



11345 North Cedarburg Road, Mequon, WI 53092

BOARD OF TRUSTEES
Wednesday, May 15, 2024, 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 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 April 17, 2024, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for April 2024
 - b. Action Item: Accounts Payable for April 2024
- VII. Election of Officers:**
 - a. Report of the Nominating Committee
 - b. Election of Officers for 2024-2025
- VIII. President's Report – C. Perry**
Committee Appointments
- IX. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- X. Staff Reports**
 - a. Library Operations
 - b. Director's Report – Muchin Young
 - c. Managers' Reports – Included in Packet

- XI. Unfinished Business:**
 - a. Strategic Plan Planning Update – A. Buchanan
- XII. New Business**
 - a. Discussion and Action Requested: Narcan and Epi-Pens
 - b. Discussion and Action Requested: Logo Redesign
 - c. Discussion: Solar Panels – T. Lookatch
- XIII. Trustee Training & System/State Library Update**
 - a. Trustee Essentials: Introduction
 - b. TE1: The Trustee Job Description
 - c. TE2: Who Runs the Library
- XIV. Future Meeting Dates**
 - a. Board of Trustees Meeting: June 19, 2024, 6pm
 - b. Other Meetings:
- XV. Adjourn**

Catherine Perry

Posted: May 10, 2024



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees April 17, 2024 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on April 17, 2024 at 6:00 pm in the Library's Tolzman Community Room.

I. Pledge of Allegiance

Catherine Perry led the Pledge of Allegiance.

II. Call to Order, Verification of Posting, Roll Call

Ms. Perry called the meeting to order at 6:01 pm.

Posting of notice as of April 12, 2024 was verified.

Trustees present: Catherine Perry, President; Ted Lookatch, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Amy Abbott, Jennifer Abraham, Liz Agnello, Ali Buchanan, Ellen Nagy and Cathrine Wagner.

Trustees Absent: None

Staff Present: Rachel Muchin Young, Library Director and Craig Jacobson, Business Manager.

III. Announcements

Ms. Agnello was welcomed to the Board of Trustees. She is sherving as a Thiensville at-large representative.

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

Ms. Muchin Young read the experiences of a patron who experienced the Soalr Eclipse viewing event at the Library.

V. Approval of Minutes

A. Action Item: Minutes of the March 20, 2024 Meeting

The minutes of the March 20, 2024 meeting were included in the packet. Noting no objections or corrections, the minutes were considered approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for March 2024

The reports were included in the Board Packet. The reports were found to be as expected.

B. Action Item: Accounts Payable Statement for March 2024

Mr. Baxter moved to approve the Accounts Payable Statement for March 2024 in the amount of \$71,852.73. Motion carried.

VII. President's Report

Ms. Perry had nothing to report.

VIII. Committee Reports

A. Finance

Mr. Baxter reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that no meeting was held.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young reported that statistical trends.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported on her additional activities. She discussed the Library's Strategic Planning process, as well as upcoming changes to the library catalog and changes to the website calendar.

C. Managers' Reports

The written reports were included in the Board Packet.

X. Unfinished Business

A. Strategic Plan Planning Update – A. Buchanan

Ms. Buchanan updated the Board on the progress of the strategic plan planning process up to this point.

XI. New Business

A. Action requested: AWE Computers for Kids Grant to Junior Woman's Club

The grant request was included in the Board Packet. Ms. Muchin Young seeks Board approval of the grant request so it can be submitted to the Junior Women's Club for consideration.

Mr. Hansher moved to approve the AWE Computers for Kids Grant to Junior Woman's Club. Motion carried.

B. Action Requested: Change Half-Day Closing for Staff Development from September 27 to October 11, 2024

The proposed date change is made for staff scheduling purposes.

Mr. Lookatch moved to approve the change to the half-day closing for staff development. Motion carried.

XII. Trustee Training & System/State Library Update

A. Strategic Plan Focus Group – R. Muchin Young

Ms. Muchin Young led a strategic plan focus group, soliciting ideas and feedback from the Board members so their ideas can be considered in the Strategic Plan planning process.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, May 15, 2024.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Nagy. Motion carried and meeting was adjourned at 7:19 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 04/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 04/30/2024 (Abnormal)	Activity For 04/30/2024 Increase (Decrease)	Available Balance 04/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Revenues						
Department: 45-015 OTHER INCOME						
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	0.00	533.00	0.00	(533.00)	100.00
	Total Dept 45-015 - OTHER INCOME	0.00	533.00	0.00	(533.00)	100.00
	Revenues	0.00	533.00	0.00	(533.00)	100.00
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	4,055.01	201.84	(4,055.01)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	299.99	0.00	(299.99)	100.00
	Total Dept 95-551 - LIBRARY GIFTS & GRANTS	0.00	4,355.00	201.84	(4,355.00)	100.00
	Expenditures	0.00	4,355.00	201.84	(4,355.00)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
	TOTAL REVENUES	0.00	533.00	0.00	(533.00)	
	TOTAL EXPENDITURES	0.00	4,355.00	201.84	(4,355.00)	
	NET OF REVENUES & EXPENDITURES:	0.00	(3,822.00)	(201.84)	3,822.00	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 04/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 04/30/2024 (Abnormal)	Activity For 04/30/2024 Increase (Decrease)	Available Balance 04/30/2024 Normal (Abnormal)	% Bdg Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,131,716.00	282,929.00	0.00	848,787.00	25.00
99-40-001-41322	THIENSVILLE TAXES	111,351.00	27,837.75	0.00	83,513.25	25.00
99-40-001-41323	COUNTY REIMBURSEMENT	14,512.00	3,168.16	0.00	11,343.84	21.83
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,257,579.00	313,934.91	0.00	943,644.09	24.96
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	22,000.00	9,269.97	0.00	12,730.03	42.14
Total Dept 42-006 - FINES & FORFEITURES		22,000.00	9,269.97	0.00	12,730.03	42.14
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	20,000.00	3,605.93	0.00	16,394.07	18.03
Total Dept 44-013 - INTEREST INCOME		20,000.00	3,605.93	0.00	16,394.07	18.03
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	9,088.32	0.00	2,411.68	79.03
99-45-014-46712	PHOTOCOPIER	2,600.00	946.90	0.00	1,653.10	36.42
Total Dept 45-014 - SALE INCOME		14,100.00	10,035.22	0.00	4,064.78	71.17
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	7,693.00	0.00	0.00	7,693.00	0.00
99-45-015-49300	FUND BALANCE APPLIED	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 45-015 - OTHER INCOME		27,693.00	0.00	0.00	27,693.00	0.00
Revenues		1,341,372.00	336,846.03	0.00	1,004,525.97	25.11
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	703,355.00	143,546.63	0.00	559,808.37	20.41
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	3,500.00	472.62	297.85	3,027.38	13.50
99-91-551-51199	FRINGE BENEFITS	235,115.00	66,557.76	17,726.33	168,557.24	28.31
99-91-551-52202	DUES & SUBSCRIPTIONS	2,890.00	2,413.70	629.10	476.30	83.52
99-91-551-52237	WORKER S COMPENSATION	1,415.00	708.00	0.00	707.00	50.04
99-91-551-57715	FLEX BENEFIT	1,900.00	1,877.30	0.00	22.70	98.81
Total Dept 91-551 - LIBRARY STAFFING		948,175.00	215,576.01	18,653.28	732,598.99	22.74
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	204.00	0.00	796.00	20.40
99-92-551-52206	AUDIT	3,750.00	1,816.00	0.00	1,934.00	48.43
99-92-551-52243	ALL OTHER INSURANCE	21,743.00	17,297.50	0.00	4,445.50	79.55
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	13,672.00	4,439.81	826.80	9,232.19	32.47
99-92-551-52286	COMPUTERS	6,500.00	316.38	0.00	6,183.62	4.87
99-92-551-52287	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
99-92-551-52288	FISCAL AGENT FEE	8,000.00	2,000.00	0.00	6,000.00	25.00
99-92-551-52289	PAYROLL PROCESSING	2,700.00	1,013.67	199.07	1,686.33	37.54
99-92-551-53300	OFFICE SUPPLIES	4,000.00	2,285.45	30.88	1,714.55	57.14
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	2,208.64	574.60	2,791.36	44.17
99-92-551-53303	TELEPHONE	5,100.00	1,745.11	437.50	3,354.89	34.22
99-92-551-53307	SUPPLIES-COPY MACHINE	7,700.00	2,163.60	625.44	5,536.40	28.10
99-92-551-53358	DEBT COLLECTION	720.00	198.05	46.60	521.95	27.51
99-92-551-53359	MONARCH FEES	15,166.00	994.32	0.00	14,171.68	6.56
Total Dept 92-551 - LIBRARY ADMINISTRATION		96,051.00	36,682.53	2,740.89	59,368.47	38.19

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 04/30/2024

GL Number	Description	2024 Amended Budget	YTD Balance 04/30/2024 (Normal (Abnormal))	Activity For 04/30/2024 Increase (Decrease)	Available Balance 04/30/2024 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	1,176.80	618.96	3,823.20	23.54
99-93-551-53371	MEDIA	20,000.00	3,484.63	2,327.10	16,515.37	17.42
99-93-551-53372	E CONTENT	30,000.00	9,350.93	1,653.19	20,649.07	31.17
99-93-551-53373	PRINT	85,000.00	17,431.24	5,089.45	67,568.76	20.51
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		140,000.00	31,443.60	9,688.70	108,556.40	22.46
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	44,432.00	14,392.00	3,686.00	30,040.00	32.39
99-94-551-52283	CONTRACTED-BUILDING	24,716.00	5,511.76	91.03	19,204.24	22.30
99-94-551-53306	JANITOR SUPPLIES	4,000.00	959.89	75.00	3,040.11	24.00
99-94-551-53308	BUILDING SUPPLIES	31,998.00	1,039.62	0.00	30,958.38	3.25
99-94-551-53360	UTILITIES	45,000.00	17,129.10	3,958.82	27,870.90	38.06
99-94-551-53361	SEWER & WATER	2,000.00	498.83	498.83	1,501.17	24.94
99-94-551-57700	BUILDING PROJECTS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		157,146.00	39,531.20	8,309.68	117,614.80	25.16
Expenditures		1,341,372.00	323,233.34	39,392.55	1,018,138.66	24.10
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,341,372.00	336,846.03	0.00	1,004,525.97	
TOTAL EXPENDITURES		1,341,372.00	323,233.34	39,392.55	1,018,138.66	
NET OF REVENUES & EXPENDITURES:		0.00	13,612.69	(39,392.55)	(13,612.69)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,341,372.00	337,379.03	0.00	1,003,992.97	
TOTAL EXPENDITURES - ALL FUNDS		1,341,372.00	327,588.34	39,594.39	1,013,783.66	
NET OF REVENUES & EXPENDITURES:		0.00	9,790.69	(39,594.39)	(9,790.69)	

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 04/30/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		04/30/2024	04/30/2024	04/30/2024	04/30/2024
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 97 FLW AMERICAN RESCUE PLAN ACT					
Account Category: Fund Equity					
Department: 00-000					
97-00-000-33900	UNAPPROPRIATED				
Total Department 00-000:		0.00		0.00	
Fund Equity		0.00		0.00	
Account Category: Revenues					
Department: 08-003 GRANTS & AIDS					
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS				
Total Department 08-003:		0.00		0.00	
Revenues		0.00		0.00	
Account Category: Expenditures					
Department: 94-551 LIBRARY BUILDING					
97-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:		0.00		0.00	
Expenditures		0.00		0.00	
Total Fund 97:		0.00		0.00	
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Account Category: Assets					
Department: 00-000					
98-00-000-11710	INVESTMENTS	69,500.00			
Total Department 00-000:		69,500.00		0.00	
Assets		69,500.00		0.00	
Account Category: Fund Equity					
Department: 00-000					
98-00-000-34155	GIFTS & GRANTS RESTRICTED		7,137.82		
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		83,798.43		
Total Department 00-000:		0.00		90,936.25	
Fund Equity		0.00		90,936.25	
Account Category: Revenues					
Department: 45-015 OTHER INCOME					
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED				
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT		533.00		
Total Department 45-015:		0.00		533.00	
Revenues		0.00		533.00	
Account Category: Expenditures					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	4,055.01			
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	299.99			
Total Department 95-551:		4,355.00		0.00	
Expenditures		4,355.00		0.00	
Total Fund 98:		73,855.00		91,469.25	
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023		15,690.45		0.00	
		89,545.45		91,469.25	
OUT OF BALANCE		0.00		(1,923.80)	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Assets					
Department: 00-000					
99-00-000-11140	SAVINGS - PWBS/HARRIS				
99-00-000-11160	SPECIAL CLEARING ACCOUNT	38,978.70			
99-00-000-11710	INVESTMENTS	215,953.08			
99-00-000-11800	PETTY CASH				
99-00-000-13900	ALLOWANCE FOR DOUBTFUL ACCTS				
99-00-000-16220	PREPAID EXPENSES	6,000.00			
99-00-000-16230	DEFERRED EXPENDITURE				
Total Department 00-000:		260,931.78		0.00	
Assets		260,931.78		0.00	
Account Category: Liabilities					
Department: 00-000					

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 04/30/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		04/30/2024	04/30/2024	04/30/2024	04/30/2024
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Liabilities					
Department: 00-000					
99-00-000-21511	SOCIAL SECURITY TAX	3,950.94			
99-00-000-21512	FEDERAL WITHHOLDING TAX	3,658.26			
99-00-000-21513	WISCONSIN WITHHOLDING	1,893.01			
99-00-000-21520	WI RETIREMENT				1.94
99-00-000-21530	HEALTH INSURANCE WITHHOLDING	1,353.31			
99-00-000-21531	DENTAL INSURANCE WITHHOLDING	104.60			
99-00-000-21532	VISION INSURANCE WITHHOLDING	62.88			
99-00-000-21533	LIFE INSURANCE WITHHOLDING	3.28			
99-00-000-21534	ACCIDENTAL INS WITHHOLDING				30.50
99-00-000-21560	WISCONSIN DEFERRED COMP				
99-00-000-21590	FLEX BENEFIT				3,810.51
99-00-000-21700	ACCRUED PAYROLL				
Total Department 00-000:		11,026.28			3,842.95
Liabilities		11,026.28			3,842.95
Account Category: Fund Equity					
Department: 00-000					
99-00-000-33900	UNAPPROPRIATED				168,902.75
99-00-000-34155	GIFTS & GRANTS RESTRICTED				
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED				
Total Department 00-000:		0.00			168,902.75
Fund Equity		0.00			168,902.75
Account Category: Revenues					
Department: 40-001 LOCAL PROPERTY TAXES					
99-40-001-41321	MEQUON TAXES				282,929.00
99-40-001-41322	THIENSVILLE TAXES				27,837.75
99-40-001-41323	COUNTY REIMBURSEMENT				3,168.16
Total Department 40-001:		0.00			313,934.91
Department: 42-006 FINES & FORFEITURES					
99-42-006-46710	FINES & FEES				9,269.97
Total Department 42-006:		0.00			9,269.97
Department: 44-013 INTEREST INCOME					
99-44-013-48100	INVESTMENT INTEREST				3,605.93
Total Department 44-013:		0.00			3,605.93
Department: 45-014 SALE INCOME					
99-45-014-46711	BOOK SALES				9,088.32
99-45-014-46712	PHOTOCOPIER				946.90
Total Department 45-014:		0.00			10,035.22
Department: 45-015 OTHER INCOME					
99-45-015-48000	MISCELLANEOUS				
99-45-015-48593	LIBRARY GIFTS & GRANTS				
99-45-015-48594	GIFTS & GRANTS				
99-45-015-49300	FUND BALANCE APPLIED				
Total Department 45-015:		0.00			0.00
Revenues		0.00			336,846.03
Account Category: Expenditures					
Department: 91-551 LIBRARY STAFFING					
99-91-551-51100	SALARIES & WAGES	143,546.63			
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	472.62			
99-91-551-51199	FRINGE BENEFITS	66,557.76			
99-91-551-52202	DUES & SUBSCRIPTIONS	2,413.70			
99-91-551-52237	WORKER S COMPENSATION	708.00			
99-91-551-57715	FLEX BENEFIT	1,877.30			
99-91-551-57730	UNEMPLOYMENT COMPENSATION				
Total Department 91-551:		215,576.01			0.00
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52201	POSTAGE	204.00			
99-92-551-52206	AUDIT	1,816.00			
99-92-551-52243	ALL OTHER INSURANCE	17,297.50			
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	4,439.81			
99-92-551-52285	WEPCO LEASE				

TRIAL BALANCE REPORT FOR VILLAGE OF THIENSVILLE
Balance As of 04/30/2024

GL Number	Description	Balance		Balance	
		Debit	Credit	Debit	Credit
		04/30/2024	04/30/2024	04/30/2024	04/30/2024
		Normal	(Abnormal)	Normal	(Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Expenditures					
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52286	COMPUTERS		316.38		
99-92-551-52287	MILEAGE				
99-92-551-52288	FISCAL AGENT FEE		2,000.00		
99-92-551-52289	PAYROLL PROCESSING		1,013.67		
99-92-551-52290	CONSULTANTS				
99-92-551-53300	OFFICE SUPPLIES		2,285.45		
99-92-551-53301	PROCESSING SUPPLIES		2,208.64		
99-92-551-53303	TELEPHONE		1,745.11		
99-92-551-53307	SUPPLIES-COPY MACHINE		2,163.60		
99-92-551-53358	DEBT COLLECTION		198.05		
99-92-551-53359	MONARCH FEES		994.32		
Total Department 92-551:			36,682.53		0.00
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING		1,176.80		
99-93-551-53371	MEDIA		3,484.63		
99-93-551-53372	E CONTENT		9,350.93		
99-93-551-53373	PRINT		17,431.24		
Total Department 93-551:			31,443.60		0.00
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE		14,392.00		
99-94-551-52283	CONTRACTED-BUILDING		5,511.76		
99-94-551-53306	JANITOR SUPPLIES		959.89		
99-94-551-53308	BUILDING SUPPLIES		1,039.62		
99-94-551-53360	UTILITIES		17,129.10		
99-94-551-53361	SEWER & WATER		498.83		
99-94-551-53374	HEALTH & SAFETY SUPPLIES				
99-94-551-57700	BUILDING PROJECTS				
Total Department 94-551:			39,531.20		0.00
Expenditures			323,233.34		0.00
Total Fund 99:			595,191.40		509,591.73
+ NET OF REVENUES/EXPENDITURES - 2023			0.00		8,966.08
			595,191.40		518,557.81
OUT OF BALANCE			76,633.59		0.00
Total All Funds			669,046.40		601,060.98
+ DEFICIENCY OF REVENUES/EXPENDITURES - 2023			15,690.45		8,966.08
			684,736.85		610,027.06

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 04/01/2024 - 04/30/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	RESTRICTED GIFT - OMG	BAKER & TAYLOR	RESTRICTED GIFT - OMG	201.84	28384
Total Department 95-551 LIBRARY GIFTS & GRANTS				201.84	
Total Fund 98 FLW LIB GIFTS & GRANTS FUND				201.84	
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	LIBRARY/WAGES PD 4-19-2024 ADP, LLC		LIBRARY/WAGES PD 4-19-2024/	19,703.57	1543
99-00-000-21511	LIBRARY/WAGES PD 4-19-2024 ADP, LLC		LIBRARY/WAGES PD 4-19-2024/	1,989.19	1543
99-00-000-21512	LIBRARY/WAGES PD 4-19-2024 ADP, LLC		LIBRARY/WAGES PD 4-19-2024/	1,834.82	1543
99-00-000-21513	LIBRARY/WAGES PD 4-19-2024 ADP, LLC		LIBRARY/WAGES PD 4-19-2024/	948.47	1543
99-00-000-21520	EMPLOYEE WRS	WISCONSIN RETIREMENT SYSTE	WRS REMITTANCE	3,334.34	1535
99-00-000-21530	EMPLOYEE HEALTH INSURANCE	DEPARTMENT OF EMPLOYEE TRU	HEALTH INSURANCE	1,412.54	1530
99-00-000-21531	EMPLOYEE DENTAL SELECT PLU	DELTA DENTAL OF WISCONSIN	DENTAL SUPPLEMENTAL SELECT PLUS	43.22	28389
99-00-000-21531	EMPLOYEE SUPPLEMENTAL SELE	DELTA DENTAL OF WISCONSIN	DENTAL SUPPLEMENTAL SELECT PLAN	9.08	28389
99-00-000-21532	EMPLOYEE VISION INSURANCE	DELTA DENTAL OF WISCONSIN	VISION INSURANCE	62.88	28389
99-00-000-21533	EMPLOYEE LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	3.28	28394
99-00-000-21534	EMPLOYEE ACCIDENT INSURANC	SECURIAN FINANCIAL GROUP,	ACCIDENT INSURANCE	21.80	28394
Total Department 00-000				29,363.19	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51115	EINSTEINS CATERING	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	297.85	1529
99-91-551-51199	EMPLOYER HEALTH INSURANCE	DEPARTMENT OF EMPLOYEE TRU	HEALTH INSURANCE	10,358.34	1530
99-91-551-51199	EMPLOYER LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	89.36	28394
99-91-551-51199	EMPLOYER WRS	WISCONSIN RETIREMENT SYSTE	WRS REMITTANCE	3,334.34	1535
99-91-551-51199	LIBRARY/WAGES PD 4-19-2024 ADP, LLC		LIBRARY/WAGES PD 4-19-2024/	1,989.11	1543
99-91-551-52202	ALA MEMBERSHIP	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	332.00	1529
99-91-551-52202	ROTARY DUES	THIENSVILLE-MEQUON ROTARY	QUARTERLY ROTARY DUES	297.10	28395
Total Department 91-551 LIBRARY STAFFING				16,698.10	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52284	MAILCHIMP SUBSCRIPTION	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	132.00	1529
99-92-551-52284	SCREENCAST SUBSCRIPTION	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	19.80	1529
99-92-551-52284	PASSWORD MANAGER SUBSCRIPT	BITWARDEN INC	PASSWORD MANAGER SUBSCRIPTION	675.00	28386
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PAYROLL PROCESSING	62.86	1526
99-92-551-52289	PAYROLL PROCESSING	ADP, LLC	PROCESSING 4-19-24 PAYROLL	62.86	1544
99-92-551-52289	TIME & ATTENDANCE	ADP, LLC	APRIL TIME & ATTENDANCE	73.35	1545
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	9.89	28383
99-92-551-53300	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	20.99	28383
99-92-551-53301	PROCESSING SUPPLIES	DEMCO	PROCESSING SUPPLIES	574.60	28390
99-92-551-53303	PHONE SERVICE	AT&T (OFFICE@HAND)	PHONE SERVICE	437.50	1527
99-92-551-53307	2 COPIERS LEASE	GREATAMERICA	2 COPIERS LEASE	118.85	1531
99-92-551-53307	ADMIN COPIER LEASE	GREATAMERICA	ADMIN COPIER LEASE	169.88	1532
99-92-551-53307	CONTRACT INVOICE	FORWARD TS	CONTRACT INVOICE	295.71	28391
99-92-551-53307	TONER SHIPPING	FORWARD TS	SALES INVOICE	13.35	28391
99-92-551-53307	TONER SHIPPING	FORWARD TS	SALES INVOICE	13.35	28391
99-92-551-53307	TONER SHIPPING	FORWARD TS	SALES INVOICE	14.30	28391
99-92-551-53358	COLLECTION CHARGES	UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	46.60	28396
Total Department 92-551 LIBRARY ADMINISTRATION				2,740.89	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 04/01/2024 - 04/30/2024

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	45.99	28383
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	32.43	28383
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	16.47	28383
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	19.75	28383
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	114.75	28383
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	9.99	28383
99-93-551-53370	PROGRAMMING	AMAZON CAPITAL SERVICES	PROGRAMMING	68.60	28383
99-93-551-53370	MAY 16 20204 PRESENTATION	CORNEL ROSARIO PHOTOGRAPHY	MAY 16 2024 PRESENTATION	100.00	28388
99-93-551-53370	APRIL 25 2024 PROGRAM	WILLIAM K VOLKERT	APRIL 25 2024 PROGRAM	200.00	28398
99-93-551-53370	PROGRAM SNACKS	PIGGLY WIGGLY	PROGRAM SNACKS	10.98	28393
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	561.94	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	42.13	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	171.71	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	43.68	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	75.01	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	116.12	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	191.92	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	66.44	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	499.91	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	109.35	28384
99-93-551-53371	MEDIA COLLECTION	BAKER & TAYLOR	MEDIA COLLECTION	14.32	28384
99-93-551-53371	MEDIA COLLECTION	AMAZON CAPITAL SERVICES	MEDIA COLLECTION	418.76	28383
99-93-551-53371	APPLE	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	15.81	1529
99-93-551-53372	APPLE	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	7.37	1529
99-93-551-53372	MONTHLY SERVICE	KANOPY INC	MONTHLY SERVICE	156.60	28392
99-93-551-53372	PROQUEST ANCESTRY LIBRARY	WILS	PROQUEST ANCESTRY LIBRARY EDITION ANN	1,489.22	28399
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	312.69	28384
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	1,650.84	28384
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	490.94	28384
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	361.04	28384
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	1,052.65	28384
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	316.77	28384
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	70.18	28384
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	164.42	28384
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	252.88	28384
99-93-551-53373	PRINT COLLECTION	BAKER & TAYLOR	PRINT COLLECTION	300.00	28384
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	56.31	28383
99-93-551-53373	PRINT COLLECTION	AMAZON CAPITAL SERVICES	PRINT COLLECTION	60.73	28383
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				9,688.70	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	VANGUARD CLEANING SYSTEMS	JANITORIAL SERVICE	3,686.00	28397
99-94-551-52283	ELEVATOR LINE SERVICE	AT&T (OFFICE@HAND)	ELEVATOR LINE SERVICE	91.03	1528
99-94-551-53306	JANITOR SUPPLIES	AMAZON CAPITAL SERVICES	JANITOR SUPPLIES	75.00	28383
99-94-551-53308	HVAC REPAIRS	ADVANCED CHILLER SERVICES	HVAC REPAIRS	437.50	None
99-94-551-53360	ELECTRICITY	WE ENERGIES	ELECTRICITY	3,358.21	1533
99-94-551-53360	GAS	WE ENERGIES	GAS	600.61	1534
99-94-551-53361	QUARTERLY WATER BILL	CITY OF MEQUON	QUARTERLY WATER BILL	498.83	28387
Total Department 94-551 LIBRARY BUILDING				8,747.18	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 04/01/2024 - 04/30/2024

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND			Total Fund 99 F. L. WEYENBERG LIBRARY FUND	67,238.06	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 04/01/2024 - 04/30/2024

POSTED AND UNPOSTED
OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		98	FLW LIB GIFTS & GRANTS FUND	201.84	
		99	F. L. WEYENBERG LIBRARY FUND	67,238.06	
		Total For All Funds:		67,439.90	

STATISTICAL SUMMARY

Checkouts	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	22,141	21,060	24,065	22,076	20,878	24,366	24,983	23,516	20,377	21,689	21,387	20,132	266,670
2022	21,589	19,963	22,015	21,989	20,474	23,813	25,497	21,861	21,148	21,121	21,112	19,001	259,583
2023	23,469	21,854	25,303	22,481	21,857	26,060	25,608	25,819	21,674	22,380	21,242	20,314	278,061
2024	21,854	21,585	23,248	22,380									89,067
eCircs	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	5,352	4,590	4,900	4,610	4,782	4,833	4,756	4,888	4,877	5,028	4,924	4,948	58,488
2022	5,487	4,920	5,086	4,930	5,212	5,021	5,199	5,338	4,987	5,135	5,499	5,635	62,449
2023	6,156	5,589	6,028	5,233	5,292	5,228	5,683	5,592	5,597	6,191	6,054	6,089	68,732
2024	6,592	6,128	6,593	5,696									25,009
Combined Circ/eCirc	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	27,493	25,650	28,965	26,686	25,660	29,199	29,739	28,404	25,254	26,717	26,311	25,080	325,158
2022	27,076	24,883	27,101	26,919	25,686	28,834	30,696	27,199	26,135	26,256	26,611	24,636	322,032
2023	29,625	27,443	31,331	27,714	27,149	31,288	31,291	31,411	27,271	28,571	27,296	26,403	346,793
2024	28,446	27,713	29,841	28,076	0	0	0	0	0	0	0	0	114,076
eCollections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,085	1,055	2,293	1,342	1,447	1,371	2,002	1,501	1,490	1,784	1,954	1,265	18,589
2022	1,327	1,282	2,660	3,093	2,129	1,808	1,052	2,828	2,181	3,788	1,605	1,371	25,124
2023	1,462	1,384	1,368	1,609	1,724	1,847	1,369	1,837	1,682	1,742	1,700	2,203	19,927
2024	1,798	1,870	1,539	1,525									6,732
Reference Questions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	1,282	1,288	1,494	1,256	1,176	1,740	1,383	1,507	1,134	1,316	1,112	1,056	15,744
2022	1,173	1,067	1,209	1,090	1,022	1,768	1,498	1,242	1,132	1,293	1,053	974	14,521
2023	1,548	1,213	1,432	1,228	1,133	2,188	1,528	1,441	1,233	1,186	1,138	1,230	16,498
2024	1,389	1,549	1,384	1,653									5,975
Door Count	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	7,705	7,618	9,213	8,409	8,277	10,161	10,959	10,333	8,268	9,084	8,752	8,004	106,783
2022	8,947	8,296	9,593	9,844	9,659	11,182	11,810	11,448	9,563	10,336	9,924	7,944	118,546
2023	10,714	10,035	11,761	10,730	11,140	13,098	12,404	13,061	9,942	10,820	10,687	10,031	134,423
2024	9,709	11,084	11,810	13,190									45,793
Library Cards	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2021	80	89	90	84	96	155	196	112	108	117	93	81	1,301
2022	89	79	109	107	109	158	160	116	112	101	99	86	1,325
2023	114	117	112	75	90	149	111	151	113	102	96	86	1,316
2024	119	112	85	117									433

[illegible]

Date: May 10, 2024
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report May 2024

Meetings and Activities:

- Monarch Directors Chats, 4/18, 5/2
- FOWL Board Meeting, 4/18
- Strategic Plan Planning, 4/25, 5/1, 5/8, 5/15
- Employee Assistance Program Vendor Meeting, 4/25
- TM Rotary Meetings, 4/16, 5/7, 5/14
- Monarch ILS Committee, 4/25
- Fine Arts Event: The Florentine Opera, 4/28
- WPLF Investment Committee, 5/1
- Hook, Yarn & Stitch, 5/2
- Met w/ Potential Donors, 5/3
- WPLF Annual Meeting, 5/8
- FOWL Fundraising Meeting, 5/8
- MLS Directors' Council, 5/9
- Website redesign meetings, 5/1, 5/10
- Evening Readers, *Other Birds* by Sarah Addison Allen, 5/13
- EAP Orientation Meetings, 5/14
- Management Team, 5/14
- Regular and As-Needed Adult and Children's Reference Desk shifts

PERSONNEL & CONTINUING EDUCATION:

We have completed the paperwork to establish an Employee Assistance Program through Aurora Health Care. Two orientation sessions are offered to reach all staff. The EAP offers aid to employees for personal and work-related matters.

OPERATIONS ACTIVITIES:

We've needed several adjustments to our HVAC control system as we've moved from the heating season to the cooling season.

We are seeking quotes for the new boilers. We have ARPA money that may cover the entire project, but to date we have only one written proposal. Funds must be allocated by the end of 2024 and expended by the end of 2026.

We purchased two mobility devices (one walker and one rollator) set at different heights for the convenience of our patrons. While we will pay for these, the investment will be reimbursed through a grant from our insurance carrier.

FOUNDATION:

The Foundation Investment Committee and their Board of Directors both met in May. The Foundation officially has a new accountant and all financial reports have been updated. The Foundation

Board approved additional expenditures to cover a total of eight (8) chairs for the rotunda instead of the four (4) initially proposed. They are already suggesting increasing our Adventure Pass offerings as part of our 2025 Wish List.

The Foundation received a significant contribution specifically for two AWE Learning Computers, one with programs for preschoolers and the other with programs for early elementary school children. If the junior Woman's Club of Mequon-Thiensville approves our grant application, we will have two of each unit.

They also received contributions following the latest Fine Arts Event, the Florentine Opera performance. I was less subtle when talking about Foundation funding than I usually am. It worked somewhat.

FRIENDS:

FOWL is planning a series of monthly fundraising meetings, quarterly membership events, up to ten board meetings per year, and a variety of other special events. Mark your calendars for:

- Sunday, May 19, Author Event with Erica Ruth Neubauer and PaperPie Book Sale
- Thursday, June 20, Summer Reads and New Releases Book Talk and Book Swap

I designed Friends bookmarks for the Summer Reading Program and updated their membership brochure.

OTHER:

As we work on the redesign of our website, Monarch Library System is implementing changes to the catalog. The new Vega Discover layer should make searching the catalog easier and more efficient. Additionally, the Vega Program Calendar and Meeting Room Reservation protocol will replace the Civic Plus one we have. Both are more colorful and interactive.

I have been toying with some logo ideas to share with the designer. While preserving Frank L. Weyenberg Library of Mequon-Thiensville, we may want to include a variation of that in the logo itself, such as F. L. Weyenberg Library or Weyenberg Library. It's just a little less to fit into a design.

Shout out to Ali Buchanan for all her work on the Strategic Plan process. She has scheduled eight (8) focus groups in May and June, with more coming in July. The groups are comprised of people in similar demographics (parents of young children, parents of school age children, people 70+, etc.) with the thought that people in similar circumstances will be inspired by one another more so than if they were in a group of people without shared interests (parents of pre-school children mixed with non-library users and college age participants or people over 70, for instance). For this organizational feat to be accomplished by one person is incredible, and much appreciated! As of this date, more than 110 people have expressed interest in participating in Focus Groups.

Date: May 8th, 2024

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, May 2024

Activities since the last Board of Trustees meeting include:

- 4/24 – Cooperative Cataloging Workgroup Meeting
- 5/2 – Willowbrook Outreach Event
- 5/1 – CivicPlus Meeting to review website design concepts
- 5/7 – Webinar: Cultivating an Inclusive Workspace for Neurodivergent Staff
- 5/8 – Webinar: Navigating Job Accommodations
- 5/10 – Management Meeting to discuss website design concepts
- 5/14 – Management Meeting

Statistics: April 2024

- Checkouts: 22,380
- Door count: 13,190
- Library Card creations: 117
- Items received from other Libraries: 4,156
- Items sent to other Libraries: 3,665
- Interlibrary loans sent out: 23
- Interlibrary loans received: 10
- Quick Pickup Appointments: 9

Other:

- The system has officially gone live with Vega Discover. This is a soft launch designed to work out any kinks in the software and to make it more patron-friendly. Users are encouraged to submit feedback as needed.
 - Along with the Discover launch, technical services have had to adjust to a new way of cataloging. This is very much a work in progress to ensure rollups with the new platform are working properly. Staff have been adjusting well to the changes.
- We have obtained a new adventure pass! We now offer admission to the Harley Davidson Museum in Milwaukee. Each pass offers admission for two adults, any children under 18, 50% off any additional tickets beyond what is offered by the pass, and discounts in the gift shop and restaurant. We are very excited to have this addition to our collection.

- In addition to the Harley Davidson Museum, we put out our Bookworm Gardens pass for the season. The Bookworm Gardens is open seasonally from May through October.
 - We have also renewed our Milwaukee Art Museum pass this month.
- We continue to work with CivicPlus in designing our new website. We are still on track to launch the website this summer as expected.
- We received two mobility aids for in-house patron use. They are in the lobby by the entrance of the Library.
- I have begun the process of hiring two Pages for the summer. This will aid our department through the library's busiest season! We are very excited to have additional help. I'm hoping to have them start at the beginning of June and go through to the end of August.

Date: May 9, 2024
To: Frank L. Weyenberg Library Board of Trustees
From: Craig Jacobson
Re: Business Manager, May 2024

- We have received the design concept for the redesigned library website and have been able to view pages as they would appear in the new design. The approval of the design concept is due on May 17. Assuming there are no complications, the new site is scheduled to go live on June 27.
- We have received an additional quote for the boiler replacement project and will be soliciting bids from at least two more companies. The companies who will be contacted were recommended by Justin Bodoh, the Building Superintendent at the City of Mequon, and come with excellent recommendations.
- Contacting of potential vendors for solar panels will take place over the month of May. The feasibility of solar energy is being investigated as a potential Foundation project for a future year.
- There was a meeting of the Information Technology Workgroup on May 2. Among items discussed included a plan for upgrading computers to Windows 11, to be complete by the end of support for Windows 10 in late 2025, as well as several issues with software and hardware that is monitored by the system office. The workgroup also discussed SMS notifications and potential services to use in the event of a system outage, or other scenario where regular communication is disrupted or not possible.
- No update on the library's portion of the audit at this time. We are working to resolve some potential billing issues so we can realize the cost savings we anticipated as a fiduciary fund.
- I have been working with the HVAC vendor as we continue to make tweaks to the building's control programs now that we have had a period of warmer weather. The goal is to find the appropriate settings to maximize value when cooling the building, while not disregarding the comfort of staff and patrons. We have found and implemented several changes to meet that goal.
- A new accountant is in place for the Weyenberg Public Library Foundation, and he has indicated that he has all he needs to update the Foundation's financial registers. He has also assisted us with upgrading to QuickBooks online – the Foundation's previous version of QuickBooks was set to expire on May 31, 2024.

Date: May 9, 2024
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:

- Meeting: Management Meeting, 4/9, 5/14
- Program: Family Storytime, 4/16, 4/17, 4/30, 5/1
- Program: Mequon-Thiensville Community Book Club, 4/16
- Meeting: Director Check-in, 4/16
- Program: Small Business Banking, 4/18
- Recorded Meeting: Monarch Youth Services Meeting, 4/19
- Program: The Migration of Birds, 4/25
- Program: Throwback Movie Matinee, 4/27
- Program: Fine Arts Florentine Opera, 4/28
- Off-site Event: T-M Lions Parade of Checks, 4/29
- Program: Spice of the Month Kits, 5/1
- Meeting: Website Design Concept, 5/1
- Program: Author Deborah Lakritz, 5/6
- Meeting: Management Website Meeting, 5/10
- EPA Orientation, 5/14

STATISTICS

-April 2024 was a good month for eCircs in comparison to previous years, with a good jump in usage by about 450 checkouts. While eCollections did not increase, it stayed pretty steady compared to March 2024. April's reference transactions saw a big jump, most likely due to the solar eclipse at the beginning of the month. Programming numbers were great for April 2024 across all the age groups. For the adult program section, the library had two big events in April with the Solar Eclipse Viewing Party (255 attendees) and the Fine Arts event featuring the Florentine Opera (92 attendees).

OTHER TASKS & TIDBITS

-The library received \$250 from Bank Five Nine for the Summer Reading Program. I applied for a grant in April with Bank Five Nine and they let me know towards the end of April that they would help sponsor the library's Summer Reading Program.

I also sent in grant applications to Kohler Credit Union, Port Washington State Bank, and WaterStone Bank, but have only heard back from PWSB at this point.

-Patron Services staff are starting to work on summer decorations, summer reading logs, and promotional materials. All the decorations will be made from recycled materials, as this year's theme is "Read, Renew, Repeat" and is focused on conservation/recycling.

-The three Patron Services Librarians have the summer reading school visits all set. Staff will be going to Donges Bay Elementary, Wilson Elementary, Lakeshore Middle School, and Steffen Middle School. Oriole Lane Elementary could not fit us into their schedule, but staff will be creating a promotional video

to share with them and some of the parochial schools. The 1st grade classes from all three elementary schools will be coming to the library to hear about the summer reading program, listen to some stories and get a library tour.

UPCOMING LIBRARY PROGRAMS

•Drop-In Tech Help (2x a month) •Evening Readers Book Club (monthly) •History Book Club (monthly) •Hook, Yarn & Stitch Club (monthly) •Monarch Memory Café (triannual, January, May, September) •Movie Matinees (1st & 3rd Fridays monthly) •Throwback Movie Matinees (Last Saturdays, monthly) •Mequon-Thiensville Community Book Club (monthly) •Philosophy Lectures series (quarterly) •Spice of the Month Kits (monthly) •The CCC presented by Milwaukee County Historical Society (August) •Inside Holy Hill (May) •Take & Make Teen Craft Kits (monthly) •Dungeons & Dragons Character Workshop (July) •Dungeons & Dragons, Tuesday Campaign (weekly for 6 sessions, July & August) •Dungeons & Dragons, Wednesday Campaign (weekly for 6 sessions, July & August) •Dungeons & Dragons, Thursday Campaign (weekly for 6 sessions, July & August) •Art Afternoon (monthly for the summer) •Teen Game Show (monthly for the summer) •Teen Movie Night (monthly for the summer) •Battle of the Books: Summer Edition (July)	•Village Market Storytime (weekly on Tuesdays) •Storytime on the Lawn (weekly on Wednesdays) •Shake & Shimmy Storytime (biweekly) •Read & Create Storytime (monthly) •Little Learners (monthly) •Monday LEGO Club (monthly) •Saturday LEGO Club (monthly) •Parachute Play (monthly) •Nintendo Switch Days (monthly) •Little Scientists (monthly) •Little Artists (monthly) •Throwback Family Movie Matinees (monthly) •Family BINGO Night (monthly) •Crazy 8s (8-week session from January-March) •Gan Ami Preschool Offsite Storytime (monthly) •North Shore Preschool and Child Care Offsite Storytime (monthly) •Kids Rule Academy Offsite Storytime (monthly) •Children's Crafternoon (monthly for the summer) •Children's Movie Matinee (4x over the summer) •Children's Game Show (monthly for the summer) •Randy's Rocking Adventure (Summer Reading Kickoff program, June) •Adventure of the Lost Treasure by Science Heroes (June) •Readers Theater Camp (daily for one week in July) •Zoozort (3 sessions, August) •Friends of Weyenberg Library Book Sale with PaperPie (May) •Friends of Weyenberg Library Author Event with Erica Ruth Neubauer (May)
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Introduction

So you're a trustee! How did that happen, and what is expected of you now?

Your new job has the potential to be exciting, challenging, and rewarding, but it will also require effort. You have obtained this position because the elected officials of your municipality believe you have the ability and dedication to contribute positively to the management of the public library—one of the most accessible and beneficial institutions in your community. Your three-year term gives you an opportunity to help your friends and neighbors take advantage of a wide array of services from the comfort and convenience of their local library.

The municipal governing body has established the public library using laws from Chapter 43 of the Wisconsin Statutes, and this same chapter specifies the appointment procedure and the legal authority of the public library board. (See [Trustee Essential #2: Who Runs the Library?](#) and [Trustee Essential #18: Library Board Appointments and Composition](#).) Your job as a trustee, then, has significant statutory authority vested in it, making it a powerful and important position.

The tasks involved in being a library trustee are varied; they are explained in more detail in the *Trustee Essentials* that comprise this publication. One of the most important things to remember, though, is that a library trustee is part of a decision making team: the library board. By statute, it is the board that has the authority and responsibility for managing the library. For a board to function, however, it must include active, enthusiastic trustees who are prepared to do their part to make the board effective.

Congratulations! And thank you from across Wisconsin for the dedication you have exhibited by accepting this appointment. Your library needs and appreciates you. Your efforts are invaluable.

How this handbook can help

This publication comprises a number of *Trustee Essentials*, along with additional appendices. As the name implies, these *Trustee Essentials* cover the basic, essential information needed by you, the trustee, to serve your community effectively. Almost every *Trustee Essential* includes sources of additional information that can help in case you run into an issue or question not addressed.

It is recommended that these *Trustee Essentials* be used during orientation sessions for new trustees. And, because even experienced trustees benefit from a review of the issues essential to library board operations and trustee duties, it is recommended that these *Trustee Essentials* be used for short continuing education sessions held during regular or special board meetings. (For more information on use of this handbook see [Trustee Essential #27: Trustee Orientation and Continuing Education](#).)

To get a quick overview of the topics covered in these Trustee Essentials, start with [Trustee Essential #1: The Trustee Job Description](#).

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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The Trustee Job Description

1

Job Title

Public Library Trustee

General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Wisconsin library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

Principal Activities

1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) and [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body; for example, the village board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library. (See [*Trustee Essential #8: Developing the Library Budget*](#) and [*Trustee Essential #9: Managing the Library's Money*](#).)

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year. (See [*Trustee Essential #10: Developing Essential Library Policies*](#).)

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing

adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services. (See [Trustee Essential #7: The Library Board and Library Personnel](#).)

5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness. (See [Trustee Essential #5: Hiring a Library Director](#); [Trustee Essential #6: Evaluating the Director](#); and [Trustee Essential #7: The Library Board and Library Personnel](#).)

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress. (See [Trustee Essential #11: Planning for the Library's Future](#).)

7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters.

This is an area where an individual trustee can directly help the library in a significant way. (See [Trustee Essential #13: Library Advocacy](#).)

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information. (See [Trustee Essential #22: Freedom of Expression and Inquiry](#) and [Trustee Essential #23: Dealing with Challenges to Materials and Policies](#).)

9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development. (See [Trustee Essential #11: Planning for the Library's Future](#).)

10. Attend Wisconsin Library Association conferences, regional

system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed through WLTF will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

So you're a public library trustee! Thank you.

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Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

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. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- 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.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

2

In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

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 your municipal government?

Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* (pld.dpi.wi.gov/pld_trustee)
- Your regional 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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