

LIBRARY BOARD

Monday, February 3, 2020

5:15 PM

E.D. Locke Public Library

AGENDA

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
 - a. Motion to approve the minutes of the January 6, 2020 meeting.
 - b. Approval of the January 2020 general fund bills and trust fund bills.
4. INFORMATION ITEMS
 - a. 2019 Budget Update
 - b. 2020 Budget Update
 - c. Library Director's Report
 1. Library System Report
 2. Friends Report
 3. Endowment Report
 - d. Monthly Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. 2019 Annual Report
 - b. Nominating Committee Appointed
 - c. Trustee Training
6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 3, 2020

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the January 6, 2020 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 February library Board minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, January 6, 2020 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Karin Mandli, Sharon Payne, Evan Richards, Peter Sobol, Ken Machtan, Mary Pat Lytle, Michael Shumway

Members not present:

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Approval of the draft minutes of the December 6, 2019 Library Board Meeting

Motion by Evan Richards, second by Michael Shumway, to approve the draft minutes of the December 6, 2019 Library Board Meeting Motion carries 7 - 0 - 0 by acclamation.

b. Approval of the December 2019 general fund bills and trust fund bills.

Motion by Village Trustee Mary Pat Lytle, second by Sharon Payne, to approve the December 2019 general fund bills and trust fund bills. Motion carries 7 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. 2019 Budget Update

b. Director's Report

c. Monthly Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. 2019 Annual Report

Motion by Evan Richards, second by Ken Machtan, to approve allowing the 2019 annual report to be signed by the Library Board President, Peter Sobol before being approved by the full Library Board. Motion carries 7 - 0 - 0 by acclamation.

b. 2020 McFarland Family Festival

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to approve allowing 2020 McFarland Family Festival to use the library parking lot, power for two bounce houses, and use of the bathrooms during normal hours of operation. Motion carries 7 - 0 - 0 by acclamation.

c. Dane County Library Service Contract

Motion by Michael Shumway, second by Karin Mandli, to approve Dane County Library Service Contract Motion carries 7 - 0 - 0 by acclamation.

d. 2020 Library Board Meeting Calendar

Motion by Ken Machtan, second by Michael Shumway, to approve 2020 Library Board Meeting Calendar with one change (changing the date of the September meeting to September 8). Motion carries 7 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Karin Mandli, second by Sharon Payne, to adjourn at 5:53

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 3, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the January 2020 general fund bills and trust fund bills.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library - Jan Invoices

Library Invoices

Row Labels	Sum of Amount	Description
Alliant Energy	\$2,099.26	Utilities
AMAZON CAPITAL SERVICES	\$1,122.54	Digital Signage
ARAMARK	\$166.60	Mat Rental
B&H PHOTO	\$2,934.34	Digital Signage
BAKER & TAYLOR BOOKS	\$4,749.65	Books
BIBLIOTECHEA + 3M	\$2,660.00	Self Check & Gates Support
BLUEGREEN	\$4,576.96	Carpet Cleaning
Cardmember Service - 2019	\$262.52	Visa Bill
Cardmember Service - 2020	\$878.00	Visa Bill
CDW GOVERNMENT INC	\$387.68	Digital Signage
CORPORATE BUSINESS SYSTEMS	\$247.30	Copier lease
DEGNAN, LINDA	\$50.00	Program Fee
EBI INC	\$3,716.70	Meeting Room Chairs
ENVIRONMENT CONTROL	\$1,389.00	Janitorial services
FRIENDS OF THE MCFARLAND LIBRARY	\$73.50	Credit Card Payment
FRONTIER	\$70.83	Telephone
LIBRARY PETTY CASH	\$70.89	Misc.
MICROMARKETING LLC	\$44.00	Audio Books
MIDWEST TAPE	\$26.98	DVD
MILWAUKEE JOURNAL SENTINEL	\$596.18	Subscription Fee
Pellitteri Waste	\$36.75	Shredding
SOUTH CENTRAL LIBRARY SYS	\$45,013.40	Technology Services
STOUGHTON YOGA	\$90.00	Program Fee
THE ATLANTIC	\$10.00	Subscription Fee
WISCONSIN STATE JOURNAL	\$584.74	Subscription Fee
(blank)		
Grand Total	\$71,857.82	

Trust Fund

Village of Mcfarland	\$416.49	Visa Bill
Madison Community Foundation	\$250	Donatoin
Grand Total	\$666.49	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 3, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Budget Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 3, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2020 Budget Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020 Budget Update

2020 Budget Update

REVENUES							
		Budget Amount	January Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 575,750.00	\$0.00	\$ -	0.00%		
County Library Aids		\$ 305,500.00	\$0.00	\$ -	0.00%		
Library Fines		\$ 7,250	\$681.10	\$ 681.10	9.39%	8%	\$ 1,125.00
Miscellaneous Revenue		\$ -	\$0.00	\$ -			
Interest		\$ 10,000	\$0.00	\$ -	0.00%		
Library Fees		\$ 5,000	\$394.40	\$ 394.40	7.89%	8%	\$ 416.67
		\$ 903,500.00	\$ 1,075.50	\$ 1,075.50	0.12%		
Expenditures							
				\$ -			
Salaries	110	\$333,750.00	\$26,288.95	\$26,288.95	7.88%	8%	\$ 27,812.50
Part-time	120	\$164,750	\$9,941.82	\$9,941.82	6.03%	8%	\$ 13,729.17
Health Insurance	130	\$87,000	\$6,593.92	\$6,593.92	7.58%	8%	
Retirement	131	\$29,500	\$2,171.91	\$2,171.91	7.36%	8%	\$ 2,458.33
SS/Medicare	132	\$39,000	\$2,604.83	\$2,604.83	6.68%	8%	
Other Benefits	135	\$2,500	\$96.54	\$96.54	3.86%	8%	
Wage Adjustment	140	\$ 10,750	\$0.00	\$0.00	0.00%	8%	\$ 895.83
Expense Reimbursement	141	\$ 500	\$0.00	\$0.00			
Total Personnel		\$667,750.00	\$47,697.97	\$47,697.97	7.14%	8%	\$ 55,645.83
Support Services	210	\$ 28,750	\$1,389.00	\$1,389.00	4.83%	8%	\$ 2,395.83
Consulting Services	211	\$ 45,000	#####	\$44,611.96	99.14%	8%	\$ 3,750.00
Utilities	220	\$ 28,000	\$2,099.26	\$2,099.26	7.50%	8%	\$ 2,333.33
Communication	221	\$ 1,000	\$0.00	\$0.00	0.00%	8%	\$ 83.33
Equipment Maintenance	240	\$ 9,000	\$3,097.84	\$3,097.84	34.42%	8%	\$ 750.00
Facility Maintenance	242	\$ 16,000	\$124.95	\$124.95	0.78%	8%	\$ 1,333.33
Total Services		\$ 127,750.00	\$ 51,323.01	\$ 51,323.01	40.17%	8%	\$ 10,645.83
Office Supplies	310	\$ 9,000	\$ 37	\$ 36.75	0.41%	8%	\$ 750.00
Postage	311	\$ 250	\$ -	\$ -	0.00%	8%	\$ 20.83
Dues	320	\$ 500	\$ -	\$ -	0.00%	8%	\$ 41.67
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	0.00%	8%	\$ 83.33
Training Expenses	331	\$ 2,750	\$ -	\$ -	0.00%	8%	\$ 229.17
Operating Supplies	340	\$ 5,500	\$ -	\$ -	0.00%	8%	\$ 458.33
Technology	342	\$ 13,750	\$ 1,682	\$ 1,681.74	12.23%	8%	\$ 1,145.83
Collection - Print	344	\$ 55,000	\$ 2,747	\$ 2,747.49	5.00%	8%	\$ 4,583.33
Collection - AV	345	\$ 12,500	\$ 44	\$ 44.00	0.35%	8%	\$ 1,041.67
Library Miscellaneous	390	\$ 250	\$ -	\$ -		8%	
Programming	391	\$ 8,000	\$ 140	\$ 140.00	1.75%	8%	\$ 666.67
Other Total		\$ 108,500.00	\$ 4,649.98	\$ 4,649.98	4.29%	8%	\$ 9,041.67
Total Budget		\$ 904,000.00	\$ 103,670.96	\$ 103,670.96	11.47%	8%	\$ 75,333.33



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 3, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Director's Report
1. Library System Report
2. Friends Report
3. Endowment Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report January 2020



E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
January 2020

January Highlights

- **Village News** - Mary Pat will give an update
- **Endowment** – The committee has not met. The current balance as of December 31, 2019 is \$123,576.26.
- **Friends** – The Sneak Peek was such a huge success that the Friends decided to add an additional one. The next sneak peek will be held on February 7 from 9-4. This event is being advertised to volunteers. The Friends also decided to switch from Better World Books to Thrift Books for the items that they don't feel they can sell.
- **Systems Report** –
- **Door keyless access** – The installation is complete and staff can use their key fob on all internal doors. We have gotten our photos taken for the new staff badges and they should be issued within the next few weeks. The new badges will also be our key fobs.
- **HVAC**
 - **Freezestat** – we were notified by Harker that our contact person Greg Reible is no longer with the company. I met with one of the owners who is also an HVAC engineer to go over all of our issues with the freezestat. After going everything for a few hours, I request that we try turning off the unoccupied setting in the software. This will stop the building from cooling in the evening. This will hopefully minimize the freezestat from tripping since we found that the shutdown usually occurred when the building was getting back to temperature in the morning. We won't know for sure until we have some nights that are in the teens or lower.
- **Digital Signage** – the equipment and licenses have been purchased for this project. The screens should be installed in February.
- **Meeting room upgrade** – the equipment has been ordered and most of the cable has been run for the project. It should be installed in February.
- **NY Times online** – Madison has their NYT subscription live and on their website. They haven't started promoting it yet because the subscription was a little misleading. The cost of the subscription pays for unlimited use within your building and a certain number of licenses outside of the building. Patrons sign up and get 72 hr access. Then they can sign up again after three days. I am talking to Madison to see how things are going as they begin their subscription.
- **Website** -- we have started planning out rolling over our new website and hope to have it fully up and running by summer.
- **Shelving Signage** – we are currently in the process of updating the signs on the shelving end caps. We're going to be moving from the small signs to something larger that will provide more information.
- **Family Festival** – I let the Family Fest board know that they can use the parking lot and I have requested that they let me know when their next meeting would be so that a library staff member could attend. They told me that they currently don't have any meetings scheduled.

Technical Services (Linda Stuckey)

- An additional staff laptop was added. Two staff computers, four patron computers, a PAC (catalog) computer and two monitors were replaced with new ones.
- We are in the process of integrating the adult non-fiction books on CD, non-fiction DVDs, and Lifelong Learning sets into the adult nonfiction books. This will free up shelving space for the adult fiction books on CD and the TV series DVDs.
- We are using the new Biblioovation software for cataloging.
- All staff except the shelveers have been transitioned to the electronic payroll system.

Youth Services highlights (Heather Kent)

- **Storytimes** - Storytime resumed on January 6th with a packed room.

Programming:

- Wednesday, January 8th was Family Cooking Night. This month we made cheesy pretzels. Participants are given the ingredients and recipe's to make these items from scratch – teaching parents that children can be active participation in food preparation. They work together to read and follow the instructions to make their recipe. The addition of a fourth oven improved the flow of the program and allowed for Heather to actually be out of the building by 8 p.m.
- Merry Munchkins resumed on Friday, January 10th with messy play. The rotation of clean and messy play has really worked well for this program. Each week we change up some aspect of the program to keep it fresh for the children.
- Tuesday, January 14th, the Magic Tree House Book Club met to discuss Ninja's at Nighttime. There are a few participants that have done this book in club before – but they really wanted to read it again/do the activities that we had done two years ago. They had to create their own ninja name headbands and traverse a ninja obstacle course. After running through the course multiple times they created Ninja bookmark crafts and snacked on oreo cookies.
- PJ Storytime this month was a music storytime. It was a quieter program attendance-wise but still very successful. We shared musical books, activities, and crafts.



- Saturday, January 25th was STEAM Saturday: Paper Circuits. Participants learned about different types of circuits (closed, parallel, series, and open) using copper tape, LEDs, and batteries. The weather kept many people away, but the people who came really enjoyed the activities and then created their own art using the tape and LEDs.
- Tuesday, January 28th was the Book Explorers book club. This is a great group of 4th grade students. We are making our way through the Amulet series and doing activities around the themes within the book.

Outreach

- Wednesday, January 22nd and Thursday, January 23rd Heather visited the Gingerbread House 4k programs for outreach. She visited the morning and afternoon classes to share a storytime.

Teen Services (Abby Seymour)

- The teen department started off the new year by ending one ongoing program and introducing a new one! After several months of attempting to get the Page Turners Book Club off the ground and consistently having zero teens show up, I decided to take a break. This format of a book club works well for adults but has proven to be unsuccessful with the teens. I'm not giving up entirely on the idea of a book club, just reevaluating the concept and will attempt it again in the future.
- The new Teen Dungeons and Dragons Club got off to a strong start this month. With a session every two weeks, the club has been attracting a core group of older teens. We are lucky enough to have a McFarland High School student volunteering to lead the group as Dungeon Master, a student who brings her friends to the session to round out the group. The club is scheduled until May and new players are still welcome, even if they missed the first sessions.
- For my monthly after-school program, I hosted a LEGO Mindstorms event. I was able to borrow the LEGO kits from the South Central Library System and set them all up in the meeting room with the hopes of drawing in the after-school crowd with these fun robots. In the end, only one teen showed up and the two of us ended up doing more chatting than LEGO building.
- January programming ended with buttery, syrupy goodness--Pancake Art! Using griddles from previous cooking programs, eleven teens used colored pancake batter in squeeze bottles to create and cook colorful, yummy designs. These creative teens made everything from their names to smiley faces and birds into pancakes. This after-hours event was a treat for everyone!



Circulation Services Highlights (Kelly Heasty)

HIRING & TRAINING:

- Keeping staff up to date on Bibliovations information via blog posts & staff meeting
- Met with shelvees in January to discuss any changes & questions since last meeting.
- With HC, conducted two shelvee performance reviews.

PERSONAL EDUCATION/TRAINING - CSC Meeting in January. Discussion of Bibliovations issues.

WRITTEN PROCEDURES - SERIALS: Processed all incoming serials, with help of assistant during month of January. Identified issue with Current Issue/No Check-out code in Bibliovations. Since we had considered it previously & due to the BV issue, confirmed with HC that we would let current issues be checked out henceforth.

WED AFTERNOON BOOK CLUB February meeting: procured books & created signage. Book: Being Moral by Atul Gawande.

OTHER BOOK CLUBS:

- Also, monitoring Prairie Stone and Skaalen book clubs. Bibliovations still not handling Book Club holds properly, so this has caused quite a bit of extra work replacing holds that were either cancelled or came in prematurely.
- Adult Service Librarian & I met to discuss launching a new book club to meet off-site starting in March. Details to be provided.

ISSUES- Have raised approx. 20 help tickets with SCLS since Bibliovations went live.

OTHER:

- Approximately 40 applications for new cards processed.
- Updated materials spreadsheet with all incoming materials from JAN.
- Display case arrangements made for Feb: McFarland School History (Ron Larson)
- Checked in, shelved and weeded various carts of New Adult Books.
- Shelvees using a Google calendar schedule alongside regular paper calendar for a few months to make sure it's working for everyone. Likely replace old scheduling system with Google calendar in March, as long as it works well.
- Helping with move of Non-fiction BOCDS & DVDs to Non-fiction book area. Also needed some reorganization in the shelvee's sorting room to accommodate new non-fiction shelving situation.
- Working with village to get all shelvees into miPay so we can have them complete timesheets on line. Also getting last few shelvees photographed for new village badges.

Adult Services Highlights (Ann Engler)

- Tip Tuesday – Creativebug: This went very well! All attendees were signed in and using Creativebug by the end of the session, and one person came to Monday Crafternoon the next week after I mentioned it. There was a noticeable uptick in active Creativebug members after this program.

- Driftless Dreams CBD Oil: Lots of audience participation with questions—people were very interested in learning more about the topic as well as Maya’s farm and confectionary work.
- Monday Crafternoon: 2 attendees, plus another patron who stopped to chat and inquire about the program. Both attendees ended up scheduling Book-A-Librarian appointments with me after we chatted about e-books and audiobooks.
- Skaalen Outreach: I attended their monthly coffee meeting for residents to introduce myself and speak about our upcoming programs. Afterwards, I met with a woman to help her with her iPad and I set up a Book-A-Librarian appointment with another resident.
- Adult Craft Club – Tassel Jewelry: 10. We used a Creativebug video tutorial to make earrings.
- Bridge Club: 8. It’s great to see more players attending.
- Sunday Snacktacular appetizer potluck: 2. Both attendees mentioned hockey games as potentially impacting attendance. We did have a good time chatting about the recipes we made, and neither person had visited our cookbook section before, so we went on a brief tour.
- I put up Valentine’s and Anti-Valentine’s Day displays, and a themed display for our upcoming Project Home Bathroom Renovations presentation. I connected with the marketing manager from All Comfort Services, who donated 20 plungers with coupons to give away at the program, and they’re now a co-sponsor, as well.
- The Village Communications dept is running a Polco question related to what people want to see for adult programming, and I have a paper survey out in the library, too, that also includes questions about what days and times are best.
- I’m continuing to work on the website and marketing plans, passive programming, and tweaking the events we offer.

---Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 3, 2020

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 3, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Annual Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 3, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Nominating Committee Appointed

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 3, 2020

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Trustee Training

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. SCLS renews subscription to Short Takes for Trustees

SCLS renews subscription to Short Takes for Trustees



Short Takes for Trustees

South Central Library System (SCLS) has renewed its subscription to Short Takes for Trustees from the American Library Association's (ALA's) United for Libraries. The ALA process for accessing the videos has changed slightly and the new instructions available online (see link below) will help ensure that trustees have access these valuable online resources. SCLS has purchased access to this series for our Trustees and library directors through December 2020.

United for Libraries presents Short Takes for Trustees, a series of 10 short videos (8-10 minutes each) that can be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries. Topics in the series explain the basics, such as what it means to be a Trustee (discussing the broad fiduciary responsibilities of governing boards as well as the limits of an advisory board), as well as how to set policy, how to evaluate the library director (and why you should!), along with board self-evaluation, and the ethical and parliamentary standards for boards -- both governing and advisory.

In addition, three additional webinars are included for SCLS libraries:

- Equity, Diversity, Inclusion: What Library Trustees Need to Know
- Troubled Library Boards: Prevention and Survival
- Merging Your Library's Friends and Foundation

For more information and instructions, visit www.scls.info/short-takes-trustees.