

Monday - April 20, 2026

Hortonville Public Library Board of Trustees Meeting Agenda

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
- II. Roll call
- III. Agenda changes (to change the position of an item already on the agenda)
- IV. Public comment
- V. Consent agenda
 - a. Library Board of Trustees meeting minutes- March 23, 2026
 - b. Payment of bills and vouchers
- VI. Director's report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget
- VII. Discussion on Trustee Essentials
 - a. Essential #18- "Library Board Appointments and Composition"
 - b. Essential #3- "Bylaws- Organizing the Board for Effective Action"
- VIII. Friends of the Hortonville Library update
 - a. Book and Bake Sale: May 8-9
 - i. Volunteers needed!
- IX. Future meeting dates
 - a. May 18, 2026- 5:00 pm
 - b. June 15, 2026- 5:00 pm
- X. Items to add for future agendas
 - a. Policy review
- XI. Motion to adjourn

Posted by: Alexandria Krause, Hortonville Public Library Director
04/17/2026

Monday - March 23, 2026

Hortonville Public Library Board of Trustees Meeting Minutes

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
Meeting called to order at 5:03 pm by President Mike Wirkus.
- II. Roll call
Trustees in attendance: Mike Wirkus, Kristi Compton, Lex Jandourek, Holly Diestler, Carrie Lathrop, Christina King. Trustees Absent: Stephanie Holtz. Others present: Library Director, Allie Krause; OWLS Trustee, Diane Forsythe; OWLS Consulting & Outreach Librarian, Kristin Laufenberg
- III. Agenda changes (to change the position of an item already on the agenda) - **None**
- IV. Public comment - **None**
- V. Consent agenda
 - a. Library Board of Trustees meeting minutes- February 16, 2026
 - b. Payment of bills and vouchers**Motion by Christina King to approve the consent agenda including vouchers in the amount of \$4,282.22. Seconded by Carrie Lathrop. Roll call vote, all aye.**
- VI. Director's report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget**Library Director Krause presented the Director's Report as in the packet.**
- VII. Discussion and presentation by OWLS Consulting & Outreach Librarian
OWLS Librarian Kristin Laufenberg shared information on DPI Library Standards and comparisons with libraries at various data points.
- VIII. Discussion on Trustee Essentials
 - a. Essential 7- "The Library Board and Library Personnel"
 - b. Essential 11- "Planning for the Library's Future"**Trustees discussed Essentials 7 and 11 provided by DPI.**
- IX. Friends of the Hortonville Library update
Christina King shared financial updates with FOHL, Book Sale planning, and Summer Recreation Program scholarships.
- X. Future meeting dates
 - a. April 20, 2026- 5:00 pm
 - b. May 18, 2026- 5:00 pm
- XI. Items to add for future agendas - **None**
- XII. Motion to adjourn
Motion by Christine King to adjourn at 6:07 pm. Seconded by Lex Jandourek. Approved by voice vote.

Respectfully submitted by Kristi Compton on March 26, 2026

04.20.26 Invoices

2026	BMO	\$1,939.35
2026	MSI	\$128.77
2026	Baileys Harbor Public Library	\$10.00
2026	Lena Public Library	\$24.99
2026	Wells Fargo	\$180.00
2026	OWLS	\$18,463.08
2026	Ingram	\$2,267.42
2026	Unique	\$11.65
2026	Sarah Bultman	\$72.34
	Total:	\$23,097.60

Library Board of Trustees Meeting- April 20, 2026 Director's Report

- Staff Update

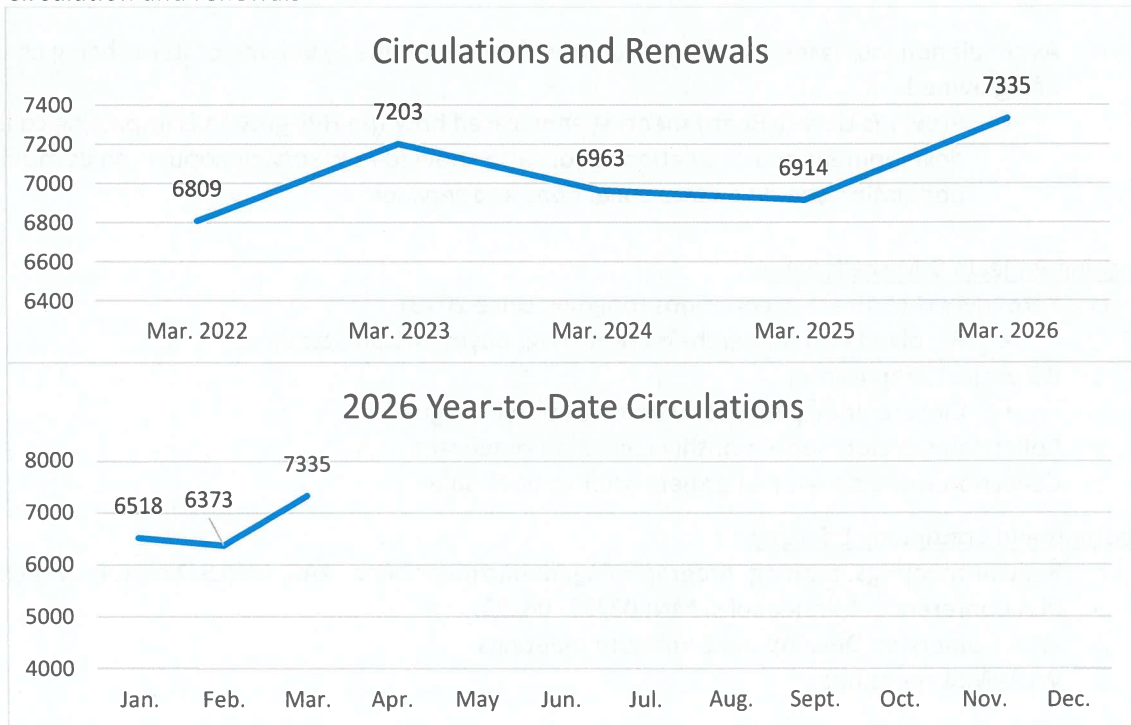
- ILS training scheduled for Monday, July 20 (library closure) combined with Shiocton staff

- Programming & Outreach

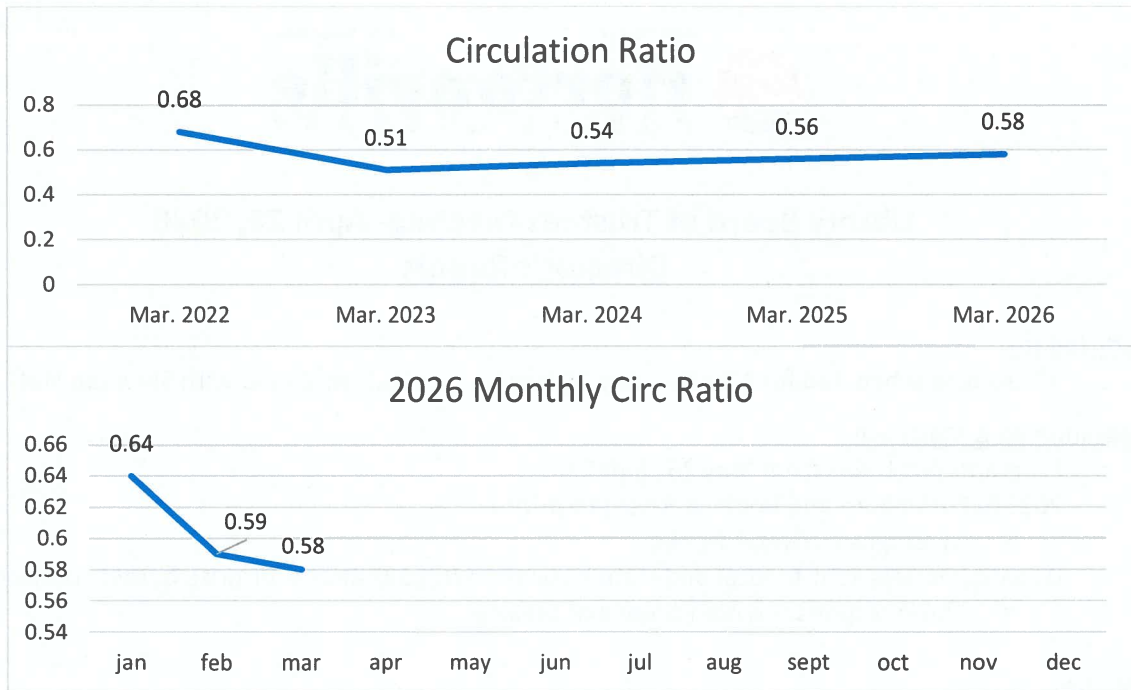
- Programming break from May 25- June13
- 2026 SLP Brochure and Bookmark sent to printer
 - 57 programs over 9 weeks
- Donation letters sent to local and state businesses/organizations for prize basket sponsorships
 - Three responses within a week of mailing

- Statistics

- Circulation and renewals



- Circulation Ratio



- As circulation increases, circulation ratios will decrease due to volume of items being checked in vs items being owned
 - Previous Library Board meeting showcased how the HPL growth is impacting collection development and circulation ratios- also showed how service population vs municipal population should dictate collections and services

- Ongoing Projects & Miscellaneous

- Xerox/MBM contract negotiations (ongoing since 2023)
 - Resolved end of March- no remaining payments outstanding
- ILS project preparation
 - Closure anticipated for data migration in August
- Collection development- monthly collection purchases
- Collection weeding- annual project prior to book sale

- Meetings and Continuing Education

- Regular meetings: Staffing, programming, department head, AAC, OWLS Directors, Village Board
- PLA Conference- Minneapolis, MN: 03/31- 04/03
- WLA Leadership Development Institute meetings
- WLA-WISL meetings

- Budget

- Updated budget spreadsheet provided via Director
- Payments/vouchers are presented to the Library Board as part of the consent agenda

2026 APPROVED LIBRARY BUDGET
Library - FUND 200

Hortonville Public Library
updated 04/16/2026

ACCT #	DESCRIPTION	2026		2026		2026	
		APPROVED BUDGET	YTD	ACCOUNT REMAINING	PERCENT REMAINING	ACCOUNT REMAINING	PERCENT REMAINING
REVENUE							
INTERGOVERNMENTAL REVENUES							
200-43-43720-000	COUNTY AID - OWLS	\$ 230,123.00	113,430.50	\$116,692.50	49.29%		
200-43-43721-000	LIBRARY GRANTS	\$ 600.00	-	\$600.00	0.00%		
	INTERGOVERNMENTAL REVENUES TOTALS	\$ 230,723.00	\$ 113,430.50	(\$117,292.50)	49.16%		
PUBLIC CHARGES FOR SERVICE							
200-46-46710-000	LIBRARY COPIES & FAXES	\$ 500.00	429.24	\$70.76	85.85%		
200-46-46711-000	LIBRARY COLLECTION AGENCY	\$ -	-	\$0.00			
200-46-46712-000	LIBRARY MATERIAL REPLACEMENT	\$ 750.00	241.19	\$508.81	32.16%		
	PUBLIC CHARGES FOR SERVICE TOTAL	\$ 1,250.00	\$ 670.43	(\$79.57)	53.63%		
MISCELLANEOUS REVENUE							
200-48-48100-000	LIBRARY INTEREST ON INVESTMENTS	\$ 4,300.00	511.79	\$3,788.21	11.90%		
200-48-48300-000	SALES OF PROPERTY/EQUIPMENT	\$ -	-	\$0.00			
200-48-48500-000	LIBRARY DONATIONS	\$ 2,000.00	106.36	\$1,893.64	5.32%		
200-48-48600-000	LIBRARY DONATIONS FOHL	\$ 3,000.00	-	\$3,000.00	0.00%		
	MISCELLANEOUS REVENUE TOTAL	\$ 9,300.00	\$ 618.15	(\$681.85)	6.65%		
OTHER FINANCING SOURCES							
200-49-49210-000	TRANSFER FROM GENERAL FUND	\$ 150,792.20	150,792.20	\$0.00	100.00%		
200-49-49300-000	FUND BALANCE APPLIED	\$ -	-	\$0.00			
	OTHER FINANCING SOURCES TOTAL	\$ 150,792.20	\$ 150,792.20	-	100.00%		
	FUND 200 REVENUE	\$ 392,065	\$ 265,511.28	(\$126,554)	67.72%		
EXPENDITURE							
LIBRARY DIRECTOR							
200-55-55110-110	PAYROLL	\$ 60,446.58	18,504.11	\$ 41,942.47	30.61%		
200-55-55110-111	LONGEVITY	\$ 1,675.22	1,692.50	(\$17.28)	101.03%		
200-55-55110-120	FICA	\$ 4,624.16	1,490.50	\$ 3,133.66	32.23%		
200-55-55110-135	HEALTH INSURANCE WAIVER PAYMENTS	\$ -	-	\$ -			

200-55-55110-170	RETIREMENT	\$	4,352.15	\$	1,454.15	\$	2,898.00	33.41%
200-55-55110-330	TRAVEL, SEMINARS	\$	2,500.00	\$	1,419.30	\$	1,080.70	56.77%
	LIBRARY DIRECTOR TOTAL	\$	73,598.11	\$	24,560.56	\$	49,037.55	33.37%

LIBRARY STAFF								
200-55-55111-110	PAYROLL	\$	149,784.44	\$	43,753.52	\$	106,030.92	29.21%
200-55-55111-111	LONGEVITY	\$	1,452.50	\$	462.89	\$	989.61	31.87%
200-55-55111-120	FICA	\$	11,458.51	\$	3,385.47	\$	8,073.04	29.55%
200-55-55111-170	RETIREMENT	\$	10,784.48	\$	2,228.21	\$	8,556.27	20.66%
200-55-55111-330	TRAVEL, SEMINARS	\$	3,000.00	\$	135.85	\$	2,864.15	4.53%
	LIBRARY STAFF TOTAL	\$	176,479.93	\$	49,965.94	\$	126,513.99	28.31%

LIBRARY EMPLOYEE BENEFITS								
200-55-55112-132	HEALTH INSURANCE, HRA ADMIN FEES	\$	14,471.60	\$	2,206.39	\$	12,265.21	15.25%
200-55-55112-133	HRA REIMBURSEMENTS	\$	4,500.00	\$	673.08	\$	3,826.92	14.96%
200-55-55112-134	DENTAL	\$	773.20	\$	124.22	\$	648.98	16.07%
200-55-55112-136	LIFE/DISABILITY INSURANCE	\$	750.00	\$	206.22	\$	543.78	27.50%
200-55-55112-140	CLOTHING ALLOWANCE	\$	800.00	\$	-	\$	800.00	0.00%
200-55-55112-395	HEALTH (TESTS, EAP)	\$	200.00	\$	-	\$	200.00	0.00%
	LIBRARY EMPLOYEE BENEFITS TOTAL	\$	21,494.80	\$	3,209.91	\$	6,019.68	14.93%

LIBRARY OPERATIONS								
200-55-55113-202	PROFESSIONAL SERVICES	\$	4,700.00	\$	1,338.95	\$	3,361.05	28.49%
200-55-55113-204	MAINTENANCE CONTRACTS	\$	7,300.24	\$	574.29	\$	6,725.95	7.87%
200-55-55113-213	LIBRARY AUDIT	\$	800.00	\$	-	\$	800.00	0.00%
200-55-55113-220	UTILITIES	\$	6,500.00	\$	3,182.82	\$	3,317.18	48.97%
200-55-55113-310	OFFICE SUPPLIES	\$	10,000.00	\$	450.12	\$	9,549.88	4.50%
200-55-55113-312	OWLS MEMBERSHIP	\$	18,166.00	\$	-	\$	18,166.00	0.00%
200-55-55113-320	MEMBERSHIP & DUES	\$	500.00	\$	18.43	\$	481.57	3.69%
200-55-55113-340	BUILDING MAINT. SUPPLIES	\$	200.00	\$	387.02	\$	(187.02)	193.51%
200-55-55113-390	OTHER SUPPLIES/EXPENSES	\$	-	\$	-	\$	-	#DIV/0!
200-55-55113-399	PROPERTY AND LIABILITY INSURANCE	\$	1,000.00	\$	1,000.00	\$	-	100.00%
	LIBRARY OPERATIONS TOTAL	\$	49,166.24	\$	6,951.63	\$	42,214.61	14.14%

LIBRARY PROGRAMS								
200-55-55114-380	PROGRAMS - ADULT	\$	5,000.00	\$	928.03	\$	4,071.97	18.56%
200-55-55114-381	PROGRAMS - TEENS	\$	1,500.00	\$	506.05	\$	993.95	33.74%

200-55-55114-382	PROGRAMS - CHILDRENS	\$	5,000.00	\$	831.06	\$	4,168.94	16.62%
	LIBRARY PROGRAMS TOTAL	\$	11,500.00	\$	2,265.14	\$	9,234.86	19.70%
	LIBRARY MATERIALS							
200-55-55115-380	LIBRARY BOOKS - ADULT	\$	13,000.00	\$	4,453.32	\$	8,546.68	34.26%
200-55-55115-381	LIBRARY BOOKS - TEEN	\$	9,000.00	\$	1,728.39	\$	7,271.61	19.20%
200-55-55115-382	LIBRARY BOOKS - CHILDRENS	\$	11,000.00	\$	2,568.09	\$	8,431.91	23.35%
200-55-55115-383	LIBRARY BOOKS- KITS	\$	1,500.00	\$	-	\$	1,500.00	0.00%
200-55-55115-390	LIBRARY BOOKS - ADULT LG PRINT	\$	2,000.00	\$	-	\$	2,000.00	0.00%
200-55-55115-399	LIBRARY BOOKS - MAG & NEWSPAPER	\$	900.00	\$	-	\$	900.00	0.00%
	LIBRARY MATERIALS TOTAL	\$	37,400.00	\$	8,749.80	\$	28,650.20	23.40%
	LIBRARY AUDIO VISUAL							
200-55-55116-380	LIBRARY A/V ADULT	\$	1,700.00	\$	432.95	\$	1,267.05	25.47%
200-55-55116-381	LIBRARY A/V TEEN	\$	-	\$	-	\$	-	
200-55-55116-382	LIBRARY A/V CHILDRENS	\$	900.00	\$	189.07	\$	710.93	21.01%
200-55-55116-383	LIBRARY A/V VIDEO GAMES	\$	3,000.00	\$	-	\$	3,000.00	
200-55-55116-390	LIBRARY A/V E-BOOKS/RESEARCH	\$	2,595.00	\$	2,594.92	\$	0.08	100.00%
	LIBRARY AUDIO VISUAL TOTAL	\$	8,195.00	\$	3,216.94	\$	4,978.06	39.25%
	LIBRARY BUILDING MAINTENANCE							
100-55-55150-110	LIBRARY BLDG MAINT- PAYROLL	\$	5,000.00	\$	973.00	\$	4,027.00	19.46%
100-55-55150-111	LIBRARY BLDG MAINT- LONGEVITY	\$	45.50	\$	-	\$	45.50	0.00%
100-55-55150-120	LIBRARY BLDG MAINT- FICA	\$	400.64	\$	74.40	\$	326.24	18.57%
100-55-55150-135	LIBRARY BLDG MAINT- HEALTH INS WAIVER	\$	-	\$	-	\$	-	
100-55-55150-170	LIBRARY BLDG MAINT- RETIREMENT	\$	369.60	\$	1.84	\$	367.76	0.50%
100-55-55150-202	LIBRARY BLDG MAINT-PROF SERV	\$	530.00	\$	101.85	\$	428.15	19.22%
100-55-55150-340	LIB BLDG MAINT - SUPPLIES	\$	500.00	\$	-	\$	500.00	0.00%
100-55-55150-390	LIB BLDG MAINT - OTHER	\$	500.00	\$	-	\$	500.00	0.00%
	LIBRARY BUILDING MAINTENANCE TOTAL	\$	7,345.74	\$	1,151.09	\$	6,194.65	15.67%
	LIBRARY DONATIONS EXPENSED							
200-55-55117-390	LIBRARY DONATIONS EXPENSED	\$	1,000.00	\$	-	\$	1,000.00	0.00%
200-55-55117-391	LIBRARY DONATIONS EXPENSED FOHL	\$	3,000.00	\$	663.22	\$	2,336.78	22.11%
200-55-55117-399	LIBRARY DONATIONS MATERIALS	\$	2,000.00	\$	141.66	\$	1,858.34	7.08%
	LIBRARY DONATIONS TOTAL	\$	6,000.00	\$	804.88	\$	5,195.12	13.41%

EXPENDITURES TOTAL \$	391,179.82	\$	100,875.89	\$	290,303.93	25.79%
-----------------------	------------	----	------------	----	------------	--------

TE18: Library Board Appointments and Composition

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure— an important concern especially in the development of your library’s collection and policies. Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures. Citizen control helps your library support these ideals. (For more information, see [Trustee Essential 22: Freedom of Expression and Inquiry](#).)

Diversity of Viewpoint and Expertise

Another traditional public library ideal is that the library serves all members of the community equitably. A citizen board representing a cross section of the community should help your library do that. A library board composed of members with varying backgrounds and perspectives can contribute to the success of the library. For example, the school district administrator (or administrator’s designee) brings expertise in the field of education and often in the field of personnel management practice. A lawyer, a businessperson, a parent, an elected official, and many others, all have knowledge and experience that can contribute to effective library board decision-making.

It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board. See also [Trustee Essential 1: The Trustee Job Description](#) for additional qualities of a good library board member.

Statutory Requirements

The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes. To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers. (See also [Trustee Essential 2: Who Runs the Library](#) and [Trustee Essential 17: Membership in the Library System](#).)

Municipal Library Boards

The mayor, village president, town chair, or tribal chair makes appointments to a municipal² public library board, with the approval of the municipal governing body, for three-year terms. Not more than two board members may reside outside of the municipality. Terms of office for library trustees begin on the date set by local ordinance (usually May 1) and are for three years unless the appointment is to fill an unexpired term. Special terms of office apply for a newly formed library (see Wisconsin Statutes Section 43.54(1)(b)), and when a city council has voted to reduce the size of the board under Section 43.54(3).

One of the members must be a school district administrator or the administrator's representative, to represent the public school district(s) in which the public library is located. The school district administrator or the administrator's designee must still be formally appointed for a three-year term by the mayor, village president, town chair, or tribal chair, with the approval of the municipal governing body.

Although the law does not require that a member of the municipal governing body be appointed, this is a frequent practice and one that often improves communication between the library board and the municipality. The law does, however, specify that at any one time not more than one member of the municipal governing body can be a member of the library board.

If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

If a county (or another municipality) provides financial support to your library, it may have the option of appointing members to your board. Wisconsin Statutes Section 43.60(3) provides that whenever a county (or another municipality) appropriates funds for a municipal library equaling at least one-sixth of the amount appropriated by the establishing municipality, the county (or other municipality) may appoint a library board member to serve in addition to those appointed by the municipality. Two board members may be appointed when the county (or another municipality) appropriates at least one-third the amount that was appropriated by the establishing municipality. These appointments are in addition to the municipal appointments. So, for example, if your board has seven municipal appointments, and the county appoints one member under the provisions of Section 43.60(3), your board would have a total of eight members.

² For purposes of Wisconsin library law, tribal governments and tribal associations are considered "municipalities." Public libraries in a First Class City have special rules for the appointing authority and for library board composition (see Section 43.54(am)).

Village, Town, and Tribal Libraries

Library boards established by a village, town, tribal government or tribal association have either five or seven members appointed by the village president, town chair, or tribal chair, respectively, with the approval of the municipal governing body.

Fourth Class Cities

Library boards established by a Fourth Class City have seven members appointed by the mayor, with approval of the city council.

Second and Third Class Cities

Library boards established by a Second or Third Class City have nine members appointed by the mayor, with approval of the city council. However, the city council may, by a two-thirds vote, reduce the number appointed by the mayor to seven.

First Class Cities

Library boards established by a First Class City have special rules for appointing authority and library board composition (see Wisconsin Statutes Section 43.54(1)(am)).

Joint Library Boards

A joint public library can be established by two or more municipalities or a county and one or more municipalities located in whole or in part in the county, by appropriate agreement of their governing bodies. The library board of a joint library has seven to eleven members, and the composition of the board must be representative of the participants in the joint library. The joint library agreement must spell out the number of representatives for each participant. The head of each participating governing body appoints board members. The rules discussed above regarding length of terms, unexpired terms, and school district representation also apply to joint library boards.

County Library Boards

In counties with a consolidated county public library, the county board chair, with the approval of the county board, appoints a seven-member or nine-member county library board. In counties with a county library service, the county board chair, with the approval of the county board, appoints a seven-member county library board. Both types of county library boards must have at least one, but not more than two, county board members. In addition, the board must include at least one school district administrator (or that school district administrator's designee) of a school district located in whole or in part in the county.

The board of a county library service must also include representatives of municipal library boards of libraries in the county and also persons residing in municipalities not served by municipal libraries.

The same rules discussed above regarding length of terms and filling unexpired terms also apply to county library boards.

Federated Public Library System Boards for a Single-County Library System

In a single-county library system, a seven-member board is appointed by the county executive or the county board chair (in counties without a county executive) and approved by the county board. Board terms are three years. At least three members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries of participating municipalities, and at least one of these shall be a member of the library board governing the resource library. At least one but not more than two members of the county board shall be members of the system board at any one time. No current employee of a member public library may serve on the board. Board terms begin on January 1. If a board member leaves office before expiration of term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Federated Public Library System Boards for a Multi-County Library System

In a multicounty federated public library system (a federated library system whose territory lies within 2 or more counties), the system board consists of a minimum of 11 but no more than 20 members. However, the board may consist of more than 20 members if the county boards, acting jointly, determine that each county in the system shall be represented by at least two members on the system board (see Wisconsin Statutes Section 43.19 for more on federated public library systems).

Members are nominated by the county executive or the county board chair (in counties without a county executive) in each county in the system and approved by each county board. Board terms are three years. Appointments must be as closely proportionate to the populations of the respective counties as practical, but each county shall be represented by at least one member on the system board. Each county board may appoint one county board member to the system board. At least one of the appointees shall be a member of the library board governing the resource library. No current employee of a member public library may be appointed to the board. Board terms begin on January 1. If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Discussion Questions

- What are possible reasons why the statutes provide for a school district representative on the library board?
- What are possible reasons why the statutes limit board membership to one elected official from the governing body?
- What groups (demographic, occupational, etc.) are currently represented on the library board? When board positions become vacant, what community groups could be looked to for possible candidates?

Sources of Additional Information

- Your library system staff
- Division for Libraries and Technology staff

TE3: Bylaws—Organizing the Board for Effective Action

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this Trustee Essential note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential 18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential 14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties within the municipality if so authorized by the library board and the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board. If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- [Appendix A: Sample Wisconsin Public Library Bylaws](#)
- Robert's Rules of Order (chapter on the development and amendment of bylaws) or The Standard Code of Parliamentary Procedure by Alice F. Sturgis



Hortonville Public Library

Board of Trustees Bylaws

Article I – Identification

The name of this organization is the Board of Trustees of the Hortonville Public Library, located in Hortonville, Wisconsin, established by the Wisconsin municipality according to the provisions of Chapter 43 of the Wisconsin State Statute, and exercising the powers and assuming the duties granted to it under said statute.

Article II – Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin State Statute 43.54. Terms shall be three years.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Members who have more than two unexcused absences in one year will be asked to resign from the board of trustees.

Section 3. Membership. The Board of Trustees will have seven members in accordance with Wisconsin State Statute 43.54. Of the seven members, one shall be a village board member and one shall be the school district administrator or his/her representative. Not more than one member of the Village Board may at any one time be a member of the library board. All members shall be appointed by the Village President with the approval of the Village Board, with the exception of the school district administrator, whose term shall be unlimited.

Article III - Officers

Section 1. The officers shall be a President, Vice President, and Secretary elected from among the appointed trustees at the annual meeting of the Board in May. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Elections. Nominations may be made from the floor at the time of elections. Elections shall be decided by a unanimous vote excepting the nominee(s).

Section 3. Terms of Office. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. Duties of the President. The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, co-sign all checks drawn on funds held by the library, and generally perform all duties associated with that office.

Section 5. Duties of the Vice President. The Vice President shall discharge the duties of the President in the event of the absence or disability of the President, or of a vacancy in that office until the vacancy is filled.

Section 6. Duties of the Secretary. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings a minimum of twenty-four hours in advance, and shall perform such other duties as are generally associated with that office. Minutes shall be distributed to the Board for review a minimum of forty-eight hours prior to the subsequent meeting. In the absence of the Secretary at any meeting, the President may appoint another Board member to act as temporary Secretary.

Section 7. Committees. The President shall appoint committees and a chair of the committees for such purpose as the business of the Library Board may require. The Personnel & Finance Committee will be a standing committee designed to advise and assist the Director and make recommendations to the Library Board on personnel and/or financial matters. A minimum of three trustees is required of the Personnel & Finance Committee, and an alternate Trustee may be appointed as a substitute in the event of an absence. Committee members will be designated at the Library Board of Trustees annual meeting. Ad hoc committees may be created when necessary and may include library staff, members of the public, and/or outside experts. Ad hoc committees shall be considered to be discharged upon the presentation of a final report to the Library Board showing the completion of the purpose for which it was appointed.

Article IV – Meetings

Section 1. Regular Meetings. The regular meetings shall be held monthly, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the May meeting of the Board of Trustees each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date and place of the meeting; and indicate all subject matters intended for consideration at the meeting. The Library Director may be designated by the Board to prepare and distribute meeting agendas. Agendas shall be distributed to the Board and posted at least twenty-four hours in advance of the meeting.

Section 4. Special Meetings. Special meetings may be called at the direction of the president for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given.

Section 5. Quorum. A quorum for the transaction of business at any meeting shall consist of 4 members of the Board present in person, via phone, or via video conferencing. In the event a quorum is not achieved at a regular meeting, the President may reschedule the meeting.

Section 6. Open Meetings Law Compliance. All Board meetings and all committee meetings will be held in compliance with Wisconsin's open meetings law (Wisconsin State Statute 19.81-19.98).

Section 7. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V - Duties of the Board of Trustees

Section 1. Operation. Legal responsibility for the operation of the Hortonville Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine policies governing library operations and services.

Section 2. Site Maintenance. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 3. Appointment of a Director. The Board shall select, appoint and supervise a properly certified and competent Library Director. The Board of Trustees shall be solely responsible for determining employment and

compensation of the Library Director. The Board shall conduct an annual evaluation of the Library Director. All Library Director time-off requests will be approved by the President or by a Library Board Trustee.

Section 4. Oversight of Budget and Expenses. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures in accordance to Wisconsin State Statute 43.54. A Board of Trustee Officer, along with an additional trustee, shall in writing approve the library expenditures to be paid by the Library Director.

Section 5. Public Relations. The Board shall cooperate with other public officials and boards and maintain vital public relations. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 6. Annual Report. The Board shall approve the required annual report prepared by the Library Director to be submitted to the Department of Public Instruction Division for Libraries, Technology and Community Learning, and the Village Board.

Article VI – Duties of the Library Director

Section 1. Administration. The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive and administrative officer of the library under the direction and review of the Board, and subject to the policies adopted by the Board. The Library Director shall appoint and specify duties and compensation of library staff and shall provide proper training, leadership, and supervision of library staff. The Library Director may recommend new or amended policies for the Board's consideration and shall determine procedures for the day-to-day functions of the library. The Library Director shall keep the Board updated on the activities of the library through monthly reports.

Section 2. Collection Maintenance. The Library Director shall be responsible for the proper development and maintenance of the library's materials as outlined in the library's policies.

Section 3. Financial Management. The Library Director shall oversee financial operations and management of library funds, including drafting and proposing the library's annual budget to the Library Board and operating the library under the financial conditions set forth in the annual budget.

Section 4. Technical Advisement. The Library Director shall act as technical advisor to the Board. If any Board of Trustees member should have a question about the operations of the library, the Trustee should forward the question to the Library Board President. The Library Board President will request the information from the Library Director, who will forward the information to the Board of Trustees in a timely manner. Budget information can be requested from the Village office at any time by the Village Board representative member of the Library Board or by the Library Director.

Section 5. Meeting Attendance. The Library Director shall attend all Board meetings but shall have no vote. The Library Director may be excused from closed sessions at the discretion of the Board. The Library Director may designate another library staff member to attend in the event of the Library Director's excused absence.

Article VII - Conflict of Interest

Section 1. Private Contracts. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Hortonville Public Library in which they have a direct or indirect financial interest.

