

Agenda
Pauline Haass Public Library Board of Trustees
Wednesday, August 26, 2026, 6:00 p.m.
Library's Quad/Graphics Meeting Room, off lobby

- 1) Roll call
- 2) Introduction of new trustee Will Houts
- 3) Consideration of, and possible action on minutes of July 15, 2026 board meeting
- 4) Comments from citizens present
- 5) Communications received by Board members or Director
- 6) Financial report
- 7) Action on bills
- 8) Director's report on library services, legislative issues, staffing, funding, system services, continuing education, building issues, library users, technology, planning, Friends of the Library and Foundation activities, legal issues, and budget.
- 9) New Business:
 - a) Review of Trustee Essentials: discussion
 - b) Website redesign updates: report and discussion
- 10) Items for future agendas: discussion
- 11) Adjournment

Lisa Bougie, President


Adele Loria, Library Director

Attendees: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Adele Loria at 262-246-5180.

Minutes of July 15, 2026 Board meeting
Pauline Haass Public Library

Called to order: 6:00 p.m.

Roll call: Bougie, DeLonge, Hacker, Kojis, Vande Hei, Wegner, Zoellick present; Jilling, Roubik, and Schultz absent; Also present: Library Director Loria.

Approval of minutes from previous meeting(s):

Bougie/DeLonge motion to approve minutes of June 17, 2026 Board meeting; motion carried.

Kojis/Hacker motion approve minutes of July 7, 2026 Budget & Finance Committee meeting; motion carried.

Comments from citizens present: none.

Communications received by Board members or Director: Zoellick shared news of his resignation from the Library and Village boards effective immediately and thanked the board for working with him.

Financial report:

Revenue and Expenditure Guidelines for May 2026; Vande Hei/Kojis motion to accept as presented; motion carried.

Action on Bills: Prepaid bills in the amount of \$425, P-card bills in the amount of \$18,558.06, Bills in the amount of \$11,378.93, May 2026 Expenses in the amount of \$109,834.55; Vande Hei/Jilling motion to approve as presented; motion carried.

Director's report: Loria reviewed items in her written report and other items as followed by the agenda.

New Business:

Following a review of the 2027 Budget request to the Village; Vande Hei/Kojis motion to approve; motion carried.

Following a request to move the August board meeting date to Wednesday, August 26; Bougie/DeLonge motion to move accepted; motion carried.

Meeting adjourned at 6:46 p.m. by Zoellick/Wegner motion.

Respectfully submitted,
Adele Loria
Director

Minutes prepared by Lisa Ponto, Administrative Services Manager

August 26, 2026

Director's Report to Library Board

Introduction of new trustee: We will take some time to introduce ourselves to the newest trustee, Will Houts, at the start of our meeting.

Agenda Items

Review of Trustee Essentials 2, 4, and 14: Because we have a new trustee joining the Board, this is a good opportunity for both orientation and a refresher on one of the most important Trustee Essentials, TE2: *Who Runs the Library?* This overview of the respective responsibilities of the Library Board, Director, and municipality helps clarify the division of authority among them and avoid confusion when making decisions for the library. I have also included DPI's excellent *Who Runs the Library: Roles & Responsibilities in Wisconsin's Public Libraries* matrix, which expands the comparison to include support organizations like the Foundation and Friends.

While many of the Trustee Essentials can be introduced throughout the year as related topics arise, new trustees need to be prepared to participate effectively in Board meetings from the outset. I have therefore also included TE4 (*Effective Board Meetings and Trustee Participation*) and TE14 (*The Library Board and the Open Meetings Law*), which cover trustee participation in monthly meetings and the legal requirements governing how Board business is conducted. These are also topics that are helpful for experienced trustees to revisit periodically, making this a useful refresher for the full Board.

This agenda item provides an opportunity to review these materials and discuss any questions about trustee roles, Board meetings, or Open Meetings Law requirements.

Website preview: The preview originally planned for this meeting has been postponed; please see "Strategic Plan Updates" for more details.

Non-agenda Items

Foundation Updates: At its July meeting, the Pauline Haass Public Library Foundation recognized an important recent milestone: surpassing \$1 million in assets. As you may recall, the Foundation began with donations remaining after the fundraising goal for the previous library building project was met and has grown that initial principal while also **contributing nearly \$300,000 toward library projects over the years**. Its longstanding strategy has been to preserve and grow principal while funding smaller library needs through investment earnings,

positioning the organization well to play a significant role in a future major project such as the library expansion.

The Foundation also approved both funding requests that I presented at the meeting:

- **Handheld RFID System for Circulation Management — \$5,440:** Funding will purchase a staffCIRC TRAK handheld RFID wand and paired laptop workstation from Tech Logic. The system will allow staff to scan carts for items with exception statuses before materials are reshelfed, providing another safeguard against check-in discrepancies and helping reduce situations in which returned materials inadvertently remain on patron accounts.
- **Adult New Books Area: Capacity and Wayfinding — \$3,086:** Funding will support improvements to the Adult New Books area that increase shelving capacity and improve visibility and navigation. A new mobile island display will allow several smaller collections to be relocated, freeing additional shelving for new fiction and nonfiction, while new signage and shelf labels will make the area easier for patrons to identify and browse.

Both projects will move forward in the coming months. I have included the full requests in your packets in case you're interested in additional details. The Foundation's continued investment in both current library services and long-term organizational capacity is greatly appreciated.

Friends Updates: The Friends of the Library reached an important milestone as well: their 501(c)(3) application was approved. Formal nonprofit status strengthens the organization's ability to fundraise, accept tax-deductible donations, and pursue grants, while providing a clearer legal and financial structure for managing the funds they raise in support of the library. I met with the officers several times ahead of the submission, but the considerable work of completing and filing the required paperwork reflects the time and effort of the officers: President Jan Memmel, Vice President Jen Christianson, Treasurer Karen Jander, and Secretary Julie Adams. They are already planning to seek in-kind donations from local retailers and other organizations to support the Book & Bake Sale in November.

Professional Development and Continuing Education: Maura Flanagan was recently accepted into the **National Gaming in Libraries Project (NGLP) Fellowship** and attended the kickoff meeting in July at the UW–Madison campus. One of only 12 librarians from Wisconsin and Washington selected for the fellowship, Maura will help develop a national toolkit to support gaming collections and programs in libraries of all sizes. The workshop focused on project planning, collaboration, and the role of games in fostering social connection and community engagement. As part of the fellowship, Maura will implement a new gaming initiative at our library and share updates as the project progresses. The fellowship is funded by an Institute of Museum and Library Services grant



awarded to the Wisconsin Department of Public Instruction and the Washington State Library.

Maura also attended the **Play Make Learn Conference at UW–Madison** in July as a conference partner, where she assisted with facilitating a tabletop roleplaying game (TTRPG) session as part of the conference programming. In addition to supporting the event, she attended the opening keynote, which



explored the ways tabletop roleplaying games and board games can enhance language learning, literacy, and communication skills. The conference provided valuable opportunities to engage with educators, researchers, and gaming professionals while learning about innovative applications of games in educational and community settings.

Strategic Plan Updates

Community Engagement & Visibility: Jennie Bahnman and Nick Schmudlach recently attended Chamber Business & Bites, a monthly networking event hosted by the Chamber of Commerce serving northern Waukesha County. The gathering, coordinated by Chamber President and CEO Aaron Miller, was held at The GOAT in Sussex and brought together about 10 local business professionals representing a variety of industries. Each attendee shared updates about their organization or business, but the most valuable part of the event was the opportunity to connect one-on-one with other local leaders. Jennie and Nick built new relationships, exchanged ideas, and brainstormed potential ways to collaborate in serving the community.

Website Redesign: Work on the website redesign dominated July and early August. The website team has continued working extensively on site content: determining what to include, reorganizing information, and rewriting content to better serve our audience. Ahead of the initial design review in mid-August, we had also spent considerable time refining the site's content structure, homepage priorities, "quick links" concepts, color palette, and overall visual direction, as well as identifying examples from other Library Market sites that reflected the level of customization and visual interest we hoped to achieve.

The initial design concept did not yet reflect that direction, particularly in its use of color and level of custom design. Rather than make incremental revisions to a concept we did not feel was the right starting point, the website team provided detailed feedback and asked the design team to take a more substantial new approach. Library Market responded constructively and agreed that the next concept should be a significant rethink rather than a refinement of the first draft. Our next design review will include members of their design team so that we can walk through the feedback directly and further clarify the look and feel we are seeking.

I had originally planned to give the Board a preview of the new site at the August meeting, but because the initial concept is now being substantially reworked, there is not yet a design that

would be useful to present. The overall project timeline may shift somewhat as a result, but we feel the additional time at this stage is worthwhile for a project of this importance and scale. I will bring the revised design to the Board once we have reached a concept that is substantially closer to the final direction.

Jennie Bahnaman, Assistant Director, reports on recent Adult and Teen Services activities:

Adult Programs & Services

The **Adult Summer Reading Program** has grown to 588 registered participants as of the end of July, who have logged an incredible 761,252 minutes of reading. In addition, 335 participants have stopped in to claim their free registration book and 682 scratch-off ticket prizes have been redeemed.

On Thursday, July 16 **Anni Parsons from Archive Your Past** presented an informative program on the **history of American lineage societies**, including the Daughters of the American Revolution. Attendees learned about the rise of these organizations in the late 1800s, their historical significance, and their role in genealogy and heritage today.

Nick Schmudlach coordinated our **July Make It program**, where attendees brought a favorite **book to bedazzle!** Book bedazzling is a popular social media-inspired craft in which a book cover is decorated with gems to create a unique, eye-catching design. Stephanie Hudson, Circulation Clerk, assisted with the event and was a tremendous help in ensuring everything ran smoothly throughout the evening. We were also joined by Taylor Parks, our new Communications & Engagement Coordinator, who captured photos and video of the program. Taylor's early work is already helping us create more engaging social media content that highlights the many events and activities happening at the library.



Collection Updates

Mykah Snyder and Nick continued working on **collection maintenance projects for the General Fiction** collection throughout the month. Our **Summer Reads** display from June continued to see strong interest, and Mykah created a **Summer Food & Grilling** display for July.

Teen Programs & Services



By the end of July, the **Teen Summer Reading Program** has reached 256 registered participants. Together, teens have logged an impressive 315,466 minutes of reading and redeemed 740 prizes!

The **Teen Advisory Board** met in July to continue planning their upcoming Tween Crafternoon event in August. Maura also hosted a **Teen Crafts + Chill: Dinomite Edition** program, where teens created dinosaur-themed bookends and woven dino pouches.

Knit Teen was also offered this month, giving participants the opportunity to bring

their current projects or learn a new craft. Teens spent the afternoon knitting, crocheting, cross-stitching, embroidering, and sewing while enjoying a relaxed, social atmosphere.

Maura Flanagan coordinated **Tales in the Stacks**, a special after-hours, camping-themed event for teens. Participants enjoyed campfire activities including constellation identification, storytelling, horror-themed games, scavenger hunts, and mystery-solving challenges throughout the library. Teens earned badges for completing activities to add to their camp memory books and received "Library Camping Survival Guides" as keepsakes. The evening concluded with glow sticks, s'mores, and a memorable after-hours library experience.



Teresa Douglas, Youth Services Manager, reports on recent YS Department activities:

Programs

July was buzzing with activity in the youth services department from people attending programs, checking in for summer reading, and just enjoying the library in general. Most mornings we see the train table and surrounding play areas bursting with kids and adults.

- In July we had 160 kids register for summer reading bringing our total number of kids

registered to 1,615 (surpassing last year's total registrations of 1,558).

- 1,965 prizes were redeemed in July with a total of 4,280 prizes redeemed so far this summer.

Our second **summer performer**, Bollywood Groove, put on a lively performance for kids and families on July 20. Now that The Ridge has opened at Village Park, we are able to make use of its beautiful stage and outdoor area for performers. Bollywood Groove was our first event held at The Ridge and it went very well. 48 people learned fun dance moves as well as stories about the dances and about Indian culture.



Reading on the Roof held its second session of the summer with the reading of *When You Trap a Tiger* by Tae Keller. This book is a wonderful blend of fantasy and Korean folklore. 27 people attended to listen to the first few chapters and receive a copy of the book to keep.

While June's large program is always an American Girl program, just with a different theme, the July program rotates through different pop culture worlds to engage everyone. This summer everything got pixelated in **Minecraft Mania!** This popular video game lent well to fun craft stations where pixel was the key word, from pixelated Perler bead pictures, wood pixel flowers, post-it pixel pictures and more. It was a much-enjoyed program; some kids didn't want to leave the room after the program ended!



Storybook Theater continued to practice, design, and create throughout July getting ready for their performance. The final day of the program was also their big performance for family and friends. 95 people came to watch the hard work of all involved and cheer on the cast of *Lyle, Lyle, Crocodile*. The kids worked hard all summer, and it paid off in a smooth and delightful performance, complete with a choreographed musical number, creative set designs, and a confident, charismatic cast.



Regular Programs

- **Storytime** wrapped up its summer series in July. Nine sessions were held over three weeks with 381 attending.
- **Toddler Time** was enjoyed by 204 people in July. While outside when possible, a mix of wet weather and high heat had us utilizing the Quad Room a couple of times this month.
- 40 young builders attended **LEGO Club**.
- **Make it! Junior** offered two crafts in July with 150 of each craft being handed out. In the beginning of July young crafters got to make paper cup moveable dino puppets and at the end of the month they beaded their own bubble wands (bubble solution included).
- **Advanced Adventurers** had 10 creators come and build Dino Dioramas using large CD cases and paper.
- **Early explorers** had 18 young creators create dinosaur fossils by gluing Q-Tip's to a dinosaur silhouette to create their bones.

Jennifer Steffes, Circulation Manager, reports on recent department activities:

With summer in full swing, the Circulation Department certainly stayed busy in July. The team checked out 36,508 items to patrons and checked in another 26,044, for a total of 62,552 transactions. **Circulation per hour open was 161.18, compared with 159.49 in July 2025.**

Between checking materials in and out, reshelving carts full of books, creating new library cards, and assisting patrons with a wide variety of needs, Circulation staff also completed several shifting projects, dusted and straightened shelves, and shelf-read numerous collections.

As always, staff received some memorable comments and compliments at the front desk. One longtime patron thanked us for being a dementia-friendly library, sharing that he is glad to know he can continue to feel safe and comfortable visiting. And perhaps the cutest interaction of the month came from a little boy who wanted to feed his sister to the bookdrop dinosaurs — fortunately, his mom stopped him in the nick of time! These interactions are a great reminder of the many different ways patrons connect with the library and its staff.

Adult and Youth Reference	Totals
Youth Reference Ques.	2207
<i>Youth Information Ques.</i>	84
Adult Reference Ques.	520
<i>Adult Information Ques.</i>	75
One-on-One Tech Help	16
Study Rooms use	205
Faxes	15
YS Book Bundles (bundles assembled)	109
YS Book Bundles (items checked out)	465
1000 Books Before Kindergarten total books read:	3,804
YS Coloring pages	1,300
Teen volunteer hours:	319.25

Children's Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
1,000 books before Kindergarten new registrations			21
SRP sign ups			160
SRP promo video views			2
Storytime	9	381	
Storytime craft			296
Toddler Time	4	204	
LEGO Club	1	40	
Make It Junior			300
Advanced Adventurers	1	10	
Early Explorers	1	18	
Summer Performer	1	48	
Reading on the Roof	1	27	
Minecraft Mania	1	60	
Storybook Theater	4	80	
Storybook Theater performance	1	95	
Outreach	3	88	
	27	1051	779

Adult Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Tuesday Afternoon Book Club	1	6	
Books To The Future	1	5	
Reading between the spines	1	6	
Lineage Societies To Celebrate Patriotism	1	9	
Make It: Book Bedazzling	1	19	

July 2026 Program Statistics

Total	5	45	0
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Teen Programs	# of events (in-person)	In-person Attendance	Self-Led (Passive)
*all-ages events			
Crafts + Chill:Dino-mite Edition	1	8	
Game On	1	5	
Teen Advisory Board	1	5	
Tales In The Stacks	1	13	
Knit Teen	1	16	
Guess The Book			32
Whiteboard Prompt			73
July Library Loot Box			21
July Taste Test: Salt Water Taffy			50
Total	5	47	176

Total number of in-person programs	37		
Total number of in-person attendees		1143	
Total number of self-led attendees			955

Tech Services

Items Processed	925
Volunteer hours (inc. Home Delivery)	51

STATISTICS FOR MONTH OF JULY 2026

	July 2026	July 2025	YTD	YTD 2025	% change
ALL CIRCULATION	42125	42738	245453	248147	-1.1%
PHYSICAL MATERIAL CIRCULATION	36508	37640	208696	213003	-2.0%
E-MATERIAL DOWNLOADS	5617	5098	36757	35144	4.6%
HOURS OPEN	226.5	236	1670.5	1701.5	-1.8%

Circulation per hour open **161.18** **159.49** *new metric starting 5/26
YTD

HOLDS FILLED BY OTHER CAFÉ LIBRARIES FOR PHPL: -	2295	22415
HOLDS FILLED FOR OTHER CAFÉ LIBRARIES BY PHPL: +	2295	15826
Crossovers to PHPL from other library communities: +	8671	45565
Crossovers from Sussex to other CAFE libraries: -	1347	8035
NET LENDING: 7324		30941

	PHYSICAL CIRC:	Sussex	Other	TOTAL	2025
		13756	22752	36508	37460

Cards issued: 132

Reference questions answered: 2,727

Informational questions answered: 159

Library visits this month: 14,034

Materials purchased: 744
(year to date total:) 4444

Study Room usage: 205

One-on-one technology lessons: 16

Fax Service: 15

In-person programs: 37

In-person attendees: 1,143

Meeting Room Use:

Quad Room: 26
Small meeting room: 23

INTERNET USE:** 382 sessions
TOTAL HOURS:** 210.38
AVG. SESSION:** 33 minutes
Website visits: 6,844 sessions

****wired access only**

TE2: Who Runs the Library?

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

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

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

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building when authorized.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

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

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

Responsibilities of the Director

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

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

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

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

The Division of Labor between the Library Board and the Director

The library board decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the director, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the board alone can decide how many employees the library should have,

according to Section 43.58(4) it is the director who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the director. The library board may solicit library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential 6: Evaluating the Director](#) for more information about the evaluation process.)

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

Responsibilities of Municipal Governments

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

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

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

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

Discussion Questions

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

Sources of Additional Information

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

- Division for Libraries and Technology staff

Who Runs the Library: Roles & Responsibilities in Wisconsin's Public Libraries

Responsibility	Library Board	Library Director	Municipality	Friends & Foundations
Administration	Generally oversee the administration of the library and appoint a head librarian (director) who administers the daily operation of the library.	Administer daily operation of the library, including maintenance of library facilities and equipment. Advise the board and provide support to community groups.	Appoint trustees who serve on the library board.	Support quality library service in the community through fundraising, volunteerism, and serving as advocates for the library.
Policy	Adopt written policies to govern the operation and program of the library.	Apprise library board of need for new policies, as well as policy revisions. Implement the policies adopted by the library board.	Support the policies of the library as adopted by the library board.	Support the policies of the library as adopted by the library board.
Personnel	Recruit, hire, and supervise an appropriately certified library director. Help determine and advocate for competitive staff salaries and benefits.	Hire, train, supervise, and schedule all other library personnel. Keep library board informed of important issues and consult with the board before making significant personnel decisions.	Offer assistance to the library director and board regarding state and federal employment laws. Maintain payroll. All library staff are municipal employees.	Communicate with library staff through the library director or the director's specified point of contact.
Planning	Assist in the formulation and adoption of a strategic plan that has implementation and evaluation components.	Coordinate and implement a strategic plan with library board, Friends, library foundation, staff and community.	Provide input into the library's strategic plan and support its implementation.	Provide input into the library's strategic plan and support its implementation.
Budgets	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget.	Oversee the library budget and prepare the annual budget and reports as required by the board.	Appropriate an annual budget with enough funds for the library to successfully carry out operations according to its approved mission and plans.	Conduct fundraising to support the library's mission and plans.
Expenditures	Audit and approve all library expenditures (as well as lands, buildings, money, and property).	Order materials and supplies within the library's approved budget. Submit invoices to the board for monthly audit and approval.	Act as custodian of most library funds and appropriations; pay library board approved library expenditures. Assist with purchasing, facilities, etc.	Support the library by providing financial support for priorities set by the library board and staff that may fall outside the municipal budget.
Meetings	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Maintain no more than one appointment to the library board.	Maintain a liaison to the library board.
Networking	Join the Wisconsin Library Trustees and Friends (WLTF), a division of WLA, to network with others and learn more about policies, operations, and advocacy.	Build relationships with municipal board and staff, Friends; educate these groups about the value of public libraries; encourage membership in professional organizations.	Stay informed of library issues at local, state, and federal levels. Include the library director in department head meetings and community activities.	Join the Wisconsin Library Trustees and Friends (WLTF), a division of WLA, to network with others and learn more about supporting libraries.

TE4: Effective Board Meetings and Trustee Participation

Preparation is Key

To a great extent, the work done before each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached Sample Board Meeting Agenda.) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials before each meeting.

Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See [Trustee Essential 14: The Library Board and the Open Meetings Law](#) for more information.) Also, be sure to avoid conflict of interest situations. (See [Trustee Essential 16: Ethics and Conflict of Interest Laws Applying to Trustees](#) for more information.)

At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary.

Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See [Trustee Essential 14: The Library Board and the Open Meetings Law](#) for more information.)

More Legal Requirements

Wisconsin’s Public Records Law requires that written meeting minutes be kept and be made available to the public (see [Trustee Essential 15: The Library Board and the Public Records Law](#) for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials ex officio board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See [Trustee Essential 18: Library Board Appointments and Composition](#) for further details on the

legally required process. [Trustee Essential 16: Ethics and Conflict of Interest Laws Applying to Trustees](#) discusses certain impermissible appointments under Wisconsin's "incompatibility doctrine," such as the appointment of a library director to the library board.)

Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of Trustee Essentials or a chapter of the Wisconsin Public Library Standards. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See [Trustee Essential 27: Trustee Orientation and Continuing Education](#) for other ideas.)

Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a "refresher" on certain issues? What issues?

Sources of Additional Information

- Your library system staff
- [Appendix B: Sample Board Meeting Agenda](#)
- [Appendix C: Sample Annual Library Board Calendar](#)
- OWLS webpage on meetings at owlsnet.org/441/meetings (See especially the links on effective meetings.)
- Robert's Rules of Order (latest edition) or The Standard Code of Parliamentary Procedure by Alice F. Sturgis, revised by the American Institute of Parliamentarians

TE14: The Library Board and the Open Meetings Law

Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and all subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential 4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of

the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

Email, “Walking Quorums” and Other Potential Open Meetings Violations

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [Trustee Essential 15: The Library Board and the Public Records Law](#).

Meeting Minutes

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [Trustee Essential 15: The Library Board and the Public Records Law](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wis. Stat. § 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Wis. Stat. § 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is not allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale.

Employee compensation discussions may be closed only when they concern a particular employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

Procedures for Holding a Closed Session

The following steps are all required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice must indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and roll call vote to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes may possibly be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.

9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

Sources of Additional Information

- Your library system staff
- [Wisconsin Department of Justice Office of Open Government](#)
- [The League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

FUNDING REQUEST

RFID Handheld Wand for Circulation Management

Date 7/28/2026

Amount \$5,440

1. PROJECT OVERVIEW

We are requesting \$5,440 to purchase a staffCIRC TRAK handheld RFID shelf-management system from Tech Logic. The cost includes a handheld RFID wand and a dedicated laptop workstation that communicate with the library's integrated library system in real time.

The wand alerts staff when it detects an item with an exception status, such as lost, missing, in transit, claimed returned, or otherwise flagged. This will allow Circulation staff to identify and correct discrepancies more efficiently, particularly returned items that have inadvertently remained checked out on a patron's account.

Because PHPL's collection is already RFID-tagged, this purchase builds on technology in which the library has already invested and adds a practical tool for improving the accuracy of check-in, shelving, and inventory processes.

2. NEED/OPPORTUNITY

Few circulation errors are more frustrating for patrons than seeing a returned item remain on their account. This doesn't happen often, but when it does, it undermines patron confidence in the accuracy of our systems and requires significant staff time to investigate and resolve. If the discrepancy is not identified promptly, the patron may receive overdue notices or eventually be charged for an item that was already returned.

PHPL already uses several safeguards to prevent patrons from being charged for materials they have returned. Staff are trained to work carefully, monitor the check-in screen, and label carts clearly. Before an item is billed to a patron as lost, the Circulation Manager also conducts an additional shelf check to determine whether it has been returned or misplaced.

These procedures help catch discrepancies, but they depend on careful staff attention and, in the case of the final shelf check, occur only after considerable time has passed. They also require significant staff time given the volume of materials handled by the library. In June 2026 alone, Circulation staff at PHPL checked in 22,184 items.

The RFID wand would provide an additional and complementary safeguard. Staff could sweep an entire cart of returned materials without handling each item individually. The system would identify any item that carries an exception status in the library system,

allowing the record to be corrected before the item is reshelved and before the discrepancy results in notices, a billing review, or frustration for the patron.

Two Bridges libraries — the Dwight Foster Public Library in Fort Atkinson and the Brookfield Public Library — have begun using the tool this year, and they report a substantial decrease in errors and complaints. We don't have PHPL-specific figures on the scope of our own check-in and shelving discrepancies, but the pattern anecdotally reported by staff and patrons, and the patron trust it costs us when it happens, points to a clear opportunity for a tool purpose-built to solve it.

3. PROJECT DESCRIPTION

Grant funds will be used to:

- Purchase the staffCIRC TRAK handheld RFID reader and its paired laptop workstation.
- Train Circulation staff in the use of the equipment and establish regular cart-sweeping procedures.
- Incorporate the wand into selected check-in workflows.
- Use the equipment for targeted shelf searches, item-list checks, and larger inventory projects as needed.

The system communicates with the library's integrated library system in real time. In addition to identifying items with exception statuses, it can conduct inventory, check customized item lists, and verify item security settings.

4. IMPLEMENTATION PLAN & TIMELINE

Should this request be approved, we intend to purchase the equipment immediately and begin using it before the end of this year. The Circulation Manager will develop a brief training routine for staff covering basic wand operation and procedures, so the tool can be incorporated into regular workflows without significant disruption.

5. OUTCOMES & EVALUATION

Expected Outcomes:

- Fewer returned items remaining incorrectly checked out on patron accounts.
- Fewer items incorrectly listed as missing, lost, in transit, or available.

- Less staff time spent manually rescanning carts or searching for misplaced materials.
- Greater patron confidence in the accuracy of library accounts and catalog records.

Measuring Success:

- Track the number of exception-status items identified and resolved.
- Monitor whether patron and staff reports of “item not on shelf” discrepancies decline over time.
- Evaluate how the wand affects the time required for cart checks and targeted item searches.

6. SUSTAINABILITY

This is a one-time equipment purchase. The requested \$5,440 covers the complete staffCIRC TRAK system described above. There is an ongoing maintenance cost, as with all of our RFID-related equipment, but it does not begin until year 2 and is manageable enough (\$220 annually) to incorporate into the equipment maintenance budget line over the next two years.

7. RECOGNITION OF THE FOUNDATION

As an internal operations tool rather than a patron-facing collection or service, this purchase may not lend itself to the same public-facing recognition as other Foundation-funded initiatives. That said, it may be a good opportunity for a behind-the-scenes social media post or reel: patrons enjoy getting a look behind the curtain, and a short piece showing how many thousands of items Circulation checks in each month, and how a tool like this helps, would let us credit the Foundation's support.

8. BUDGET

Item	Cost
Handheld RFID reader/antenna and protective case (Tech Logic) with paired (software pre-installed) Lenovo laptop/tablet with both touchscreen and keyboard functionality	\$5,440
<i>Shipping and training</i>	<i>Inc</i>
Total Requested from Foundation	\$5,440

FUNDING REQUEST

Expanding Capacity and Improving Wayfinding in the Adult New Books Area

Date 7/28/2026

Amount \$3,086.01

1. PROJECT OVERVIEW

This request would fund improvements to the Adult New Books area by expanding its shelving capacity and making it easier for patrons to navigate. The centerpiece is a mobile island book display that would house several of our smaller collections, freeing space on the main New Books shelving so that all sections can retain new titles longer, and so that smaller fiction genres that sometimes get lost because there are so few of them (e.g. Christian Fiction, Science Fiction, Graphic Novels) are highlighted and differentiated. The request also includes signage: large freestanding lettering to identify the New Books area as a whole, and magnetic shelf label holders to clearly mark the individual collections within it. Together, these pieces address a straightforward but persistent problem: New Books are among our most-borrowed materials, and we need to keep them discoverable and on display for as long as possible.

2. NEED/OPPORTUNITY

Adult books circulate best when they are new. Unlike children's materials, where backlist titles remain some of our strongest performers, adult titles see the great majority of their circulation in their first months on the shelf. Some of that is marketing and currency, but a large part of it is simple discoverability: patrons browse the New Books area, and titles that make it there get borrowed. The turnover data bears this out. In June 2026 (a month typical of others), our new-book shelving dramatically outperformed the general collection:

Statistical code	Items	Circ count	Turnover
New fiction book	768	887	1.155
Fiction book	16,516	3,130	0.190
New nonfiction book	757	707	0.934
Nonfiction book	19,955	1,813	0.091

Turnover is the ratio of checkouts to items held. A new fiction title turned over at roughly six times the rate of the general fiction collection, and new nonfiction at roughly ten times the rate of general nonfiction.

Because new titles perform so well, we try to keep items on the New Books shelving for as long as we can. Our goal is six months, but in practice, we often have to pull titles

sooner simply because we run out of room. Every title we're forced to rotate off early is a title losing its most valuable weeks of visibility.

At the same time, the area currently has no clear visual separation: standing in front of it, a patron can't easily tell where fiction ends and nonfiction begins, or where the smaller genre collections sit. Patrons who are familiar with the area – our regulars – don't seem to have issues, but we are trying to approach things with the eyes of someone visiting for the first time. Improving both capacity and wayfinding would let more new titles stay on display longer and help patrons find what they're looking for.



3. PROJECT DESCRIPTION

What we will do:

- Add a mobile island book display to the center of the Adult New Books area to hold several of our smaller new book collections: Large Print, Romance, Science Fiction, Fantasy, Christian fiction, and Graphic Novels. Relocating these collections onto the island frees space on the main shelving, allowing General Fiction, Mysteries, and Nonfiction to expand and letting all new titles remain on the New Books shelves longer before they have to be rotated off.
- Install large freestanding “NEW BOOKS” lettering to clearly identify the area as a whole. These letters are chosen to closely match the existing lettering above our Holds shelves, keeping our signage consistent throughout the building.
- Add magnetic shelf label holders to mark the individual collections within the area so patrons can tell at a glance where each section begins and ends.

Item details:

- Demco Mobile Island Book Display: a freestanding unit combining adjustable shelves with slatwall end panels for face-out book display. Shelves are 1” thick and 11” deep; six of the eight adjust in 1-1/4” increments. It includes 24”-wide slatwall end panels and an optional top sign holder, and moves on four concealed 3” casters. The unit ships assembled.

- Premium Foam Letters (Woodland Manufacturing): a freestanding “NEW BOOKS” set, 12” high and 2” thick in Montserrat Bold, white with a clear acrylic standing base, approximately 111” wide overall.
- TLS Magnetic Shelf Label Holders (3/4” H x 6” W): magnetic holders for section labels within the New Books shelving.

4. IMPLEMENTATION PLAN & TIMELINE

Should this request be approved, we would order the display, signage, and label holders promptly. The mobile island ships assembled, so setup requires only placing the shelves and moving the smaller collections onto it — work that staff can complete without disruption to service. We would then reorganize the freed space on the main shelving and install the new signage, with the improved area ready for patrons shortly after the materials arrive.

5. OUTCOMES & EVALUATION

Expected Outcomes:

- New titles stay on display closer to our six-month goal, capturing more of their high-circulation window rather than being rotated off early for lack of space.
- Patrons can more easily identify the New Books area and navigate to the specific collections within it.
- Smaller genre collections are given their own defined, browsable space rather than being absorbed into the general shelving.

Measuring Success:

- Track how long new titles are able to remain on the New Books shelving before rotation, watching for movement toward the six-month goal.
- Monitor turnover rates for the new-book collections to confirm they hold strong or improve as capacity and discoverability increase.

6. SUSTAINABILITY

This is a one-time purchase. The mobile island display, foam lettering, and shelf label holders are durable furnishings with no ongoing subscription, licensing, or maintenance cost beyond routine upkeep. Once in place, they become part of the standard fixtures of the New Books area, maintained within the Library's normal operating resources.

7. RECOGNITION OF THE FOUNDATION

The Foundation's support will be acknowledged on the Library's website, in social media and newsletter announcements about the refreshed New Books area, and in reports to the Library Board and Village Board. Because this is a visible, patron-facing improvement to one of our most-used spaces, it also offers a natural opportunity to highlight the Foundation's role in enhancing patrons' library experience.

8. BUDGET

Item	Cost
Demco Mobile Island Book Display (\$1,989.00 unit + \$666.96 shipping)	\$2,655.96
Premium Foam Letters — "NEW BOOKS" (Woodland Manufacturing)	\$400.05
TLS Magnetic Shelf Label Holders (13/pkg)	\$30.00
Total Requested from Foundation	\$3,086.01

Nature of Costs: One-time purchase of furnishings and signage.