

Village of Mukwonago  
**Notice of Meeting and Agenda**

**LIBRARY BOARD OF TRUSTEES MEETING**  
**Thursday, February 9, 2023**

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149**  
**and via Zoom**

**Zoom meeting link**

<https://us02web.zoom.us/j/87407040519?pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09>

**1. Call to Order**

**2. Roll Call and Introduction of Guests**

**3. Approval of Minutes**

3.a Minutes from January 12, 2023

[Library Board Minutes 20230112\\_unapproved.pdf](#)

**4. Comments from the Public**

*The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Board may have limited discussion on the information received, however, no action will be taken on issues raised during the Public Comment Session unless they are otherwise on the Agenda for that meeting. Public comments should be addressed to the Board as a body. Presentations shall not deal in personalities personal attacks on members of the Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.*

**5. Audit and Approval of Monthly Expenditures**

5.a Invoices and Executive Summary for February 2023

[Financial 2023 February Executive Summary 20230209.pdf](#)

[Financial 2023 February Invoices 20230209.pdf](#)

5.b Invoices and Executive Summary for Year End 2022

[Financial 2022 Year End Executive Summary 20230209.pdf](#)

[Financial 2022 Year End Invoices 20230209.pdf](#)

**6. Committee Reports**

6.a Building & Grounds Committee - last met January 24, 2023

[Building and Grounds Committee Meeting Minutes 20230124\\_unapproved.pdf](#)

6.b Finance Committee - last met November 1, 2022

6.c Grutzmacher Collection Committee - next meets February 16, 2023 @ 6:00pm

6.d Personnel Committee - last met January 26, 2023  
[Personnel Committee Minutes 20230126\\_unapproved.pdf](#)

6.e Policy Committee - next meets March 1, 2023 @ 11:00am

## **7. Library Director Report**

7.a Library Director Report for February  
*Director Report is for information only.*  
[02 Library Director Report Feburary 2023.pdf](#)

## **8. Discussion/Action Items**

8.a Presentation on Museum Standards and Policies  
Informational presentation by Danielle Benden of Driftless Pathways on museum standards and policies in relation to the Library Board's control of the Grutzmacher Collection.

8.b 2022 Annual Report  
Discussion and possible action on approving the 2022 Annual Report.  
[2022 Annual Report\\_unapproved 20230209.pdf](#)

8.c 2022 Annual Report Statement Concerning Public Library System Effectiveness  
Discussion and possible action on approving statement of effectiveness concerning the Bridges Library System's ability to meet the needs of the library.

8.d Replace Obsolete AED  
Discussion and possible action on Building and Grounds Committee's recommendation to replace obsolete AED with one recommended by Fire/EMS.  
[QUOTE\\_Cr2 AED with Trade In.pdf](#)

8.e Library Director Evaluation Form and Goals  
Discussion and possible action on approving Personnel Committee's recommendation for the 2023 evaluation form and goals for the Library Director.  
[DRAFT MCL Library Director Evaluation Form 2023\\_Library Board 20230209.pdf](#)

8.f Library Director Evaluation Form Weighted Ratings  
Discussion and possible action on approving Personnel Committee's recommendation to have weighted performance ratings on the 2023 evaluation form for the Library Director.

8.g Strategic Plan 2023-2025 Updates  
Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025.  
[Strategic Plan 2023-205\\_Operational Priorities and Implementation Updates 20230209.pdf](#)

8.h Trustee Essentials Chapter 11

Discussion on the questions found at the end of Trustee Essentials Chapter 11.

[Trustee Essentials Chapter 11.pdf](#)

**9. Referral Items**

**10. Confirm Next Meeting Date**

**11. Adjourn**

It is possible that 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. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

## **DRAFT MINUTES OF THE LIBRARY BOARD MEETING**

**Thursday, January 12, 2023**

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

### **Call to Order**

The President H. Pringle called the meeting to order at 6:02 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

### **Roll Call and Introduction of Guests**

Board Members Present

E. Brill  
J. Darin  
D. Magolan  
J. Gasser  
S. Kaufman  
E. Pautz  
M. Penzkover  
H. Pringle  
C. Stienstra  
D. Whalen

Excused

M. Lacock

Also Present

A. Armour, Library Director

### **Comments from the Public**

None.

### **Approval of Minutes**

E. Brill/E. Pautz motioned to approve the minutes from the Board of Trustees meeting on December 8, 2022. Unanimously carried. J. Darin and S. Kaufman abstained.

### **Audit and Approval of Monthly Expenditures**

S. Kaufman/M. Penzkover motioned to approve the monthly expenditures for January 2023 and Summary for year end 2022. Unanimously carried.

**Committee Reports** *Committee chairperson will report on any recent committee activity. There will be no discussion or action on anything reported out.*

Building & Grounds Committee - last met on September 13, 2022

Finance Committee - last met on November 1, 2022

Grutzmacher Collection Committee - last met on January 9, 2023 - items related to that meeting are on the agenda

Personnel Committee - last met on June 2, 2022

Policy Committee - last met on May 26, 2022

**Library Director Report** The Library Director Report is for information only.

A. Armour shared additional information about submitting a proposal for ALA. Her presentation for speakership was accepted, it will be on "NAGPRA in a Public Library: Real Life Experiences and Practical Advice for Institutions That Must Comply with the Native American Graves Protection and Repatriation Act." On February 1st A. Armour will also present to the Village COW the 2023-2025 Strategic Plan and if it is useful there will be a line item for the Grutzmacher Collection and NAGPRA.

## **Discussion/Action Items**

### **Strategic Plan 2023-2025 Review**

Discussion and possible action on strategic priorities in the Strategic Plan 2023-2025

A. Armour gave an explanation on where we are at now with the operational priorities of the strategic plan and how each stakeholder is responsible for helping see it come to fruition.

Discussion included how to possibly proceed with staffing time studies as well as elaborating on who is to conduct certain tasks within the Operational Priorities document.

J. Darin/D. Magolan motioned to move forward with the documents as provided.

Unanimously carried.

### **Request for Repatriation**

Discussion and possible action on recommendation from the Grutzmacher Collection Committee to approve the Request for Repatriation from Wilton Rancheria

H. Pringle noted that this item came from the Grutzmacher Committee meeting. A. Armour explained that the specific item Wilton Rancheria has submitted a Request for Repatriation was originally taken from the Hollister Mound in California. E. Brill and A. Armour met for a Consultation with the Wilton Rancheria representative at the beginning of December. There was further discussion on what documentation is necessary to fulfill the three requirements for repatriation as well as what can be shared within the public packet due to cultural sensitivity and open record laws.

H. Pringle/M. Penzkover motioned to approve the Request for Repatriation from Wilton Rancheria. Unanimously carried.

### **Notice of Intent to Repatriate**

Discussion and possible action on submitting Notice of Intent to Repatriate for the item requested by Wilton Rancheria for publication in the Federal Register.

H. Pringle noted that this is the next step in order to fulfill the Request for Repatriation and may take up to 3 months. Generally it takes 2 months for the Federal Government and Tribal Nation to proof and edit the verbiage that will be published and then it must be posted for 30 days.

J. Darin/M. Penzkover motioned to approve A. Armour to submit the Notice of Intent to Repatriate for the item requested by Wilton Rancheria for publication in the Federal Register. Unanimously carried.

#### **Proposal from Driftless Pathways**

Discussion and possible action on Grutzmacher Collection Committee recommendation to approve the proposal for services in assisting with policies and loan agreements in relation to NAGPRA from Driftless Pathways.

A. Armour explained the background on how MCL was directed to this company as well as discussions held with the Driftless Pathways representative.

D. Whalen/J. Darin motioned to approve A. Armour to secure the services of Driftless Pathways to assist with policies and loan agreements in relation to NAGPRA with funding coming from WCCF endowment. Unanimously carried.

#### **Review Trustee Essentials - chapter 9 and 10**

**Trustee Essentials Chapter 9 and Chapter 10: Managing the Library's Money and Developing Essential Library Policies** - H. Pringle and A. Armour reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

#### **Referral Items**

The Personnel Committee should meet to both discuss the Library Director's goals for 2023 but also the recommendation from the Grutzmacher Committee to begin the process of reviewing staff organization.

#### **Confirm Next Meeting Date**

Regular Library Board on Thursday February 9, 2023

#### **Adjournment**

S. Kaufman/E. Brill motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:27 p.m.

**Mukwonago Community Library Executive Summary 2023**  
**AS OF 2/9/2023**

<b>Account</b>	<b>Amended Budget</b>	<b>Amount Used</b>	<b>Account Balance</b>	<b>% of Budget Used</b>
5110 - Salaries & Wages	631,652.00	22,564.06	609,087.94	3.6%
5112 - Social Security	49,149.00	1,709.89	47,439.11	3.5%
5152 - Retirement	46,345.00	1,749.18	44,595.82	3.8%
5154 - Health	59,782.00	11,269.37	48,512.63	18.9%
5158- OPEB Payout	5,000.00	0.00	5,000.00	0.0%
5159 - Other Fringe Benefits	4,323.00	0.58	4,322.42	0.0%
5219 - Professional Services	4,000.00	0.00	4,000.00	0.0%
5220 - Contractual Services	30,000.00	4,755.32	25,244.68	15.9%
5221 - Water & Sewer	3,000.00	0.00	3,000.00	0.0%
5222 - Electric	33,000.00	2,512.69	30,487.31	7.6%
5224 - Gas	12,000.00	2,289.31	9,710.69	19.1%
5225 - Telephone	5,700.00	546.04	5,153.96	9.6%
5226 - Insurance	9,000.00	250.89	8,749.11	2.8%
5310 - Outside Services	15,270.00	1,262.61	14,007.39	8.3%
5311 - Operational Supplies	11,500.00	997.87	10,502.13	8.7%
5312 - Printing	1,400.00	44.59	1,355.41	3.2%
5314 - MetaSpace 511 Equip & Fixtures	1,000.00	0.00	1,000.00	0.0%
5315 - Postage	500.00	9.55	490.45	1.9%
5316 - Collection Maintenance & Repair	6,000.00	1,176.70	4,823.30	19.6%
5317 - MetaSpace Maintenance	8,300.00	254.43	8,045.57	3.1%
5318 - Thingery Maintenance	3,500.00	19.99	3,480.01	0.6%
5326 - Periodicals	1,200.00	1,015.09	184.91	84.6%
5327 - Newspapers	1,800.00	819.69	980.31	45.5%
5328 - Books	70,000.00	5,188.26	64,811.74	7.4%
5329 - AV Materials	11,000.00	1,454.70	9,545.30	13.2%
5330- Thingery Collection	1,000.00	0.00	1,000.00	0.0%
5331 - Programming	10,000.00	1,001.35	8,998.65	10.0%
5332 - Mileage	500.00	9.04	490.96	1.8%
5333 - Outreach	3,000.00	191.87	2,808.13	6.4%
5335 - Training & Travel	5,000.00	1,724.88	3,275.12	34.5%
5340 - Electronic Tools & Services	9,600.00	637.05	8,962.95	6.6%
5341 - Cafe	24,742.00	0.00	24,742.00	0.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	3,954.00	0.00	3,954.00	0.0%
5349 - Digital Collections	14,665.00	4,086.34	10,578.66	27.9%
5395 - Repairs & Maintenance	12,000.00	87.75	11,912.25	0.7%
5399 - Other	544.00	0.00	544.00	0.0%
5810 - Furniture & Fixtures	1,000.00	24.98	975.02	2.5%
581100 - Equipment<\$5,000	-	0.00	0.00	

511105 - Equipment >\$5,000	-	0.00	0.00	
<b>TOTAL Budget Accounts</b>	<b>1,111,626.00</b>	67,654.07	<b>1,043,971.93</b>	6.1%
<i>Donation Accounts</i>				
Balance from 2022	<b>41,438.93</b>			
4890 - Donations Revenue 2023			54.29	
5806 - Donation Expenditures 2023			(3,077.75)	
<b>TOTAL Donation Accounts</b>	<b>38,415.47</b>		<b>(3,023.46)</b>	
<b>OVERALL TOTAL</b>			<b>1,040,948.47</b>	

**Mukwonago Community Library  
REVENUE 2023**

<b>Department Name</b>	<b>2023 Budget</b>	<b>As of 1/31/2023</b>	
Property tax	518,315	195,907	38%
Inter Gov Revenue	569,811	0	0.0%
Copies & Faxes	5,500	219	4%
Material Replacement	1,000	87	9%
Book Sale Revenue	3,500	219	6%
Fines	13,000	1,625	12%
Misc. Revenue	0	0	#DIV/0!
Interest Revenue	500	0	0%
 Total Revenue	 <b>1,111,626</b>	 <b>198,058</b>	 <b>17.8%</b>





**MUKWONAGO COMMUNITY LIBRARY**

**ACCOUNT #440-5511 LIBRARY**

**PERIOD ENDING 2/9/2023**

<b>Account</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>
5220 Contracted Services	Great America Financial Services	3/10/23-4/9/23	353.14
5220 Contracted Services	Johnson Controls	2/1/23-4/30/23 Contract	1742.04
5222 Electric	WE Energies	12/22/22-1/24/23	2512.69
5224 Gas	WE Energies	12/21/22-1/24/23	2289.31
5225 Telephone	Spectrum/ Charter Communications	12/27/22-1/26/23	294.19
5225 Telephone	Vonage- Village Charge	1/11/23-2/10/23	251.85
5226 Insurance	R & R Insurance	Worker's Comp	229.07
5226 Insurance	R & R Insurance	Crime Policy	12.42
5226 Insurance	R & R Insurance	Cyber Policy	9.40
5310 Outside Services	Alsco	Mats & Dusters	72.62
5310 Outside Services	America Aquaria	Fish Tank Maintenance	85.00
5310 Outside Services	Klassy Kleaners	Weekend Cleaning	960.00
5311 Operational Supplies	Amazon Business	Office Supplies	28.99
5311 Operational Supplies	Amazon Business	Cleaning Supplies	32.88
5311 Operational Supplies	Home Depot- Village Credit Card	Cleaning Supplies	95.06
5311 Operational Supplies	Impact	Toner shipping	20.48
5311 Operational Supplies	O'Leary Plumbing- Village Credit Card	RO Tank Filters	96.69
5311 Operational Supplies	Quill	Cleaning Supplies	74.13
5311 Operational Supplies	Quill	Cleaning Supplies	444.75
5311 Operational Supplies	Quill	Copy Paper	106.18
5311 Operational Supplies	Walgreens	sidewalk salt	11.49
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning Supplies	87.22
5312 Printing	De Lange Landen Financial- Village Charge	1/15/23-2/14/23	21.95
5312 Printing	Central Offices- Village Charge	1/1/23-1/30/23	22.64
5315 Postage	USPS- Village Credit Card	mail package	9.55
5316 Collection Maint. & Repair	Amazon Business	DVD Cases	41.55
5316 Collection Maint. & Repair	Demco	Processing Supplies	671.71
5317 MetaSpace Maintenance	Amazon Business	Cricut Supplies	106.53
5317 MetaSpace Maintenance	Home Depot- Village Credit Card	Programming Supplies	40.66
5317 MetaSpace Maintenance	SignUp Genius	Metaspace Sign Up	11.99
5317 MetaSpace Maintenance	Walmart- Village Credit Card	Programming Supplies	70.46
5318 Thingery Maintenance	Netflix- Village Credit Card	1/1/23-1/31/23	19.99
5328 Books	Amazon Business	Books	505.19
5328 Books	Baker & Taylor	Books	1212.51
5328 Books	Baker & Taylor	Books	121.97
5328 Books	Baker & Taylor	Books	183.61
5328 Books	Baker & Taylor	Books	72.80
5328 Books	Baker & Taylor	Books	596.15
5328 Books	Baker & Taylor	Books	119.91
5328 Books	Baker & Taylor	Books	38.50
5328 Books	Baker & Taylor	Books	105.00
5328 Books	Baker & Taylor	Books	81.53
5328 Books	Baker & Taylor	Books	23.89
5328 Books	Baker & Taylor	Books	372.36
5328 Books	Baker & Taylor	Books	772.28
5328 Books	Baker & Taylor	Books	51.14
5328 Books	Baker & Taylor	Books	42.76
5328 Books	Brodart	Books	266.52
5328 Books	Cengage	Books	79.17
5328 Books	Cengage	Books	119.96
5328 Books	Cengage	Books	27.99
5328 Books	Cengage Learning	Books	22.39
5328 Books	Center Point Large Print	Large Print Books	27.27
5329 AV Material	Amazon Business	DVDs	843.09
5329 AV Material	Findaway	Playaway	94.93
5329 AV Material	MicroMarketing	Audio Books	106.24
5329 AV Material	MicroMarketing	Audio Books	42.50

Account	Vendor	Memo	Amount
5329 AV Material	Midwest Tape	Audio Books	327.95
5331 Programming	Amazon Business	YS Program Supplies	30.98
5331 Programming	Amazon Business	Adult Program Supplies	35.82
5331 Programming	Amazon Business	YS Program Supplies	184.74
5331 Programming	Amazon Business	Adult Program Supplies	33.09
5331 Programming	Amazon Business	Adult Program Supplies	54.64
5331 Programming	Home Depot- Village Credit Card	Adult Program Supplies	15.65
5331 Programming	Jung Seed Company-Village Credit Card	seeds	48.04
5331 Programming	Michele Stamm	Diet Program	100.00
5331 Programming	SchoolLife	Summer Reading Tags	155.20
5331 Programming	Tanya Hinz	Painting Class	60.00
5331 Programming	Walmart- Village Credit Card	Adult Program supplies	30.45
5332 Mileage	Eric Huemmer	Book Delivery	9.04
5333 Outreach	Amazon Business	Marketing Holders	53.37
5333 Outreach	Mukwonago Rotary Club	Q3 Dues and Meals	138.50
5335 Training & Travel	Deb Kneser	Customer Service Workshop	400.00
5335 Training & Travel	Dogbotic- Village Credit Card	Thread & Circuits Training	550.00
5335 Training & Travel	Qdoba- Village Credit Card	Staff Lunch/Staff development Day	271.95
5340 Electronic Tools & Services	Dropbox- Village Credit Card	NAGPRA 112/29/22-1/29/23	11.99
5340 Electronic Tools & Services	Dropbox- Village Credit Card	1/29/23-1/29/24 NAGPRA	119.88
5340 Electronic Tools & Services	Mailchimp- Village Credit Card	Newsletter- February	84.00
5340 Electronic Tools & Services	My Sticky Elements/ Premio- Village Credit Card	Annual fee	29.25
5340 Electronic Tools & Services	UKG	Payroll Processing	307.93
5349 Digital Collections	Midwest Tape	Hoopla	611.34
5349 Digital Collections	WILS	WPLC 2023 Buying Pool	3475.00
5395 Repairs & Maintenance	O'Leary Plumbing- Village Credit Card	RO tank replacement	87.75
5810 Furniture & Fixtures	Amazon Business	Microphone	24.98
TOTAL REGULAR ACCOUNTS			\$ 24,007.83
5806 Donation Expense General	4Imprint- Village Credit Card	Staff gifts/ Staff Development Day	816.86
5806 Donation Expense General	Garden Party Florist	Flowers- Board Member	89.25
Donation Expense Designated	Bernstein & Associates	NAGPRA Consultant	1350.00
Donation Expense Designated	Friends Of The Domes	2 Individual Passes/ PD by Friends	120.00
Donation Expense Designated	Milwaukee Art Museum	Explore Pass/ PD by Friends	600.00
Total Donation Expenses			2976.11
Director	Treasurer	To Be Reimbursed	720.00
		Regular Donation Expenses	2256.11
Secretary			
Total Expenses			\$ 26,983.94

**Mukwonago Community Library Executive Summary 2022**  
**2/9/2023**

<b>Account</b>	<b>Amended Budget</b>	<b>Amount Used</b>	<b>Account Balance</b>	<b>% of Budget Used</b>
5110 - Salaries & Wages	559,332.00	577,365.81	(18,033.81)	103.2%
5112 - Social Security	44,355.00	43,660.30	694.70	98.4%
5152 - Retirement	41,145.00	41,248.06	(103.06)	100.3%
5154 - Health	64,788.00	64,221.02	566.98	99.1%
5158- OPEB Payout	10,000.00	10,000.00	0.00	100.0%
5159 - Other Fringe Benefits	3,880.00	2,739.96	1,140.04	70.6%
5219 - Professional Services	4,000.00	5,850.94	(1,850.94)	146.3%
5220 - Contractual Services	16,000.00	25,565.79	(9,565.79)	159.8%
5221 - Water & Sewer	3,500.00	2,667.19	832.81	76.2%
5222 - Electric	30,000.00	33,537.81	(3,537.81)	111.8%
5224 - Gas	15,000.00	12,625.22	2,374.78	84.2%
5225 - Telephone	9,000.00	7,372.67	1,627.33	81.9%
5226 - Insurance	8,000.00	8377.11	(377.11)	104.7%
5310 - Outside Services	20,000.00	24,973.08	(4,973.08)	124.9%
5311 - Supplies	20,000.00	16,378.73	3,621.27	81.9%
5312 - Printing	500.00	1,441.44	(941.44)	288.3%
5314 - MetaSpace 511 Equip/supplies	5,000.00	4,216.99	783.01	84.3%
5315 - Postage	500.00	385.58	114.42	77.1%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	1,672.34	127.66	92.9%
5328 - Books	70,000.00	68,993.21	1,006.79	98.6%
5329 - AV Materials	12,000.00	11,715.86	284.14	97.6%
5330- The Thingery	4,900.00	4,876.40	23.60	99.5%
5331 - Programming	10,000.00	9,096.49	903.51	91.0%
5332 - Mileage	2,000.00	274.86	1,725.14	13.7%
5333 - Outreach	2,000.00	1,864.71	135.29	93.2%
5335 - Training & Travel	5,000.00	3,374.96	1,625.04	67.5%
5340 - Digital Materials	10,000.00	9,893.44	106.56	98.9%
5341 - Cafe	23,713.00	23,713.00	0.00	100.0%
5343 - Data Lines	1,200.00	1,200.00	0.00	100.0%
5344 - Shared County Databases	22,772.00	12,772.00	10,000.00	56.1%
5395 - Repairs & Maintenance	20,000.00	20,333.41	(333.41)	101.7%
5399 - Other	5,000.00	4,209.88	790.12	84.2%
5811 - Technology Equipment	18,904.00	15,006.47	3,897.53	79.4%
<b>TOTAL Budget Accounts</b>	<b>1,066,989.00</b>	<b>1,074,349.95</b>	<b>(7,360.95)</b>	<b>100.7%</b>
<i>Donation Accounts</i>				
Balance from 2021	<b>53,164.45</b>			
4890 - Donations Revenue 2022			108,681.59	
5806 - Donation Expenditures 2022			(120,407.11)	

<b>TOTAL Donation Accounts</b>	<b>41,438.93</b>		<b>(11,725.52)</b>	
<b>OVERALL TOTAL</b>			<b>(19,086.47)</b>	

**Mukwonago Community Library**

**REVENUE 2022**

<b>Department Name</b>	<b>2022 Budget</b>	<b>12/31/2022</b>		
Property tax	474,105	474,105	100%	
Inter Gov Revenue	569,484	569,498	100%	
Copies	5,000	4825	96%	
Material Replacement	1,000	1,536	154%	
Book Sale Revenue	3,500	5,086	145%	
Faxes	500	309	62%	
Fines	13,000	18,942	146%	
Meeting Room Fees	0	1,551		
Interest Revenue	500	4,284	857%	
<b>Total Revenue</b>	<b>1,067,089</b>	<b>1,080,135</b>	<b>101.2%</b>	<b>Overage 13,046</b>



**MUKWONAGO COMMUNITY LIBRARY****ACCOUNT #440-5511 LIBRARY****2/10/2023 2022 charges**

<b>Account</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>
5219 Professional Services	Baker Tilly Virchow Krause- Village Charge	Final Audit Bill	191.44
5220 Contracted Services	United States Alliance Fire	Annual Inspection	900.00
5225 Telephone	Brightspeed- Village Charge	12/21/22-1/20/23	186.67
5311 Supplies	Hahn Ace- Village Charge	Air Filters	67.45
5312 Printing	Bayside Printing- Village Charge	4th QTR Insert	6.09
5312 Printing	Bayside Printing- Village Charge	4th QTR Insert	61.75
5312 Printing	James Imaging	10/1/22-12/31/22	58.28
5315 Postage	ACH Annual Funding		1.09
5399 Other	WI Department Of Revenue	Copies	60.03
5399 Other	WI Department Of Revenue	Book Sale	80.15
5399 Other	WI Department Of Revenue	Faxes	1.64

**\$ 1,614.59**\_\_\_\_\_  
Director\_\_\_\_\_  
Treasurer\_\_\_\_\_  
Secretary**Total Expenses****\$ 1,614.59**

Village of Mukwonago  
**DRAFT MINUTES OF THE LIBRARY BOARD  
BUILDING AND GROUNDS COMMITTEE MEETING  
Tuesday, January 24, 2023**

Time: **5:30 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

**1. Call to Order**

The Committee Chairperson M. Penzkover called the meeting to order at 5:30pm.

**2. Roll Call and Introduction of Guests**

Board Members Present

M. Penzkover  
E. Brill  
J. Gasser  
H. Pringle  
S. Kaufman

Also Present

A. Armour, Library Director

**3. Approval of Minutes**

E. Brill/S. Kaufman motioned to approve the minutes of the Building & Grounds Committee Meeting from September 13, 2022. Unanimously carried.

**4. Discussion/Action Items**

**4.a Replace Obsolete AED**

A. Armour explained that the Library's AED is no longer produced and they cannot obtain child-size pads for it. Fire/EMS provided recommendation for unit appropriate to a public building and that would also work with their equipment for bulk pad purchase opportunities as well as streamlined service in an emergency. H. Pringle/M. Penzkover moved to recommend purchase of proposed AED using WCCF Capital Funds to the Library Board for approval. Unanimously carried.

**4.b Sprinkler System Repair**

A. Armour explained that the dry sprinkler system has lost pressure and is undergoing an emergency fix. The Committee directed her to bring final costs after the repair is complete to the Library Board to approve a resolution to use WCCF Capital Funds to pay for this expense.

**4.c Sanitary Pipes**

A. Armour shared that several areas of the sanitary pipes in the basement are showing signs of erosion and need to be considered for replacement as soon as possible. Discussion centered around how large the issue is and options for replacing failing areas

with PVC. The Committee directed her to gather quotes from local plumbers and bring them directly to the Library Board for consideration.

#### 4.d AH-1 Pump Repair

#### 4.e PUMP00-#5 Bearing Assembly Replacement

A. Armour explained that items 4.d and 4.e are related. The Committee decided to approve them together as they are for the pump on air handler 1 which is actively leaking.

S.Kaufmann/E. Brill motioned to recommend to the Library Board to approve the AH-1 Pump Repair and PUMP00-#5 Bearing Assembly Replacement quotes to be paid using WCCF Capital Funds. Unanimously carried.

#### 4.f VAV2-001 Fan Motor Replacement

This VAV supplies heat to the adult nonfiction area and is currently nonfunctional. E. Brill/H. Pringle motioned to recommend to the Library Board to approve expenditures for quote VAV2-001 Fan Motor Replacement to be paid using WCCF Capital Funds. Unanimously carried.

#### 4.g Landscaping

A. Armour shared that the Library received two large donations that she would like to use on landscaping. She noted that the seasonal landscaper does an excellent job of upkeep, but that the flower beds, edging around the building, and trees are too big for one person to handle and need a facelift. The Committee directed her to get quotes and compile a wishlist, then return to this Committee for next steps.

#### 4.h Request for Small Improvements

A. Armour presented a list of smaller projects to improve aesthetics and accessibility. Discussion centered around contacting the McAdams family about possibly moving the family portrait closer to the front door and grouping projects under headings such as "Strategic Plan" and "Facilities." The Committee determined that all requested projects were worthwhile to pursue and requested she investigate costs and timelines and return to this Committee to prioritize next steps.

### 5. Referral Items

6. **Confirm Next Meeting Date** – Director Armour will poll the Committee about reconvening around the end of February 2023.

### 7. Adjourn

Meeting adjourned at 6:25pm by Chairperson Penzkover.

Minutes submitted by A. Armour

Village of Mukwonago

**DRAFT MINUTES OF MUKWONAGO COMMUNITY LIBRARY'S  
PERSONNEL COMMITTEE MEETING**

**Thursday, January 26, 2023**

**Time: 6:00 pm**

**Place: Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

**Call to Order**

The Vice President Donna Whalen called the meeting to order at 6:03 p.m. located in the Mukwonago Community History Room, 511 Division St., Mukwonago, WI 53149

**Roll Call and Introduction of Guests**

Committee Members Present

J. Darin  
M. Lacock  
E. Pautz  
D. Whalen

Excused

M. Penzkover

Also Present

A. Armour, Library Director

**Comments from the Public**

None.

**Approval of Minutes**

M. Lacock/J. Darin motioned to approve the minutes from the Personnel Committee meeting on June 2, 2023. Unanimously carried.

**Discussion/Action Items**

**Library Director Evaluation Form and Goals**

Discussion and possible action on creating the 2023 evaluation form and goals for the Library Director.

D. Whalen noted that this came from the full board. The rating guidelines were discussed at length. Further discussion was held on the individual goals and how a weighting system could potentially be utilized.

D. Whalen/J. Darin motioned to approve the draft submitted by A. Armour with an additional statement requiring an explanation for a rating that is below expectations or exceeds expectations. Unanimously carried.



M. Lacock/E. Pautz motioned to recommend to the board that individual sections of the library director's evaluation form be weighted as follows: Section 1 - 15%, Section 2 - 35%, Section 3 - 50%. Roll Call: "Yes" J. Darin, E. Pautz, M. Lacock. "No" D. Whalen. Motion carried.

### **Staffing Organization**

Discussion and possible action on reviewing staffing organization and capacities per recommendation from Grutzmacher Collection Committee.

E. Pautz gave a background on this discussion item. It was determined that further information was necessary. A. Armour was asked to create an organizational chart with positions and basic duties for the personnel committee to view at the next meeting.

### **Referral Items**

None.

### **Confirm Next Meeting Date**

End of March or beginning of April

### **Adjournment**

M. Lacock/J. Darin motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:25 p.m.

## **Library Director Report: February 2023**

### **Director Meetings and Activities**

I attended the January 17 Friends of the Library meeting. I asked for them to once again sponsor our current Explore Passes for another \$4,300 (to places such as the Milwaukee County Zoo, East Troy Railroad Museum, etc.) and the possibility of sponsoring some new ones. The Friends generously agreed to continue sponsor and will work with me to learn more about new pass options. They will also sponsor Book Pages again.

On February 1, I presented the Library's Strategic Plan to the Committee of the Whole (COW). This is an important step to communicating to the Village the goals of the Library and working with them to ensure the best for the community.

I've been conducting "mid-year" periodic reviews of my department heads to realign evaluations to June/July so that I can assess merit pay increases in time for budgeting. I am also delegating sub-goals of the Strategic Plan, such as data gathering and preliminary investigations so that when the Board is ready to focus on one goal, there will be useful information all ready to work from.

### **Circulation (Emily Ceithamer)**

In January we had a great staff development day with the whole staff in the morning and then the circ team spent the afternoon working together. The staff development days are super helpful for me because I never get the opportunity to meet with my whole staff any other time as there is always at least one of us running our desk! We always have a meeting with all of us to go over what is new and what is upcoming during these training days. Especially with my team being all part-time, it's great to have them all in once place where we can all converse. This staff development day we also did training for the new smartlockers and went over the process of signing up patrons for new cards to make sure we are all staying consistent.

We've decided to do our soft launch on the lockers on Monday February 6, so if you would like to be one of the first to use them and give us feedback please talk to someone at the circulation desk!

I've also recently taken over doing Interlibrary loan from Cathryn, so that is also something that is new! It's been great learning that and seeing how that piece fits into the services we provide our patrons!

### **Children's Department (Jane DeAngelis)**

Frozen Frolics: a Saturday Station Play event recap  
Saturday, January 14<sup>th</sup> from 10:00 am to 2:00 pm

At least 200 people explored numerous stations throughout the Children's Area enjoying all things frosty. There were books, games, puzzles, crafts, physical challenges, tongue twisters, plus two surprise special guests.



National Hug a G.I. Day: a Saturday Station Play event (Saturday, March 4<sup>th</sup> from 10:00 am to 2:00 pm) Join us as we celebrate National Hug a G.I. Day. We will create Hug Cards to send to veterans. There will also be games, crafts, word puzzles, a patriotic photo booth, and physical challenges. Can you survive basic training? Fun for families of all ages.

### **Reference and Adult Services (Chris Stape)**

Quite a bit of time was spent calling Native America Tribes regarding our NAGPRA Summary. It can get monotonous leaving voicemails, but when I get to speak to a Tribe member, I quite enjoy it. I am learning a lot and the Tribes I do get to speak to are appreciative of the follow up.

Adult Bingo continues to grow. We've regularly hit about as many attendees as we can handle due to seating. The Spice of the Month Club keeps on rolling as well. We gave out 90 kits just in the month of January (a program high.) It also seems our two main book clubs are growing for the first time in years. I'm continuing my Adult Nonfiction weeding project, which has turned into an ongoing project year-round. The Adult Winter Reading Challenge wrapped up at the end of January—41 participants, which is a bit more than last year. Programming starts picking up in February with programs on Wisconsin fighter pilots, Radon, and a painting class.

### **Technical Services and Thingery (Mary Jo Isely)**

New book orders were inventoried, processed & catalogued. 405 new items were processed and cataloged in January. Reviewing & editing troubleshooting manual for Thingery items. The newest addition to "Thingery Create!" is a Photo Studio Light Box. Forthcoming items will include a Metal Stamping Kit, Sizzix Die Cutter/Embossing Machine, Ice Cream Maker, & Bubble Machine. I am currently working on packaging logistics.

I have received emails from several CAFÉ libraries asking questions about our Thingery. They are in the first phases of beginning their own version of the Thingery & are interested in physical arrangement, circulation procedures, and policies. My answers include images of our display, packaging, and circulation ideas. At least one library liked what they saw so much they are going to mirror our display and circulation processes. A new small book display was created at the end of New Fiction. Best Fiction of 2022 proved to be extremely popular. Restocked often. The neverending weeding project in Adult Fiction continues.

### **MetaSpace 511 & Technology (Nancy Aycock)**

The new year started off with makerspace appointments for patrons eager to start working on new projects now the holidays are over. The laser machine has been busy with patrons engraving and cutting projects and with staff creating little llama looms for kids to use for weaving during Family Maker Day, and helping patrons learn how to laser engrave fleece blankets to keep warm on chilly days. Looking over stats from 2022 it was noted that the laser engraving/cutting machine is the most popular item in MetaSpace 511, with 237 plus hours logged on it just for appointments (not including programs) during the year.

More homeschool families and groups have become interested in meeting up to learn about MetaSpace 511 and to schedule different educational activities. MetaSpace 511 has been working with one homeschool group once a month since last Fall and the attendance has been growing with up to almost 50 people attending a mid-day activity. Due to the limited space in MetaSpace 511, other options are being explored (such as using the Community Room) to keep up the group's enthusiasm but control the noise. The downside of doing any MetaSpace programming in the Community Room is moving all of the supplies needed there and back again, not being able to do messier projects including paint, and not having access to demonstrate to the group makerspace equipment and incorporate it into the lessons. MetaSpace 511 wrapped up the end of January by celebrating National LEGO Day on Saturday, January 31<sup>st</sup>. The celebration was held in the children's area which turned out to be good since there were 150+ patrons of all ages attending, with a library door count that day of 266. Parents commented on how nice it was that the Library has LEGO events like this for families to be creative together and it's great that it's free so everyone can come.



### **Community Engagement Coordinator (Eric Huemmer)**

Community Engagement: We have been using the start of the year as a time to reconnect community partners for programming, resources, and future outreach opportunities. We've met with the Community Education Coordinator for the School District to see how we can "cross promote" opportunities for continuing education of residents and patrons – those who are actively signing up for classes at MASD may be interested in our offerings through the MetaSpace 511 or DIY/Mixed Media art programs or the Udemy/Gale Courses and vice versa.

We're staying active with the Mukwonago Area Chamber as they look ahead at 2023 Farmer's Markets and Midnight Magic. The MCL will continue to offer our Annual Holiday Tree Lighting, the Sensory Friendly Tree Lighting, and offer feedback on how to revisit Midnight Magic to better attract residents and non-residents.

To understand the growing senior population here in Mukwonago, I am working with Julie Schiebe at Brooklife to form a round table discussion on senior offerings in the village. We will invite representatives from ProHealth, YMCA, MASD, services groups (Kiwanis, Rotary), VFW, etc. to start a dialogue on how that population is being served, what's lacking, where collaborations can happen, and how we can all be on the same page without providing redundant experiences.

Events & Programs: AARP registrations are now open, with 25 registrations being filled within the first 25 minutes of going live on SignUpGenius, with 70 signups in the first 5 hours. As of the start of February, we already have 223 slots filled. This service is highly valued in the community and we've been working with the Tax-Aide Coordinator to continue to streamline the process.



Working with LindenGrove, we now have their residents signing up for their very own library cards so they can checkout items from MCL and systemwide. Emily came with to process everything on the spot, and the residents were thrilled to have their very own cards again (or for the first time!)



Finally, we've established a great core of teens who regularly attend programs at the library (TAB, Teen D&D, Film Club). TAB mentioned they thoroughly enjoyed volunteering at events and are actively finding new ways to use them. We want to continue to grow this population and gather further feedback to act on, as we'll want to make further in-roads with Mukwonago's middle and high school students.

**Statistics (see next page)**



# STATISTICS JANUARY 2023



**20,773**

**JANUARY CIRCULATION**  
7% INCREASE OVER 2022

**20,773**

**YEAR-TO DATE CIRCULATION**

Circulation by Area



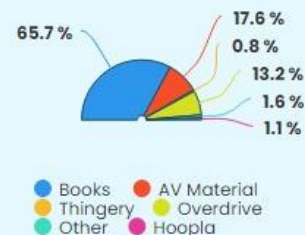
## Circulation Trends



**96**

New Library Cards this month

Circulation of Stuff



Programs This month

**56**

**ATTENDANCE:**  
General 434  
Kids 865  
Young Adult 52



**285**

People used the Community and Study Rooms

Items sent to other Libraries

**3573**

New Items Added

**405**

Renewals

**6785**



**8915 Patron visits**

Peak times

11:00 - 12:00 on Saturdays Avg 132 Checkouts

Slowest times

8:00 - 8:30 Thursdays Average 2 Checkouts



**PUBLIC LIBRARY ANNUAL REPORT**

PI-2401 (Rev. 01-23)

S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2022**

**INSTRUCTIONS:** Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

**I. GENERAL INFORMATION**

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?		22. UEI Number	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

	<b>PUBLIC SERVICES COVID-19</b>	
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Closed Outlets Due to COVID-19	
Public Services During COVID-19	
Electronic Library Cards issued during COVID-19	
Reference Service During COVID-19	
Outside Service During COVID-19	
External Wi-Fi Access Added During COVID-19	
External Wi-Fi Access Increased During COVID-19	
Staff Re-Assigned During COVID-19	

	<b>COVID-19 CLOSURES</b>	
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Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
<p>Additional building closure and reopening dates, please describe</p>	



## II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8a. Electronic Collections <i>Locally Owned or Leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

## III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
				Method for Counting ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Number of Registered Users		d. Overdue Fines	4. Reference Transactions		5. Library Visits
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method
					b. Annual Count
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
8. Website Visits	9. Electronic Collection Retrieval				
	a. Local	b. Other	c. Statewide	d. Total	
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	

**In-person Programs and Attendance + Live,  
Virtual Programs and Attendance (not asynchronous views)**

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

**In-Person Programs and Program Attendance Annual Count**

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

## IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

	First Name	Last Name	Street Address	City	ZIP+4	Email Address
1.	<b>PRESIDENT</b>					
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
No. of Library Board Members <i>Include vacancies in this count</i>						

**V. LIBRARY OPERATING REVENUE**

Report operating revenue only. Do not report capital receipts here.

## 1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
		Subtotal 1

## 2. County

## a. Home County Appropriation for Library Services

Subtotal 2a

## b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
		Subtotal 2b	

## 3. State Funds

## a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
		Subtotal 3	

## 4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project		Amount
Subtotal 4		

## 5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
		Subtotal 5	

## 6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

## 7. All Other Operating Income

## 8. Total Operating Income Add 1 through 7

## 9. What is the current year annual appropriation provided by governing body(ies) for the public library?

## 10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

**VI. LIBRARY OPERATING EXPENDITURES**

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations

2. Employee Benefits Include maintenance, security, plant operations

3. Library Collection Expenditures

a. Print Materials

b. Electronic Materials

c. Audiovisual Materials

d. All Other Library Materials

Subtotal 3

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount

Subtotal 4

5. Other Operating Expenditures

6. Total Operating Expenditures Add 1 through 5

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

**IX. TRUST FUNDS**

1. Total Amount of Trust Funds Held by the Library Board at End of Year

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)

### XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County			
3. Circulation to Nonresidents Living in Another County in the Library System			
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System			
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

### XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices?  1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile?	2. Library type of Internet Connection <i>Mark all that apply</i> a. State TEACH line b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library <a href="#">CIPA compliant</a> ?
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### XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	

#### XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

*A check (X) or a mark in the checkbox indicates compliance with the requirement.*

- ☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☐ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☐ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☐ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☐ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

#### XV. CERTIFICATION

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type	Date Signed



## STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The \_\_\_\_\_ Board of Trustees hereby states that in 2022 the \_\_\_\_\_  
*Name of Public Library* *Name of Public Library System / Service*

- ☐ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

*Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

## XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed



	COMMENTS	
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Cr2 AED Quote

Quote Number: 10602405

Version: 1

Prepared For: MUKWONAGO FIRE DEPT

Attn:

Remit to: Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Alex Yde

Email: alex.yde@stryker.com

Phone Number:

Quote Date: 10/26/2022

Expiration Date: 01/24/2023

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	MUKWONAGO FIRE DEPT	Name:	MUKWONAGO FIRE DEPT	Name:	VILLAGE OF MUKWONAGO
Account #:	1501747	Account #:	1501747	Account #:	1081182
Address:	1111 FOX ST	Address:	1111 FOX ST	Address:	440 RIVERCREST CT
	MUKWONAGO		MUKWONAGO		MUKWONAGO
	Wisconsin 53149		Wisconsin 53149		Wisconsin 53149-1759

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99512-001263	LIFEPAK CR2 Defibrillator, Fully Automatic, WIFI, English, carrying case, 8 year warranty. Includes 1 PR QUIK-STEP Electrodes and 1 battery (4 years each), LIFELINKcentral AED Program Manager Basic Account, USB cable, Operating Instructions	1	\$2,146.46	\$2,146.46
Equipment Total:					\$2,146.46

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LP500B-LPCR2	TRADE-IN-STRYKER LIFEPAK 500 BIPHASIC TOWARDS PURCHASE OF LIFEPAK CR2	1	-\$100.00	-\$100.00

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
Grand Total:	\$2,046.46

Prices: In effect for 30 days

Terms: Net 30 Days



Cr2 AED Quote

Quote Number: 10602405

Version: 1

Prepared For: MUKWONAGO FIRE DEPT  
Attn:

Remit to: **Stryker Medical**  
P.O. Box 93308  
Chicago, IL 60673-3308  
Rep: Alex Yde  
Email: alex.yde@stryker.com  
Phone Number:

Quote Date: 10/26/2022  
Expiration Date: 01/24/2023

Contact your local Sales Representative for more information about our flexible payment options.

**Capital Terms and Conditions:**

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html). A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

## Mukwonago Community Library Director Evaluation Form 2023

The Mukwonago Community Library Board of Trustees is responsible for the hiring and oversight of the Library Director. This multi-faceted position is responsible for the employment and direction of staff, care of the library facility and equipment, for the efficiency of the library's services to the public, for the fulfillment of the strategic plan and mission, and for the operation of the library under the financial conditions set forth in the annual budget. This position reports directly to the Library Board and Trustees and serves as a member of the Village's department head team. An annual review is conducted in early summer to evaluate performance of the previous twelve months in preparation for considering merit-based wage increases during the annual budget process.

Please respond to the questions below using the following ratings. Any rating of "3 = Exceeds Expectations" or "1 = Below Expectations" must include detailed comments.

### Rating Guideline:

**3 = Exceeds Expectations:** Employee consistently performs above the established performance standard. In addition, the employee regularly makes positive contributions to the Library that demonstrates creativity and initiative. Employee has complete understanding of all the requirements of the position and how they relate to the goals of the organization and the mission of the Library. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses the job knowledge, skills, and abilities required to successfully complete all assigned tasks efficiently and effectively. Only a small number of employees typically achieve this level of performance.

**2 = Meets Expectations:** Employee maintains performance level in accordance with the established standard and performs position duties at or near full proficiency. Employee's work is completed accurately and on time and the employee works well with Library staff, the Library Board, and the public. The majority of all employees perform at this level.

**1 = Below Expectations:** Employee is not meeting a significant number of performance standards. Employee lacks the required knowledge, skills, and abilities and is unable to perform many of the tasks required of the position. Corrective measures are necessary and a formal performance plan should be implemented.

*Note: Some examples of how each performance factor may be demonstrated are provided, but these are not all inclusive.*

## **Section 1: General Performance Factors (weighted: 15%)**

Fill in each line with a 1, 2, or 3 rating. Then complete the calculation to get the total rating.

### **Professionalism**

- \_\_\_\_\_ Effectively interacts with other individuals in a reasonable, positive, and productive manner.
- \_\_\_\_\_ Demonstrates tactful, diplomatic, and respectful behavior to all.
- \_\_\_\_\_ Positively represents the Mukwonago Community Library and the Village of Mukwonago with a professional appearance and demeanor.

\_\_\_\_\_ Combined Total  $\div$  3 = \_\_\_\_\_ **Total Rating for Professionalism**

Comments (required if scoring a 1 or 3)

### **Leadership**

- \_\_\_\_\_ Respected by peers and looked to as an opinion leader, subject matter expert, and go-to person.
- \_\_\_\_\_ Creates a positive environment for staff and Library Board.
- \_\_\_\_\_ Sees potential in others and takes opportunities to apply and develop that potential.

\_\_\_\_\_ Combined Total  $\div$  3 = \_\_\_\_\_ **Total Rating for Leadership**

Comments (required if scoring a 1 or 3)

### **Communication**

- \_\_\_\_\_ Prepares, presents, and comprehends information through various verbal, nonverbal, and written means in an effective, professional manner.
- \_\_\_\_\_ Provides a consistent and regular flow of information to appropriate individuals and groups.
- \_\_\_\_\_ Respects and encourages feedback as part of the communication process.

\_\_\_\_\_ Combined Total  $\div$  3 = \_\_\_\_\_ **Total Rating for Communication**

Comments (required if scoring a 1 or 3)

### **Innovation**

- \_\_\_\_\_ Demonstrates an ability and willingness to adapt to changing organizational needs.
- \_\_\_\_\_ Fosters an environment that encourages new ideas.
- \_\_\_\_\_ Suggests and develops new concepts, processes and/or procedures.

\_\_\_\_\_ Combined Total  $\div$  3 = \_\_\_\_\_ **Total Rating for Innovation**

Comments (required if scoring a 1 or 3)

## **Section 2: Job Specific Performance Factors (weighted: 35%)**

Fill in each line with a 1, 2, or 3 rating. Then complete the calculation to get the total rating.

### **Relationship with Library Board of Trustees**

- \_\_\_\_\_ Working with the Library Board of Trustees, develops, and promotes a vision for the library in the community. Provides leadership in achieving the vision.
- \_\_\_\_\_ Develops strategic plan in coordination with the Library Board of Trustees. Facilitates implementation of strategic plan. Reports regularly to the Library Board of Trustees on progress of both long and short-range plans.
- \_\_\_\_\_ Keeps the Library Board of Trustees informed on Library issues, needs, trustee training opportunities, library trends, and operations of the library.
- \_\_\_\_\_ Offers professional advice to the Library Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
- \_\_\_\_\_ Supports and implements Library Board approved policies promptly and effectively.
- \_\_\_\_\_ Communicates effectively and efficiently with the Library Board of Trustees; treats Board members with dignity and respect.

\_\_\_\_\_ Combined Total ÷ 6 = \_\_\_\_\_ **Total Rating for Relationship with Library Board**  
Comments (required if scoring a 1 or 3)

### **Relationship with Staff**

- \_\_\_\_\_ Establishes and maintains a Library organizational structure that facilitates maximum effectiveness of human resources, facility, and equipment.
- \_\_\_\_\_ Develops, implements, and maintains human resource management programs and practices that are consistent with the policies established and approved by the Library Board of Trustees. Makes recommendations to the Library Board of Trustees on human resources programs and policies that would serve to attract, develop, equitably compensate, and retain competent personnel.
- \_\_\_\_\_ Establishes and maintains a safe working environment within the Library that encourages a high level of employee morale and productivity.
- \_\_\_\_\_ Delegates authority to staff appropriate to the positions each hold.
- \_\_\_\_\_ Encourages staff to develop their skills through workshops and other training opportunities.
- \_\_\_\_\_ Monitors and evaluates the performance of staff to provide timely formal and informal feedback, and provides support, coaching, resources, and remediation to improve job performance based on documented deficiencies and proficiencies.

\_\_\_\_\_ Combined Total ÷ 6 = \_\_\_\_\_ **Total Rating for Relationship with Staff**  
Comments (required if scoring a 1 or 3)



### Relationship with Community

- \_\_\_\_\_ Monitors the scope and effectiveness of existing services on a continuous basis; assures that significant trends in customer interests are identified and defined; adapts Library resources to meet such trends.
- \_\_\_\_\_ Directs and/or initiates and maintains continuing liaison with community leaders, other groups, other libraries, and local, county, and state government officials, as appropriate to Library operations.
- \_\_\_\_\_ Promotes the Library and its services throughout the community through speaking opportunities, attendance at community group meetings, or other advocacy occasions.
- \_\_\_\_\_ Coordinates the Library's participation in the Bridges Library System. Advocates for the needs of MCL to the system and other system libraries as well as ensures MCL adheres to contracts with and through the library system.
- \_\_\_\_\_ Participates and holds office in professional organizations, as appropriate.
- \_\_\_\_\_ Treats the public and community officials with dignity and respect.

\_\_\_\_\_ Combined Total ÷ 6 = \_\_\_\_\_ **Total Rating for Relationship with Community**  
Comments (required if scoring a 1 or 3)

### Administrative and Finance

- \_\_\_\_\_ Develops estimated forecasts of Library operations to facilitate long and short-term planning; analyzes information that aids the planning process.
- \_\_\_\_\_ Plans and prepares the annual budget to achieve objectives as identified by the Library Board of Trustees. Controls expenses of the Library and implements measures necessary to ensure compliance with budget limitations. Presents monthly financial statements and bills for Library Board of Trustees action.
- \_\_\_\_\_ Acts to resolve operational and administrative conflicts and problems; decides alternative courses of action; monitors and evaluates progress of delegated matters.
- \_\_\_\_\_ Develops internal procedures that uphold and align with policies. Works with staff to implement procedures. Provides guidance and training to staff about policies and procedures.
- \_\_\_\_\_ Adheres to open records and records retention policies. Keeps clear, organized records for easy communication to the Library Board, the staff, stakeholders, and future managers of Library business.
- \_\_\_\_\_ Compliance with NAGPRA and oversight of the needs of the Grutzmacher Collection.

\_\_\_\_\_ Combined Total ÷ 6 = \_\_\_\_\_ **Total Rating for Administrative and Finance**  
Comments (required if scoring a 1 or 3)

### **Section 3: 2023 Goals (weighted: 50%)**

**Goal 1:** By the end of March 2023, conduct staff time study and compile results for the Library Board, per Strategic Plan 2023-2025 Operational Priorities.

Rating for Goal 1 \_\_\_\_\_

Comments (required if scoring a 1 or 3)

**Goal 2:** By the end of July 2023, gather data related to the operation of service desks in the Library and compile results for the Library Board, per Strategic Plan 2023-2025 Operational Priorities.

Rating for Goal 2 \_\_\_\_\_

Comments (required if scoring a 1 or 3)

**Goal 3:** By the end of 2023, work with Library Board of Trustees to develop and implement staff reorganization to fulfill operational needs identified through data gathering and provide for succession planning.

Rating for Goal 3 \_\_\_\_\_

Comments (required if scoring a 1 or 3)

**Goal 4:** Facilitate Library Board's revisit of the space needs plan, per Strategic Plan 2023-2025 Operational Priorities. Work with Library Board to determine and begin implementing next steps.

Rating for Goal 4 \_\_\_\_\_

Comments (required if scoring a 1 or 3)

**Comments Regarding Overall Performance (Optional):**

**Do you have suggestions for improving this form? (Optional)**

## Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour

Updated for Library Board February 9, 2023

**Purpose:** This document takes the individual goals of the Strategic Plan and ranks them hierarchically based on importance and timeliness. Updates are provided to show progress on each goal.

### Order of Operations Numbering Hierarchy:

0 - this must be in place before we can even think about anything else

1 - this is foundational to completing other goals

2 - this uses foundational work from "1" hierarchy to address a goal

3 - this uses information and/or findings from "1" and "2" hierarchy to complete a goal

Strategic Priority	Strategic Goal	Strategy	Strategy Owner	Time Frame	Order of Operations
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Conduct staff time study to determine gaps in needs and efficient use of skills and talent	Library Board and Library Director	2023	0
		Library Director built time study spreadsheets for staff. Time study began January 30 and will run through February 25 to capture a one-month cycle and provide enough time to compile the data for the Personnel Committee in March.			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Revisit the space needs plan considering post-pandemic needs such as more study rooms	Library Board and Library Director	2023	0
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Examine staffing levels to determine what is needed to meet the demands of providing timely circulation, help at the Information Desk, and help at the Youth Services Desk	Library Board and Library Director	2023	0
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Examine staffing levels needed to build and sustain this level of integration into the community	Library Board and Library Director	Continuous	1
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community	Adult Services Team, Library Board, and Library Director	Continuous	1
		Library Board has contracted Driftless Pathways to draft policies and loan agreements appropriate to respectful control of NAGPRA compliant Native American items. Village and Mukwonago Historical and Museum Society have been invited for input in this process. Grutzmacher Collection Committee next meets February 16, 2023. One item is already undergoing the process of Repatriation. Adult Services Librarian is continuing follow-up calls to Tribes regarding NAGPRA Summary.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Examine current website and determine if it meets the needs of users seeking information about the Library	Library Board and Library Director	2023	1
		Library Director directed Adult Services Librarian (who built the current website) to document his own experiences as well as staff feedback about website usability.			

CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Invest in marketing and outreach materials	Library Board and Library Director	Continuous	1
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Use data to analyze open hours and availability of staff to appropriately provide programs and services	Library Board and Library Director	2023	1
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Provide, promote, and enable staff development opportunities that improve customer service and professional skills	Library Board and Library Director	Continuous	1
		Library Board closed library on January 20 for Staff Development Day. Staff learned about customer service from presentation by Inspired Training and Consulting. Angela Meyers of the Bridges Library System also presented on hearing loops and accessibility.			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Work with Village to ensure Library building needs help fulfill Village goals	Library Board and Library Director	Continuous	1
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Provide, promote, and enable staff development opportunities that focus on serving underserved and marginalized populations	Library Board and Library Director	Continuous	1
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Conduct study to determine which geographic areas and demographics do not currently use the Library	Community Engagement Team and Library Director	2023	1
		Library Director directed Community Engagement Coordinator to begin consulting with other libraries on how they gather this data and investigating potential sources for this data.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens	Library Board and Library Director	2023	1
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Present regularly scheduled storytimes and programs built around early literacy concepts	Youth Services Team and Library Director	Continuous	1
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Assess the capacity of the Adult Services Department to meet the needs of adults, retirees, and older adults	Library Board and Library Director	2023	1
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Encourage staff to seek out professional development that shows them cutting-edge collection development techniques and fresh ideas for new collections	Leadership Team and Library Director	Continuous	1
		Library Director authorized funds for MetaSpace 511 Lead Innovator to take class "Thread And Circuits: A Guide to Electro-Textiles." Plans to bring circuit-based textile exploration to the MetaSpace.			
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction	Community Engagement Team and Library Director	Continuous	1
		Library Director directed Community Engagement Coordinator to identify multiple access points for data gathering (i.e. at programs, at desks, at community events, local businesses).			

CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Provide, promote, and enable staff engagement at key community events	Library Board and Library Director	Continuous	2
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Explore options to utilize entryway for better communication of Library and community events and resources	Leadership Team and Library Director	2024	2
		Building and Grounds Committee authorized Library Director to continue with proposals to update entryway to create an accessible and attractive community messaging area. Costs and timelines will be presented at next Committee meeting.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly	Community Engagement Team and Library Director	2024	2
		Library Director directed Community Engagement Coordinator to begin developing, implementing, and compiling survey data on where customers get their information on the Library and what they find is the most useful information types/mediums			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Conduct noise evaluation and explore solutions	Library Board and Library Director	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Use data to determine needs for youth and teen areas	Library Board and Library Director	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Examine the needs and location of the MetaSpace 511	Library Board and Library Director	2024	2
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore the possibility of going fine free	Library Board and Library Director	2024	2
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility	Leadership Team and Library Director	2023	2
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore options for displaying and storing The Thingery items	Technical Services Team, Library Board, and Library Director	2024	2
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Analyze youth program offerings to determine if we are meeting the needs of the community	Leadership Team and Library Director	Continuous	2
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Examine the usage and available staffing of the Youth Services desk	Leadership Team and Library Director	2024	2
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Examine the usage and available staffing for services available to adults	Leadership Team and Library Director	2024	2
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Analyze adult program offerings to determine if we are meeting the needs of the community	Adult Services Team and Library Director	Continuous	2

INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Assess The Thingery circulation, costs, and demands	Technical Services Team and Library Director	2024	2
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Provide short surveys for attendees of programs, then utilize that data to determine future program needs.	Programming Team and Library Director	Continuous	2
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Embed Library staff and programs in major events and influential organizations that already are providing service to the community	Programming Team and Library Director	Continuous	3
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Encourage other organizations to see the Library as a platform and hub for presenting, connecting, and sharing with the rest of the community	Community Engagement Team and Library Director	Continuous	3
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore technologies that help users find and get what they need faster and more efficiently	Leadership Team and Library Director	Continuous	3
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Use data to analyze the youth collections to identify and address needs and weaknesses	Youth Services Team and Library Director	Continuous	3
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to analyze the shifting demands between physical items and digital items	Selectors and Library Director	2025	3
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to develop procedures for selection, deselection, and collection maintenance	Selectors and Library Director	2025	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Offer ways for users to recommend resources, programs, and services	Leadership Team and Library Director	Continuous	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Develop workflow internally to share user suggestions and survey data amongst staff and close the loop on delivering outcomes in alignment with the data	Leadership Team and Library Director	2025	3

# Planning for the Library's Future

# 11

## The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

## Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the *process* followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*<sup>1</sup> process. *Planning for Results* provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. *Planning for Results*, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

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<sup>1</sup> Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

### In This Trustee Essential

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- Where to go for help

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in *Planning for Results* if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

### Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the *age* of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. [Wisconsin Public Library Standards](#) is updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or community size. They suggest such things as basic



collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see [Trustee Essential #12: Library Standards](#).)

By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that *might* be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation. Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

### How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about *them*—what *they* are doing and what is important in *their* lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of

immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

## A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction:	Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?
Mission Statement:	Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See <a href="#">Sources of Additional Information</a> below for information about developing a mission statement.)
Service Responses:	What are the specific services you will offer and, why?

Activities:	Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?
Evaluation:	How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

## Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) page has links to examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

## Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- [Wisconsin Public Library Standards](#)
- OWLS webpage on planning ([owlsnet.org/141/planning](http://owlsnet.org/141/planning))
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- Zweizig, Douglas, et al. Evaluating Library Programs & Services: TELL IT! Madison, WI: UW School of Library and Information Studies, 1993.
- "Disaster Preparedness and Recovery." American Library Association ([www.ala.org/advocacy/govinfo/disasterpreparedness](http://www.ala.org/advocacy/govinfo/disasterpreparedness))

- Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives, Third edition 2003, Western New York Library Resources Council ([www.wnylrc.org/uploads/documents/preservation/disaster\\_preparedness/wnydisaster\\_manual2003.pdf](http://www.wnylrc.org/uploads/documents/preservation/disaster_preparedness/wnydisaster_manual2003.pdf))
- Conservation OnLine (CoOL), Disaster Preparedness and Response ([palimpsest.stanford.edu/bytopic/disasters](http://palimpsest.stanford.edu/bytopic/disasters)).

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