

Monday - September 21, 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- August 17, 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 and possible action on patron fine threshold
- VIII. Discussion on Trustee Essentials
 - a. Trustee Essential #26- "The Public Library System Board- the Broad Viewpoint"
 - b. Trustee Essential #27- "Trustee Orientation and Continuing Education"
- IX. Friends of the Hortonville Library update
- X. Future meeting dates
 - a. October 19, 2026- 5:00 pm
 - b. November 16, 2026- 5:00 pm
- XI. Items to add for future agendas
 - a. Policy review- ongoing
 - b. 2027 budget
- XII. Motion to adjourn

Posted by: Alexandra Krause, Hortonville Public Library Director
09/18/2026

Monday - August 17, 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 5:01 pm by President Mike Wirkus**
- II. Roll call
Trustees in attendance: Mike Wirkus, Kristi Compton, Carrie Lathrop, Holly Dietsler, Lex Jandourek, Stephanie Holtz. Absent: Christina King. Others present: Library Director, Allie Krause
- 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- July 20, 2026
 - b. Payment of bills and vouchers**Motion by Stephanie Holtz to approve the consent agenda including vouchers in the amount of \$5,139.15. Seconded by Lex Jandourek . 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 possible action on 2027 closed dates
Motion made by Stephanie Holtz to approve the 2027 calendar with 2-3 additional floating days. Seconded by Lex Jandourek. Motion passed with a voice vote.
- VIII. Discussion and possible action on social media policy
Motion made by Stephanie Holtz to approve the Social Media Policy. Seconded by Lex Janourek. Motion passed with a voice vote.
- IX. Discussion on Trustee Essential #24 "Library Friends and Library Foundations"
Trustees discussed Trustee Essential #24 provided by DPI.
- X. Friends of the Hortonville Library update
The next meeting is September 10th at 6:00 pm.
- XI. Future meeting dates
 - a. September 21, 2026- 5:00 pm
 - b. October 19, 2026 - 5:00 pm
- XII. Items to add for future agendas
 - a. Policy review - ongoing
 - b. 2027 budget
 - c. **October - Begin Library Director evaluation process**
- XIII. Motion to adjourn
Motion by Stephanie Holtz to adjourn at 5:46 pm. Seconded by Lex Jandourek . Approved by voice vote.

Respectfully submitted by Kristi Compton on August 17, 2026.

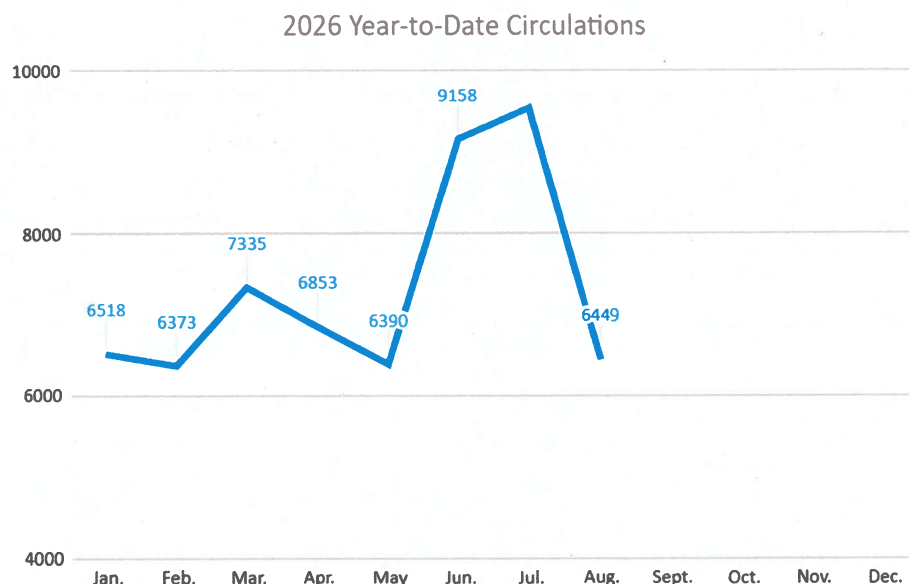
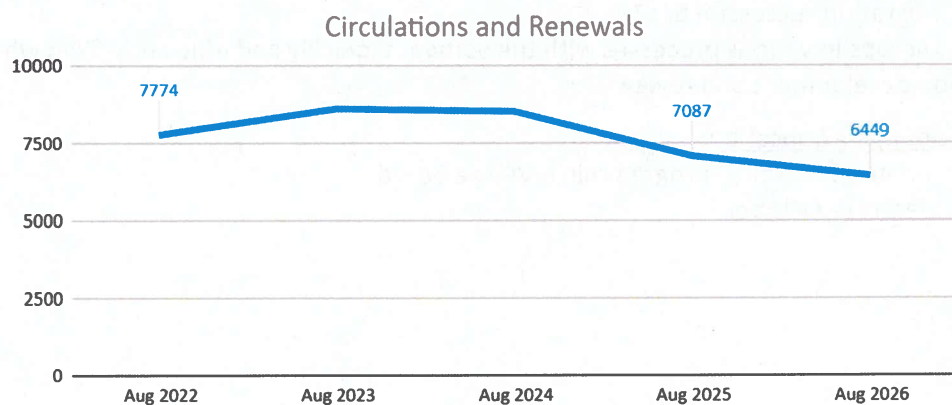
09.21.26 Invoices

2026	BMO	\$1,900.62
2026	MSI	\$169.87
2026	Andie Meyer	\$8.02
2026	WLA	\$2,919.00
2026	Kaplan	\$449.95
2026	Ingram	\$596.64
2026	Andi Bryant	\$10.44
2026	Sarah Bultman	\$32.73
2026	Wells Fargo	\$180.00
2026	OWLS	\$291.04
Total:		\$6,558.31

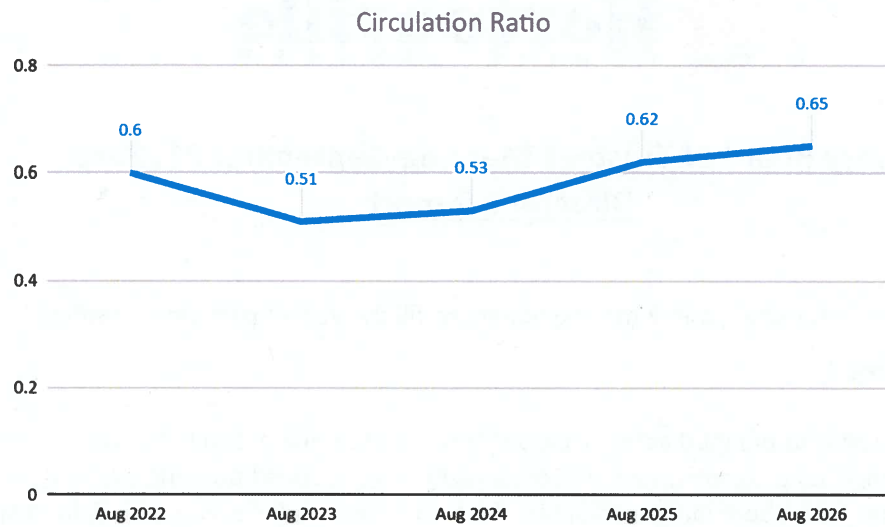
Library Board of Trustees Meeting- September 21, 2026

Director's Report

- Staff Update
 - Allie has had 5 interviews, and 2 more planned, to fill the vacant part-time position
- Programming & Outreach
 - Fall program
 - 26 programs planned across October & November- many still in the works
 - Highlighted programs: Tammy Borden author visit, speed puzzling event, coffee & conversation at The Twist, bookmark workshop, haunted WI event, BioBlitz event, lighted story walk, mini monster mash, I Smell Snow party
- Statistics
 - Circulation and renewals



- Circulation Ratio



- Ongoing Projects & Miscellaneous

- 2027 budget preparation
- ILS project
 - Migration successful 8/17
 - Hiccups in various processes with the software, quickly and efficiently fixed when discovered
- Collection development and review

- Meetings and Continuing Education

- Regular meetings: Staffing, programming, Village Board
- WLA Conference- October

2026 APPROVED LIBRARY BUDGET

Library - FUND 200

updated 09/18/2026

ACCT #	DESCRIPTION	2026		YTD	2026		2026
		APPROVED	BUDGET		ACCOUNT	REMAINING	PERCENT
REVENUE							REMAINING
INTERGOVERNMENTAL REVENUES							
200-43-43720-000	COUNTY AID - OWLS	\$	230,123.00	\$	230,123.00	\$0.00	100.00%
200-43-43721-000	LIBRARY GRANTS	\$	600.00	\$	-	\$600.00	0.00%
	INTERGOVERNMENTAL REVENUES TOTALS	\$	230,723.00	\$	230,123.00	(600.00)	99.74%
PUBLIC CHARGES FOR SERVICE							
200-46-46710-000	LIBRARY COPIES & FAXES	\$	500.00	\$	1,123.06	-\$623.06	224.61%
200-46-46711-000	LIBRARY COLLECTION AGENCY	\$	-	\$	32.00	-\$32.00	
200-46-46712-000	LIBRARY MATERIAL REPLACEMENT	\$	750.00	\$	765.83	-\$15.83	102.11%
	PUBLIC CHARGES FOR SERVICE TOTAL	\$	1,250.00	\$	1,920.89	670.89	153.67%
MISCELLANEOUS REVENUE							
200-48-48100-000	LIBRARY INTEREST ON INVESTMENTS	\$	4,300.00	\$	2,700.46	\$1,599.54	62.80%
200-48-48300-000	SALES OF PROPERTY/EQUIPMENT	\$	-	\$	-	\$0.00	
200-48-48500-000	LIBRARY DONATIONS	\$	2,000.00	\$	4,231.36	-\$2,231.36	211.57%
200-48-48600-000	LIBRARY DONATIONS FOHL	\$	3,000.00	\$	1,575.91	\$1,424.09	52.53%
	MISCELLANEOUS REVENUE TOTAL	\$	9,300.00	\$	8,507.73	(792.27)	91.48%
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	\$	391,343.82	-721	99.82%

EXPENDITURE

LIBRARY DIRECTOR									
200-55-55110-110	PAYROLL	\$	60,446.58	\$	41,944.62	\$	18,501.96		69.39%
200-55-55110-111	LONGEVITY	\$	1,675.22	\$	1,692.50	\$	(17.28)		101.03%
200-55-55110-120	FICA	\$	4,624.16	\$	3,205.97	\$	1,418.19		69.33%
200-55-55110-135	HEALTH INSURANCE WAIVER PAYMENTS	\$	-	\$	-	\$	-		
200-55-55110-170	RETIREMENT	\$	4,352.15	\$	3,141.86	\$	1,210.29		72.19%
200-55-55110-330	TRAVEL, SEMINARS	\$	2,500.00	\$	2,599.16	\$	(99.16)		103.97%
LIBRARY DIRECTOR TOTAL		\$	73,598.11	\$	52,584.11	\$	21,014.00		71.45%
LIBRARY STAFF									
200-55-55111-110	PAYROLL	\$	149,784.44	\$	103,099.96	\$	46,684.48		68.83%
200-55-55111-111	LONGEVITY	\$	1,452.50	\$	1,287.57	\$	164.93		88.65%
200-55-55111-120	FICA	\$	11,458.51	\$	7,982.01	\$	3,476.50		69.66%
200-55-55111-170	RETIREMENT	\$	10,784.48	\$	5,854.26	\$	4,930.22		54.28%
200-55-55111-330	TRAVEL, SEMINARS	\$	3,000.00	\$	141.85	\$	2,858.15		4.73%
LIBRARY STAFF TOTAL		\$	176,479.93	\$	118,365.65	\$	58,114.28		67.07%
LIBRARY EMPLOYEE BENEFITS									
200-55-55112-132	HEALTH INSURANCE, HRA ADMIN FEES	\$	14,471.60	\$	7,706.79	\$	6,764.81		53.25%
200-55-55112-133	HRA REIMBURSEMENTS	\$	4,500.00	\$	179.72	\$	4,320.28		3.99%
200-55-55112-134	DENTAL	\$	773.20	\$	434.77	\$	338.43		56.23%
200-55-55112-136	LIFE/DISABILITY INSURANCE	\$	750.00	\$	369.59	\$	380.41		49.28%
200-55-55112-140	CLOTHING ALLOWANCE	\$	800.00	\$	561.46	\$	238.54		70.18%
200-55-55112-395	HEALTH (TESTS, EAP)	\$	200.00	\$	-	\$	200.00		0.00%
LIBRARY EMPLOYEE BENEFITS TOTAL		\$	21,494.80	\$	9,252.33	\$	5,477.66		43.04%
LIBRARY OPERATIONS									
200-55-55113-202	PROFESSIONAL SERVICES	\$	4,700.00	\$	3,349.06	\$	1,350.94		71.26%
200-55-55113-204	MAINTENANCE CONTRACTS	\$	7,300.24	\$	3,375.97	\$	3,924.27		46.24%
200-55-55113-213	LIBRARY AUDIT	\$	800.00	\$	-	\$	800.00		0.00%
200-55-55113-220	UTILITIES	\$	6,500.00	\$	5,278.24	\$	1,221.76		81.20%
200-55-55113-310	OFFICE SUPPLIES	\$	10,000.00	\$	3,812.11	\$	6,187.89		38.12%
200-55-55113-312	OWLS MEMBERSHIP	\$	18,166.00	\$	18,166.00	\$	-		100.00%

200-55-55113-320	MEMBERSHIP & DUES	\$	500.00	\$	18.43	\$	481.57	3.69%
200-55-55113-340	BUILDING MAINT. SUPPLIES	\$	200.00	\$	-	\$	200.00	0.00%
200-55-55113-390	OTHER SUPPLIES/EXPENSES	\$	-	\$	56.22	\$	(56.22)	#DIV/0!
200-55-55113-399	PROPERTY AND LIABILITY INSURANCE	\$	1,000.00	\$	1,000.00	\$	-	100.00%
	LIBRARY OPERATIONS TOTAL	\$	49,166.24	\$	35,056.03	\$	14,110.21	71.30%
200-55-55114-380	LIBRARY PROGRAMS							
200-55-55114-380	PROGRAMS - ADULT	\$	5,000.00	\$	1,482.66	\$	3,517.34	29.65%
200-55-55114-381	PROGRAMS - TEENS	\$	1,500.00	\$	467.35	\$	1,032.65	31.16%
200-55-55114-382	PROGRAMS - CHILDRENS	\$	5,000.00	\$	2,855.63	\$	2,144.37	57.11%
	LIBRARY PROGRAMS TOTAL	\$	11,500.00	\$	4,805.64	\$	6,694.36	41.79%
200-55-55115-380	LIBRARY MATERIALS							
200-55-55115-380	LIBRARY BOOKS - ADULT	\$	13,000.00	\$	6,642.71	\$	6,357.29	51.10%
200-55-55115-381	LIBRARY BOOKS - TEEN	\$	9,000.00	\$	1,532.11	\$	7,467.89	17.02%
200-55-55115-382	LIBRARY BOOKS - CHILDRENS	\$	11,000.00	\$	2,761.85	\$	8,238.15	25.11%
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	\$	545.92	\$	1,454.08	27.30%
200-55-55115-399	LIBRARY BOOKS - MAG & NEWSPAPER	\$	900.00	\$	383.83	\$	516.17	42.65%
	LIBRARY MATERIALS TOTAL	\$	37,400.00	\$	11,866.42	\$	25,533.58	31.73%
200-55-55116-380	LIBRARY AUDIO VISUAL							
200-55-55116-380	LIBRARY A/V ADULT	\$	1,700.00	\$	26.92	\$	1,673.08	1.58%
200-55-55116-381	LIBRARY A/V TEEN	\$	-	\$	-	\$	-	
200-55-55116-382	LIBRARY A/V CHILDRENS	\$	900.00	\$	(361.37)	\$	1,261.37	-40.15%
200-55-55116-383	LIBRARY A/V VIDEO GAMES	\$	3,000.00	\$	-	\$	3,000.00	
200-55-55116-390	LIBRARY A/V E-BOOKS/ERESEARCH	\$	2,595.00	\$	2,594.92	\$	0.08	100.00%
	LIBRARY AUDIO VISUAL TOTAL	\$	8,195.00	\$	2,260.47	\$	5,934.53	27.58%
100-55-55150-110	LIBRARY BUILDING MAINTENANCE							
100-55-55150-110	LIBRARY BLDG MAINT- PAYROLL	\$	5,000.00	\$	1,928.75	\$	3,071.25	38.58%
100-55-55150-111	LIBRARY BLDG MAINT- LONGEVITY	\$	45.50	\$	-	\$	45.50	0.00%
100-55-55150-120	LIBRARY BLDG MAINT- FICA	\$	400.64	\$	146.92	\$	253.72	36.67%
100-55-55150-135	LIBRARY BLDG MAINT- HEALTH INS WAIVER	\$	-	\$	-	\$	-	

100-55-55150-170	LIBRARY BLDG MAINT- RETIREMENT	\$	369.60	\$	11.94	\$	357.66	3.23%
100-55-55150-202	LIBRARY BLDG MAINT-PROF SERV	\$	530.00	\$	217.24	\$	312.76	40.99%
100-55-55150-340	LIB BLDG MAINT - SUPPLIES	\$	500.00	\$	-	\$	500.00	0.00%
100-55-55150-390	LIB BLDG MAINT - OTHER	\$	500.00	\$	230.20	\$	269.80	46.04%
	LIBRARY BUILDING MAINTENANCE TOTAL	\$	7,345.74	\$	2,535.05	\$	4,810.69	34.51%
	LIBRARY DONATIONS EXPENSED							
200-55-55117-390	LIBRARY DONATIONS EXPENSED	\$	1,000.00	\$	(311.88)	\$	1,311.88	-31.19%
200-55-55117-391	LIBRARY DONATIONS EXPENSED FOHL	\$	3,000.00	\$	2,354.64	\$	645.36	78.49%
200-55-55117-399	LIBRARY DONATIONS MATERIALS	\$	2,000.00	\$	-	\$	2,000.00	0.00%
	LIBRARY DONATIONS TOTAL	\$	6,000.00	\$	2,042.76	\$	3,957.24	34.05%
	EXPENDITURES TOTAL	\$	391,179.82	\$	238,768.46	\$	152,411.36	61.04%
	RESERVE FUND BALANCE	\$	838.00	\$	-	\$	838.00	

TE26: The Public Library System Board—the Broad Viewpoint

This Trustee Essential is primarily addressed to library system trustees.

As a library system trustee, you occupy a unique position in Wisconsin's pattern of library services. You can benefit from virtually all the other Trustee Essentials (see in particular [Trustee Essential 1: The Trustee Job Description](#)), yet you must deal with relationships, authorities, and specific responsibilities that deserve separate treatment. Perhaps most important of all, when you represent the library system, you need to consider not only your community or your county, but the entire region served by your library system and the many libraries and users of that region.

Background

Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals. To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

In return for agreeing to the membership requirements, membership in a system brings benefits to libraries and their patrons because state aid:

- expands and improves the interlibrary loan network
- provides specialized staff assistance and continuing education opportunities to local library staff and trustees

- facilitates delivery services and communications
- guarantees mutual borrowing privileges
- expands the use of new technologies
- supports various other cooperative services and projects

The creation of public library systems fostered the establishment of a strong network of resource sharing and mutually beneficial interdependence. Wisconsin's seventeen public library systems developed in distinct ways in response to the needs of their member libraries and area residents. The systems have continued to evolve as changes in society, resources, and technology create new demands and opportunities.

System Services and Accountability

In Section 43.24(2) the statutes clearly state the services a public library system must provide. (For a list of these services, see [Trustee Essential 17: Membership in the Library System](#).) However, considerable flexibility is allowed in setting priorities so that each system can meet the needs of its particular geographic area and member libraries. As a system trustee, you are called on to use your insight and judgment to the fullest in establishing your system's priorities.

The fact that systems receive significant funding directly from the state sets them apart from other public library institutions. It means that system boards are accountable to the Division for Libraries and Technology and must focus on the mandates of service itemized in Wisconsin Statutes Section 43.24(2). In addition to its participation in a statewide sharing network, the system's accountability to the state for funding means that system boards must maintain a broader view of the development and provision of services.

Many of you will also be serving on the boards of member libraries or on county governing boards. (See also [Trustee Essential 17: Membership in the Library System](#).) Each of you has a responsibility to represent your constituency by bringing questions or concerns to the attention of the system board. At the same time, when that board deliberates and acts, it does so on behalf of the entire service area; and that service area is part of the larger statewide network. Thus, to be effective as a system trustee, you must strive for fairness and consider system-wide goals and the interests of all residents served by the system.

Responsibilities of the Public Library System Board

A public library system board of trustees has the same legal powers as a municipal library board with respect to system-wide functions and services that a municipal library board has with respect to local functions and services. Therefore, most of the other Trustee Essentials dealing with library board responsibilities also apply to system library boards.

Each public library system board of trustees must hire a thoroughly qualified system director to carry out the system's often-complex responsibilities. The director should possess a detailed knowledge of the profession and of the state's overall library program so that information, options, and explanations can be clearly presented for board deliberation. Library system directors must hold Grade I Certification from the Division for Libraries and Technology. (See also [Trustee Essential 5: Hiring a Library Director](#) and [Trustee Essential 19: Library Director Certification](#).)

Library system boards have significant responsibilities for fiscal policy-making, fiscal planning, and fiscal oversight. In single-county public library systems (with the statutory exception of the Milwaukee County Federated Library System) the county's officers maintain custody of most funds and pay system bills. All other library systems, however, must develop and maintain their own policies and procedures for handling fiscal matters. Each operates its own business office, paying bills and wages, keeping personnel records, complying with state and federal tax regulations, and maintaining full records of income and disbursements. Library systems are required to have annual audits of their financial activities. All system employees involved in handling funds should be bonded appropriately. (See also [Trustee Essential 8: Developing the Library Budget](#), [Trustee Essential 9: Managing the Library's Money](#), and [Trustee Essential 11: Planning for the Library's Future](#).)

Under Wisconsin law, public library system employees are eligible to participate in state retirement and insurance programs. If the system does not choose those options, it must provide its own coverage.

Public library systems must comply with Wisconsin and federal laws dealing with equal opportunity and nondiscrimination. In addition, the system must develop its own job descriptions, wage scales, vacation and sick leave policies, and other personnel policies. (See [Trustee Essential 7: The Library Board and Library Personnel](#) and [Trustee Essential 10: Developing Essential Library Policies](#).)

Relationships to Member Libraries and Member Counties

Like your counterparts at other service levels, you are policy-makers. As a system trustee, however, you cannot make policies for any system member libraries. You should avoid any unnecessary interference with the autonomy of member libraries.

On the other hand, public library systems do have the power to expel, or reduce aid or service to, any member municipality or county that does not meet the system membership requirements (see [Trustee Essential 17: Membership in the Library System](#)).

For purposes of governmental cooperation, a public library system is defined as a "municipality" (Wisconsin Statutes Section 66.0301(1)(a)) and therefore is able to enter into contracts with other "municipalities" (cities, towns, villages, counties, other library systems). Contracts entered into by public library systems include those for access and

services with all member libraries, counties, adjacent and other systems, and the system's resource library. These contracts form a large part of the operational structure of each system. You should be aware of the content, purpose, and effect of each contract entered into by the board.

You and the other system trustees, together with the system director, should be willing to meet with boards of member libraries whenever invited to explore topics of mutual concern, to explain system objectives and procedures, and to build strong bridges of communication. (See also [Trustee Essential 17: Membership in the Library System](#).)

Public library systems are expected to take a leadership role in studying and implementing new capabilities and technologies which can help all members extend and enhance services to their customers. You need to develop your skills as a visionary and an evaluator in order to be open to opportunities for improvements in regional services. You will also need to help your board determine what priority will be placed on library enterprises of a regional nature which might require system investment. This is an area of responsibility where the broader viewpoint of the library system trustee is crucial.

Additional Responsibilities

Effective public library system trustees should be willing to assume a leadership role in legislative lobbying or advocacy at the state and federal level. Like other library trustees, you should recognize that the political process, at all levels, is the means by which scarce financial resources are distributed. Those who make the best case for their funding needs are heeded. "Lobbying" need not carry a negative connotation; informative communications (written and/or in person) to local, state, and federal representatives will keep them aware of citizen concern for access to high-quality library service. These elected representatives are, in the final analysis, just that: representatives. For them to represent the public, they will need to hear about public desires, needs, and values. (See also [Trustee Essential 13: Library Advocacy](#).)

Public library systems are firmly in place as examples of effective resource sharing among public libraries. The systems are also vehicles for exploring means of cooperation among other types of libraries. You will need to become familiar with the other types of library organizations in your region.

These types can be defined as follows:

- **Academic libraries** are an integral part of a college, university, or other academic institution for postsecondary education. They are organized and administered to meet the learning and research needs of students, faculty, and affiliated staff of the institution.

- **School libraries/media centers** support the curricular needs of a single elementary or secondary school. Their collections and related equipment serve students, teachers, and affiliated staff.
- **Special libraries** can be found in business firms, professional associations, government agencies, research laboratories, and other organized groups and are established to serve a specialized clientele.

The degree to which formal agreements and contracts have been developed between a public library system and any or all of the other types of libraries within the system's service area varies greatly. You should recognize that investigations and decisions about this form of cooperation are part of your responsibility as a system trustee.

Sources of Additional Information

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

TE27: Trustee Orientation and Continuing Education

Trustee Orientation

To carry out their duties effectively, new trustees need information about the library's services, needs, and plans. They also need some understanding of the legal responsibilities of the library board and the relationship of the board to the municipality, and to the library director and other library staff. A good orientation will provide new trustees with the answers they need to undertake their duties confidently.

The orientation program should be planned step by step by the library board, with the assistance of the library director. Orientation should start as soon as possible after the new board member is appointed—before the first meeting, if possible. See the attached Sample Trustee Orientation Outline for ideas.

Trustee Continuing Education

Even the most knowledgeable and experienced library trustee needs continuing education to stay informed about new laws, new technologies, and new possibilities for library service. Library services and library policies must constantly change to keep pace with changing community needs, new laws, and new technologies. Library leaders, including library trustees, who stay informed of these changes, will be better able to provide high-quality library service to their community.

Probably the most valuable type of continuing education experience for trustees is attendance at system or statewide workshops or at conferences such as the annual Wisconsin Association of Public Libraries (WAPL) and Wisconsin Library Association (WLA) conferences. One of the most rewarding aspects of system and statewide workshops is the opportunity to share experiences and ideas with trustees from other libraries. Information about these workshops and conferences is available in your system newsletter.

Because trustees are busy people with many commitments, it may be difficult to find the time to participate in many workshops and conferences. Fortunately, there are many other ways to learn and stay informed.

Newsletters and Discussion Lists

Your library system's newsletter is a great source of regional and statewide library news and developments.

One of many benefits to membership in Wisconsin Library Trustees and Friends (WLTF) is the WLTF newsletter, which contains news and information important to Wisconsin library trustees.

The Division for Libraries and Technology has used a variety of methods to disseminate information to the Wisconsin library community. The newest method of communicating is the [Wisconsin Libraries for Everyone blog](#); we encourage trustees to follow this blog. The final issue of the Channel Weekly electronic newsletter was published on December 18, 2014. Channel Weekly archives will be available indefinitely on the DPI website.

The Wisconsin Public Library Consortium (WPLC) hosts [WISPUBLIB](#), an email list that allows the Wisconsin public library community to share news and ideas and to get answers to questions about public library services, policies, laws, and more.

Other Continuing Education Ideas

Short continuing education sessions can be held during library board meetings. This is a way to reach every trustee on the board (hopefully) and also a way to involve the board in brainstorming or problem-solving discussions on issues that may be important to the library.

The Trustee Essentials that make up this handbook can be used for short continuing education sessions held during regular or special board meetings. The meeting agenda should alert board members that a particular Trustee Essential will be reviewed at the next board meeting. Each board member should read the Trustee Essential in advance of the meeting and bring to the meeting any questions or thoughts concerning the issues raised by the Trustee Essential. Most of the Trustee Essentials include discussion questions. Perhaps a board member (especially one with experience on the topic to be covered) or the library director or a library system staff person could volunteer in advance to lead the discussion.

Keep in mind that your library system offers professional consulting services to member library staff and member library boards. These consultants are knowledgeable about a wide range of library practices and issues, as well as new laws and new technologies that may be of interest to your library. Consider inviting a library system consultant or other expert to lead a continuing education session at a regular or special board meeting.

Active involvement in an organization like the Wisconsin Library Trustees and Friends (WLTF) and/or the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) is another excellent way to keep up to date on library issues and share ideas with fellow trustees.

Websites

The DLT maintains a [Wisconsin Library Trustee Resource Page](#). This webpage features many other resources to support the activities of library trustees. Many library system websites also have important information for library trustees.

Budgeting for Trustee Continuing Education

The annual library budget should include funding for trustee continuing education. Funding should be provided to pay the expenses for trustees to attend library system workshops and send at least one trustee per year to the annual WAPL and/or WLA conferences. Funding should also be provided for at least one trustee's membership in WLTF (and WLA).

Discussion Questions

1. What issues do you want to learn more about? Where can you turn to learn more about those issues?
2. Should the Wisconsin Library Trustees and Friends look into voluntary certification for library trustees? If so, what should be required to earn certification?

Sources of Additional Information

- [Appendix I: Sample Trustee Orientation Outline](#)
- Your regional library system staff
- Division for Libraries and Technology staff
- [Wisconsin Library Trustee Resource Page](#)
- [Wisconsin Library Trustees and Friends \(WLTF\)](#)
- [United for Libraries](#)