



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, April 19, 2023, 6:00pm
Tolzman Community Room

- 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 the 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 the March 15, 2023, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for March 2023
 - b. Action Item: Accounts Payable for March 2023
- VII. Board Reports**
 - a. President's Report – J. Hitchcock
 - b. Finance – G. Baxter
 - c. Advocacy – J. Hansher
 - d. Personnel – J. Abraham
- VIII. Staff Reports**
 - a. Library Operations
 - b. Director's Report – R. Muchin Young
 - c. Managers' Reports
 - i. Access Services Manager
 - ii. Business Manager
 - iii. Patron Services Manager
- IX. Unfinished Business**
- X. New Business**
 - a. Report of the Nominating Committee – J. Abraham

XI. Trustee Training & System/State Library Update

- a. TE20: The Library Board and Building Accessibility
- b. TE21: The Library Board and Accessible Services

XII. Future Meeting Dates

- a. Board of Trustees Meeting: May 17, 2023, 6pm
- b. Other Meetings: Personnel Committee: May 23, 2023, 1pm

XIII. Adjourn

JanaLee Hitchcock, President

Posted: April 14, 2023



Frank L. Weyenberg Library of Mequon-Thiensville
Minutes of the Board of Trustees Meeting
March 15, 2023

The Board of Trustees of the Frank L. Weyenberg Library Board of Trustees was called to order at 6pm, Wednesday, March 15, 2023, by Chair JanaLee Hitchcock, in the Tolzman Community Room.

- I. **Pledge of Allegiance**
JanaLee Hitchcock led the Pledge of Allegiance.
- ii. **Call to Order, Verification of Posting, Roll Call**
Hitchcock called the meeting to order at 6pm.
Posting notice as of Monday, March 13, 2023, was verified.
Trustees present: Hitchcock, Catherine Perry, Jeffrey Hansher, Graham Baxter, Cathrine Wagner, Tedd Lookatch, Jennifer Abraham
Staff present: Rachel Muchin Young, Library Director, Emily Vosberg, Access Services Manager
- III. **Announcements:**
Emily Vosberg, new Access Services Manager, introduced herself to the Board of Trustees.
- IV. **Public Comment:**
None.
- V. **Approval of Minutes:**
Action Item: Minutes of the February 15, 2023, Meeting were included in the packet. Hearing no objections, the minutes were approved as presented.
- VI. **Financial Reports**
 - A. Revenue and Expense Reports for February 2023
The reports were included in the Board Packet. They were found to be in order.
 - B. Action Item: Accounts Payable Statement for February 2023
Baxter moved to approve the Accounts Payable Statement for February 2023 in the amount of \$112,672.94. Motion carried.
- VII. **Board Reports**
 - A. President's Report: Hitchcock reported on the joint Executive and Personnel Committee Meeting which met earlier in March. Rachel Skaggs from GovHR reported on the results of Classification Study.
 - B. Finance: No Report
 - C. Advocacy: No Report
 - D. Personnel: The Committee is scheduled to meet again May 23, 2023, at 1pm.
- VIII. **Staff Reports**
 - A. Library Operations: The Statistical Summary showed numbers that rivaled pre-pandemic statistics.

- B. Director's Report: Muchin Young's report was included in the packet.
- C. Staff Reports
 - i. Access Services Manager: Vosberg's report was included in the packet.
 - ii. Business Manager: Jacobson's report was included in the packet.
 - iii. Patron Services Manager: Pike's report was included in the packet.

IX. Unfinished Business

- A. Classification and Compensation Study:
Recommendation from GovHR is to use this year to bring as many employees into the new ranges as possible, then continue the increases over the next two to three years, incorporating merit and longevity. This will be addressed at upcoming Personnel and Finance Committee meetings. Muchin Young further noted that a Class & Comp Study is also in the works for all public libraries throughout the state.

X. New Business

- A. Hitchcock appointed the following Trustees to the Nominating Committee: Abraham, Lookatch, and Wagner. They will meet prior to the April Board of Trustees meeting.
- B. The porcelain sculpture of the eagle will be repaired and moved to a more secure location.

XI. Trustee Training, TE18 and TE19

- A. Trustee Essentials 18: Library Board Appointments and Composition
- B. Trustee Essentials 19: Library Director Certification

XII. Upcoming Meetings:

- A. Nominating Committee: Wednesday, April 19, 2023, 5:45pm
- B. Board of Trustees: Wednesday, April 19, 2023, 6pm
- C. Board of Trustees: Wednesday, May 17, 2023, 6pm
- D. Personnel Committee: Tuesday, May 23, 2023, 1pm

XIII. Adjourn

There being no further business to come before the Board, Lookatch moved and Abraham seconded the motion to adjourn. Motion carried. Meeting adjourned at 7:20pm

Respectfully submitted,

R. Muchin Young

Rachel Muchin Young, Library Director

VILLAGE OF THIENSVILLE
Library - Revenue Guideline
Current Period: MARCH 2023

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Account Descr	2023 YTD Budget	2023 YTD Amt	MARCH 2023 Amt	Balance	2023 % of Budget
FUND 97 FLW AMERICAN RESCUE PLAN ACT					
MAJ CLS 08 AMERICAN RESCUE PLAN ACT					
DEPT 003 GRANTS & AIDS					
R 97-08-003-131 ARPA LOCAL RECOVERY FUNDS	\$0.00	\$17,877.35	\$17,877.35	-\$17,877.35	0.00%
DEPT 003 GRANTS & AIDS	\$0.00	\$17,877.35	\$17,877.35	-\$17,877.35	0.00%
MAJ CLS 08 AMERICAN RESCUE PLAN ACT	\$0.00	\$17,877.35	\$17,877.35	-\$17,877.35	0.00%
FUND 97 FLW AMERICAN RESCUE PLAN ACT	\$0.00	\$17,877.35	\$17,877.35	-\$17,877.35	0.00%
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 015 OTHER INCOME					
R 98-45-015-290 LIB GIFTS & GRANTS RESTRICTE	\$1,347.82	\$300.00	\$0.00	\$1,047.82	22.26%
R 98-45-015-291 LIB GIFTS & GRANTS UNRESTRIC	\$83,772.43	\$307.00	\$25.00	\$83,465.43	0.37%
DEPT 015 OTHER INCOME	\$85,120.25	\$607.00	\$25.00	\$84,513.25	0.71%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$85,120.25	\$607.00	\$25.00	\$84,513.25	0.71%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$607.00	\$25.00	\$84,513.25	0.71%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 40 TAXES					
DEPT 001 LOCAL PROPERTY TAXES					
R 99-40-001-900 MEQUON TAXES	\$1,106,716.00	\$276,679.00	\$0.00	\$830,037.00	25.00%
R 99-40-001-901 THIENSVILLE TAXES	\$110,740.00	\$27,685.00	\$0.00	\$83,055.00	25.00%
R 99-40-001-902 COUNTY REIMBURSEMENT	\$15,976.00	\$3,278.82	\$0.00	\$12,697.18	20.52%
DEPT 001 LOCAL PROPERTY TAXES	\$1,233,432.00	\$307,642.82	\$0.00	\$925,789.18	24.94%
MAJ CLS 40 TAXES	\$1,233,432.00	\$307,642.82	\$0.00	\$925,789.18	24.94%
MAJ CLS 42 REGULATION & COMPLIANCE					
DEPT 006 FINES & FORFEITURES					
R 99-42-006-903 FINES & FEES	\$19,932.00	\$8,089.61	\$930.57	\$11,842.39	40.59%
DEPT 006 FINES & FORFEITURES	\$19,932.00	\$8,089.61	\$930.57	\$11,842.39	40.59%
MAJ CLS 42 REGULATION & COMPLIANCE	\$19,932.00	\$8,089.61	\$930.57	\$11,842.39	40.59%
MAJ CLS 44 COMMERCIAL REVENUES					
DEPT 013 INTEREST INCOME					
R 99-44-013-300 INVESTMENT INTEREST	\$2,668.00	\$2,727.31	\$897.76	-\$59.31	102.22%
DEPT 013 INTEREST INCOME	\$2,668.00	\$2,727.31	\$897.76	-\$59.31	102.22%
MAJ CLS 44 COMMERCIAL REVENUES	\$2,668.00	\$2,727.31	\$897.76	-\$59.31	102.22%
MAJ CLS 45 MISCELLANEOUS REVENUES					
DEPT 014 SALE INCOME					
R 99-45-014-904 BOOK SALES	\$9,880.00	\$3,146.74	\$1,165.75	\$6,733.26	31.85%
R 99-45-014-906 PHOTOCOPIER	\$2,534.00	\$778.25	\$323.90	\$1,755.75	30.71%
DEPT 014 SALE INCOME	\$12,414.00	\$3,924.99	\$1,489.65	\$8,489.01	31.62%
DEPT 015 OTHER INCOME					
R 99-45-015-280 MISCELLANEOUS	\$1,554.00	\$68.66	\$0.00	\$1,485.34	4.42%
R 99-45-015-299 LIBRARY GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 99-45-015-520 FUND BALANCE APPLIED	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
R 99-45-015-905 GIFTS & GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 015 OTHER INCOME	\$21,554.00	\$68.66	\$0.00	\$21,485.34	0.32%
MAJ CLS 45 MISCELLANEOUS REVENUES	\$33,968.00	\$3,993.65	\$1,489.65	\$29,974.35	11.76%

Account Descr	2023 YTD Budget	2023 YTD Amt	MARCH 2023 Amt	Balance	2023 % of Budget
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$322,453.39	\$3,317.98	\$967,546.61	25.00%
	\$1,375,120.25	\$340,937.74	\$21,220.33	\$1,034,182.51	24.79%

VILLAGE OF THIENSVILLE
Library - Expenditure Guideline
 Current Period: MARCH 2023

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Account Descr	2023 YTD Budget	2023 YTD Amt	MARCH 2023 Amt	Balance	2023 % of Budget
FUND 98 FLW LIB GIFTS & GRANTS FUND					
MAJ CLS 95 LIBRARY GIFTS & GRANTS					
DEPT 551 LIBRARY					
E 98-95-551-7-298 LIB GIFTS & GRANTS RESTRICTED	\$1,347.82	\$711.10	\$169.32	\$636.72	52.76%
E 98-95-551-7-299 LIB GIFTS & GRANTS UNRESTRICT	\$83,772.43	\$3,805.99	\$55.99	\$79,966.44	4.54%
DEPT 551 LIBRARY	\$85,120.25	\$4,517.09	\$225.31	\$80,603.16	5.31%
MAJ CLS 95 LIBRARY GIFTS & GRANTS	\$85,120.25	\$4,517.09	\$225.31	\$80,603.16	5.31%
FUND 98 FLW LIB GIFTS & GRANTS FUND	\$85,120.25	\$4,517.09	\$225.31	\$80,603.16	5.31%
FUND 99 F. L. WEYENBERG LIBRARY FUND					
MAJ CLS 91 LIBRARY STAFFING					
DEPT 551 LIBRARY					
E 99-91-551-1-100 SALARIES & WAGES	\$670,300.00	\$133,094.31	\$49,220.24	\$537,205.69	19.86%
E 99-91-551-1-115 TRAVEL/TRAINING/SEMINARS	\$2,500.00	\$714.66	\$400.44	\$1,785.34	28.59%
E 99-91-551-1-199 FRINGE BENEFITS	\$215,600.00	\$49,861.88	\$18,604.33	\$165,738.12	23.13%
E 99-91-551-2-202 DUES & SUBSCRIPTIONS	\$3,500.00	\$1,319.30	\$306.00	\$2,180.70	37.69%
E 99-91-551-2-237 WORKER S COMPENSATION	\$1,325.00	\$663.00	\$0.00	\$662.00	50.04%
E 99-91-551-7-715 FLEX BENEFIT	\$2,100.00	\$1,888.68	\$0.00	\$211.32	89.94%
E 99-91-551-7-730 UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 551 LIBRARY	\$895,325.00	\$187,541.83	\$68,531.01	\$707,783.17	20.95%
MAJ CLS 91 LIBRARY STAFFING	\$895,325.00	\$187,541.83	\$68,531.01	\$707,783.17	20.95%
MAJ CLS 92 LIBRARY ADMINISTRATION					
DEPT 551 LIBRARY					
E 99-92-551-2-201 POSTAGE	\$1,000.00	\$470.00	\$0.00	\$530.00	47.00%
E 99-92-551-2-206 AUDIT	\$6,750.00	\$5,419.00	\$4,850.00	\$1,331.00	80.28%
E 99-92-551-2-243 ALL OTHER INSURANCE	\$21,525.00	\$16,652.50	\$0.00	\$4,872.50	77.36%
E 99-92-551-2-284 CONTRACTED SERVICES-TECHNOLOG	\$9,300.00	\$3,396.69	\$2,398.93	\$5,903.31	36.52%
E 99-92-551-2-285 WEPKO LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-2-286 COMPUTERS	\$5,000.00	\$554.28	\$452.09	\$4,445.72	11.09%
E 99-92-551-2-287 MILEAGE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 99-92-551-2-288 FISCAL AGENT FEE	\$8,000.00	\$2,000.00	\$0.00	\$6,000.00	25.00%
E 99-92-551-2-289 PAYROLL PROCESSING	\$3,725.00	\$1,072.11	\$347.12	\$2,652.89	28.78%
E 99-92-551-2-290 CONSULTANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 99-92-551-3-300 OFFICE SUPPLIES	\$3,500.00	\$561.80	\$166.05	\$2,938.20	16.05%
E 99-92-551-3-301 PROCESSING SUPPLIES	\$3,500.00	\$446.30	\$446.30	\$3,053.70	12.75%
E 99-92-551-3-303 TELEPHONE	\$4,000.00	\$2,328.07	\$819.51	\$1,671.93	58.20%
E 99-92-551-3-307 SUPPLIES-COPY MACHINE	\$6,000.00	\$1,585.11	\$605.56	\$4,414.89	26.42%
E 99-92-551-3-358 DEBT COLLECTION	\$1,000.00	\$163.10	\$58.25	\$836.90	16.31%
E 99-92-551-3-359 MONARCH FEES	\$17,150.00	\$0.00	\$0.00	\$17,150.00	0.00%
DEPT 551 LIBRARY	\$91,950.00	\$34,648.96	\$10,143.81	\$57,301.04	37.68%
MAJ CLS 92 LIBRARY ADMINISTRATION	\$91,950.00	\$34,648.96	\$10,143.81	\$57,301.04	37.68%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION					
DEPT 551 LIBRARY					
E 99-93-551-3-370 PROGRAMMING	\$5,000.00	\$735.90	\$240.37	\$4,264.10	14.72%
E 99-93-551-3-371 MEDIA	\$25,000.00	\$1,240.19	\$826.40	\$23,759.81	4.96%
E 99-93-551-3-372 E CONTENT	\$37,000.00	\$3,259.50	\$1,534.60	\$33,740.50	8.81%
E 99-93-551-3-373 PRINT	\$85,000.00	\$10,880.84	\$4,951.35	\$74,119.16	12.80%
DEPT 551 LIBRARY	\$152,000.00	\$16,116.43	\$7,552.72	\$135,883.57	10.60%
MAJ CLS 93 LIBRARY PROGRAM & COLLECTION	\$152,000.00	\$16,116.43	\$7,552.72	\$135,883.57	10.60%
MAJ CLS 94 LIBRARY BUILDING					
DEPT 551 LIBRARY					

Account Descr	2023 YTD Budget	2023 YTD Amt	MARCH 2023 Amt	Balance	2023 % of Budget
E 99-94-551-2-282 JANITORIAL SERVICE	\$42,120.00	\$10,383.75	\$3,363.75	\$31,736.25	24.65%
E 99-94-551-2-283 CONTRACTED-BUILDING	\$24,000.00	\$3,600.00	\$0.00	\$20,400.00	15.00%
E 99-94-551-3-306 JANITOR SUPPLIES	\$2,605.00	\$1,770.22	\$40.98	\$834.78	67.95%
E 99-94-551-3-308 BUILDING SUPPLIES	\$30,000.00	\$12,151.99	\$217.36	\$17,848.01	40.51%
E 99-94-551-3-360 UTILITIES	\$45,000.00	\$13,653.42	\$5,394.65	\$31,346.58	30.34%
E 99-94-551-3-361 SEWER & WATER	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.00%
E 99-94-551-3-374 HEALTH & SAFETY SUPPLIES	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 99-94-551-7-700 BUILDING PROJECTS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
DEPT 551 LIBRARY	\$150,725.00	\$41,559.38	\$9,016.74	\$109,165.62	27.57%
MAJ CLS 94 LIBRARY BUILDING	\$150,725.00	\$41,559.38	\$9,016.74	\$109,165.62	27.57%
FUND 99 F. L. WEYENBERG LIBRARY FUND	\$1,290,000.00	\$279,866.60	\$95,244.28	\$1,010,133.40	21.70%
	\$1,375,120.25	\$284,383.69	\$95,469.59	\$1,090,736.56	20.68%

VILLAGE OF THIENSVILLE

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Library - Balance Sheet

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
FUND 97 FLW AMERICAN RESCUE PLAN ACT							
G 97-11100 SPECIAL ASSESS RECEIVAB	\$0.00	\$17,877.35	\$0.00	\$17,877.35	\$0.00	\$17,877.35	97
G 97-31110 UNAPPROPRIATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	97
G 97-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$17,877.35	\$0.00	\$17,877.35	-\$17,877.35	97
G 97-31112 EXPENDITURE SUMMARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	97
FUND 97 FLW AMERICAN RESCUE PLAN	\$0.00	\$17,877.35	\$17,877.35	\$17,877.35	\$17,877.35	\$0.00	
FUND 98 FLW LIB GIFTS & GRANTS FUND							
G 98-11110 CHECKING - PWSB/BMO GE	\$5,120.25	\$25.00	\$225.31	\$607.00	\$4,517.09	\$1,210.16	98
G 98-11210 INVESTMENTS	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,000.00	98
G 98-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-21110 ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	98
G 98-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$25.00	\$0.00	\$607.00	-\$607.00	98
G 98-31112 EXPENDITURE SUMMARY	\$0.00	\$225.31	\$0.00	\$4,517.09	\$0.00	\$4,517.09	98
G 98-31190 GIFTS & GRANTS RESTRIC	-\$1,347.82	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,347.82	98
G 98-31191 GIFTS & GRANTS UNRESTR	-\$83,772.43	\$0.00	\$0.00	\$0.00	\$0.00	-\$83,772.43	98
FUND 98 FLW LIB GIFTS & GRANTS FUN	\$0.00	\$250.31	\$250.31	\$5,124.09	\$5,124.09	\$0.00	
FUND 99 F. L. WEYENBERG LIBRARY FUND							
G 99-11110 CHECKING - PWSB/BMO GE	\$3,468.85	\$133,151.33	\$146,222.82	\$810,901.04	\$823,603.93	-\$9,234.04	99
G 99-11113 FLEX-BANCORP	\$2,500.00	\$1,092.67	\$1,092.67	\$3,677.54	\$3,677.54	\$2,500.00	99
G 99-11140 SAVINGS - PWBS/HARRIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11155 PORT WASHINGTON STAT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-11160 SPECIAL CLEARING ACCOU	\$0.00	\$35,401.28	\$35,401.28	\$104,934.50	\$104,934.50	\$0.00	99
G 99-11210 INVESTMENTS	\$287,502.45	\$897.76	\$80,000.00	\$279,406.31	\$340,000.00	\$226,908.76	99
G 99-11310 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12310 ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12315 ALLOWANCE FOR DOUBTF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12320 ACCRUED INTEREST RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-12520 PREPAID EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-13110 DEFERRED EXPENDITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14110 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14120 BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14130 IMPROVEMENTS OTHER T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-14150 FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21110 ACCOUNTS PAYABLE	-\$100,734.14	\$0.00	\$0.00	\$100,734.14	\$0.00	\$0.00	99
G 99-21210 WISCONSIN WITHHOLDIN	\$0.00	\$1,656.13	\$1,656.13	\$4,879.60	\$4,879.60	\$0.00	99
G 99-21220 FEDERAL WITHHOLDING T	\$0.00	\$3,085.39	\$3,085.39	\$9,295.83	\$9,295.83	\$0.00	99
G 99-21230 SOCIAL SECURITY TAX	\$0.00	\$3,582.03	\$3,582.03	\$10,577.92	\$10,577.92	\$0.00	99
G 99-21245 FLEX BENEFIT	-\$4,705.94	\$1,126.41	\$689.48	\$4,000.14	\$1,740.11	-\$2,445.91	99
G 99-21258 WISCONSIN DEFERRED CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21265 WI RETIREMENT	-\$4,241.10	\$2,849.09	\$3,073.23	\$10,146.29	\$8,978.42	-\$3,073.23	99
G 99-21275 DENTAL INSURANCE WITH	\$0.00	\$61.48	\$51.72	\$145.40	\$145.40	\$0.00	99
G 99-21276 VISION INSURANCE WITH	\$0.00	\$62.88	\$57.16	\$165.76	\$165.76	\$0.00	99
G 99-21280 HEALTH INSURANCE WITH	\$0.00	\$1,647.86	\$1,628.70	\$4,515.26	\$4,427.36	\$87.90	99
G 99-21285 LIFE INSURANCE WITHHOL	\$0.00	\$3.20	\$3.20	\$9.60	\$9.60	\$0.00	99
G 99-21286 ACCIDENTAL INS WITHHO	\$0.00	\$25.66	\$25.66	\$76.98	\$76.98	\$0.00	99
G 99-21291 ACCRUED PAYROLL	-\$11,633.43	\$0.00	\$0.00	\$11,633.43	\$0.00	\$0.00	99
G 99-21370 DUE TO LIBRARY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21510 DEFERRED REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-21680 LIBRARY DONATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31110 UNAPPROPRIATED	-\$172,156.69	\$0.00	\$0.00	\$0.00	\$0.00	-\$172,156.69	99
G 99-31111 REVENUE SUMMARY	\$0.00	\$0.00	\$3,317.98	\$0.00	\$322,453.39	-\$322,453.39	99

Account Descr	Begin Yr	MTD Debit	MTD Credit	YTD Debit	YTD Credit	Current Balance	FUND
G 99-31112 EXPENDITURE SUMMARY	\$0.00	\$96,755.15	\$1,510.87	\$297,477.25	\$17,610.65	\$279,866.60	99
G 99-31190 GIFTS & GRANTS RESTRIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-31191 GIFTS & GRANTS UNRESTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
G 99-39100 INVESTMENTS IN FIXED A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	99
FUND 99 F. L. WEYENBERG LIBRARY FU	\$0.00	\$281,398.32	\$281,398.32	\$1,652,576.99	\$1,652,576.99	\$0.00	
	\$0.00	\$299,525.98	\$299,525.98	\$1,675,578.43	\$1,675,578.43	\$0.00	



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11110 HARRIS GF -CHECKING					
1095 e	03/03/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40	6274529552	PROCESSING 2-24-23 PAYROLL
		Total	\$91.40		
1101 e 03/10/23 ADP, LLC					
G 99-21220		FEDERAL WITHHOLDIN	\$1,535.75		FED/Wages Pd 3-10-23
G 99-21210		WISCONSIN WITHHOLDI	\$823.92		State/Wages Pd 3-10-23
G 99-21230		SOCIAL SECURITY TAX	\$1,770.41		FICA/Wages Pd 3-10-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,770.42		EE Taxes/Wages Pd 3-10-23
G 99-11160		SPECIAL CLEARING AC	\$17,450.06		Direct Deposit/Wages Pd 3-10-23
		Total	\$23,350.56		
1102 e 03/10/23 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$24,396.98		Salaries&Wages/Wages Pd 3-10-23
G 99-21265		WI RETIREMENT	(\$1,536.88)		WRS/Wages Pd 3-10-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,535.75)		FED/Wages Pd 3-10-23
G 99-21210		WISCONSIN WITHHOLDI	(\$823.92)		State/Wages Pd 3-10-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,770.41)		FICA/Wages Pd 3-10-23
G 99-21245		FLEX BENEFIT	(\$327.87)		Flex/Wages Pd 3-10-23
G 99-21285		LIFE INSURANCE WITH	(\$3.20)		Life/Wages Pd 3-10-23
G 99-21275		DENTAL INSURANCE WI	(\$51.72)		Dental/Wages Pd 3-10-23
G 99-21276		VISION INSURANCE WIT	(\$57.16)		Vision/Wages Pd 3-10-23
G 99-21286		ACCIDENTAL INS WITH	(\$25.66)		Accidental/Wages Pd 3-10-23
G 99-11160		SPECIAL CLEARING AC	(\$17,450.06)		Direct Deposit/Wages Pd 3-10-23
G 99-21280		HEALTH INSURANCE WI	(\$814.35)		Health/Wages Pd 3-10-23
		Total	\$0.00		
1104 e 03/13/23 CARDMEMBER SERVICE					
E 99-91-551-2-202		DUES & SUBSCRIPTION	\$306.00		ALA/2023 Membership 1222531
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$35.00	10820718	MT Chamber State of Community/Muchin Young
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	1242212625	JAN/Amazon Web Services
E 99-94-551-3-308		BUILDING SUPPLIES	\$52.44	124753	American Flags
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$65.44	12561	Aloha Poke Co
E 99-93-551-3-372		E CONTENT	\$5.26	15863208676	Apple Arcade/FEB
E 99-93-551-3-370		PROGRAMMING	\$59.00	270578	Dominos
E 99-92-551-2-286		COMPUTERS	\$38.03	2FA4FEFF-0	biwarden
E 99-94-551-3-306		JANITOR SUPPLIES	\$40.98	30393991025	Target/Trash Bags
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$37.36	30413991052	Target/Memory Café
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$17.14	30413991053	Target/Memory Café
E 99-92-551-2-284		CONTRACTED SERVICE	\$1.34	72314809307	FEB/Amazon Web Services
E 99-92-551-2-284		CONTRACTED SERVICE	\$100.00	MC11287374	Mailchimp
		Total	\$759.33		
1108 e 03/17/23 ADP, LLC					
E 99-92-551-2-289		PAYROLL PROCESSING	\$91.40	628377685	Processing 3-10-23 Payroll
		Total	\$91.40		
1116 e 03/21/23 LIBRARY PAYROLL					
E 99-91-551-1-100		SALARIES & WAGES	\$24,823.26		Library/WAGES PD 3-24-23



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G 99-21265		WI RETIREMENT	(\$1,536.35)		WRS/WAGES PD 3-24-23
G 99-21220		FEDERAL WITHHOLDIN	(\$1,549.64)		FED/WAGES PD 3-24-23
G 99-21210		WISCONSIN WITHHOLDI	(\$832.21)		WI/WAGES PD 3-24-23
G 99-21230		SOCIAL SECURITY TAX	(\$1,811.62)		FICA/WAGES PD 3-24-23
G 99-21245		FLEX BENEFIT	(\$327.87)		FLEX/WAGES PD 3-24-23
G 99-21280		HEALTH INSURANCE WI	(\$814.35)		HEALTH/WAGES PD 3-24-23
G 99-11160		SPECIAL CLEARING AC	(\$17,951.22)		DIRECT DEP/WAGES PD 3-24-23
		Total	\$0.00		
1117 e	03/21/23	ADP, LLC			
G 99-21220		FEDERAL WITHHOLDIN	\$1,549.64		FED/WAGES PD 3-24-23
G 99-21210		WISCONSIN WITHHOLDI	\$832.21		WI/WAGES PD 3-24-23
G 99-21230		SOCIAL SECURITY TAX	\$1,811.62		FICA/WAGES PD 3-24-23
E 99-91-551-1-199		FRINGE BENEFITS	\$1,811.60		/WAGES PD 3-24-23
G 99-11160		SPECIAL CLEARING AC	\$17,951.22		DIRECT DEP/WAGES PD 3-24-23
		Total	\$23,956.29		
1120 e	03/22/23	DEPT. OF EMPLOYEE TRUST FUNDS			
E 99-91-551-1-199		FRINGE BENEFITS	\$12,083.94		EMPLOYER/APRIL HEALTH
G 99-21280		HEALTH INSURANCE WI	\$1,647.86		EMPLOYEE/APRIL HEALTH
		Total	\$13,731.80		
1121 e	03/22/23	WISCONSIN RETIREMENT SYSTEM			
E 99-91-551-1-199		FRINGE BENEFITS	\$2,849.09		EMPLOYER/FEB WRS
G 99-21265		WI RETIREMENT	\$2,849.09		EMPLOYEE/FEB WRS
		Total	\$5,698.18		
1126 e	03/31/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$70.75	629621656	TIME & ATTENDANCE/APR
		Total	\$70.75		
1127 e	03/31/23	ADP, LLC			
E 99-92-551-2-289		PAYROLL PROCESSING	\$93.57	629387501	PROCESSING 3-24-23 PAYROLL
		Total	\$93.57		
27185	03/14/23	WE ENERGIES			
E 99-94-551-3-360		UTILITIES	\$5,394.65		ELEC & GAS/MAR
		Total	\$5,394.65		
27186	03/14/23	GREATAMERICA			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$169.88	33565959	Copier Lease
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$118.85	33565960	2 Copiers Lease
		Total	\$288.73		
27187	03/14/23	AT&T (OFFICE@HAND)			
E 99-92-551-3-303		TELEPHONE	\$1,564.51		Office@Hand/FEB
		Total	\$1,564.51		
27263	03/24/23	AMAZON CAPITAL SERVICES			
E 99-92-551-3-301		PROCESSING SUPPLIES	\$63.48	13D1-QN94-	PROCESSING SUPPLIES
E 99-92-551-3-300		OFFICE SUPPLIES	\$14.99	166X-T3DW-	OFFICE SUPPLIES



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 99-93-551-3-370		PROGRAMMING	\$15.69	16YL-94YR-3	PROGRAMMING
E 99-93-551-3-373		PRINT	\$20.95	17RH-TKXV-	PRINT
E 99-92-551-2-286		COMPUTERS	\$162.32	197R-LX16-L	COMPUTERS & TECHNOLOGY
E 99-92-551-3-300		OFFICE SUPPLIES	\$29.99	19KM-PFJL-6	OFFICE SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$68.00	1C9J-NPHV-	PROGRAMMING
E 99-93-551-3-370		PROGRAMMING	\$51.05	1CJV-JQMV-	PROGRAMMING
E 99-93-551-3-371		MEDIA	\$263.59	1KC9-V6VM-	MEDIA
E 99-93-551-3-370		PROGRAMMING	\$22.99	1KHY-D37Q-	PROGRAMMING
E 99-92-551-2-286		COMPUTERS	\$125.71	1M4Q-6P4H-	COMPUTERS & TECHONOLOGY
E 99-92-551-2-286		COMPUTERS	\$8.95	1M6F-9FCG-	COMPUTERS & TECHONOLOGY
E 99-92-551-2-286		COMPUTERS	\$117.08	1MGD-91NP-	COMPUTERS & TECHNOLOGY
E 99-92-551-3-300		OFFICE SUPPLIES	\$24.69	1N6K-PTFN-	OFFICE SUPPLIES
E 99-93-551-3-371		MEDIA	\$139.97	1NTC-GKLV-	MEDIA
E 98-95-551-7-299		LIB GIFTS & GRANTS UN	\$55.99	1QH7-WFQ7-	UNRESTRICTED GIFT
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$9.98	1RLF-9TPM-	MEQUON COMMUNITY FOUNDATION
E 99-93-551-3-371		MEDIA	\$59.99	1RRW-RDY6	MEDIA
E 99-93-551-3-371		MEDIA	\$119.87	1TPY-T3NW-	MEDIA
E 99-92-551-3-300		OFFICE SUPPLIES	(\$29.60)	1XQ3-CG71-	OFFICE SUPPLIES
Total			\$1,345.68		
27264	03/24/23	AT&T (OFFICE@HAND)			
E 99-92-551-3-303		TELEPHONE	\$454.63	6587737702	OFFICE@HAND/MARCH 2023
E 99-92-551-3-303		TELEPHONE	\$135.39	8172247708	ELEVATOR LINE/MARCH 2023
Total			\$590.02		
27265	03/24/23	BAKER & TAYLOR			
E 99-93-551-3-373		PRINT	\$1,045.43		PRINT COLLECTION MATERIALS
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$26.18	2037283479	OZAUKEE MASTER GARDNERS GIFT
E 99-93-551-3-373		PRINT	\$157.80	2037293683	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$581.66	2037297542	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$233.21	2037308388	PRINT COLLECTION MATERIALS
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$49.56	2037312477	OZAUKEE MASTER GARDNERS GIFT
E 99-93-551-3-373		PRINT	\$457.49	2037314994	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$1,338.38	2037317547	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$495.67	2037327748	PRINT COLLECTION MATERIALS
E 99-93-551-3-373		PRINT	\$356.22	2037330495	PRINT COLLECTION MATERIALS
E 98-95-551-7-298		LIB GIFTS & GRANTS RE	\$29.10	2037336047	OZAUKEE MASTER GARDNERS GIFT
E 99-93-551-3-371		MEDIA	\$24.50	H63217660	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$64.95	H63221740	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$73.59	H63524340	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$15.17	H63951050	MEDIA COLLECTION
E 99-93-551-3-373		PRINT	\$50.38	T24171350	MEDIA COLLECTION
E 99-93-551-3-373		PRINT	\$50.38	T24171360	MEDIA COLLECTION
E 99-93-551-3-373		PRINT	\$43.18	T24171370	MEDIA COLLECTION
E 99-93-551-3-371		MEDIA	\$64.77	T24171380	MEDIA COLLECTION
Total			\$5,157.62		
27266	03/24/23	BAKER TILLY VIRCHOW KRAUSE LLP			
E 99-92-551-2-206		AUDIT	\$4,850.00	BT2320650	2022 AUDIT/PROGRESS BILLING #2



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$4,850.00		
27267	03/24/23	DELTA DENTAL OF WISCONSIN			
G 99-21275		DENTAL INSURANCE WI	\$19.52	1932014	SELECT DENTAL/APR DENTAL
G 99-21275		DENTAL INSURANCE WI	\$41.96	1932163	SELECT PLUS DENTAL/APR DENTAL
G 99-21276		VISION INSURANCE WIT	\$62.88	1935063	VISION/APR DENTAL
Total			\$124.36		
27268	03/24/23	ENVISIONWARE, INC.			
E 99-92-551-2-284		CONTRACTED SERVICE	\$2,296.25	64164	ANNUAL SELF CHECK KIOSK SUPPORT
Total			\$2,296.25		
27269	03/24/23	FORWARD TS			
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$13.10	AR191902	TONER SHIPPING CHARGES
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$289.84	AR192499	COPY CHARGES/FEB
E 99-92-551-3-307		SUPPLIES-COPY MACHI	\$13.89	AR193651	TONER SHIPPING CHARGES
Total			\$316.83		
27270	03/24/23	KANOPY INC			
E 99-93-551-3-373		PRINT	\$120.60	339646	VIDEOS/FEB 2023
Total			\$120.60		
27271	03/24/23	MEQUON COPY MASTER			
E 99-92-551-3-300		OFFICE SUPPLIES	\$72.00	30350	BUSINESS CARDS
Total			\$72.00		
27272	03/24/23	MIDWEST TAPE			
E 99-93-551-3-372		E CONTENT	\$1,529.34	503440199	HOOPLA/FEB 2023
Total			\$1,529.34		
27273	03/24/23	ODD JOB TODD LLC			
E 99-94-551-3-308		BUILDING SUPPLIES	\$164.92	1019	MISC REPAIRS
Total			\$164.92		
27274	03/24/23	PIGGLY WIGGLY			
E 99-93-551-3-370		PROGRAMMING	\$6.58	1096491137	PROGRAMMING SUPPLIES
E 99-93-551-3-370		PROGRAMMING	\$17.06	24052761124	PROGRAMMING SUPPLIES
Total			\$23.64		
27275	03/24/23	QUILL.COM			
E 99-92-551-3-300		OFFICE SUPPLIES	\$53.98	30868265	OFFICE SUPPLIES
E 99-92-551-3-301		PROCESSING SUPPLIES	\$382.82	31433259	PROCESSING SUPPLIES
Total			\$436.80		
27276	03/24/23	SECURIAN FINANCIAL GROUP, INC			
E 99-91-551-1-199		FRINGE BENEFITS	\$89.28		EMPLOYER/APR LIFE
G 99-21285		LIFE INSURANCE WITH	\$3.20		EMPLOYEE/APR LIFE
G 99-21286		ACCIDENTAL INS WITH	\$25.66		ACCIDENTAL/APR LIFE
Total			\$118.14		
27277	03/24/23	UNIQUE MANAGEMENT SERVICES			
E 99-92-551-3-358		DEBT COLLECTION	\$58.25	6110131	PLACEMENTS/FEB 2023



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Total			\$58.25		
27278	03/24/23	VANGUARD CLEANING SYSTEMS			
E 99-94-551-2-282		JANITORIAL SERVICE	\$3,510.00	1132	JANITORIAL/MARCH
E 99-94-551-2-282		JANITORIAL SERVICE	(\$146.25)	1278	2-22-23 MISSED CLEANING CREDIT
Total			\$3,363.75		
27279	03/24/23	WISCONSIN LIBRARY ASSOCIATION			
E 99-91-551-1-115		TRAVEL/TRAINING/SEMI	\$300.00	17197	WAPL CONF/MUCHIN YOUNG
Total			\$300.00		
11110		HARRIS GF -CHECKING	\$95,959.37		

Fund Summary

11110 HARRIS GF -CHECKING

98 FLW LIB GIFTS & GRANTS FUND	\$225.31
99 F. L. WEYENBERG LIBRARY FUND	\$95,734.06
	\$95,959.37

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										70,626
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										17,773
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	0	0	0	0	0	0	0	0	0	88,399
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										4,214
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										4,193
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										32,510
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										343
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										39
2023 attendance	67	107	214										388

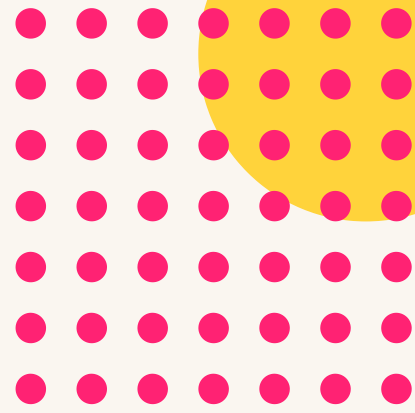
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STATISTICAL SUMMARY

WiFi Uses	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,090	1,092	1,409	1,239	1,304	1,601	1,694	1,422	1,137	1,314	1,224	1,171	15,697
2022	1,204	1,166	1,674	1,479	1,387	1,648	1,600	1,383	1,234	1,512	1,352	1,044	16,683
2023	1,238	1,325	1,384										3,947
Red = Estimated Total													
Exterior WiFi Uses*	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	320	322	427	452	454	509	537	778	503	427	448	378	5,555
2022	507	536	651	570	442	524	826	436	533	497	418	332	6,272
2023	452	484	505										1,441
*Exterior WiFi Uses are a subset of WiFi Uses				Red = Estimated Total									
Quick Pickup Appointme	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	81	90	50	38	22	20	25	28	41	47	45	45	532
2022	42	38	39	33	29	28	33	19	17	16	26	32	352
2023	18	8	11										
Digitization Lab Usage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	22	24	29	26	26	16	7	7	6	7	6	15	191
2022	19	25	27	25	21	16	9	12	2	3	8	12	179
2023	6	15	20										41
Interlibrary Loans Sent To Other Libraries			Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	27	18	17	21	23	21	30	29	14	28	25	21	274
2022	18	24	25	16	17	25	20	27	23	20	16	16	247
2023	24	20	29										73
Interlibrary Loans Received From Other Libraries For Our Patrons					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	21	18	22	12	15	21	12	25	13	22	22	9	212
2022	26	18	21	18	8	33	18	25	18	15	9	13	222
2023	20	21	19										60
FLW Library Items sent to Other System Member Librar				Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	3,371	3,027	3,182	2,934	2,437	2,923	2,694	2,864	2,779	2,620	2,597	4,538	35,966
2022	5,601	4,977	4,414	4,200	3,723	4,323	3,604	3,411	3,313	3,316	3,205	2,498	46,585
2023	3,382	3,038	2,817										9,237
Items Received from Other System Member libraries for our patro					May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	4,516	4,163	4,669	4,321	3,419	4,018	3,735	3,640	3,758	3,644	3,497	3,740	47,120
2022	4,226	3,854	4,329	3,727	3,529	4,216	3,991	3,982	3,843	3,585	3,895	3,435	46,612</

FRANK L. WEYENBERG LIBRARY

2022 Annual Report

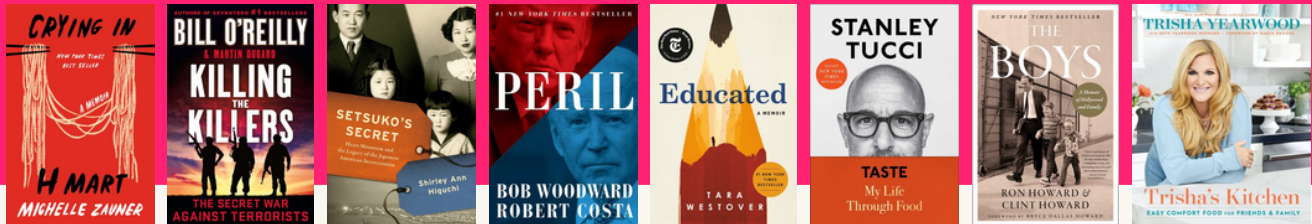


BY THE NUMBERS

TOP ADULT FICTION TITLES CHECKED OUT IN 2022



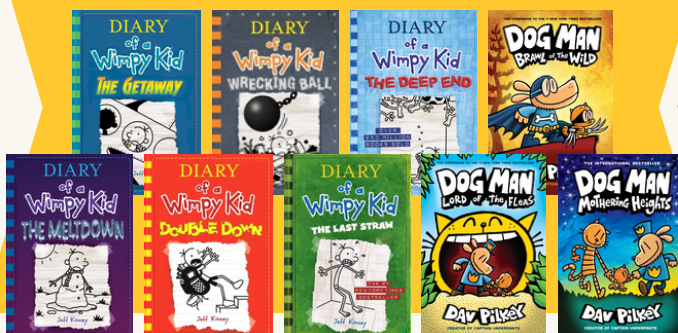
TOP ADULT NONFICTION TITLES CHECKED OUT IN 2022



TOP YOUNG ADULT TITLES CHECKED OUT IN 2022



TOP OLDER CHILDREN'S TITLES CHECKED OUT IN 2022



TOP YOUNGER CHILDREN'S TITLES CHECKED OUT IN 2022



2022 Annual Report

BY THE
NUMBERS



PROGRAMMING

20,130 Total Attendance
for 498 programs

Program Breakdown

Adult = 163
Teen = 84
Children's = 251

Attendance Breakdown

Adult = 2,432
Teen = 1,760
Children's = 15,938

118,546 LIBRARY VISITS

An average of
36 people visited
the library every
open hour!



CHECKOUTS

Adult Materials
131,446
Teen Materials
9,709
Children's Materials
118,603

14,521 QUESTIONS ANSWERED

IN PERSON

11,317

BY PHONE

2,726

BY EMAIL

478

259,583 PHYSICAL ITEM CHECKOUTS

That's 9 items for
every person living
in Mequon &
Thiensville; or at \$15
per item, \$135 per
resident in 2022!



ONLINE ACCESS

Library PC Sessions
4,179
Library WiFi Uses
16,683
Website Visits
70,239
E-content Checkouts
62,449
Database Sessions
25,124

2022 FOUNDATION PROJECTS

- Bubblers with Water Bottle Dispensers
- Tolzman Room Renovations & Technology Updates
- Online Meeting Equipment
- Landscaping for library grounds
- Adventure Passes to local attractions
- Fine Arts Series
- Cultural Conversations Series
- Movie Matinee Series

PATRON TRENDS

NEW
LIBRARY
CARDS
1,325

TAKE &
MAKE
KITS
1,405

BOOK BUNDLES &
BOOKMATCH
FORMS SUBMITTED
568 (2,301 books)



2022 Annual Report

BY THE NUMBERS

LITERACY PROGRAMS

- 2022 ADULT READING CHALLENGE
- 1000 BOOKS BEFORE KINDERGARTEN
- 500 BOOKS BEFORE MIDDLE SCHOOL
- 100 BOOKS BEFORE HIGH SCHOOL
- 100 BOOKS BEFORE GRADUATION
- 2022 TEENS' TOP TEN READING CHALLENGE
- WINTER READING CHALLENGE FOR KIDS & TEENS

SUMMER READING PROGRAM PARTICIPANTS

- Pre-Readers (ages 0-5) = 139
- Children's (ages 5-12) = 344
- Teen (ages 11-18) = 81
- Adult (ages 18+) = 95



**Read Beyond
The Beaten Path**



18 staff



10 trustees



11 foundation members

WEYENBERG PUBLIC LIBRARY FOUNDATION

James Friedman, President
Christine Nuernberg, Vice-President
Richard Sheridan, Treasurer
Jennifer Bogli, Assistant Treasurer
Rachel Muchin Young, Secretary
Luke Behnke
Tracy Johnson
Tedd Lookatch
Jill M. Miller
Vanessa Nerbun
Catherine Perry
Brenda Richardson
Robert Tenges



BOARD OF TRUSTEES

JanaLee Hitchcock, President
Catherine Perry, Vice President
Jeffrey Hansher, Secretary
Graham Baxter, Treasurer
Jennifer Abraham
Kevin Deering
Alex Lemke
Tedd Lookatch
Cathrine Wagner



135 teen volunteer hours



272 adult volunteer hours



DIGITIZATION LAB

179 RESERVATIONS

The FLW Digitization Lab offers a self-service space in which to digitally preserve old format photos, slides and home movies that tells the story of your family.



WWW.FLWLIB.ORG

2022 Annual Report

BY THE
NUMBERS

FROM THE LIBRARY DIRECTOR, RACHEL MUCHIN YOUNG

Libraries have always been community centers. They are the one place people can gather in any weather with no expectation of spending money. In 2022, the Frank L. Weyenberg Library of Mequon-Thiensville found new ways to serve as we continued to emerge back into the community.

We added a variety of programs, both indoors and out. Many children's events took place on the east lawn of the library. Evening book discussions were added for adults, and older elementary students and teens were offered a variety of new organized and passive programs.

With a generous grant from the Mequon-Thiensville Community Foundation, the Library created a Calming Room especially for children who may need a quiet space before fully enjoying the library. We also repurposed an underused space to display circulating book discussion kits which, in turn, made room for our growing jigsaw puzzle collection.

The year brought the establishment of the Friends of the Weyenberg Library, a goal of the Library's most recent strategic plan! This special group of Library supporters provide volunteers, advocacy, and funds. You, too, can become a member! Pick up a brochure at the Library.

Libraries exist to serve their communities. Thanks for giving us the opportunity to serve you.

QUICK FACTS

29,053 City of Mequon & Village of Thiensville populations



10,423 households in Mequon & Thiensville

\$1,171,740 total municipal allocation for library funding

That's **\$40.33** allocated per person

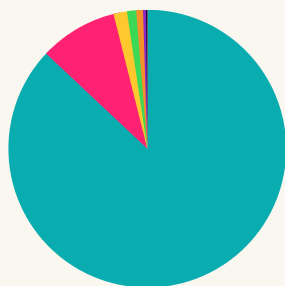


338 days open
That's **3,260** total hours of operation!



12,284 total M-T cardholders

2022 BUDGET BREAKDOWN



REVENUE

87.1% City of Mequon...\$1,061,000
9.1% Village of Thiensville...\$110,740
16% Fines & Fees...\$19,138
1% County Reimbursement...\$12,995
0.8% Book Sales...\$9,632
0.3% Investment Interest...\$4,497
0.1% Miscellaneous...\$1,523



EXPENDITURES

63.6% Salaries & Benefits...\$802,916
16.4% Building Maintenance & Utilities...\$206,857
11.7% Library Materials & Programs...\$147,367
8.3% Library Operations...\$104,645

Date: March 9, 2023
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report March 2023

Meetings Attended:

- Friends of Weyenberg Library, 3/16
- Met w/ Will Jones to discuss potential partnership opportunities w/ Mequon 3/16, 3/28
- Met w/ Potential Library Trustee, 3/27
- Thiensville-Mequon Rotary Meetings, 3/21, 4/18
- Visited Artist's Studio to see beginning stages of Children's Dept. Art Feature, 3/31
- Evening Readers: *While Justice Sleeps*, 4/10
- Regular and As-Needed Adult and Children's Reference and Circulation Desk shifts

PERSONNEL & CONTINUING EDUCATION:

As the end of the school year approaches two of our pages are graduating high school and will be leaving us. Additionally, one of our Access Services Associates will be moving out of state. Emily Vosberg will be busy hiring throughout the spring.

I will attend the 2023 Wisconsin Association of Public Libraries conference later this month in Oshkosh.

OPERATIONS ACTIVITIES:

We've moved the puzzle table to a more visible location.

We are nearing completion of the entry project. The gates have arrived. The next step is to schedule installation by the manufacturer. We will not be able to use all of the features immediately because all of our items are not yet tagged (though we are very close). This is a great step toward greater fiscal stewardship.

The new outdoor book returns have been ordered. They will be paid for with ARPA funds and installed by the City of Mequon Public Works Department. This is one of the projects that is the result of our ongoing conversations with City Administrator Will Jones.

We are discovering that there are many areas in which we can work with the City and the Village. Next week we are meeting with Jones, Colleen Landish-Hansen, and our insurance agents to see if there are areas in which we can achieve economies of scale by working together.

OTHER:

A patron called to complain about two books in the children's department, two books she obviously did not read. I recommended that she visit our website and fill out a request for reconsideration, which she chose not to do, preferring instead to call our trustees. While she is within

her rights to do so, we have our Challenged Materials policy in place for a reason and I would not deviate from it. This is a situation in which judging a book by it's cover or by flipping through pages waiting for random words to jump out at you, out of context, then demanding they be removed from our shelves, would deny our community valuable information. We're a public library. No one is forced to read anything here.

I had the opportunity to visit the artist's studio to see the form for the art feature in the Children's Department. The next step is adding the fiberglass. I look forward to a grand unveiling sometime in early summer. I reached out to the attorney who handled the estate to find out if there is anyone who should be invited to the unveiling; he is looking into it.

I wrote a grant for the Junior Woman's Club of Mequon-Thiensville, *The Wonder of Wonderbooks*. Wonderbooks feature emerging technology which combines the tactile pleasure of holding and reading a book with the unique aural pleasure of hearing a book, without the need for additional technology. This is especially important as fewer young family have compact disc players. The grant was announced after our last meeting and the deadline was before this meeting, so there was not time for board approval, but I have included the grant application in this packet for your reference.

FRIENDS:

The Friends purchased toys for the Children's Department as their first project. They are displaying these toys in the Display Case throughout the month of April and will formally give them to the Library in June for the beginning of the Summer Reading Program.

I updated their webpage and printed more brochures for them. While we have made space for the Friends, they have not yet gotten their eBay shop up and running.

The group is getting busier and finding that they need working meetings as well as their monthly board meetings. I have had the opportunity of working with established Friends groups, but I am finding the establishment of a group to be fascinating. We have a dedicated group of library lovers who are already making an impact on FLWL.

**JUNIOR WOMAN'S CLUB OF MEQUON-THIENSVILLE
PHILANTHROPIC DONATION COMMITTEE FUNDING
APPLICATION**

Organization Name and Address:

**Frank L. Weyenberg Library of Mequon-Thiensville
11345 North Cedarburg Road, Mequon, WI 53092**

Are you a 501(c) (3) organization (Y/N)? **Yes** Dollar amount requested: **\$ 2,500.00**

Contact Name: **Rachel Muchin Young**

Contact Email and Phone Number: rmuchinyoung@flwlib.org, (262) 242-2590

Is your organization requesting Emergency funding (Y/N)? **No**

Program or Project Name: ***The Wonder of Wonderbooks***

Program or Project Objective:

There is nothing quite as satisfying as curling up in a caregiver's lap and listening to a book, but alas, children grow up and want to read on their own, even if they're not quite ready to tackle the book they are holding. Enter Wonderbooks. The audio and print versions are bound together for fun and literacy. A Wonderbook is a print book with a ready-to-play audiobook inside. No other device is required!

Is the program or project content non-religious and open to clients regardless of their religious preferences? (Y/N) **Yes**

What community(ies) (i.e. Mequon-Thiensville, Ozaukee County, Southeastern Wisconsin) will receive the benefit of this program or project?

The primary beneficiaries of this program are the residents of Mequon and Thiensville, however, because the collections of FLWL are available to anyone in the Monarch Library System, Wonderbooks will benefit anyone in Ozaukee, Sheboygan, Washington, and Dodge Counties.

Has your organization received donations from the Junior Woman's Club in the past? **Yes**

If yes, indicate program name, year, and dollar amount.

Tech Treasures	2018	\$5,400
Looping the Community Room	2019	\$6,600
FLWL Programming Goes Virtual	2020	\$2,100

Will your organization receive money from other donors for this program or project (Y/N)? **No**

If yes, please identify the other donors

Explain how a donation from Junior Woman's Club will have an impact on the program or project?

The Library is phasing out audiobook kits that combine a picture book and audiobook on CD, as well as audiobooks on CD because, as time goes on, fewer of our patrons have CD players. We currently have 22 Wonderbooks, though there are seldom more than a handful on our shelves. We would like to expand this popular collection, but at approximately \$62.50 per Wonderbook, doing so is an expensive proposition.

When does your organization expect to implement this program or project?

We anticipate purchasing additional Wonderbook titles as soon as funds are made available.

How will the monies be used? Is this a general operating or capital campaign needs grant request?

Funds will be used to purchase these popular, colorful children's picture books which will be shelved across from the entrance to the Children's Department under a sign highlighting the collection. If funded in full this grant will effectively triple the size of our collection and put smiles on the faces of many children generally through grade 3.

What members of the community are specifically targeted for this program or project (i.e. children, women, seniors)?

The Wonder of Wonderbooks will target children generally through grade 3. Children will be able to listen to the stories as they read along, regardless of reading level. Furthermore, Wonderbooks offer a learning mode in which questions about the book are asked of the

Please use the space below to comment on the expected impact and outcome that the program or project will have on the community. Your comments should specifically address the following questions as well. How does your program or project provide a new opportunity to address existing or emerging concerns of the community? How does your program or project address critical human or community need? How does your program or project address specific training or educational needs of program participants?

All too often we think of home internet access and streaming services as ubiquitous, but there are those among our friends and neighbors who cannot access such services. The Frank L. Weyenberg Library overcomes many of these barriers, and Wonderbooks take the next step by combining print and audiobooks into one package for our littlest patrons. Like all library materials, Wonderbooks are available at no charge to the borrower. We even make sure that Wonderbooks are fully charged before they are checked out to patrons. Everyone is welcome to utilize the services and collections of Frank L. Weyenberg Library of Mequon-Thiensville.

Respectfully submitted,

A handwritten signature in blue ink that reads "Rachel Muchin Young". The signature is written in a cursive, flowing style.

Rachel Muchin Young

Library Director

Frank L. Weyenberg Library of Mequon-Thiensville

Mail completed form to:

Junior Woman's Club of Mequon-Thiensville

President-Elect

PO Box 123

Mequon, WI 53092

Date: April 13th, 2023

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, March 2023

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

- Book Challenge Hindsight Webinar – 3/24
- Willowbrook Outreach – 4/6
- Management & Director Check-In Meeting – 4/19

STATISTICS

- Physical circulation is up by 3,449 from last month coming in at 25,303 items checked out for March 2023.
- Door count is up by 1,726 from February coming in at 11,761.
- We had 11 Quick Pickups in March – as the weather gets nicer we expect to be getting much more.
- We created 112 Library cards – about the same number as the previous months.

OTHER TASKS & TIDBITS

- Two staff members attended a Book Repair Workshop at the New Berlin Public Library on March 28th. They both learned new tips & tricks for repairing Library materials.
- We have completed our bi-annual expired patron deletion. All accounts that were 3+ years expired with fines under \$25 were removed from our database. We removed over 600 records and are left with 67 patrons with over \$25 in fines whose account expired 3+ years ago. We will perform this purge again in September.
- I am hiring a new Access Services Lead and two Pages for the department due to staff resignations. I have had a few applicants for each position and am hoping to hire in the coming weeks.
- Our adult volunteer offering is continually growing – we have 1-2 volunteers in each day working on our RFID tagging project. We are looking into other tasks for them as the end of the RFID project is in sight.
- RFID Project Update: As of 4/13 we have adult media, JV media, JV nonfiction, local history, reference, and book discussion kits left. We are currently working on adult CD books and JV nonfiction. With the upcoming staffing shortage, progress may slow until we have our new staff trained and ready to go. However, we are still significantly ahead of our projected progress.

Date: April 13, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, April 2023

- An issue with the ticketing system was preventing IT tickets from being delivered. That issue has been investigated and resolved, so tickets should again receive a response in a timely manner.
- Issues with remote VPN access are still under investigation. Remote troubleshooting options for the HVAC vendor remains limited. However, the HVAC vendor has been on-site to ensure the communication between the controls system and the air conditioning system is working correctly before the beginning of the heavy full-time cooling season.
- With Polaris planning to release version 7.4 soon, the recommendation now is to bypass the system's planned upgrade to 7.3 and move to 7.4 when it is available. Pending approval from the Director's Council, this upgrade may take place in late May.
- The monthly IT workgroup meeting took place on April 6, where we had a chance to meet Amy Kondo, new member of the Monarch IT staff.
- The emergency elevator phone line has been installed and is operational.
- The preliminary audit report has been released to us. After a preliminary review, there were no significant changes from previous audit reports, demonstrating stability in our financial position and procedures. After the release of the final audit, members of the Audit Team will be available to discuss the results with the Board or a Committee, if desired.
- The results of the Worker's Compensation audit have been received, resulting in a small credit for overpayment from 2022.
- We held a meeting with Will Jones, Mequon City Administrator, on March 28 to have preliminary discussions regarding the potential of shared or consolidated services between the Library and City. This meeting led to a follow-up meeting with the City, Village of Thiensville and the Library and the insurance representatives for each to discuss possibilities of combining and consolidating coverages.
- The Department of Employee Trust Funds held a local employer update on April 13, 2023. Some preliminary changes anticipated for 2024 include simplifications of the Income Continuation Insurance plan, with the premium holiday expected to extend through at least the next five years. No major changes are anticipated to the health insurance offerings at this time.
- The glass blocks for the remodeled entrance to the Library's rotunda have been installed. The security gates were delivered with installation to follow shortly, completing the entrance remodel project.
- Electrical repairs were completed, with repairs to the tall lights in the North Reading Area and the LED sign to follow. In addition, the electrical company will research options for increasing the lighting in the rotunda.

Date: April 13, 2023
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Patron Services Manager Report

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

- Program: Mequon-Thiensville Community Book Club, 3/21
- Program: Family Storytimes, 3/28, 3/29, 4/4, 4/5
- Passive Program: Spice of the Month Kit, 4/1
- Program: Saturday LEGO Club, 4/8
- Program: Money Smart Week Webinar: Family Budgeting, 4/17
- Program: Mequon-Thiensville Community Book Club, 4/18
- Program: Money Smart Week: Debt Relief, 4/19
- Meeting with Newsbank Representative, 4/17
- Management Meeting, 4/19
- Monthly carts ordered: 3/20, 3/27, 4/3, 4/10, 4/17

MONTHLY STATISTICS

-Programming statistics are doing very well. March had our first Fine Arts event with an amazing attendance of 120 people, so our adult programming numbers look great. Last month, we also had the return of the library's version of March Madness, which consisted of book cover art brackets. Voting for the March Madness brackets went on all of March and into the first few weeks of April, so our drop-in numbers looked great for March across all three age groups.

-Reference transactions were good this past month, very much in line with our 2021 March number, but higher than last year's March number.

-eCircs continue to do very well, since some Hoopla checkouts are still included. Kanopy is slowing gaining more users and checkouts; February had 128 checkouts and March had 147 checkouts.

eCollections for March 2023 is smaller than previous years but are very much in line with the previous months' numbers. Normally in March and April, we would see a huge uptick in usage for Ancestry.com, but that has not happened yet this year.

-We had a fair number of users in March for the Digitization Lab, with 20 reservations.

OTHER TASKS & TIDBITS

-My department is in the middle stages of planning our summer reading program and events. I have four special children's events booked, four family events, and a number of staff-led programs scheduled. We have all three elementary school's 1st graders scheduled to visit the library and hear about the summer reading program. We will begin scheduling visits to visit some of the other grades at the elementary and middle schools.

-I have reached out the Village Market about the library doing storytimes there this summer. It has been a few years since we've done storytime at the Village Market, so we are hoping that they will allow us to return once again for our Tuesday storytimes. We will continue to hold our summer Wednesday storytimes on our front lawn.

-We are currently collecting old and broken crayons in the Children's area. At the end of the month, our teen volunteers will help prepare the donated crayons to get ready for melting. Then we can begin making new chunky crayons to be used for our drop-in programming.

UPCOMING LIBRARY PROGRAMS

- Drop-In Tech Help (3-4 each month)
 - Evening Readers Book Club (monthly)
 - Genealogy Interest Group (monthly)
 - History Book Club (monthly)
 - Hook, Yarn & Stitch Club (monthly)
 - Monarch Memory Café (quarterly)
 - Movie Matinees (1st & 3rd Fridays monthly)
 - Throwback Movie Matinees (Last Saturdays, monthly)
 - M-T Book Club (monthly)
 - Philosophy Lectures series (quarterly)
 - Spice of the Month Kits (monthly)
-
- Dungeons & Dragons (8 week summer session)
 - Teen Craft Take & Make Kits (monthly)
 - Unlock the Box for Teens (June)
 - Anime Club (July & August)
 - Bad Art Night (July)
 - Battle of the Books: Library Edition (August)
-
- Family Storytimes (2x weekly)
 - Monday LEGO Club (monthly)
 - Saturday LEGO Club (monthly)
 - Parachute Play (monthly)
 - Nintendo Switch Days (monthly)
 - Shake & Shimmy Storytime (biweekly)
 - Card Game Club for Kids (monthly)
 - Little Scientists (monthly)
 - Little Artists (monthly, starting in April)
 - Fox and Branch (June)
 - Family BINGO Night (June, July & August)
 - Graphic Novel Book Club (June, July & August)
 - Unlock the Box (June, July & August)
 - Hodge Podge Thursdays (June, July & August)
 - Lakeshore Avian & Reptile Rescue (June)
 - Milwaukee Public Museum on the Move: The Beautiful World of Butterflies (July, 2 sessions)
 - Family Mini Golf at the Library (July)
 - Ariel's Summer Splash Sing-along (August)

The Library Board and Building Accessibility

20

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

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

ADA Background on Building Compliance

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

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

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

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

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

In This Trustee Essential

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

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

General Access Issues

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

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

Outside the Library

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

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

Inside the Library

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

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

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

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

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

Specific ADA Regulations for Public Libraries

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

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

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

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

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

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

Everyone Benefits When the Libraries are Accessible

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

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

Discussion Questions

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

Sources of Additional Information

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

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The Library Board and Accessible Services

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Role of the Board / Role of the Director

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

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

ADA Background on Accessible Services

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

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

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

Mobility impairments

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

In This Trustee Essential

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

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

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

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

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

Blindness and vision impairments

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

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

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

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

Deafness and hearing impairments

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

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

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

Developmental delays / brain injury / mental illness

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

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

Discussion Questions

1. What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)
2. If people in wheelchairs, or who are blind, or deaf, or have developmental disabilities are not currently using the library, what barriers do you think the library has to overcome so that these people become library patrons?
3. Make a list of at least five things that have no new cost the library could do to make its services accessible.

Sources of Additional Information

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

- Wisconsin Outreach for the Deaf and Hard of Hearing, N25 W23131 Paul Road, Suite 100, Pewaukee, WI 53072-5734, (888) 656-8556.
- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
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