

New London Public Library

New London Public Library and Museum Board will be held on Monday, July 19, 2021 at 5:00 p.m in the meeting room of the library

THIS MEETING AND ALL OTHER MEETINGS OF THIS COMMITTEE ARE OPEN TO THE PUBLIC. PROPER NOTICE HAS BEEN POSTED AND GIVEN TO THE PRESS IN ACCORDANCE WITH WIS. STATUTES SO THE CITIZENRY MAY BE AWARE OF THE TIME, PLACE AND AGENDA OF THE MEETING.

The agenda will read as follows:

Roll call of members

Approval of June 21 minutes

Action on bills to be paid Library/Museum

Museum director's report

Library director's report

Unfinished business Discussion/Action

1. Annex Progress
2. Fundraising update

New business Discussion/Action

1. Election of Officers
2. FNLPM grant application
3. 2022 budget library
4. Trustee Essential #5 Hiring a Library Director
<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE05.pdf>
5. Public Comment
6. Adjourn

New London Library and Museum
Board of Directors Regular Meeting- June 21, 2021

President Ginny Schlais called the regular meeting to order at 5 p.m. Present: Chris Bermann, Betty Roberts, Bill Flease, Mary Dickrell, Steve Hart, Carrie LaBair, Library Director - Ann Hunt, Museum Director - Christine Cross.

Others Present: None.

Secretary's Report

Motion was made by Bermann/Hart to accept the minutes of the May 17, 2021, meeting. Motion carried.

Financial Reports

Motion made by Roberts/Bermann to approve the June financial reports for the New London Public Library bills amounting to \$4,959.50 and the New London Public Museum bills amounting to \$95.69. Library income for the month of June is \$405.35. Museum income for the month of June is \$4,865.04. Motion carried.

Museum Director's Report

See attached report.

Library Director's Report

See attached report.

Unfinished Business Discussion/Action

1. Annex Progress: Fundraising continues.
2. Fundraising Update: US Venture/Schmidt Family Foundation and Plach Automotive have contributed to our project.

New Business Discussion/Action

1. Approve Capital Request for Library: Motion from Bermann/Hart to approve asking the City Council for \$250,000 a year for the next three years—a total of \$750,000—from capital funding to help build the library annex. Motion carried.
2. Trustee Essential #4: Discussion was held on holding effective board meetings and trustee participation.

Public Comment

None.

Adjourn

Motion by Dickrell/Fleuse to adjourn. Motion carried. Meeting adjourned at 5:56 p.m.

Respectfully submitted,

Betty Roberts

FINANCIAL REPORT

<u>BUSINESS</u>	<u>July</u> <u>LINE ITEM</u>	<u>2021</u> <u>AMOUNT</u>	<u>SUBTOTAL</u>
WT Cox	242 Periodicals	\$ 2,235.32	
Hoopla	245 Audiovisual	\$ 402.87	
Baker and Taylor	247 Books	\$ 378.81	
Harlequin	247 Books	\$ 44.68	
Ingram	247 Books	\$ 1,313.28	\$ 1,736.77
Culligan Water	249 Supplies	\$ 55.80	
Grainger	283 Build Main	\$ 40.92	
Otis Elevator	283 Build Main	\$ 833.00	
Valley Pest Control	283 Build Main	\$ 55.00	\$ 928.92
New London Chamber	288 Programs	\$ 55.00	
Hunt, Ann	309 Sundry	\$ 36.21	
MBM	326 Copy Mach.	\$ 186.46	
		Total	\$ 5,637.35
Interim Bills			
Walmart	245 Audiovisual	\$ -	
		Grand Total	\$ 5,637.35
Income			
Copy Machine	\$	181.60	
Printing	\$	15.15	
Fines/Fees	\$	4.30	
		Total	\$ 201.05

Museum Finance Report for July 19, 2021 Board Meeting

Expenditures	July	Detail
DUES AND SUBSCRIPTIONS	\$ 80.00	Membership SAA
MEETINGS AND MILEAGE	\$ 149.00	SAA conference
DEPARTMENTAL SUPPLIES	\$ 35.97	Amazon
SPECIAL PROGRAMS-EDUCATION	\$ 31.98	Amazon-Games on the Green
	\$ 240.78	Amazon-corner
	\$ 97.75	Elenco-corner
Total	\$ 635.48	

Income	July	Detail
Gifts & Grants	\$ 75.00	Wohlrabe bird sponsor
Museum Trust	\$ 150.00	Skewes donation
Total	\$ 225.00	

New London Public Museum
Monthly report for the July 19, 2021 Board Meeting

June 2021 Attendance: 220

Adults: 106

Teens: 11

Children: 100

Researchers: 3

The purpose of the New London Public Museum is to preserve and promote our community's natural, native and historical culture for the benefit of the public.

Programs

- Wendy is working on updates to the Curiosity Corner. The “Your Environment” corner will open September 15 through March 2022
- The Take-n-Make craft kits continue on Tuesdays through August 3.
- Games on the Green will be on Thursday, August 12 from 10-11am, weather permitting. This free event will feature giant bubbles, games, and more.

Collection

- The Milwaukee Public Museum will be sending paperwork to transfer ownership of the butterfly and moth collection to NLPM.
- Christine and Alice picked up a large donation related to Cristy's department store
- Christine is in contact with a restoration specialist regarding the blacksmith bellows in the collection. He may be doing an on-site visit later this year to discuss the possibility and cost of restoring the large bellows.

Community

- The *Discover Something New in Your Community* program sponsored by the FNLPM re-launched in July with a display at the CHS Larsen Co-op Farm Store. The program is full for the remainder of this year.

FNLPM

- The museum is submitting a grant to the FNLPM for updates to the Curiosity Corner. The application will be presented at the meeting.

Respectfully submitted by:

Christine Cross

Director

Alice Gilman

Assistant Director

**Library Director's Report
July, 2021**

Jun21 Attend: 2,657	YTD: 7,623	Jun20 Attend: 900	YTD: 12,571
Jun21 Circ: 5,472	YTD: 21,789	Jun20 Circ: 3,830	YTD: 24,667
Wireless Statistics:	371	YTD	2,032
Computer Use	163	YTD	559
Hoopla audio	100	YTD	662
E-audio	408	YTD	1,468
		Hoopla ebooks	63
		YTD	374
		E-books	464
		YTD	2,019

Annex budget

I reworked the budget (with Judy and Missy's help) and talked to Chad and Judy about the numbers. We will probably have to raise the budget 8,000-10,000 to cover building and grounds wages and fringes, as well, as building maintenance.

Hopefully, we will be presenting to the Personnel and Finance committee August 4.

Summer Food Program

I received a call from Joe Marquardt from the school district to ask us if we wanted to participate in the food program this summer. We agreed and began on Tuesday, July 13. Typically, we know in advance we are going to participate and put it in our summer brochure. This year that was not the case, so we have a very slow beginning. We will continue to advertise and continue to talk to people about the program.

Programs

We have given out about 135 take and makes a week for kids and 135 STEM kits a week. Some examples are, create a sock octopus, a Fourth of July T-shirt. For STEM programs we have kits for building a bridge, launching an army man and designing an umbrella to keep a toy dry.

These kits have been so popular we are going to include them with our programming for the Fall.

It is great to hear happy voices in the library again, especially the children.

Respectfully submitted,

Ann Hunt

Ann Hunt, Director

Friends of the New London Public Museum Inc.
New London Public Museum
Grant Application Form

The primary goal of the Friends of the New London Public Museum (FNLPM) is to provide auxiliary funding support to the New London Public Museum for initiatives that, without FNLPM funding, would not otherwise be possible. Initiatives of particular interest are those that support a program and or opportunity that has the potential to draw community members to the museum. Any grant application should be reviewed and approved by the New London Library-Museum Board of Directors prior to submission to the FNLPM. Any grant award will require an evaluation at the conclusion of the initiative/project being requested in order to evaluate success in meeting objectives and goals for the initiative/project.

Please complete a separate Grant Application Form for each project for which FNLPM funding is requested and submit it to the FNLPM Board of Directors allowing adequate time for review and approval.

1. Date of Application: 07/21/2021
2. Project Title: "Your Environment" Curiosity Corner update
3. Project Classification: Collections Exhibits Education/Programming
 Awareness Other (please list)
4. Describe the Initiative/Project: A new change to the Your Environment!-Curiosity Corner this fall is the addition of climate change education. More specifically, what a kid can do to reduce greenhouse gas emissions, slow down the rate of warming, and increase our adaptation to this changing planet.
5. What are the objectives/goals of this Initiative/Project? If possible measurable goals should be developed that can be evaluated at the conclusion of the initiative/project. To provide a hands-on experience of how renewable energy can be used to power a home, the corner will now have a Green Energy House model on display. Visitors will have the ability to turn on the "sun" to charge a solar panel which, in turn, powers a fan inside the house. The "wind" can also be turned on to activate a wind turbine that powers a LED light inside the Green Energy House. Finally, a hand crank, representing physical energy, generates the power to play a radio melody. The takeaway is that there are other means of powering our homes beyond the use of fossil fuels.
6. Please explain the potential impact this initiative/project will have and who will benefit from same. By including climate education and the interactive Green Energy House model, we hope to spark ideas and conversations about helping our environment.
7. What is the timing of the initiative/project (when will it take place/be completed)? September 2021 through March 2022

8. Is this a new initiative/project? If no, please explain how this was paid for in the past and what, if anything, is different this time in terms of the prior funding source. No, the Your Environment corner was part of the five year grant pledge from the FNLPM to create the Curiosity Corner.
9. If this is an ongoing initiative/project, how will this be sustained going forward?
10. Please provide a detailed budget for the initiative/project showing expected expenses and income sources. If this is a multi-year project, please provide this information for each year. Please see attached budget
11. What amount of funding is being requested from FNLPM and when are these funds needed?
\$334.37 by July 30, 2021
12. Why is FNLPM funding requested? The primary goal of the FNLPM is to provide auxilliary funding support to the museum for initiatives that, without FNLPM funding, would not otherwise be possible.
13. Will FNLPM be recognized in any way for its support if granted, and if so, how? Signage in the corner
14. On what date was the Grant Application Form for this initiative/project approved by the New London Library-Museum Board of Directors? 7/19/2021

New London Public Museum Executive Director

Date

New London Library-Museum Board President

Date

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Grant Approved By FNLPM Board of Directors

FNLPM Board President

Date

Grant Denied By FNLPM Board of Directors

FNLPM Board President

Date

	ESTIMATED 2022 LIBRARY BUDGET 2022	ESTIMATED LIBRARY 2022	ANNEX LIBRARY 2022	TOTAL LIBRARY AND ANNEX 2022
SALARIES	209,162	129,837	40,675	170,512
WAGES	66,582	54,512	61,248	115,760
MISC. WAGES			5,000	5,000
BUILDING AND GROUND WAGES	31,025	31,025	10,000	41,025
PARK DEPARTMENT WAGES	1,321	1,321	-	1,321
OVERTIME	6,392	-	-	-
LONGEVITY	2,900	1,450	-	1,450
FRINGE BENEFITS	105,857	65,168	10,871	76,039
POSTAGE	500	400	100	500
DUES AND SUBSCRIPTIONS	650	650	-	650
COMPUTER MAINTENANCE & SOF	3,577	-	3,577	3,577
MEETINGS AND MILEAGE	3,200	3,200	-	3,200
HEATING	4,000	4,000	3,000	7,000
TELEPHONE	1,000	540	500	1,040
ELECTRIC, WATER, & SEWER	13,500	13,500	12,000	25,500
INSURANCE	4,026	4,026	4,000	8,026
PERIODICALS	3,000	3,000	-	3,000
MICROFILM	650	650	-	650
AUDIO/VISUAL	12,500	12,500	-	12,500
BOOKS	38,200	38,200	-	38,200
DEPARTMENTAL SUPPLIES	4,100	1,000	3,100	4,100
CONSULTANT	-	-	-	-
BUILDING MAINTENANCE	8,300	8,300	2,000	10,300
MICROFILM MAINTENANCE	800	800	-	800
SPECIAL PROGRAMS	3,000	-	3,000	3,000
SUNDRY	400	400	-	400
TRUST FUND EXPENSE	-	-	N/A	-
COPY MACHINE	-	-	N/A	-
CATALOG MAINTENANCE	17,760	17,543	-	17,543
TOTAL	542,402	392,022	159,071	551,093
LIBRARY 2022		392,022		
ANNEX 2022		159,071		
TOTAL CURRENT & ANNEX 2022		551,093		

2021 BUDGET
2022 BUDGET
DIFFERENCE OF 2021 AND 2022

We are looking to hire 3 new part-time employees to work at the Annex. They will be paid \$12.78/hr and work a combined total of 57 hours/week.

Since we will no longer be open on Sunday's, there is no reason for the overtime account figure. Because of the retirement of the full-time employee longevity will drop dramatically. Again with the retirement Fringe Benefits will drop. We do still need to pay for the part-time employees FICA and Medicare benefit.

There had been question on the heating cost. We have talked to many different sources and were not able to get an estimate. So we took the heating average for the old building, Library and Museum, for the last 5 years. This was a monthly average of \$3,800. The old building is approximately 13,900 square feet. The new Annex is only 10,000 square feet



Hiring a Library Director

5

Basic Legal Requirements

Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director. The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions). The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Wisconsin statutes and administrative code rules *require* that all public library directors be properly certified by the Division for Libraries and Technology. Only libraries with a properly certified director can be library system members. (See [Trustee Essential #19: Library Director Certification](#).)

Library trustees must comply with state and federal laws that prohibit discrimination in hiring. (See [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#) for a list of these laws and sources of information about these laws.) Any written or oral questions to be asked of job candidates should be reviewed in advance by a person familiar with state and federal employment and discrimination law. Your municipal attorney and library system staff should be knowledgeable about these laws.

ADA Compliance

The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants. Certain types of questions are not allowed. For instance, all applicants should be told the essential job functions and then asked whether there was any reason why they could not do perform those functions. But it would not be acceptable to single out someone who uses a wheelchair and ask how that person would do a particular task.

Examples of questions that can and cannot be asked during an interview are included on a document from the University of Wisconsin-Madison's Office for Equity and Diversity's website (www.oed.wisc.edu/documents/job-interview-questions.pdf). Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. Job descriptions should be written so that the essential functions are clear. If pre-employment testing is required, then accommodations must be made, if needed, for people to take the test.

The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.

The third area requires equal access to whatever insurance and benefits are offered to other employees.

The ADA does not require employers to drop essential functions of a position in an effort to accommodate a person with disabilities. Employers are not expected

In This Trustee Essential

- The basic legal parameters for the hiring of a library director
- Recommended steps to follow when hiring a new director

to provide personal items not available to other employees, but certain accommodations might be expected, such as adjustable chairs, wrist pads, or modified phones.

The ADA Wisconsin Partnership website has a helpful Frequently Asked Questions section that addresses employment issues under the ADA: www.adawipartnership.org/FAQs.htm.

The Long-Term Effects of this Decision

Not all library boards will face the responsibility of selecting a new director. However, trustees who undertake this process must understand that it is singularly important and will have far-reaching and often long-term effects. Be prepared for a great deal of diligent effort—effort that will be worthwhile if you succeed in hiring the best person for the job.

What to Look for in a New Director

A library director is the chief administrative officer of the library. The director is responsible both for day-to-day management of the organization and for assisting the library board with “big picture” issues like planning and policy-making. In developing the job description and assessing candidates, consider the following:

- experience working with library boards and governing bodies
- knowledge of budget preparation, policy development, administration, and employee supervision
- library experience in the following areas: public service, technical services, public relations, and automation experience
- demonstrated leadership ability and dependability

Steps to Follow When Hiring a New Director

1. Immediately contact your library system—it has experienced staff that will be happy to assist you through this process.
2. Appoint a search and screen committee to develop or revise a draft job description, job ad, etc.
3. Ideally, the next step is to review the library’s strategic plan (if you have one) and analyze progress in reaching the goals and objectives. Knowing where the library needs to go will help trustees define the qualifications needed in the next director.
4. The board must approve a position description that reflects the necessary qualifications and duties of the job (including the requirements for certification). A competitive salary range and fringe benefit package must be established if you hope to attract qualified applicants.

5. The board or board committee checks references of applicants, evaluates qualifications, and arranges interviews with promising candidates (paying part or all of necessary travel expenses). A uniform list of questions should be developed for use in the interviews and for contacting references. Be sure to have these questions reviewed by someone knowledgeable about employment and discrimination law.
6. The board should make clear to candidates any probationary status, performance evaluation and salary adjustment procedures, and all other terms of employment, such as the Wisconsin certification requirement.
7. In addition to contacting listed references, the board may wish to contact current or past colleagues of the top candidate or candidates to get a more complete picture of the qualifications of the applicant. If you plan to do this, you should first get written permission from the candidate.
8. Once the board has made a hiring decision, it contacts the selected applicant and confirms the appointment and starting date in writing. It promptly notifies applicants not selected. The employment contract and/or letter of appointment should specify that as a condition of employment the director must obtain and maintain the appropriate state certification.
9. A thorough orientation program for the new director, similar to that described for trustees in [Trustee Essential #27: Trustee Orientation and Continuing Education](#), should be conducted.
10. A six-month or one-year probationary period is a common personnel practice. The board and director should mutually determine short- and long-term goals for this period. The board evaluates performance regularly throughout this period.
11. Assuming successful completion of probation, the board's supervision and evaluation responsibilities continue. Reviews of the director's performance and attainment of goals and objectives should be carried out annually. (See [Trustee Essential #6: Evaluating the Director](#).)

Sources of Additional Information

- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- [Trustee Essential #19: Library Director Certification](#)
- [Certification Manual for Wisconsin Public Library Directors](#)
- [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#)

- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org
- Your municipal or county personnel staff and attorney.

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

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Sample Job Description

[Note: This is an example of a director's job description for a small public library. The job description for your library director should reflect local needs. See [Trustee Essential #5: Hiring a Library Director](#) for more information.]

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with strategic planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

I. Specific Responsibilities

[Note: Priorities can be assigned to specific responsibilities or areas of responsibility, usually as priority A, B, or C, to help the employee manage time and address the board's most pressing concerns when the work load exceeds the available hours during certain periods of the year.]

Administrative Services

1. Serve as the library's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.

10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.

Collection Management

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Service and Service Promotion

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.

5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Facilities Management

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

II. Essential Functions and Knowledge

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
6. Ability to read and comprehend print information, including technical, statistical, and financial information
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases
10. Ability to understand and implement instructions and directions
11. Ability to establish and maintain proper priorities and meet deadlines
12. Ability to work within a confidential environment
13. Ability to produce and maintain accurate files and reports
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
16. Knowledge and ability to type, sort and file
17. Ability to work hours and assignments as required by the library board

III. Required Education, Experience and Certification

1. Bachelor's degree from a liberal arts program
2. Grade 3 Wisconsin Public Librarian Certification (Grade 2 if population over 3,000; Grade 1 if population over 6,000) or eligibility for required certification
3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies.

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

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CITY OF NEW LONDON
EXPENDITURES REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

101-GENERAL FUND
LIBRARY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
101-55101-119 SALARIES	208,488.00	15,329.50	99,641.75	47.79	108,846.25
101-55101-129 WAGES	63,598.00	3,723.24	23,109.76	36.34	40,488.24
101-55101-132 BUILDING AND GROUND WAGES	31,025.00	31,025.00	31,025.00	100.00	0.00
101-55101-133 PARK DEPARTMENT WAGES	1,321.00	1,321.00	1,321.00	100.00	0.00
101-55101-139 OVERTIME	6,392.00	0.00	0.00	0.00	6,392.00
101-55101-151 LONGEVITY	2,900.00	0.00	2,550.00	87.93	350.00
101-55101-195 FRINGE BENEFITS	106,807.00	6,422.50	56,291.82	52.70	50,515.18
101-55101-202 POSTAGE	500.00	18.43	157.04	31.41	342.96
101-55101-203 DUES AND SUBSCRIPTIONS	650.00	0.00	210.00	32.31	440.00
101-55101-207 COMPUTER MAINTENANCE & SOF	3,577.00	192.33	252.33	7.05	3,324.67
101-55101-219 MEETINGS AND MILEAGE	3,200.00	0.00	95.00	2.97	3,105.00
101-55101-221 HEATING	4,000.00	79.07	1,284.53	32.11	2,715.47
101-55101-222 TELEPHONE	1,000.00	70.84	378.89	37.89	621.11
101-55101-227 ELECTRIC, WATER, & SEWER	13,500.00	761.67	4,386.45	32.49	9,113.55
101-55101-232 INSURANCE	4,026.00	4,026.00	4,026.00	100.00	0.00
101-55101-242 PERIODICALS	3,000.00	409.03	429.01	14.30	2,570.99
101-55101-244 MICROFILM	650.00	0.00	0.00	0.00	650.00
101-55101-245 AUDIO/VISUAL	12,500.00	474.50	3,604.82	28.84	8,895.18
101-55101-247 BOOKS	38,200.00	2,596.27	13,517.80	35.39	24,682.20
101-55101-249 DEPARTMENTAL SUPPLIES	4,100.00	355.36	1,653.74	40.34	2,446.26
101-55101-250 CONSULTANT	0.00	0.00	0.00	0.00	0.00
101-55101-283 BUILDING MAINTENANCE	8,300.00	353.40	1,994.27	24.03	6,305.73
101-55101-287 MICROFILM MAINTENANCE	800.00	0.00	0.00	0.00	800.00
101-55101-288 SPECIAL PROGRAMS	3,000.00	613.10	1,362.12	45.40	1,637.88
101-55101-309 SUNDRY	400.00	0.00	70.00	17.50	330.00
101-55101-315 TRUST FUND EXPENSE	0.00	0.00	526.24	0.00 (526.24)
101-55101-326 COPY MACHINE/PRINTER/REIMB	0.00	186.46	1,097.34	0.00 (1,097.34)
101-55101-352 CATALOG MAINTENANCE	17,760.00	0.00	17,760.00	100.00	0.00
TOTAL LIBRARY	539,694.00	67,957.70	266,744.91	49.43	272,949.09

CITY OF NEW LONDON
EXPENDITURES REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

101-GENERAL FUND
MUSEUM

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
101-55102-119 SALARIES	51,624.00	3,824.02	24,856.13	48.15	26,767.87
101-55102-129 WAGES	26,088.00	1,987.63	11,950.73	45.81	14,137.27
101-55102-132 BUILDING AND GROUND WAGES	5,170.00	5,170.00	5,170.00	100.00	0.00
101-55102-151 LONGEVITY	550.00	0.00	550.00	100.00	0.00
101-55102-195 FRINGE BENEFITS	34,195.00	2,264.93	19,580.68	57.26	14,614.32
101-55102-202 POSTAGE	60.00	0.00	7.20	12.00	52.80
101-55102-203 DUES AND SUBSCRIPTIONS	980.00	0.00	457.00	46.63	523.00
101-55102-204 PUBLICATIONS	100.00	0.00	55.50	55.50	44.50
101-55102-208 ADVERTISING	2,100.00	0.00	596.20	28.39	1,503.80
101-55102-219 MEETINGS AND MILEAGE	1,000.00	35.79	85.79	8.58	914.21
101-55102-221 HEATING	2,800.00	73.29	887.13	31.68	1,912.87
101-55102-222 TELEPHONE	400.00	35.32	188.96	47.24	211.04
101-55102-232 INSURANCE	700.00	700.00	700.00	100.00	0.00
101-55102-249 DEPARTMENTAL SUPPLIES	1,000.00	0.00	431.54	43.15	568.46
101-55102-250 CURATORAL SUPPLIES	700.00	0.00	0.00	0.00	700.00
101-55102-283 BUILDING MAINTENANCE	1,000.00	0.00	0.00	0.00	1,000.00
101-55102-288 SPECIAL PROGRAMS	2,000.00	0.00	319.74	15.99	1,680.26
101-55102-289 SPECIAL PROGRAMS - EXHIBIT	1,000.00	0.00	2,112.52	211.25 (1,112.52)
101-55102-315 TRUST FUND EXPENSE	0.00	0.00	0.00	0.00	0.00
101-55102-720 GRANT REIMB EXPENSES	0.00	0.00	4,290.04	0.00 (4,290.04)
TOTAL MUSEUM	131,467.00	14,090.98	72,239.16	54.95	59,227.84