



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, December 19, 2017

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[17-1991](#) November 14, 2017 Meeting Minutes

Attachments: [November 14 2017 Meeting Minutes.pdf](#)

4. Public Participation and Communication
[17-1992](#) Network Services Supervisor

Establish Order of the Day

5. Action Items

- A. [17-1993](#) Bill Register - November 2017

Attachments: [November Bill Register.pdf](#)
[November Revenue and Expense Summary.pdf](#)
[November Subledger Summary.pdf](#)
- B. [17-1994](#) December Budget Amendment

Attachments: [December Budget Amendment.pdf](#)
- C. [17-1997](#) Closure for staff training Friday, February 23, 2018 - half day
- C. [17-1995](#) Report of the Planning Committee

Attachments: [2018 Appleton Public Library Objectives.pdf](#)

- D. [17-1996](#) Report of the Scholarship Committee

Attachments: [Scholarship Committee Meeting Minutes 12-8-2017.pdf](#)

6. Information Items

A. Director's Report

- i. [17-1998](#) Request for Proposal -Mixed Use Library Project Update
- ii. [17-1999](#) Safety and Security

B. President's Report

- i. [17-2000](#) Discussion on Trustee Essentials Chapter 23 - Dealing with Challenges to Library Material and Policies
Attachments: [Trustee Essentials Chapter 23 Challenges to Materials and Policies.pdf](#)
- ii. [17-2001](#) Potential Changes to the 2018 Library Board Meeting Schedule
- iii. [17-2002](#) Trustee Changes

C. Assistant Director's Report

- i. [17-2003](#) Hiring Process Updates

D. Friends Report

- i. [17-2004](#) Friends Used Book Sale Report
- ii. [17-2005](#) I Love My Library Dinner - February 11, 2018

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, November 14, 2017

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Pat Exarhos called the meeting to order at 4:32 pm.

2. Roll call of membership

Others Present: Amanda Abshire, Jessica Brittnacher, Beth Carpenter, Tina Krueger, Adriana McCleer, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Bradley Shipps, Maureen Ward

Rebecca Kellener arrived at 4:38 pm

Present: 9 - Bergman, Hietpas, Looker, Peterson, Kellner, Exarhos, Brault, Bloedow and Scheuerman

Excused: 1 - Dannecker

Others : 1 - Panella

Establish Order of the Day

President Exarhos moved agenda item 5. F. i. 17-1822 Approval of Library Director's 2017 End of Year Performance Evaluation to the end of the meeting agenda for discussion in Closed Session.

3. Approval of minutes from previous meeting

[17-1799](#)

October 17, 2017 Meeting Minutes

Attachments: [October 17 2017 Meeting Minutes.pdf](#)

Looker moved, seconded by Bergman, that the October 17, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communications

[17-1818](#)

Bradley Shipps, Director of the Outagamie Waupaca Library System (OWLS)

5. Action Items

Looker moved, seconded by Peterson to approve Action Items 5. A. through 5. D. Voice Vote. Motion Carried. (8-0)

A. [17-1800](#)

Bill Register - October 2017

Attachments: [October Bill Register.pdf](#)
 [October Revenue and Expense Summary.pdf](#)
 [October Subledger Summary.pdf](#)

This Report Action Item was approved.

B. [17-1801](#)

November 2017 Budget Amendment

Attachments: [November Budget Amendment.pdf](#)

This Report Action Item was recommended for approval.

C. [17-1802](#)

2018 Library Board Meeting Schedule

Attachments: [APL Board Meeting Schedule 2018.pdf](#)

This Report Action Item was approved

D. [17-1805](#)

Approve Adopted 2018 City Budget for the Library

Attachments: [2018 Executive Budget](#)

This Report Action Item was approved

E. [17-1831](#)

The Appleton Public Library supports the proposed bills providing \$500,000 to Reach Out and Read Wisconsin with the understanding that we would like to be a part of the conversations on how these funds would support programs throughout the state.

Attachments: [2017 Assembly RORWI Bill-541 \(003\).pdf](#)
 [2017 Senate RORWI Bill-449.pdf](#)

Peterson moved, seconded by Scheuerman, that the Appleton Public Library supports the proposed bills providing \$500,000 to Reach Out and Read Wisconsin with the understanding that we would like to be a part of the conversations on how these funds would support programs throughout the state be approved. Voice Vote. Motion Carried. (8-0, 1- abstain, Brault)

F. [17-1803](#) Report of the Personnel & Policy Committee

Attachments: [Personnel and Policy Committee Meeting Minutes 11-06-2017.pdf](#)
[Salary Administration Policy 5D-H.pdf](#)
[Memo on Security Policy Updates 2017.pdf](#)
[Current Unattended Childrens Policy Approved 07 - eliminate.pdf](#)
[Security Policy November 2017 amended.pdf](#)
[Customer Service Policy November 2017 Markup amended.pdf](#)
[Reference and Readers Advisory November 2017 amended.pdf](#)

Kellner moved, seconded by Bloedow, that the Report of the Personnel and Policy Committee be approved. Voice Vote. Motion Carried. (9-0)

6. Information Items

A. Director's Report

- i. [17-1808](#) Request for Proposal (RFP) Mixed Use Library Project
- ii. [17-1806](#) Holly Day Breakfast - Friday, December 15, 2017
- iii. [17-1819](#) Safety and Security

B. President's Report

- i. [17-1821](#) Wisconsin Library Association Conference Report

C. Assistant Director's Report

- i. [17-1809](#) Library Hiring Process Updates

D. Friends Report

- i. [17-1810](#) Friends Used Book Sale - November 16 - 18, 2017
- ii. [17-1811](#) I Love My Library Dinner - Sunday, February 11, 2018 Riverview Gardens

E. Staff Updates

- i. [17-1812](#) NaNoWriMo at APL

- ii. [17-1813](#) Music @ the Library
- iii. [17-1814](#) World Kindness Day - Monday, November 13, 2017
- iv. [17-1815](#) 500 Books Before Middle School
- v. [17-1816](#) BEAR Bingo

Closed Session

Scheuerman and Panella left the meeting at 5:52 pm

Peterson moved, seconded by Bloedow that the meeting move into Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters and then resume meeting in Open Session. Voice Vote. Motion Carried. (9-0)
Roll Call was taken.

The meeting went into Closed Session at 5:52 pm.

Peterson moved, seconded by Hietpas that the meeting resume in Open Session Voice Vote. Motion Carried. (8-0)
Roll Call was taken.

The meeting resumed Open Session at 6:09pm.

- i. [17-1822](#) Approval of Library Director's 2017 End of Year Performance Evaluation
- Peterson moved, seconded by Bloedow, that the Library Director's 2017 End of Year Performance Evaluation be approved. Voice Vote. Motion Carried. (8-0)**

7. Adjournment

Peterson moved, seconded by Bloedow, that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)
The meeting was adjourned at 6:14 pm.

Document Number	G/L Date	Explanation		Amount	Account		
		Alpha	Name				
126958	11/17/17	11/16	PAYROLL TRAVEL REIMB	CARPENTER	257.16	16010 6201	00003951
126958	11/17/17	11/16	PAYROLL TRAVEL REIMB	HOLZ	58.32	16010 6201	
127019	11/30/17	11/30	PR TRAVEL REIMB	RORTVEDT	119.84	16010 6201	
127019	11/30/17	11/30	PR TRAVEL REIMB	SAECKER	109.14	16010 6201	
177	11/20/17		KALAHARI RESORTS	REFUND CHARGE	12.12	16010 6201	
178	11/20/17		KALAHARI RESORTS	REFUND CHARGE	12.12	16010 6201	
299	11/20/17		KALAHARI RESORTS	B.C. WLA	185.87	16010 6201	00003951
753	11/20/17		OFFICEMAX/OFFICEDEPT#6	OFFICE SUPPLIES (70.	156.49	16010 6301	
1094	11/20/17		VERITIV-MIDWEST	PAPER (16.67%)	219.33	16010 6301	
93	11/20/17		TOM'S DRIVE IN- WI	PROGRAM POPCORN	4.29	16010 6307	00003951
159	11/20/17		SAMS CLUB #6321	PROGRAM REFRESHMENTS	63.60	16010 6307	00003951
559	11/20/17		PICK'N SAVE #118	PROGRAM FOOD	30.99	16010 6307	00003951
980	11/20/17		KWIK TRIP 74300007435	MOVIE POPCORN	9.00	16010 6307	00003951
1154	11/20/17		MANDERFIELDS HOME BAKE	STAFF MEETING	48.75	16010 6307	
1273	11/20/17		MANDERFIELDS HOME BAKE	STAFF MEETING	58.75	16010 6307	
1274	11/20/17		MANDERFIELDS HOME BAKE	STAFF MEETING	58.75	16010 6307	
378183	11/01/17		OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper, progr	306.42	16010 6320 2	00003951
497	11/20/17		WWW.ISTOCK.COM	MARKETING PHOTO	12.60	16010 6412	
1121	11/20/17		FACEBK *X46PXDNNX2	ADULT PROGRAM AD (75	30.00	16010 6412	
1338	11/20/17		WWW.ISTOCK.COM	MARKETING PHOTO	12.60	16010 6412	
126971	11/17/17	11/17	AT&T BILL		217.49	16010 6413 7	
941	11/20/17		CELLCOM	CELLPHONES	101.76	16010 6413 8	
252	11/20/17		ADI	C.H. AWARD DINNER	25.00	16010 6599	00003951
755	11/20/17		FOX VALLEY LIT	FV LITERACY COUNCIL	154.50	16010 6599	00003951

					2,240.65		
					=====		
126958	11/17/17	11/16	PAYROLL TRAVEL REIMB	OLIVERAS	3.53	16021 6201	
17	11/20/17		INTERSTATE BOOKS4SCHOO	RO&R - #9461	528.50	16021 6301	00003952
18	11/20/17		ALL ABOUT BOOKS, LLC	RO&R - #8825	318.91	16021 6301	00003952
56	11/20/17		INTERSTATE BOOKS4SCHOO	RO&R - #9352	153.55	16021 6301	00003952
94	11/20/17		WM SUPERCENTER #2958	GLITTER GLUE	36.49	16021 6301	
163	11/20/17		INTERSTATE BOOKS4SCHOO	RO&R - #8825	399.00	16021 6301	00003952
234	11/20/17		INTERSTATE BOOKS4SCHOO	RO&R - #9461	348.00	16021 6301	00003952
288	11/20/17		ALL ABOUT BOOKS, LLC	RO&R - #9675	248.90	16021 6301	00003952
289	11/20/17		AMAZON.COM	FACE PAINT	32.84	16021 6301	

Document		G/L		Explanation					
Number	Date	Alpha	Name	-Remark-	Amount	Account			
422	11/20/17	INTERSTATE BOOKS4SCHOO	RO&R - #9675	134.25	16021	6301	00003952		
423	11/20/17	INTERSTATE BOOKS4SCHOO	RO&R - #9114	8.00	16021	6301	00003952		
424	11/20/17	ALL ABOUT BOOKS, LLC	RO&R - #9581	23.50	16021	6301	00003952		
425	11/20/17	ALL ABOUT BOOKS, LLC	RO&R - #9461	672.60	16021	6301	00003952		
441	11/20/17	WAL-MART #1982	TINKER SUPPLIES	29.11	16021	6301			
765	11/20/17	WM SUPERCENTER #2958	FULL STEAM	23.26	16021	6301			
942	11/20/17	WM SUPERCENTER #1982	PLAY/LEARN SUPPLIES	21.07	16021	6301			
1049	11/20/17	SCHOLASTIC EDUCATION	RO&R - #3952	36.00	16021	6301	00003952		
1095	11/20/17	VERITIV-MIDWEST	PAPER (16.67%)	219.33	16021	6301			
1120	11/20/17	FACEBK *X46PXDNNX2	CHILDRENS PROGRAM AD	10.00	16021	6301			
1188	11/20/17	INTERSTATE BOOKS4SCHOO	RO&R - #9461	343.50	16021	6301	00003952		
1251	11/20/17	ALL ABOUT BOOKS, LLC	RO&R - #9352	26.00	16021	6301	00003952		
1252	11/20/17	ALL ABOUT BOOKS, LLC	RO&R - #9461	781.37	16021	6301	00003952		
1318	11/20/17	ALL ABOUT BOOKS, LLC	RO&R - #9683	199.80	16021	6301	00003952		
					4,597.51				
378758	11/27/17	WILS	overdrive course	45.00	16023	6201			
1096	11/20/17	VERITIV-MIDWEST	PAPER (16.67%)	219.33	16023	6301			
1146	11/20/17	HOBBY-LOBBY #0193	FALL PEN TOPPERS	13.35	16023	6301			
378183	11/01/17	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper, progr	90.00	16023	6301			
378742	11/27/17	OUTAGAMIE WAUPACA LIBRARY SYST	barcodes	284.55	16023	6301			
					652.23				
126958	11/17/17	11/16 PAYROLL TRAVEL REIMB	MCCLEER	226.04	16024	6201			
127019	11/30/17	11/30 PR TRAVEL REIMB	SANDBERG	247.88	16024	6201			
281	11/20/17	PAYPAL *NAMIFOXVALL	A.M. NAMI TRAINING	50.00	16024	6201			
395	11/20/17	MICHAELS STORES 8783	STEAMPUNK PRIZES	30.55	16024	6301	00003951		
442	11/20/17	BOARDLANDIA	STEAMPUNK	61.98	16024	6301	00003951		
486	11/20/17	TARGET 00002386	STEAMPUNK	14.97	16024	6301	00003951		
560	11/20/17	JOANN STORES #2149	DOOR PRIZES	14.48	16024	6301	00003951		
561	11/20/17	BARNES & NOBLE #2977	DOOR PRIZES	42.89	16024	6301	00003951		
562	11/20/17	HOBBY-LOBBY #0193	DOOR PRIZES	77.79	16024	6301	00003951		
563	11/20/17	THE HOME DEPOT #4903	DOOR PRIZES	15.88	16024	6301	00003951		
709	11/20/17	AMAZON MKTPLACE PMTS	JEWELRY PROGRAM	3.99	16024	6301	00003951		
747	11/20/17	AMAZON MKTPLACE PMTS	JEWELRY PROGRAM	10.47	16024	6301	00003951		
748	11/20/17	AMAZON MKTPLACE PMTS	JEWELRY PROGRAM	19.56	16024	6301	00003951		

Document Number	G/L Date	Alpha Name	Explanation ----- -Remark- -----	Amount	Account
786	11/20/17	AMAZON MKTPLACE PMTS	JEWELRY PROGRAM	26.35	16024 6301 00003951
1097	11/20/17	VERITIV-MIDWEST	PAPER (16.67%)	219.33	16024 6301
1199	11/20/17	AMAZON MKTPLACE PMTS	STORY CUBES	21.90	16024 6301 00003951
1065	11/20/17	BB *CFFOXVALLEY	AEF EVENT	25.00	16024 6599 00003951
1090	11/20/17	CHIMERA HOBBY SHOP	STEAMPUNK	26.98	16024 6599 00003951
378224	11/01/17	ENCARNACION, MARISOL	card making	90.00	16024 6599 00003951
378400	11/08/17	KALAMBA, GISELLE	interpreting service	200.00	16024 6599 00003951
378403	11/08/17	SOLIS, JASON	music @ the library	75.00	16024 6599 00003951
378546	11/15/17	PETTY, ANTJE	genealogy speaker	100.00	16024 6599 00003951
				----- 1,601.04 =====	
55	11/20/17	TARTAN SUPPLY CO INC	TISSUE/SOAP	356.71	16031 6306
347	11/20/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031 6306
962	11/20/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	56.60	16031 6306
287	11/20/17	AMAZON.COM	SPRAYER	14.92	16031 6309 2
339	11/20/17	NORTHSIDE TRUE VALUE	ANCHORS	3.44	16031 6309 2
126955	11/17/17	RECYCLING-OCT	239760	128.00	16031 6407
612	11/20/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (3.04%)	74.00	16031 6407
378658	11/21/17	WE ENERGIES	4835-258-176	7,586.28	16031 6413 1
378658	11/21/17	WE ENERGIES	5229-670-389	2,137.42	16031 6413 2
127024	11/30/17	10/31/17 FMD MONTHLY BILLING	LIBRARY	12,579.62	16031 6420
				----- 22,982.77 =====	
251	11/20/17	SP * ELM USA	DISC CLEANING	828.95	16032 6301
1042	11/20/17	DEMCO INC	TAPE DISPENSERS	311.90	16032 6301
1043	11/20/17	PREMIUM WATERS E-BILL	DISC CLEANING	118.89	16032 6301
1098	11/20/17	VERITIV-MIDWEST	PAPER (16.67%)	219.33	16032 6301
1347	11/20/17	GIH*GLOBALINDUSTRIALEQ	SALE TAX CREDIT	3.66-	16032 6301
4758682	11/20/17	LIBRARY JB 11/20/17	REIMBURSE FOR CC CHARGE +	653.95-	16032 6315
67	11/20/17	INGRAM LIBRARY SERVICE	"	1,776.25	16032 6315
113	11/20/17	INGRAM LIBRARY SERVICE		437.82	16032 6315
114	11/20/17	HOUCHEN BINDERY LTD		61.65	16032 6315
144	11/20/17	THOMSON WEST*TCD		429.36	16032 6315
165	11/20/17	MIDWEST TAPE LLC		301.31	16032 6315
216	11/20/17	INGRAM LIBRARY SERVICE		3,309.98	16032 6315
228	11/20/17	INGRAM LIBRARY SERVICE		1,561.32	16032 6315

Document Number	G/L Date	Explanation		Amount	Account
		Alpha Name	-Remark-		
229	11/20/17	INGRAM LIBRARY SERVICE		252.24	16032 6315
233	11/20/17	MERGENT INC		187.00	16032 6315
256	11/20/17	INGRAM LIBRARY SERVICE		525.56	16032 6315
344	11/20/17	SAGE PUBLICATIONS		1,107.00	16032 6315
345	11/20/17	INGRAM LIBRARY SERVICE		1,693.41	16032 6315
346	11/20/17	INGRAM LIBRARY SERVICE		979.78	16032 6315
390	11/20/17	THOMSON WEST*TCD		822.01	16032 6315
391	11/20/17	INGRAM LIBRARY SERVICE		1,680.07	16032 6315
392	11/20/17	BAKER-TAYLOR		269.98	16032 6315
393	11/20/17	SAGE PUBLICATIONS		1,397.00	16032 6315
396	11/20/17	FRAUD CREDIT LSB	CREDIT	300.00	16032 6315
403	11/20/17	AMAZON MKTPLACE PMTS		43.91	16032 6315
404	11/20/17	AMAZON MKTPLACE PMTS		14.74	16032 6315
405	11/20/17	INGRAM LIBRARY SERVICE		2,551.39	16032 6315
421	11/20/17	SAGE PUBLICATIONS		1,107.00	16032 6315
464	11/20/17	AMAZON MKTPLACE PMTS		43.86	16032 6315
501	11/20/17	AMAZON MKTPLACE PMTS		8.99	16032 6315
502	11/20/17	AMAZON MKTPLACE PMTS		57.99	16032 6315
503	11/20/17	AMAZON MKTPLACE PMTS		6.09	16032 6315
504	11/20/17	AMAZON MKTPLACE PMTS		5.93	16032 6315
506	11/20/17	AMAZON MKTPLACE PMTS		154.26	16032 6315
507	11/20/17	INGRAM LIBRARY SERVICE		752.77	16032 6315
508	11/20/17	AMAZON MKTPLACE PMTS		11.17	16032 6315
583	11/20/17	MIDWEST TAPE LLC		2,249.59	16032 6315
584	11/20/17	INGRAM LIBRARY SERVICE		556.82	16032 6315
585	11/20/17	INGRAM LIBRARY SERVICE		742.93	16032 6315
586	11/20/17	AMAZON MKTPLACE PMTS		28.79	16032 6315
587	11/20/17	AMAZON MKTPLACE PMTS		12.53	16032 6315
588	11/20/17	AMAZON MKTPLACE PMTS		37.00	16032 6315
589	11/20/17	AMAZON MKTPLACE PMTS		73.68	16032 6315
590	11/20/17	AMAZON MKTPLACE PMTS		50.49	16032 6315
605	11/20/17	LEGAL DIRECTORIES PUBL		49.75	16032 6315
606	11/20/17	INGRAM LIBRARY SERVICE		1,057.13	16032 6315
715	11/20/17	INGRAM LIBRARY SERVICE		1,713.54	16032 6315
716	11/20/17	INGRAM LIBRARY SERVICE		562.38	16032 6315

Document Number	G/L Date	Explanation		Amount	Account
		Alpha Name	-Remark-		
761	11/20/17	INGRAM LIBRARY SERVICE		1,159.34	16032 6315
790	11/20/17	INGRAM LIBRARY SERVICE		240.50	16032 6315
791	11/20/17	R&L PUBLISHING GROUP		88.40	16032 6315
847	11/20/17	INGRAM LIBRARY SERVICE		539.06	16032 6315
848	11/20/17	RECORDED BOOKS	"	113.80	16032 6315
849	11/20/17	RECORDED BOOKS		359.60	16032 6315
850	11/20/17	UPS*1ZR449350395336286		11.01	16032 6315
851	11/20/17	INGRAM LIBRARY SERVICE		349.27	16032 6315
852	11/20/17	INGRAM LIBRARY SERVICE		555.68	16032 6315
853	11/20/17	AMAZON MKTPLACE PMTS		35.26	16032 6315
875	11/20/17	INGRAM LIBRARY SERVICE		1,510.28	16032 6315
881	11/20/17	INGRAM LIBRARY SERVICE	"	352.27	16032 6315
934	11/20/17	MIDWEST TAPE LLC		1,624.61	16032 6315
935	11/20/17	INGRAM LIBRARY SERVICE		821.67	16032 6315
936	11/20/17	INGRAM LIBRARY SERVICE		959.38	16032 6315
937	11/20/17	INGRAM LIBRARY SERVICE		866.16	16032 6315
938	11/20/17	UW CONTINUING LEGAL ED		80.00	16032 6315
939	11/20/17	BAKER-TAYLOR	"	29.91	16032 6315
985	11/20/17	INGRAM LIBRARY SERVICE		671.72	16032 6315
986	11/20/17	INGRAM LIBRARY SERVICE		625.11	16032 6315
1007	11/20/17	INGRAM LIBRARY SERVICE		2,111.96	16032 6315
1008	11/20/17	AMAZON.COM		17.09	16032 6315
1009	11/20/17	AMAZON.COM		20.91	16032 6315
1048	11/20/17	BAKER-TAYLOR		81.60	16032 6315
1135	11/20/17	MIDWEST TAPE LLC	"	1,494.17	16032 6315
1136	11/20/17	INGRAM LIBRARY SERVICE		883.51	16032 6315
1137	11/20/17	INGRAM LIBRARY SERVICE		235.31-	16032 6315
1138	11/20/17	OUR WI MAG		19.98	16032 6315
1139	11/20/17	RECORDED BOOKS		193.80	16032 6315
1140	11/20/17	TCD*GALE		1,259.00	16032 6315
1141	11/20/17	INGRAM LIBRARY SERVICE		591.44	16032 6315
1183	11/20/17	INGRAM LIBRARY SERVICE	"	1,300.58	16032 6315
1184	11/20/17	HOUCHEN BINDERY LTD		111.81	16032 6315
1185	11/20/17	SCHOLASTIC EDUCATION		668.85	16032 6315
1186	11/20/17	RECORDED BOOKS		56.90	16032 6315

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
1187	11/20/17	RECORDED	BOOKS		64.60	16032	6315
1243	11/20/17	BAKER-TAYLOR			10.88	16032	6315
1244	11/20/17	EBSCO INFO SERVICE	BHM		12,887.99	16032	6315
1245	11/20/17	AMAZON.COM			15.45	16032	6315
1312	11/20/17	AMAZON MKTPLACE	PMTS		2.20-	16032	6315
1313	11/20/17	INGRAM LIBRARY SERVICE			2,069.91	16032	6315
1314	11/20/17	AMAZON MKTPLACE	PMTS		72.18-	16032	6315
1315	11/20/17	AMAZON MKTPLACE	PMTS		28.74-	16032	6315
378747	11/27/17	SOO LINE HISTORICAL & TECHNICA	media		35.00	16032	6315
378746	11/27/17	UNIQUE MANAGEMENT SERVICES, IN	collection agency		393.80	16032	6599
					61,935.76		
754	11/20/17	OFFICEMAX/OFFICEDEPT#6		TONER (29.21%)	64.56	16033	6301
1099	11/20/17	VERITIV-MIDWEST		PAPER (16.65%)	219.35	16033	6301
98	11/20/17	CDW GOVT #KPH5114		VGA/IPAD CABLES	70.08	16033	6327
712	11/20/17	AMAZON.COM		MINI SWITCH	34.37	16033	6327
978	11/20/17	AMAZON MKTPLACE	PMTS	THERMAL RECEIPT PAPE	270.00	16033	6327
1005	11/20/17	CDW GOVT #KJT2570		MICE	25.62	16033	6327
1066	11/20/17	DMI* DELL HLTHCR/PTR		SERVER WARRENTY	2,072.00	16033	6327
1309	11/20/17	AMAZON MKTPLACE	PMTS	HARD DRIVE	45.00	16033	6327
572	11/20/17	RICOH USA, INC		PUBLIC COPIER	148.71	16033	6418
573	11/20/17	RICOH USA, INC		PUBLIC COPIER	148.71	16033	6418
725	11/20/17	RICOH USA, INC		PUBLIC COPIER	227.41	16033	6418
764	11/20/17	RICOH USA, INC		PUBLIC COPIER	148.71	16033	6418
855	11/20/17	MODERN BUSINESS MACHIN		ADMIN COPIER OVERAGE	742.56	16033	6418
1006	11/20/17	INDUSTRY WEAPON INC		COMMAND CENTER	1,764.00	16033	6418
1012	11/20/17	MODERN BUSINESS MACHIN		ADMIN COPIER	351.70	16033	6418
1310	11/20/17	DNH*GODADDY.COM		DOMAIN RENEWAL	20.17	16033	6418
1311	11/20/17	FARONICS TECHN01 OF 01		FARONICS RENEWAL	400.00	16033	6418
					6,752.95		
					100,762.91		

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eleven Months Ending November 30, 20171
12/01/17
13:01:31

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year November Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305	2,266,806	2,284,583	172,305	2,065,183	90.40
Part-Time		279,623	206,653	206,653	19,539	216,839	104.93
Fringes		812,940	838,096	840,737	58,514	698,329	83.06
Salaries & Fringe Benefits		3,272,868	3,311,555	3,331,973	250,358	2,980,351	89.45
Training & Conferences	6201	22,583	18,314	21,814	860	16,723	76.66
Parking Permits	6206	18,112	19,920	19,920	0	19,560	98.19
Memberships & Licenses	6303	3,023	2,055	2,055	0	3,711	180.58
Awards & Recognition	6305	854	850	850	0	617	72.59
Food & Provisions	6307	986	1,135	1,135	166	1,726	152.07
Administrative Expense		45,558	42,274	45,774	1,026	42,337	92.49
Office Supplies	6301	48,167	60,336	60,336	3,334	33,798	56.02
Building Maintenance/Janitor	6306	11,343	7,344	7,344	459	8,381	114.12
Shop Supplies & Tools	6309	0	100	100	18	115	115.00
Books & Library Materials	6315	621,663	595,531	620,893	60,067	506,854	81.63
Printing & Reproduction	6320	20	100	100	0	85	85.00
Clothing	6321	0	0	0	0	363	.00
Safety Supplies	6323	171	200	200	0	239	119.50
Miscellaneous Equipment	6327	54,866	67,250	67,250	2,517	34,527	51.34
Supplies & Materials		736,230	730,861	756,223	66,395	584,362	77.27
Collection Services	6407	2,855	1,545	1,545	202	2,166	140.19
Advertising	6412	899	1,288	1,288	55	1,022	79.35
Other Contracts/Obligations	6599	66,396	67,497	67,497	394	71,634	106.13
Purchased Services		70,150	70,330	70,330	651	74,822	106.39
Electric	6413.1	110,073	109,161	109,161	7,586	91,175	83.52
Gas	6413.2	24,433	23,169	23,169	2,137	20,785	89.71
Water	6413.3	4,924	4,871	4,871	0	4,948	101.58
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	0	2,063	101.73
Stormwater	6413.6	2,418	2,444	2,444	0	2,418	98.94
Telephone	6413.7	2,734	2,719	2,719	217	2,830	104.08
Cellular Telephone	6413.8	1,138	945	945	102	1,024	108.36
Utilities		147,772	145,337	145,337	10,042	125,243	86.17
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	0	1,285	42.83
Equipmt Repair & Maintenance	6418	66,090	73,415	73,415	3,952	79,435	108.20
C&M Charges	6420	148,232	178,037	178,037	12,580	135,305	76.00
Repair & Maintenance		216,418	254,452	254,452	16,532	216,025	84.90
Software Acquisition	6815	10,608	8,498	8,498	0	6,120	72.02
Capital Expenditures		10,608	8,498	8,498	0	6,120	72.02
TOTAL EXPENSES		4,499,604	4,563,307	4,612,587	345,004	4,029,260	87.35
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	0	1,066,420	100.05
Library Fines		56,478	75,000	75,000	5,191	54,368	72.49
Space Rentals		30,000	30,000	30,000	0	30,000	100.00
Donations & Memorials		705	0	0	58	757	.00
Administration Reimbursements		25,591	0	3,500	0	3,500	100.00
Community Reimbursements & Reader/Prntr		217	300	300	0	0	.00
Commissions (Vending)		1,473	1,500	1,500	119	1,278	85.20
Lost & Paid Materials 16032.5035		20,762	0	21,000	924	48,202	229.53
Network Reimbursements & Public Use Prtr		20,242	18,500	18,500	1,698	17,839	96.43
TOTAL REVENUES		1,258,797	1,191,139	1,215,639	7,990	1,222,364	100.55

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eleven Months Ending November 30, 2017Friends- 3951
12/01/17
13:01:59

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year November Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	0	0	20,000	1,294	9,445	47.23
Fringes	0	0	1,000	428	2,362	236.20
Salaries & Fringe Benefits	0	0	21,000	1,722	11,807	56.22
Training & Conferences 6201	1,074	0	3,691	443	921	24.95
Memberships & Licenses 6303	1,095	0	4,600	0	756	16.43
Awards & Recognition 6305	375	0	1,075	0	574	53.40
Food & Provisions 6307	1,248	0	1,125	108	860	76.44
Administrative Expense	3,792	0	10,491	551	3,111	29.65
Office Supplies 6301	6,617	0	24,500	341	17,693	72.22
Books & Library Materials 6315	0	0	800	0	787	98.38
Printing & Reproduction 6320	4,750	0	2,425	306	3,805	156.91
Miscellaneous Equipment 6327	8,002	0	7,825	0	1,823	23.30
Supplies & Materials	19,369	0	35,550	647	24,108	67.81
Advertising 6412	4,200	0	1,200	0	0	.00
Other Contracts/Obligations 6599	16,930	0	18,450	696	19,466	105.51
Purchased Services	21,130	0	19,650	696	19,466	99.06
Utilities	0	0	0	0	0	.00
Equipmt Repair & Maintenance 6418	0	0	500	0	0	.00
Repair & Maintenance	0	0	500	0	0	.00
Software Acquisition 6815	3,200	0	8,600	0	8,540	99.30
Capital Expenditures	3,200	0	8,600	0	8,540	99.30
TOTAL EXPENSES	47,491	0	95,791	3,616	67,032	69.98
REVENUES						
Administration Reimbursements	78,182	0	9,375	0	11,725	125.07
Children's Reimbursements	19,555	0	17,800	0	23,600	132.58
Community Reimbursements & Reader/Prntr	7,000	0	18,700	0	24,500	131.02
Lost & Paid Materials 16032,5035	0	0	800	0	1,600	200.00
Network Reimbursements & Public Use Prtr	0	0	4,325	0	6,575	152.02
TOTAL REVENUES	104,737	0	51,000	0	68,000	133.33

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eleven Months Ending November 30, 2017

ROR-3952 2
12/01/17
13:01:59

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year November Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	20,867	0	21,493	1,679	19,431	90.41
Fringes	1,490	0	1,535	28	318	20.72
Salaries & Fringe Benefits	22,357	0	23,028	1,707	19,749	85.76
Training & Conferences 6201	522	0	960	0	320	33.33
Administrative Expense	522	0	960	0	320	33.33
Office Supplies 6301	20,437	0	37,723	4,222	40,385	107.06
Supplies & Materials	20,437	0	37,723	4,222	40,385	107.06
Other Contracts/Obligations 6599	0	77,694	77,694	0	1,861	2.40
Purchased Services	0	77,694	77,694	0	1,861	2.40
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	43,316	77,694	139,405	5,929	62,315	44.70
REVENUES						
Children's Reimbursements	78,069	77,694	92,196	0	96,196	104.34
TOTAL REVENUES	78,069	77,694	92,196	0	96,196	104.34

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eleven Months Ending November 30, 2017

ARTR- 3954

4
12/01/17
13:01:59

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year November Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Office Supplies 6301	3.805	0	0	0	0	.00
Supplies & Materials	3.805	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	3.805	0	0	0	0	.00
REVENUES						
Children's Reimbursements	3.590	0	0	0	1.000	.00
TOTAL REVENUES	3.590	0	0	0	1.000	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eleven Months Ending November 30, 2017

ELL-3955

5
12/01/17
13:01:59

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year November Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	1,175	0	2,500	0	0	.00
Fringes	90	0	150	0	0	.00
Salaries & Fringe Benefits	1,265	0	2,650	0	0	.00
Food & Provisions 6307	270	0	3,239	0	945	29.18
Administrative Expense	270	0	3,239	0	945	29.18
Office Supplies 6301	5,176	0	5,900	0	2,115	35.85
Supplies & Materials	5,176	0	5,900	0	2,115	35.85
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	6,711	0	11,789	0	3,060	25.96
REVENUES						
Children's Reimbursements	9,500	0	9,000	0	9,000	100.00
TOTAL REVENUES	9,500	0	9,000	0	9,000	100.00

***CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2017***

[illegible]

For the purpose of:

Move expense from our Children's City budget to the ELL grant to cover cost of additional sub staff hours to cover desks during ELL programs

Department Head

Budget Entry (BE) No.:_____

Approved by:

Tony D. Saucerman, Finance Director

Timothy M. Hanna, Mayor

Reported to Finance Committee:

Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.

2018 Appleton Public Library Objectives

DRAFT – 7/25/17

Hub of Learning and Literacy

Increase satisfaction with library online services from 82% somewhat satisfied in 2017 to 90% by 2021.

Increase satisfaction with customer service from 92% somewhat satisfied or higher in 2017 to 95% in 2021 on the biennial patron survey.

Collaborative Environment

Increase satisfaction of public meeting room users on biennial patron survey from 53% somewhat satisfied or higher in 2017 to 65% in 2021.

The Future: Children and Teens

Maintain satisfaction with children's programs on the biennial patron survey at 95% or higher while increasing those who rate the programs at excellent or very good.

Increase satisfaction with teen programs back up to the 99% rate of good or higher that it was at in 2015 by 2021.

Creation and Innovation

Increase satisfaction rates on the biennial patron survey with library technology offerings, including online services, public computers and the library website from 72% somewhat satisfied or higher in 2017 to 80% in 2021.

Engaged and Sustainable Organization

Increase satisfaction rate on the biennial patron survey with safety at the library from 69% somewhat satisfied in 2017 to 80% in 2021.

Enriched Entertainment

Increase satisfaction with library materials from 90% somewhat satisfied in 2017 to 95% by 2021.

Specialized Services and Programs

Maintain satisfaction on biennial patron survey at 98% for satisfaction with adult programs at good or higher.



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Friday, December 8, 2017

4:00 PM

225 N. Oneida Street

SCHOLARSHIP COMMITTEE

1. Call meeting to order

Chairperson Will Bloedow called the meeting to order at 4:22 pm

2. Roll call of membership

Others Present: Ann Cooksey, Maureen Ward

Present: 3 - Panella, Hunger and Bloedow

3. **Action Items**

- A. [17-1913](#) Friends of Appleton Public Library / Frank P. Young Scholarship Award

Panella moved, seconded by Hunger, that the Friends / F.P. Scholarship award in the amount of \$1,000 be awarded to Susannah Gilbert and be recommended for approval. Voice Vote. Motion Carried. (3-0)

4. Adjournment

Hunger moved, seconded by Panella the meeting be adjourned. Voice Vote.
Motion Carried. (3-0)
The meeting was adjourned at 4:47 pm

Dealing with Challenges to Materials and Policies

23

One of the most difficult tasks you may face as a public library trustee is that of dealing with an objection to materials in the library's collection, or an objection to library policies.⁵ This is why it is essential for every library to have a written policy in place that specifies how complaints will be handled, including a procedure to be used by concerned citizens.

The Challenge Policy

The policy should be written so that it calls for at least the initial steps of the process to be handled by staff; and in many, if not most, instances the issue can be resolved at that level. However, there may be times when the library board becomes involved more directly. Again, what is most important is for the board to have a policy and a corresponding procedure for dealing with either circumstance.

Regardless of the level of board involvement, it is important for you as a trustee to be committed to the principles of freedom of expression and inquiry that are fundamental to the role of public libraries. The entire community benefits collectively when democratic institutions uphold the right of access to information. Public libraries are for everyone and for every inquiry, and as such must include materials with varying points of view and a wide range of subjects. However, throughout history there have always been those who seek to limit what others may read, see, or listen to, and when this occurs in a public library setting it must be addressed thoughtfully and carefully by those ultimately responsible for all library operations, i.e., the library board.

When you became a library trustee, you may already have had considerable knowledge about intellectual freedom and censorship. However, many trustees need to learn more about these issues so that if an objection is raised they will be prepared. There are many resources; one of the most complete is the *Intellectual Freedom Manual* published by the Office for Intellectual Freedom of the American Library Association. The manual is updated frequently, and your library should have a copy of the latest edition. Other resources are listed at the end of this *Trustee Essential*. (See also [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

In This Trustee Essential

- The need to have a written policy to deal with challenges
- Your responsibility as a trustee in a challenge

⁵ While this *Trustee Essential* focuses primarily on complaints or challenges to materials, a similar procedure can be used for objections to library policies such as those governing use of meeting rooms, the Internet, etc.

The Trustee Role in Dealing with Challenges

So what is your role when a complaint against a specific book, music CD, DVD, or policy is made? In many communities (especially smaller ones) you may receive the complaint personally through a phone call or a face-to-face conversation rather than as an item of business at the next board meeting. If this happens, you will be better able to respond appropriately if there is a policy and procedure already in place.

An important first step is to communicate with the library director about the complaint, since you and your fellow trustees have, no doubt, delegated to the director the responsibility for selecting materials. This means that you should not express your own personal views to an individual citizen, but should instead refer the complaint to the director promptly. Inform the citizen that there is a policy for handling objections, and explain that you are not individually responsible for deciding what will be done. Make sure the objector understands there is a process, and that he/she has the right to use that process. See the attached *Sample Complaint/Concern Form*, which includes a sample policy for dealing with complaints.

In other instances, the complaint may be made directly to the library director, either orally or in writing. In both cases, the objection may become a formal challenge if it cannot be resolved through informal dialog. You and your fellow trustees should be informed by the director that a challenge has been received and kept informed of the steps in its resolution. Or the trustees may receive a challenge as a formal item of business, and the process will start from that point.

If a formal challenge has been received, it may become known to the general public, sometimes generating debate in the media and among other public officials. This can create great stress for library trustees, for you may be contacted for your opinion by members of the public or by the media, or even by members of the municipal board which confirmed your appointment. Again, it is your responsibility not to engage in public debate as an individual. Your library's policy for dealing with challenges should specify that all deliberations involving trustees will be made at open board meetings; it should also specify that there is an official spokesperson (often the library director, sometimes the board president) through whom all information will be given out, especially to the media.

Public Hearings

Most challenges are resolved before they become issues of public debate. Depending on your challenge policy, occasionally the library board may decide to hold a public hearing at which testimony is taken. This process must be carefully and thoroughly crafted to allow both sides of the issue to be heard, and to prevent (as much as possible) undue sensationalism. (The *Intellectual Freedom Manual* has an excellent section on planning a public hearing.) While the steps of this process need not be spelled out in your library's policy, there should be a statement that refers to the process.

If a hearing is held, it is important for trustees to listen as carefully as possible and not to participate in the debate. They should also defer any decision on the challenge until a later meeting. This meeting should be scheduled fairly soon after the hearing but allow enough time for trustees to consider the issues that have been raised in a less emotional atmosphere.

Regardless of how the challenge ultimately arrives before the trustees, it is probable that you will eventually make your views known through a vote that will decide the outcome. This is the time to make a public statement giving the reasons for your vote. Such a statement is not obligatory, but it gives trustees a forum to reiterate the principles of intellectual freedom, and why you do (or do not) support them in this instance. Once the board has decided the outcome, there is usually no further recourse for action by the challenger except a court case.

A formal challenge can be an opportunity for growth for all parties: the challenger, the library director and staff, and perhaps most of all for trustees. Having a policy in place that describes the process to be followed and the responsibilities of the various participants in a challenge will make it much easier for you and your fellow board members to deal with attempts at censorship.

Discussion Questions

1. Why is it important for a library to have a policy for dealing with challenges to library materials and policies?
2. Does your library have an adequate policy and procedure for handling challenges? Are there any ways your policy and procedure could be improved?

Sources of Additional Information

- Attached [Sample Complaint/Concern Form](#)
- Intellectual Freedom Manual, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Children's Cooperative Book Center Intellectual Freedom Information Services, University of Wisconsin-Madison (for challenged children's materials) at <http://ccbc.education.wisc.edu/freedom/ifservices.asp>
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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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Sample Complaint / Concern Form *

Your complaint or concern is about (please check):

- ☐ Book
- ☐ Audio item
- ☐ Video item
- ☐ Internet website
- ☐ Library policy
- ☐ Other, please explain:

Please indicate (if relevant):

Title:

Author/Producer/URL:

What is your concern about this material, resource, or policy? (Please tell us all you can to help us understand your concerns.)

Please print your name and address:

Signature: _____

[On the back of the form, include the board-approved policy for dealing with written complaints about materials. See the next page for an example.]

* Sometimes called a material reconsideration or challenge policy.

Sample Board Policy for Handling Material Complaints / Concerns

The library director (or staff responsible for selecting materials in this area) will:

1. Examine the material, reviews, and other information about this title or similar titles.
2. Decide whether the item should be kept, moved to another section of the library, or withdrawn.*
3. Write the person who filed the complaint with a decision and explanation within ____days of receiving the complaint.

If the person who filed the complaint is not satisfied with the decision, he/she can appeal to the library board. Upon receiving an appeal, the board will:

1. Set up a committee with board members, library staff, and/or community members to examine the material.
2. Consider the committee's recommendation to the board.
3. Hold a public hearing if deemed desirable by the board.
4. Make a final decision on the material.*

*The U.S. Supreme Court has ruled that officials may not legally remove materials from a library collection "simply because they dislike the ideas contained in those books and seek by their removal to prescribe what shall be orthodox in politics, nationalism, religion or other matters of opinion."

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