your Document, you may receive a replacement copy from the Business Office.
5. No weapons, firearms, or explosives are allowed on work premises.
6. The use or possession of alcoholic beverages or illegal substances during work hours and on Library premises is forbidden. No staff member may be on paid time while under the influence of alcoholic beverages or illegal substances. In addition, a staff member utilizing prescription medications that may affect work performance may not be allowed to work.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Health & Safety

In the event of an epidemic or a pandemic, as determined nationally by the Centers for Disease Control and Prevention (CDC), and locally by the Washington Ozaukee Public Health Department (WOPHD), and other appropriate authorities. The Library will strive to reach the appropriate balance between providing free and open access to all library services, and the health and safety of our staff and community. To that end, the Library will follow the recommendations and guidelines of the appropriate authorities to reduce the health risk for everyone entering the building. Furthermore, schedules, open hours, and services provided may be altered during a health crisis based on federal, state, and local governmental rules.

Housekeeping Standards

Good work habits and a neat workplace are essential for job safety and efficiency. You are expected to keep your office or work area neat and in good order at all times. Report anything that needs repair or replacement to your supervisor. Problems with leased equipment, such as copy machines, should be reported to the Business Office, as should problems with rodents or insects.

Incident Reports

As is feasible and appropriate, staff should notify supervisors and colleagues of any incidents, while in progress or after, that may cause danger or harm to patrons or employees.

An incident report form must be completed by staff for such purposes including, but not limited to, situations where a patron is abusing computer privileges, causing disruption significant enough that the patron is told to leave the building, police or other emergency responders are contacted, or a situation arises that, in the staff member's judgment, may necessitate follow-up. The form is to be completed immediately, with as much detail as possible, and is to be placed in the Director's mail slot.

Smoking in the Workplace

The Library is committed to providing a safe and healthy environment for employees and visitors. No smoking is allowed within the library building or on library grounds, whether on paid or unpaid time. Violations of this policy may result in disciplinary action, up to and including discharge. The use of electronic smoking products, such as e-cigarettes or vaping, is similarly prohibited.

Substance Abuse

We have a vital interest in ensuring a safe, healthy and efficient working environment for our employees and library patrons. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment, the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substances, except when the use is pursuant to a doctor's orders, and the doctor advised the employee that the substance would not adversely affect the

employee's ability to safely perform their job duties. Should, in the opinion of the Director or employee supervisor, use of a controlled substance affect work performance, an employee may be temporarily relieved from duty.

Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, or possession of illegal or unauthorized substances and alcohol in the workplace on Library paid time, on Library premises, or while engaged in Library activities. Employees are prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment with us is conditioned upon your full compliance with the above substance abuse policy. Any violation of this policy may result in disciplinary action up to and including discharge. Further, any employee who violates this policy, and who is subject to termination, may be permitted, in lieu of termination and at the sole discretion of the Director, to participate in and successfully complete an appropriate treatment, counseling, or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the Library maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others.

We reserve the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when we have reasonable suspicion to believe that an employee has violated this substance abuse policy.

Workplace Violence

Whether physical or verbal, violence by an employee or anyone else against an employee or visitor will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage of library property in the event someone, for whatever reason, may be unhappy with a decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal

confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, dial 911 immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subject to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to fully cooperate in any ensuing investigations, may result in disciplinary action, up to and including immediate discharge.

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Section #7: Discipline and Grievance Procedure

Discipline:

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Library. Disciplinary action may call for one or more of the following responses: verbal warning, written warning, suspension (with or without pay), or termination of employment, depending on the severity of the problem and the number of occurrences. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline. The Library reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievances:

This policy is intended to comply with Section 66.0509, Wis. Stats., and any amendments thereto, and provides a grievance procedure addressing issues concerning workplace safety, discipline, and termination. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same. For purposes of this policy, "discipline" does not include action taken because of poor job performance, including performance evaluations, performance improvement plans or counseling regarding job performance.

For purposes of this policy, "termination" includes an involuntary end to employment, but excludes a voluntary resignation, job abandonment such as a "no-call, no show," and a failure to report for work.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems, or misunderstandings that have arisen before filing a grievance.

Step 1 – Written Grievance Filed with Director. The employee must prepare and file a written grievance with the Director within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written

grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor, and the employee's signature and the date. The Director or their designee will investigate the facts giving rise to the grievance and inform the employee of their decision, if possible, within ten (10) business days of receipt of the grievance. In the event the grievance involves the Director, the grievance shall be filed with the Board of Trustees Personnel Committee, and the Chair of that Committee or their designee shall conduct the Step 1 investigation.

Step 2 – Review by the Governing Body. If the grievance is not settled at the first step, the grievant or the Director may request in writing within five (5) business days of receipt of the written decision from the Director or the Board of Trustees Personnel Committee, a review of the decision by the Board of Trustees. The grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the Board of Trustees is not required to follow the rules of evidence, but no factual findings may be based solely on hearsay evidence. The Director or the Chair of the Personnel Committee, as the case may be, shall not participate in the consideration of the review of the grievance by the Board. The matter will be scheduled for the Board's next regular meeting. The President of the Board will inform the grievant and the Director of the decision of the Board in writing within ten (10) business days of the Board's meeting. The Board shall decide the matter by majority vote of the members present, and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered to be waived, and the decision of the Director or the Chair of the Personnel Committee, as the case may be, shall be considered to be final and binding.

Frank L. Weyenberg Library of Mequon-Thiensville
Employee Handbook

Appendix A

Family and Medical Leave Act Overview

The Library is a covered employer subject to the Family and Medical Leave Act. However, the Act states that employers are covered only if the location has more than 50 employees within a 75 mile radius of the employer, and if the employee has worked for the employer for at least 12 months, for at least 1,250 hours in the preceding 12 months.

For your information, the following two sections of this Appendix address both the Federal and State programs and the requirements thereof.

Family and Medical Leave Act (Federal)

The Library provides Family and Medical Leave as required by federal law. The Library recognizes the rights of eligible employees to take unpaid leave for not more than 12 weeks in a 12-month period to attend to their serious health condition, a serious health condition affecting their spouse, child, or parent, or for the birth, adoption, or foster care of a child. In addition, the Library recognizes the rights of an eligible employee who is a spouse, child, parent, or next of kin of a current member of the Armed Services to take up to 26 weeks of unpaid leave in a 12-month period to care for that service member should they become injured or ill in the line of duty. The Library also recognizes the rights of an eligible employee to take up to 12 weeks of unpaid leave in a 12-month period for qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on or has been called to active duty as a member of the National Guard or Reserves.

A "serious health condition" is defined under federal law as a physical or mental illness, injury, impairment, or condition involving either of the following:

1. Inpatient care in a hospital, hospice, or residential medical care facility; or
2. Continuing treatment by a health care provider.

To be eligible for leave under the FMLA, employees must have been employed for at least 12 months *and* must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.

An eligible employee may take up to 12 weeks of protected leave within a rolling 12-month period measured backward. For foreseeable leave, employees are generally required to provide the Library with 30-days' notice of the need for leave. If the leave is unforeseeable, employees are required to give notice as soon as possible. In all cases, employees must complete

the Library-provided Family and Medical Leave request and provide the Library with medical certification from the treating health care provider at the outset of their leave, except in emergency situations. Thereafter, employees must provide medical updates from their physician every 30 days of leave.

Family and Medical Leave will run concurrently with any similar unpaid leave provided under Wisconsin law (see below). Where allowable, the Library requires all appropriate paid leave be applied to leave prior to using unpaid leave.

For further details on federal FMLA leave, contact the Director. This section subject to change when there are changes to federal FMLA legislation.

Family and Medical Leave (Wisconsin)

The Library provides Family and Medical Leave as required by Wisconsin law. In connection thereto, the Library recognizes the rights of eligible employees to take unpaid leave to attend to their serious health condition, a serious health condition affecting their spouse, child, parent or spouse's parent, or for the birth or adoption of a child.

A "serious health condition" is defined under state law as a physical or mental illness, injury, impairment, or condition involving either of the following:

1. Inpatient care in a hospital, hospice, or residential medical care facility; or
2. Outpatient care that requires continuing treatment or supervision by a health care provider.

To be eligible for leave under state law, employees must be employed for at least 52 consecutive weeks *and* must have worked for at least 1,000 hours during the preceding 52-week period. Pursuant to state law, an eligible employee may take up to 6 weeks of unpaid leave for the birth or adoption of a child, 2 weeks to care for a child, spouse, parent, or spouse's parent afflicted with a serious health condition, and/or 2 weeks for their own serious health condition.

To the extent that an employee is requesting leave that qualifies under both state and federal law, the employee's allotment of Wisconsin Family and Medical leave and federal FMLA leave will run concurrently.

For further details on Wisconsin Family and Medical Leave, contact the Director. This section subject to change when there are changes to Wisconsin Family and Medical Leave legislation.