

Agenda
Edward U. Demmer Memorial Library Board of Trustees
Tuesday, September 21, 2021
4:30 p.m.
Library Maple Room

This meeting will be held in person with an option for video/teleconference. Interaction and dialogue during the meeting, from the time it is called to order until public comments, will be limited to only that of the library board, library director, and/or those called upon by the meeting chair to participate. Instructions for joining the meeting are posted below.

- Call to Order
- Approval of the Agenda
- Approval of minutes
 - August 17, 2021 regular meeting
 - August 27, 2021 special meeting
- Correspondence
 - Memorial garden donor correspondence
 - Antigo Public Library board of trustees
- Committee Reports
 - Three Lakes Public Library Foundation
 - Oneida County Library Board
- Director's Report
 - Building maintenance report
- Budget Review
 - Payment of bills – public funds
 - Payment of bills – donation accounts
- Old Business
 - Library services during COVID-19
 - Library staffing update
 - 2022 budget: update
- New Business
 - Library special accounts – bank branches closing
 - Trustees Essentials Chapter 2: Who Runs the Library
- Comments from citizens

To join the meeting:

To join from a computer:

<https://bluejeans.com/7155463391>

To join from a phone:

+1.408.419.1715 or +1.408.915.6290

Meeting ID: 715 546 3391

Next Meeting: October 19, 2021, 4:30 p.m., Maple Room and/or via virtual attendance

Any person planning to attend this meeting who has difficulty managing stairs or who needs some type of special accommodations in order to participate should notify the Demmer Library at 715/546-3391.

Unapproved Minutes August 17, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz (arrived 4:29 PM), Jeff Boehm, Steve Garbowicz, Dan McKissack (arrived 4:25 PM), Kathleen Olkowski, Patty Wallesverd.

Absent:

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 3:34 p.m.

Agenda:

Motion by Patty, seconded by Kathleen, to approve the agenda in any order. All ayes, motion carried.

Approval of Minutes: Motion by Patty, seconded by Ann, to approve the minutes of the June 15, 2021 regular meeting as amended. 4 ayes, one abstention (Steve), motion carried.

Motion by Kathleen, seconded by Patty, to approve the minutes of the July 20, 2021 regular meeting as corrected. 4 ayes, one abstention (Steve), motion carried.

Motion by Steve, seconded by Kathleen, to approve the minutes of the August 4, 2021 special meeting. All ayes, motion carried.

Correspondence: none

Committee Reports:

Three Lakes Public Library Foundation: has not met since the last meeting.

Oneida County Library Board: will meet on Thursday, 8/26/2021.

Director's Report:

- Director's Report: Erica presented her director's report. Kathleen asked a question about the grant writing workshop and status of registrations. Erica reported there are 22 registrations to date, with 17 of those in-person participation and 5 attending virtually.
- Building and Maintenance Report: The building and maintenance report was presented. This included notes from correspondence with Greenfire since the last regular meeting. Ann continues to communicate with Greenfire about scheduling a meeting. Kathleen asked about the status of the memorial plaques that are on the to-do list. Patty said she would assist with ordering.

Budget Review:

Motion by Patty, seconded by Steve, to approve vouchers 66-74 for July – August 2021 for payment from the town account. All ayes, motion carried.

Motion by Kathleen, seconded by Patty, to approve payment of bills from the special accounts. 4 ayes, one abstention (Steve Garbowicz), motion carried.

Motion by Patty, seconded by Kathleen, to approve payment of bills from the book sale account. All ayes, motion carried.

Reviewed public budget expenditures to date.

Old Business:

- Library services during COVID-19:

Since the last regular meeting on 7/20/2021, Oneida County and most of the northern region has entered the “high transmission” category per the CDC. Per current CDC guidelines and Oneida County recommendations, all persons, vaccinated or not, should wear masks indoors. The increase in new cases and current active caseload is recorded in the reopening update document.

Staff would like to remain open with current hours without restrictions on time or capacity. They suggest masks should be required per CDC and local health authority recommendations, starting either Monday, August 23 or August 30. Note there may be students coming to the library during after school hours. Children’s programming (including Story Hour) will continue to be held outdoors or online unless fully masked. Adults can meet in the meeting rooms with masks on. HEPA filters are now available.

Motion by Steve, seconded by Patty, effective August 23 to require masking by staff and patrons and all entering library mandatory. All ayes, motion carried.

- Library staffing update:

The desk clerk position has been offered and accepted by Kira Bender. Kira will start this Thursday, August 19. The technical services position will be reposted for September.

2022 budget:

Erica and Ann met with Chair Jeff Bruss and Town Clerk Sue Harris on 8/5/2021 and the 2022 budget has been accepted by the town for integration into the 2022 town budget. We are still waiting for updates to health insurance rates for the coming year.

New Business:

- Closed session:

Steve moved, seconded by Jeff, to enter into closed session per section 19.85(1)(c) of Wisconsin state statutes for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: employee exit interview and follow-up). Roll call vote: Steve, aye, Patty, aye, Kathleen, aye, Jeff aye, Ann: aye.

Dan arrived 4:25 PM; Dianna arrived 4:29 PM.

- Reconvene in open session: Motion by Steve, seconded by Patty, to reconvene in open session. All ayes, motion carried.

Returned to open session at 6:15 PM. No action taken.

Concerns and comments from trustees:

Future agenda items:

Comments from citizens: None

Next Meeting: Regular meeting September 21, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Dan. All ayes, motion carried. The meeting adjourned at 6:15 PM.

Unapproved Minutes August 27, 2021
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Steve Garbowicz, Kathleen Olkowski, Patty Wallesverd.

Absent: Dan McKissack

Other Attendees: Erica Brewster (director), Michael Murphy (Greenfire), Scott Earley (Greenfire), Josh Paetow (Town of Three Lakes), Tom Asbeck (public)

Ann Asbeck called the meeting to order at 4:15 p.m.

Agenda:

Motion by Patty, seconded by Kathleen, to approve the agenda in any order. All ayes, motion carried.

Receive report – Greenfire Management: Representatives from Greenfire Management Services, Michael Murphy and Scott Earley presented the results of an investigative report regarding concerns presented in a letter dated 7/6/2021.

Comments from citizens: None

Next Meeting: Regular meeting September 21, 2021, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Patty moved to adjourn, seconded by Steve. All ayes, motion carried. The meeting adjourned at 5:39 PM.

Respectfully submitted: Erica Brewster, Director

Library Board of Trustees - Director's Report

September 21, 2021

ADMINISTRATION:

Personnel: train new desk clerk; mentoring coordination and checking for children's librarian; enroll adult/young adult librarian in Leadership Oneida County; fall staff scheduling; draft memo for shared staffing with museum

Office/clerical: Financial/accounting, materials acquisition, coordinating construction and landscaping meetings; activate Nicolet Bank debit card, change account information with vendors, sign up for online banking; update library building/content insurance; work on final ALA grant report

Library: planning for fall programming and changes to Sugar Camp Story Hour; plan 50th anniversary open house and events; V-cat meeting, Oneida County Library Board meeting, attend funerals/memorial services for library donors; website updates; look into long-term program support (Beanstack, BlueJeans, etc.) for future budgeting; take down book sale from Maple Room and set up for fall programs, begin planning for volunteer recruitment/training; memorial book purchasing and memorial acknowledgements; collection management

COMMUNITY COLLABORATION:

Forward Three Lakes re: grant writing program 8/27: 31 participants: 19 in person, 12 online

Hosting UWEX/ADRC "Strong Bodies" program, M&W 10 AM – 11 AM, 8 weeks, 9/13 – 11/3

Leadership Oneida County steering committee: plan kick-off retreat; present teambuilding exercise 9/16

Strategic Planning for Antigo Public Library: orientation meeting 9/13

Three Lakes Waterfront Association: questions about changing in-house collection to circulation collection

PROGRAMS AND OUTREACH:

August:

- Summer Reading online with Beanstack (9 preschool, 19 children, 9 YA, 16 adult)
- Trees for Tomorrow lumberjack program: 40
- Women In STEM - Trees for Tomorrow orienteering: 13
- 50th anniversary events: 145
- Grant writing workshop @ TLHS library: 31
- In library: D&D (39), Books the Other Channel (7), Genealogy Society (6)
- Weekly children's take and make (120); teen (17) and adult (18) take-and-make
- Story Book Gardens: 16

September:

- "Memories by the Fire" campfire conversations in lieu of Catena 9/1 and 9/22
- Story Hour starting in Three Lakes 9/14 and in Sugar Camp 9/21
- Women in Stem
- In library: D&D, Books the Other Channel, Genealogy Society
- Weekly children's take and make; teen and adult take-and-make

Respectfully submitted,

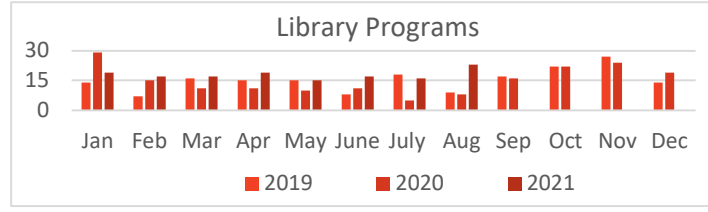
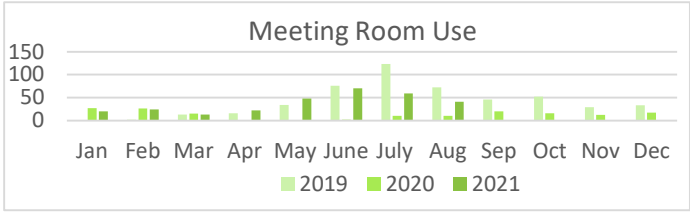
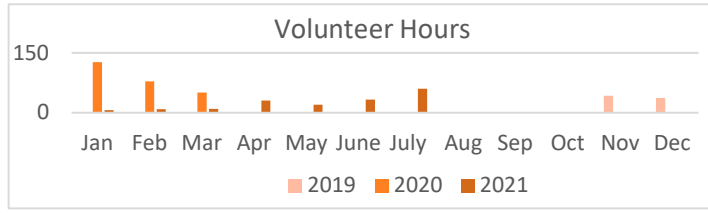
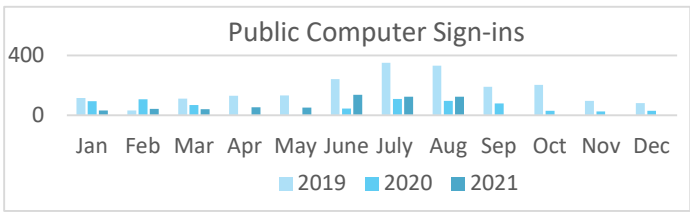
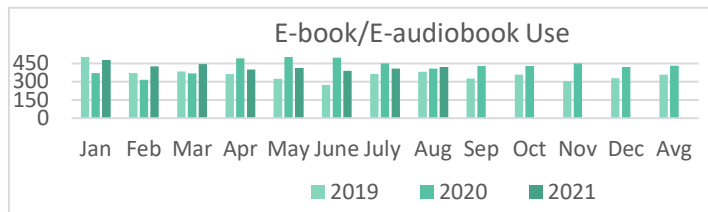
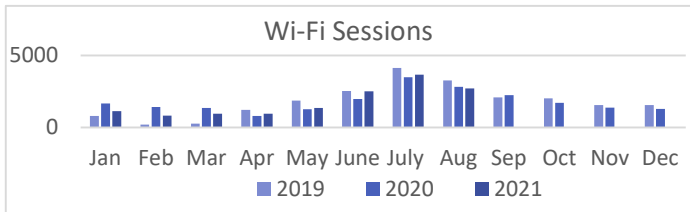
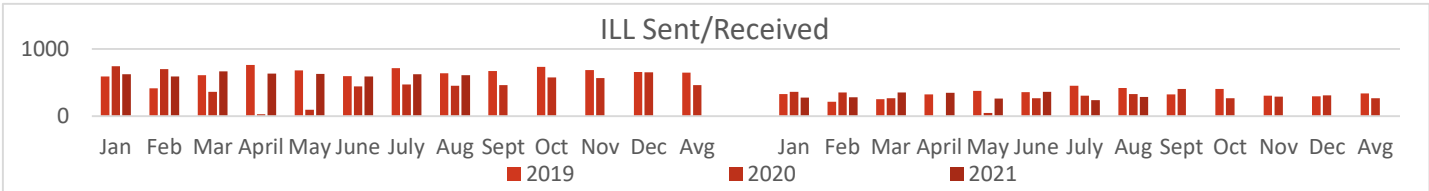
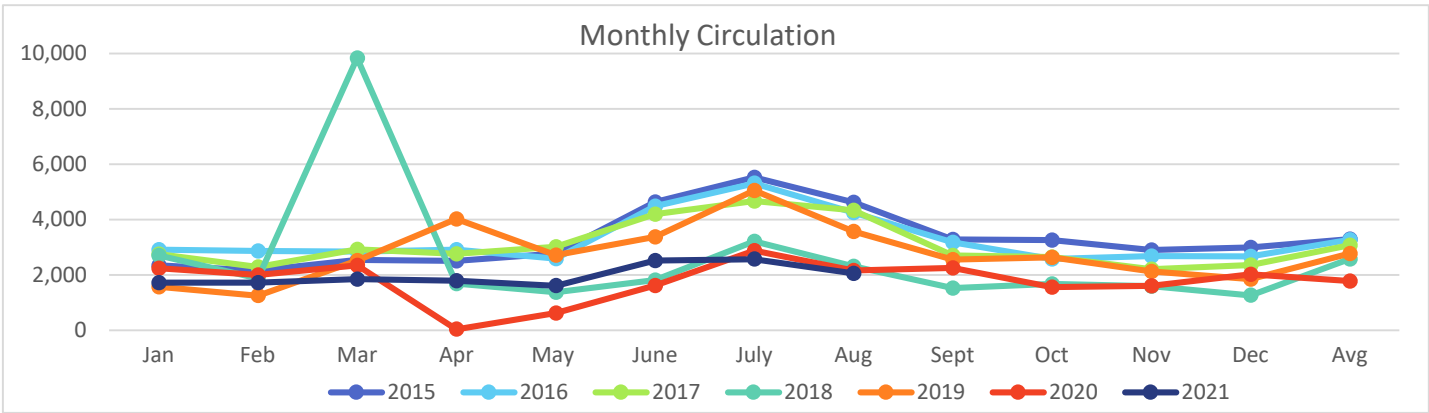
Erica Brewster – Director

Library Board of Trustees - Director's Report

September 21, 2021

Monthly and YTD Statistics

	Aug 2021	YTD 2021	Aug 2020	YTD 2020	Aug 2019	YTD 2019
Circulation	2,060	15,807	2,163	13,966	3,568	24,034
Interlibrary loan sent	576/31	4,817/205	436/16	3,175/115	594/45	4,734/265
Interlibrary loan received	284	2,396	329	1,922	418	2,720



Library Usage - Survey 2021

	March	June	October	December	Total 2021	Total 2020	Total 2019
Library Visits	131	283				13,117	22,737
Reference Transactions	25	44				1,430	923
Program Attendance	20 2 programs	0 0 programs				Avg/wk: 62 3 programs	Avg/wk: 56 4 programs

Library Board of Trustees – Building and Maintenance Report

September 21, 2021

BUILDING:

Attic/roof:

8/27: board special meeting with Greenfire

9/2: follow-up meeting with Greenfire after board special meeting

Roof fixes

- Cutting around boots and penetrations – cut round, not square
- Tarring/caulking of nail heads: photos to demonstrate completion, check to be sure all were done
- “Swayback” in roof ridgeline, approximately 15’ on western edge of the north side of the ridge: Greenfire will give documented fix in writing for Demmer to review
- Southwest 20’ corner where the overlay of roof reaches a pinch point – venting: remove soffit to verify open airflow, cut additional sheathing
- Sagging in sheathing: 27” spacing in one truss; solution - full rafter in between to create a minimum 22.5” space on one side

Attic ventilation:

- Brian proposes: closing off gable end vents and power vents in ridgeline over winter 2021-2022
- Brian: concern about minimal venting in soffits; propose: replace with aluminum soffit panel (especially on north side of old building)
- Do we need to notify Hoffman before we make changes?

Ductwork in IT room:

- Question: is spray foam enough? Do we need an engineer?
- Agreed: not right application for type of insulation specified

9/14: Meeting with Hoffman

- Conference call: Ann Asbeck, Tom Asbeck, Erica Brewster, Josh Paetow, Brian Schubring (Demmer), Michael Murphy, Scott Earley (Greenfire), Jody Andres, Jon Rynish (Hoffman)
- Insulation on IT room duct: move forward with spray foam option
- Ventilation in roof: proposal to change gables/power vents. Actions: assess status of ridge vent vs. power vent, remove soffit from southwest and northwest corners to visually inspect air space and energy heel. Schedule follow-up meeting for next steps.

Library Board of Trustees – Building and Maintenance Report

September 21, 2021

SYSTEMS:

Annual lift inspection: Following up with NEIS in regards to issuing new permit to operate. 9/9: Quarterly inspection from Arrow Lift. Determined problem in breaker that doesn't allow the battery back up to function during power failure. Looking into solution.

EXTERIOR:

Concrete: Scott, Josh, Brian (and Erica at end) met 9/2/21 8 AM

- Walked and spray painted problem areas; Josh will send email documenting which pieces need removing/replacing
- Review how the railing was anchored; consider options (rebar) and assure anchor bolts are installed
- Install drain tile from rain garden to French drain
- Need: date from Greenfire for concrete work

Huron Street: scheduled to be resurfaced in September/October

Landscaping: 9/8 – met with Linnea Ebann who will coordinate design and installation of memorial garden area on south and east side of building

Solar project: TBD. Following up after meetings with Greenfire/Hoffman; continue to answer questions

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Remove trim in Tamarack Room and inspect/treat for mold on drywall after dehumidifier flooding
- Heat tape in southwest gutter, change gutter to “scupper”??
- Greenfire: check partner gutter in middle of the south side of building
- Greenfire: connect southwest rain garden to French drain on west side of sidewalk
- Greenfire: sewer cleanout in chair and table room
- Rappley: move thermostats
- Superior Electric: motion sensor light and flickering light in Tamarack Room
- Fix tack wall in children's area
- Knox box: fire department
- Plaques
 - Richard Kimla dedication plaque
 - Santogade (Lyon) memorial plaque
 - Add board president names to plaque
 - Ginny J Scrabble board
 - Past librarian memorials (Frances Waite, Ann Gerlach, Ginny Javenkoski, Barbara Bauknecht Holtz)
 - Lawrence Demmer plaque for vestibule

Public Funds Voucher List September 2021

9/21/2021 through 9/21/2021

9/15/2021

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Date	Description	Memo	Category	Amount
9/21/2021	Antigo Public Library	v.75--5511015	05 Contractual Services:Professional Services	-480.00
9/21/2021	Baker & Taylor		11 Materials - Books:Adult Books	-770.34
			11 Materials - Books:YA Books	-32.66
			11 Materials - Books:Juv Books	-323.59
9/21/2021	Erica Brewster	v.77--5511039- \$39.92	12 Materials - AV:AV Adult:DVD	-39.92
9/21/2021	DemCO		06 Supplies:Library	-141.00
			06 Supplies:Office	-31.95
9/21/2021	Demmer Mem. Library	Amazon	12 Materials - AV:AV Adult:DVD	-95.39
		Amazon	12 Materials - AV:AV Juv:DVD	-37.02
		Amazon	11 Materials - Books:Juv Books	-21.13
		masks	04 Property Maintenance:COVID	-43.97
		gnome hunt	15 Programming:Reading Program	-58.34
		Roll 20	15 Programming:YA	-109.97
9/21/2021	Gale Group	v. 80--5511039	11 Materials - Books:Adult Books	-40.18
9/21/2021	Candice Johnson	v81--5511040	14 Staff Development:Mileage & Meals	-41.55
9/21/2021	April Lammert		15 Programming:YA	-10.15
			15 Programming:Reading Program	-31.60
			15 Programming:Adult	-31.14
9/21/2021	Rhineland Chamber Of Co...	Leadership Oneida County	14 Staff Development	-400.00
		Trees for Tomorrow - training provider	14 Staff Development	-75.00
9/21/2021 - 9/21/2021				-2,814.90
TOTAL INFLOWS				0.00
TOTAL OUTFLOWS				-2,814.90
NET TOTAL				-2,814.90

Special Account for Board - New

8/1/2021 through 9/21/2021

9/15/2021

Page 1

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 7/31/2021						4,877.20
8/2/2021	Debit	Amazon.com	Misc, Merchant debit see 7/27 above	Misc. Merchant Charge		-115.91
8/3/2021	Debit	Roll 20	Teen programming	Town of Three Lakes Expense		-59.99
8/9/2021	Debit	Amazon.com	Memorial books - Meredith	Memorial Expense:Books	c	-43.96
8/9/2021	Debit	Amazon.com	memorial books - Meredith	Memorial Expense:Books	c	-57.46
8/17/2021	3678	Candice Johnson	Take and Make reimbursement - TLPLF	Grant and Project Expense	c	-26.50
8/17/2021	3679	April Lammert	Take and make reimbursement - TLPLF	Grant and Project Expense	c	-221.75
8/17/2021	3680	Trees For Tomorrow	Orienteering program - Blamey donation	Donation Expense		-77.65
8/17/2021	Debit	Lick-A-Dee Splitz	SRP prizes	Town of Three Lakes Expense	c	-58.34
8/18/2021	Debit	Amazon.com	Take and Make reimbursement - TLPLF	Grant and Project Expense	c	-8.14
8/19/2021	Debit	Amazon.com	Juv books	Town of Three Lakes Expense	c	-21.13
8/19/2021	Debit	Amazon.com	Juv DVDs	Town of Three Lakes Expense	c	-37.02
8/19/2021	Debit	Amazon.com	Take and make reimbursement - TLPLF	Grant and Project Expense	c	-38.94
8/19/2021	Debit	Amazon.com	Adult DVDs	Town of Three Lakes Expense	c	-95.36
8/26/2021	DEP ...	Deposit		Copier Income	c	210.35
				Fines Income	c	130.18
			Cash; Solatka (50), Douglas (50) - furnitur...	Donation Income:Misc.	c	224.00
			Smith for Hoover - Landscaping	Memorial Income	c	100.00
			Wisner for Goldsworthy - Landscaping	Memorial Income	c	100.00
			1035: \$1,244.16; 1039: 61.76; 1040: \$87.98	Town of Three Lakes Income	c	1,393.90
8/30/2021	Debit	Amazon.com	PPE	Town of Three Lakes Expense	c	-43.97
9/21/2021	3681	Baker & Taylor	Memorial - Silber	Memorial Expense:Books		-22.75
9/21/2021	3682	Erica Brewster	50th anniversary cookies - Handcrafted C...	Donation Expense		-100.00
9/21/2021	3683	Fika Bakery & Coffee	50th anniversary cookies - 5 doz	Donation Expense		-40.00
9/21/2021	3684	Candice Johnson	TLPLF - children take & make reimburse...	Grant and Project Expense		-19.08
9/21/2021	3685	April Lammert	Make & Take reimbursement - TLPLF	Grant and Project Expense		-13.76
8/1/2021 - 9/21/2021						1,056.72
BALANCE 9/21/2021						5,933.92
TOTAL INFLOWS						2,158.43
TOTAL OUTFLOWS						-1,101.71
NET TOTAL						1,056.72

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9/21/2021 - Post-Pandemic Plan to Full Reopening: Demmer Memorial Library UPDATE

Summary: the goal of the Demmer Library administration, staff, and trustees, is to return to full and normal functions of the library with 54 hours/week service at the earliest date it is both safe and feasible to do so.

This document outlines steps for moving in the direction of full and complete reopening following the 2020 coronavirus pandemic. **This will be reviewed at minimum monthly at library board meetings to determine if required benchmarks have been met.**

Factor	Impact	Measures to consider for full service	Response
Changes in local infection rates	Variants, local outbreaks could cause the infection rate to increase suddenly; vaccination, seasons/social distancing could allow it to decrease	<p>Low incidence/prevalence of infection:</p> <p>≤ 10% of tests in Oneida County positive over last 7 days and trend is stable or downward over last 30 days¹</p> <p><i>(no longer being reported)</i></p> <p>< 171 new cases in Oneida and Vilas counties combined over last 30 days²</p> <p><i>8/10/2021 – 9/10/2021: 328 new cases</i></p> <p>≤ 30 active cases/day in Oneida and Vilas counties combined over last 30 days</p> <p><i>7/6/2021 – 8/6/2021: avg. 105 active cases per day</i></p>	<p>Goal: avoid disruptive changes to services (open hours, capacity/time limits)</p> <p>Action: Choose a response that allows the minimum number of restrictions while still allowing for public safety cushion should an outbreak occur.</p> <p>Response: When thresholds are met for a period of 1 month, return to normal hours and unrestricted services.</p>
Local vaccination levels reach “herd immunity”	Reduces likelihood of local infections during seasons when population is stable	<p>80%+ of eligible population in Oneida and Vilas counties vaccinated³</p> <p><i>09/14/2021: 56.5% Oneida, 55.4% Vilas fully vaccinated; 59.4% / 58.3% with one dose</i></p>	<p>Goal: increase services to full and unrestricted with minimum number of benchmark requirements.</p> <p>Action: monitor local vaccination numbers</p>

¹ Using City of Racine “Safer Racine” epidemiology metrics: <https://www.racinecoronavirus.org/reopening/>; source: <https://infogram.com/ochd-covid-19-data-dashboard-1hzj4odqvr7d6pw> and <https://www.dhs.wisconsin.gov/covid-19/local.htm>

² Using the Harvard Model “Yellow” case incidence, fewer than 10 new cases per 100,000/day, as a benchmark (<https://globalepidemics.org/wp-content/uploads/2020/06/TTSI-Technical-Advice-Handbook-2.0-June-30-2020-FINAL.pdf>); source: <https://www.facebook.com/OneidaCountyHealthDepartment> and <https://www.facebook.com/Vilas-County-Public-Health-Department-1057904490907614>

³ Using DHS herd immunity benchmark, <https://www.dhs.wisconsin.gov/contracts/covid-19-vaccination-community-outreach.htm>; source: <https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm#residents>

Summary: based on status of benchmarks, the library can be ready to reopen hours ***when adequate staffing is available, with precautions as necessary.***

May/June actions taken:

- ✓ Add 5 hours of library open time: Fridays 12 – 5 PM
- ✓ Hire circulation desk clerk, 14 hrs/week
- ✓ Begin training for new circ desk clerk and summer assistant

June-July actions taken:

- ✓ Per staff recommendations and library board discussion, modify time limits, masking, etc., as appropriate
- ✓ Hold 4th of July book sale with modifications (spacing, metering)
- ✓ Hire children's librarian, 20 hrs/week

July-August actions taken:

- ✓ Lift room capacity restrictions
- ✓ Allow longer stays and meetings without masks for vaccinated individuals
- ✓ Add portable HEPA filters to meeting rooms

August-September actions taken:

- ✓ Return to masking for all individuals indoors
- ✓ Begin Story Hour (TL and SC) and Baby Story Time season. Other youth programming held outside as much as possible.
- ✓ Meetings and programs for adults continue indoors with mask requirements.
- ✓ Hire and train desk clerk, 15 hrs/week

September-October anticipated:

- Return public computer self-check in and catalog computer
- October 4: add 9 hours of library open time: Monday, Wednesday, Friday 9 AM – 12 PM

TBD:

- Add 5 hours on Saturdays, 9 AM – 2 PM
- Hire and train technical assistant/accounting position

WHO RUNS THE LIBRARY?

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. The separate roles and responsibilities of each member of the team (board/director/municipality) are spelled out in the *Wisconsin Statutes*, Ch. 43.58, which is entitled, "Powers and Duties".

Responsibilities of:

The Library Board:	The Library Director:	The Municipality:
<ul style="list-style-type: none"> - exclusive control of all library expenditures - purchasing of a library site and the erection of the library building <i>when authorized</i> - exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes - supervising the administration of the library and appointing a librarian - prescribing the duties and compensation of all library employees 	<ul style="list-style-type: none"> - oversight of budget and report preparation - managing collections and shared systems - hiring/training/supervising/scheduling employees -supervise circulation procedures and record-keeping - cooperate with board/community officials/etc. in planning library services and publicizing programs - supervise maintenance of library facilities and equipment 	<ul style="list-style-type: none"> - establish library - appoint board - appropriate funds to run the library - pay bills approved by the library board
<p>To be effective, library boards must learn to speak as 'one'. There is no room for individual opinion once board policy is set.</p>	<p>The library board should delegate responsibility for supervision of daily operations to the director.</p>	<p>Municipalities can help libraries in many ways: purchasing/fundraising/consulting/maintenance/etc.</p>
<p>Except in extreme situations, library trustees should not discuss library business with employees other than the director.</p>	<p>The director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officials, and a person skilled in public relations.</p>	
<p>Keep municipality informed of library activities via reports/minutes/attendance at municipal meetings, etc.</p>		

(This presentation was prepared by Heather Eldred, Director Emerita of the Wisconsin Valley Library Service. It is loosely based on the 2nd chapter of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*, © 2002 by the Wisconsin DPI. This handbook is available at http://pld.dpi.wi.gov/pld_handbook. 2/2007)

WHO RUNS THE LIBRARY?

Discussion questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to the municipal government?