

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, September 9, 2021

Time: **6:00 pm**

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

1. Call to Order

2. Roll Call and Introduction of Guests

3. Comments from the Public

4. Approval of Minutes

- 4.1 Minutes of Library Board meeting August 12, 2021
[Library Board Minutes 20210812_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

- 5.1 Invoices and Executive Summary for September
[Executive Summary for Library Board 20210909.pdf](#)
[Invoices for September Library Board 20210909.pdf](#)

6. Committee Reports

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

- 6.1 Building & Grounds Committee - last met August 10, 2021
6.2 Finance Committee - last met August 5, 2021
6.3 Personnel Committee - last met May 24, 2021
6.4 Policy Committee - last met July 12, 2021

7. Library Director Report

The Library Director Report is for information only.

- 7.1 Library Director Report for September 2021
[Library Director Report September 2021.pdf](#)

8. Discussion/Action Items

- 8.1 Nomination and election of Treasurer and Vice President
8.2 Waukesha County Library Standards Certification

- 8.3 Review Trustee Essentials - chapter 1
[Trustee Essentials Chapter 01.pdf](#)

- 8.4 Bridges Trustee Appreciation Event (online)

9. Referral Items

10. Confirm Next Meeting Date

Regular Library Board on October 14, 2021

11. Adjournment

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.

Mukwonago Community Library Board August Meeting Minutes

Meeting Date: Thursday, August 12, 2021 at 6:00 p.m.

Location: Mukwonago Community Library Community Room

I. REGULAR ORDER OF BUSINESS

- A. **Call to Order** - The meeting was called to order at 6:03pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, J. Darin, J. Gasser, M. Lacock, E. Pautz, H. Pringle, and D. Whalen, and Director A. Armour. D. Magolan, S. Kaufman, M. Penzkover, C. Stienstra was excused.
- C. **Comments from the Public** - A. Armour shared a thank you card that was sent by C. Grisham.
- D. **Approval of Minutes** - D. Whalen made a motion to approve the minutes from the Board of Trustees meeting on July 8, 2021. E. Brill seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - H. Pringle shared the list of expenditures. M. Lacock made a motion to approve the expenditures as presented. J. Darin seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that the Personnel Committee had not met since the last board meeting. The Buildings and Grounds Committee met on August 10, 2021. E. Brill explained that conversations on the phone system have been taking place with the Village, the HVAC system is still waiting on parts due to supply issues, interior and exterior upgrades are being discussed, there were several copier companies that sent MCL bids and the proposed company is on the agenda for this evening. The Finance Committee met on August 5, 2021, the 2022 rough draft budget was passed for board review and is on the agenda this evening. The Policy Committee met on July 12, 2021 there will be revisions to the policy review schedule and items related to the meeting are on the agenda.
- B. **Library Director Report** - A. Armour shared that MCL has been busy. Circulation numbers are still down though so collaboration efforts are in the works to address the best way to reconnect with families and increase circulation.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Introduce new MetaSpace 511 Lead Innovator and Community Engagement Coordinator** - Nancy Aycok, the MetaSpace 511 Lead Innovator, and Eric Huemmer, the Community Engagement Coordinator, were introduced to the board and community that was present.
- B. **Library Budget FY2022** - J. Gasser made a motion that we move to submit to the Village Board the preliminary budget for 2022 as presented by the Library Director and approved by the Finance Committee. E. Brill seconded. Discussion centered around the possibility of a pay study and the salary scale being discussed with the personnel committee. Motion carried.
- C. **Discussion and possible action concerning ownership of Grutzmacher collection** - D. Whalen gave information regarding the collection held at MCL. The Board discussed

how the Historical Society would be the most appropriate place for the collection as they can display it. J. Darin moved to begin taking the necessary next steps to transfer the ownership of the Grutzmacher collection to the Mukwonago Historical Society that results in a proposed formation of contract that will transfer ownership of the collection. M. Lacock seconded. Discussion centered around the need for insurance and legalise documents that will need to be drawn up.

- D. **Library hours in fall** - J. Darin made a motion to start September 11th with MCL Fall Hours of Monday - Thursday 9:00 a.m. - 8:30 p.m., Friday 9:00 a.m. - 6:00 p.m., Saturday 9:00 a.m. - 4:00 p.m. as presented by A. Amour. M. Lacock seconded. Motion Carried. Discussion centered around Sunday hours and whether or not they were something we would bring to Fall Hours. It was recommended that possibly having the upcoming strategic planning process be more rigorous regarding a hours study.
- E. **Recommendation from Policy Committee to approve updated Circulation Policy** - E. Brill made a motion to approve the updated Circulation Policy as presented. M. Lacock seconded. Motion carried.
- F. **Recommendation from Policy Committee to approve updated Materials Selection Policy** - M. Lacock made a motion to approve the updated Materials Selection Policy as presented. J. Darin seconded. Motion carried.
- G. **Recommendation from Policy Committee to approve updated Public Space Usage Policy** - E. Pautz made a motion to approve the updated Public Space Usage Policy as presented. M. Lacock seconded. Motion carried.
- H. **Recommendation from Policy Committee to approve updated Display Case and Posting Policy** - M. Lacock made a motion to approve the updated Display Case and Posting Policy as presented. J. Darin seconded. Motion carried.
- I. **Recommendation from Building and Grounds Committee to purchase or lease copiers from Impact** - M. Lacock made a motion that MCL lease the copiers from Impact on a 5 year plan. J. Gasser seconded. Discussion centered around how Impact was the best solution based on bids that were reviewed. Motion passed.
- J. **Trustee Essentials Chapter 1:** - H. Pringle tabled this agenda item until the September meeting.
- K. **Begin use of Granicus digital platform in September** - A. Amour explained that starting in September the Library Board will be receiving the agendas via a Granicus link.

IV. REFERRAL ITEMS

- A. The personnel committee to review staff pay scales and any adjustments beyond the annual 2% increase.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, September 9, 2021 at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Gasser made a motion to adjourn the meeting at 7:25 pm. E. Brill seconded. Motion carried.

Mukwonago Community Library Executive Summary 2021

Balance as of September 10, 2021

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	516,810.00	305,829.69	210,980.31	59.2%
5112 - Social Security	39,545.00	22,806.30	16,738.70	57.7%
5152 - Retirement	41,893.00	22,219.27	19,673.73	53.0%
5154 - Health	74,855.00	50,607.90	24,247.10	67.6%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,350.00	3,113.98	236.02	93.0%
5219 - Professional Services	10,000.00	1,844.11	8,155.89	18.4%
5220 - Contractual Services	18,000.00	13,523.54	4,476.46	75.1%
5221 - Water & Sewer	3,500.00	1,203.62	2,296.38	34.4%
5222 - Electric	28,000.00	19,826.93	8,173.07	70.8%
5224 - Gas	9,500.00	8,710.60	789.40	91.7%
5225 - Telephone	8,000.00	5,573.96	2,426.04	69.7%
5226 - Insurance	16,000.00	384.69	15,615.31	2.4%
5310 - Outside Services	15,000.00	15,468.11	(468.11)	103.1%
5311 - Supplies	25,000.00	12,935.02	12,064.98	51.7%
5312 - Printing	500.00	516.44	(16.44)	103.3%
5314 - MetaSpace 511 Equip/supplies	7,000.00	974.62	6,025.38	13.9%
5315 - Postage	500.00	260.99	239.01	52.2%
5326 - Periodicals	3,000.00	2,740.57	259.43	91.4%
5327 - Newspapers	1,500.00	1,073.43	426.57	71.6%
5328 - Books	71,947.00	39,675.38	32,271.62	55.1%
5329 - AV Materials	25,000.00	9,536.66	15,463.34	38.1%
5330- The Thingery	7,000.00	2,650.22	4,349.78	37.9%
5331 - Programming	15,000.00	2,913.29	12,086.71	19.4%
5332 - Mileage	1,500.00	85.57	1,414.43	5.7%
5333 - Outreach	2,000.00	183.66	1,816.34	9.2%
5335 - Training & Travel	5,000.00	742.44	4,257.56	14.8%
5340 - Digital Materials	10,543.00	2,591.91	7,951.09	24.6%
5341 - Cafe	22,589.00	22,589.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	12,271.00	12,271.00	0.00	100.0%
5395 - Repairs & Maintenance	10,000.00	5,830.51	4,169.49	58.3%
5399 - Other	3,500.00	2,625.68	874.32	75.0%
5811 - Technology Equipment	10,000.00	8,607.23	1,392.77	86.1%
TOTAL Budget Accounts	1,029,503.00	600,516.32	428,986.68	58.3%
<i>Donation Accounts</i>				
Balance from 2020(Pending)	65,761.96			
4890 - Donations Revenue 2021			5,770.98	
5806 - Donation Expenditures 2021			(22,661.92)	
TOTAL Donation Accounts	48,871.02		(16,890.94)	
OVERALL TOTAL			412,095.74	

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
September 10, 2021

Account	Vendor	Memo	Amount
5222 Electric	WE Energies- Electric	July	3740.28
5224 Gas	WE Energies- Gas	July	689.53
5225 Telephone	CenturyLink Village Charge	July	116.61
5225 Telephone	Time Warner- Village Charge	7/28/21-8/27/21	558.94
5310 Outside Services	America Aquaria	Fish tank Cleaning & Food	111.99
5310 Outside Services	Impact Acquisitions, LLC	Copiers/ Advance	667.28
5310 Outside Services	Klassy Kleaners	Restroom Cleaning	960.00
5310 Outside Services	Library Market	Library Calendar	2000.00
5310 Outside Services	Unique	Placements	35.80
5311 Supplies	AlSCO	Mats & Dusters	26.78
5311 Supplies	Amazon Business	Keyboard	29.99
5311 Supplies	Amazon Business	PPE	255.76
5311 Supplies	Demco	Processing supplies	163.53
5311 Supplies	Dynamic Awards	Name tags, Desk Name Plate	40.00
5311 Supplies	Home Depot- Village Credit Card	Rags in a box (AUG)	81.46
5311 Supplies	Quill	Cleaning & Paper products	244.93
5311 Supplies	Quill	Paper Products	59.99
5311 Supplies	Quill	Cleaning & Paper products	52.77
5311 Supplies	Quill	Book Tape/ Processing	137.40
5311 Supplies	Quill	Cleaning Supplies	54.70
5311 Supplies	Quill	Processing supplies	36.20
5311 Supplies	Quill	Copy Paper	65.78
5311 Supplies	Walgreens- Village Credit Card	Face masks (AUG)	29.98
5311 Supplies	Walmart- Village Credit Card	Cleaning supplies (AUG)	12.69
5311 Supplies	Walmart- Village Credit Card	Keyboards	135.82
5312 Printing	Central Office Systems- Village Char	August lease	8.25
5312 Printing	De Lage Landen- Village Charge	8/15/21-09/14/21	8.00
5312 Printing	James Imaging Systems	4/1/21-6/30/21	17.34
5312 Printing	James Imaging Systems	4/30/21-7/29/21 Konica copies	31.97
5314 MetaSpace 511 Equ	Shockbyte- Village Credit Card	Minecraft Host	5.00
5315 Postage	Quadient Leasing- Village Charge	Postage machine lease	23.43
5327 Newspapers	Wall Street Journal- Village Credit C	Newspaper (AUG)	128.97
5328 Books	Abe Books- Village Credit Card	Book (AUG)	17.84
5328 Books	Amazon Business	Books	67.29
5328 Books	Amazon Business	Books	255.21
5328 Books	Baker & Taylor	Books	287.58
5328 Books	Baker & Taylor	Books	15.74
5328 Books	Baker & Taylor	Books	10.71
5328 Books	Baker & Taylor	Books	11.17
5328 Books	Baker & Taylor	Books	16.78
5328 Books	Baker & Taylor	Books	13.20
5328 Books	Baker & Taylor	Books	37.50

5328 Books	Baker & Taylor	Books	21.25
5328 Books	Baker & Taylor	Books	616.01
5328 Books	Baker & Taylor	Books	5.59
5328 Books	Baker & Taylor	Books	59.11
5328 Books	Baker & Taylor	Books	12.87
5328 Books	Baker & Taylor	Books	15.73
5328 Books	Baker & Taylor	Books	806.18
5328 Books	Baker & Taylor	Books	123.26
5328 Books	Baker & Taylor	Books	15.08
5328 Books	Baker & Taylor	Books	10.07
5328 Books	Baker & Taylor	Books	7.06
5328 Books	Baker & Taylor	Books	18.26
5328 Books	Baker & Taylor	Books	222.24
5328 Books	Baker & Taylor	Books	3.77
5328 Books	Baker & Taylor	Books	6.92
5328 Books	Baker & Taylor	Books	676.24
5328 Books	Baker & Taylor	Books	51.92
5328 Books	Baker & Taylor	Books	14.27
5328 Books	Baker & Taylor	Books	9.43
5328 Books	Baker & Taylor	Books	17.81
5328 Books	Baker & Taylor	Books	11.19
5328 Books	Baker & Taylor	Books	25.81
5328 Books	Baker & Taylor	Books	12.32
5328 Books	Baker & Taylor	Books	128.66
5328 Books	Brodart	Books	761.52
5328 Books	Brodart	Books	345.86
5328 Books	Brodart	Books	324.92
5328 Books	Brodart	Books	287.48
5328 Books	Cengage	Books	55.18
5328 Books	Cengage	Books	56.78
5328 Books	Cengage	Books	61.58
5328 Books	Cengage	Books	28.79
5328 Books	Cengage	Books	143.15
5328 Books	Cengage	Books	27.19
5328 Books	Cengage	Books	28.79
5328 Books	Center Point Large Print	Books	109.08
5329 AV Material	Amazon Business	DVD	200.88
5329 AV Material	Amazon Business	DVD	481.12
5329 AV Material	Amazon- Village Credit Card	DVD (AUG)	13.59
5329 AV Material	Amazon- Village Credit Card	DVD Credit (AUG)	-42.99
5329 AV Material	Findaway	Recorded Books/ Credit	-149.98
5329 AV Material	Findaway	Recorded Books	159.98
5329 AV Material	Micro Marketing	Audio Books	152.97
5329 AV Material	Micro Marketing	Audio Books	128.72
5330 Thingery	Amazon Business	Thingery Items	68.64
5330 Thingery	Amazon Business	Thingery Items	167.91
5330 Thingery	Amazon- Village Credit Card	Thingery items (AUG)	41.83

5330 Thingery	Ice Age Trail- Village Credit Card	Thingery Backpack (AUG)	66.68
5330 Thingery	Music Cafe- Village Credit Card	Thingery Item	17.99
5330 Thingery	Zoro- Village Charge	Spring leg snap button (AUG)	12.78
5330 Thingery	Zoro- Village Charge	Snap button/ REFUND(AUG)	-7.53
5331 Programming	Amazon Business	Program supplies	67.95
5331 Programming	Amy Mueller	Children's programs August	285.00
5335 Training & Travel	Pick 'N Save- Village Credit Card	Staff training Meal	81.31
5335 Training & Travel	Qdoba- Village Credit Card	Staff Training Meal	196.88
5340 Digital Materials	Acorn- Village Credit Card	Monthly charge(AUG)	6.29
5340 Digital Materials	Adobe- Village Credit Card	Creative Cloud(AUG)	83.99
5340 Digital Materials	Netflix- Village Credit Card	9/1/21-9/30/21	17.99
5340 Digital Materials	Tidio- Village Credit Card	August Chat Communicator	69.30
5399 Other	B2E Solutions	Payroll Fees	110.78
5399 Other	B2E Solutions	Payroll Fees	70.06
5811 Equipment (Non-Ca Amazon- Village Credit Card		3 Laptop Computers (AUG)	2397.00
5811 Equipment (Non-Ca Amazon- Village Credit Card		3 Docking stations (AUG)	569.97
		TOTAL REGULAR ACCOUNTS	\$ 21,654.67

5806 Donation Expenditu	Amazon- Village Credit Card	Book/ Memorial (AUG)	13.99
5806 Donation Expenditu	Sendiks- Village Credit Card	Staff Party	35.98
		Total Donation Expenses	49.97
Director	Treasurer	To Be Reimbursed	
		Regular Donation Expenses	49.97
Secretary		Total Expenses	\$ 21,704.64

Library Director Report: September 2021

Meeting and Activities

Our Professional Development Day on August 27 went very well. The intention of the day was to catch up on things we normally never get to, so we were able to reorganize and clean the circulation desk, update emergency procedures, move the Thingery items from behind the circulation counter to a better home on racks in the back, and many other oddball tasks. Many tasks are continuing, such as reorganizing and centralizing all-staff files on OneDrive and updating all the Information Desk procedures and manuals, though several staff members have volunteered to continue this work after the day so we have updated and useful materials that are easy to find. I'm proud of how my staff members each took initiative on getting things done and overall everyone appreciated the time and space to just get caught up.

I've spent a significant amount of time interviewing and hiring circulation clerk positions to fill Nick Ehlert's absence. We will now have more circulation clerks but with fewer hours apiece (between 10 and 15 hours a week) so that we have more people to cover for vacations and sicknesses. I have hired a temporary substitute from the Bridge's sub pool to help us get through the next month. I am working with Tammy on getting them properly trained.

I have been in contact with Mark Blum, the village lawyer, regarding transfer of ownership of the Grutzmacher collection to the Mukwonago Historical and Museum Society Inc. Mr. Blum is seeing in his databases that the Historical Society is listed as "administratively dissolved" while the Historical Society believes they have everything in order. Mr. Blum is doing due diligence and asking them to contact the Wisconsin Department of Financial Institutions to confirm their status to ensure the Library Board is able to transfer to an entity that is correctly registered. In the meantime, Mr. Blum will begin drafting a donation document for initial approval by me, whereafter I will pass it on to the Board. He anticipates this will not take long and the Board should expect to look at a draft in their October meeting.

Building & Maintenance

John Wisniewski, the village's IT contractor, came in to set up phones for people who didn't have them and fix small issues such as the names on the phones not matching the user. This was originally supposed to be fixed in mid-August, but John was sick and couldn't come in. These fixes will help us get through daily work, but the larger issues (i.e. the fact that we show up as "Mukwonago Police" or "Mukwonago Fire" on caller ID) remain. John said the village has contacted Charter Spectrum about the caller ID issue.

Right before Labor Day, Hennes HVAC installed the air conditioning unit on the roof and the coil in the air handler in the basement. They brought in a big crane to lift the unit up on the roof and they were able to bring the coil into the basement via the elevator. They had to wait for one more part and came back after labor day to finish the physical installation. They still need to contact the company who manages the software to get the parts properly integrated into the system. All work should be done in another week. (And check out Miss Amy's latest "Storytime on the Go!" video for special footage of the crane in action filmed by yours truly!)

Taylor Computers came in to separate out our network. All public computers are on their own network and staff on their own, meaning staff computers and resources are more private and secure. They are continuing to work on creating admin logins for all staff computers and getting Deep Freeze console downloaded on the Information Desk computer and set up so we can better control the public computers.

We are extremely excited for the new copiers and print software to arrive in mid-September. Our current set-up is constantly breaking down and doing weird changes on its own. Chris has volunteered to be “point person” for Envisionware and has been working with Envisionware to try to get issues fixed, such as credit card reader which stopped working last week. Envisionware’s customer support has had a lag time of one or days (at least) so unfortunately the issues we have had are slow to being addressed.

Children’s Department (Jane DeAngelis)

The school year has yet to start, and Youth Services has been busy filling book requests from preschool caregivers, off-site K4 teachers, elementary school teachers and librarians. In the past week, seven requests have been filled with another four requests are pending. The requests have included books on grandparents, folktale variants, sunflowers, rocks and minerals, ABCs/123s, pets, realistic fiction, and items to celebrate Hispanic Heritage Month. At this point, over 200 books have been pulled or had holds placed. Mukwonago children will be getting lots of unique and interesting books into their hands.

Circulation (Tammy Penkalski)

Circulation was busy with the end of Summer Reading Program - lots of items being returned. On August 24th, there was an upgrade in Polaris. Most of the upgrades did not affect circ - they were more about changes in cataloging. The update went smoothly, and we were back online by 9:30a.m. We have hired 2 new shelvers and 3 new circulation clerks, which are all in training right now.

Reference and Adult Services (Chris Stape)

The Summer Program wrapped up and I think it went well. We had a Tales and Tails Photo Challenge (participants were required to post or send in pictures of anything with a tail.) I’d hoped we’d get some funny off-the-wall entries, but the majority of the pictures were of cute pets. We did get more entries than I expected though.

We had an in-person program—essentially a travelogue—from a person who traveled to Alaska and back in the RV in which she lives that was well attended. We also had a live virtual program with actor Laura Keyes as Elizabeth Cady Stanton. It was well received, but attendance wasn’t great. I think folks are simply suffering from Zoom fatigue a bit.

During our professional development day, the Reference staff spent quite a while overhauling the Information Desk, rearranging, and reorganizing all things reference. We have begun

creating new and updated procedure guides. That will take a while but once completed will prove very useful to current and future staff.

Coming up, we have 3 different author visits, our monthly Adult Bingo begins, a program on deep fakes, and another on library resources for saving family photos.

Technical Services and Thingery (Mary Jo Isely)

Mary Jo has had to take emergency time off for her family for a few weeks, so Vicki has been doing an excellent job of keeping up with technical services and ensuring everything is getting back into circulation as soon as possible.

488 new items processed and cataloged. Huge circulation of Thingery items. We are very busy sanitizing, inventorying, & troubleshooting. Many more troubleshooting issues.

Began the relocating & reorganizing Thingery items to the back workroom. Right now, the bulky backyard games and super-sized games are relocated and finally opening space at the Circulation Desk.

Nick Ehlart resigned to accept a new job offer. Nick's duties are being absorbed by Vicki, Jane and Mary Jo.

MetaSpace 511 & Technology (Nancy Ayccock)

MetaSpace 511 has undergone many changes during August to include two Innovators in Residence. Jacob and Nathan left for college, and one new Innovator in Residence, Kendal, started. Lead Innovator, Nancy, is working on a redesign of the space and inventory of all the equipment. Some of the changes in MetaSpace 511 include making more room for equipment by exploring new spaces for things and the use of vertical space. Nancy moved the TV used for Virtual Reality (VR) and programs off of the wall and onto a moving TV cart that is at a lower height and on wheels allowing for more flexibility in use. Oliver was a great help in moving out chairs, cabinets, and taking down the TV.



Nancy attended two Professional Development meetings to connect with professionals running makerspaces. She is the Co-Chair for the American Library Association (ALA) Core Maker Technology Interest Group and a Member of the Nation of Makers (NoM) Library Working Group.

Innovator in Residence, Kelidy, has been learning about and working with the Augmented Reality (AR) sandbox to prepare it for going to community events. Kelidy is working on an idea for podcasting and is designing a DIY portable sound booth as a way to study how a sound booth, and podcasting, will work in different parts of the library.

Nancy has been making lithophanes, which are embossed photos printed by a 3D printer and illuminated by window light or an LED tea light. She created one using a photo of the library with the logo as a going away gift from the staff for Nick. Nancy will also be talking about how to make these in the MetaSpace during the September 28th, “Save Your Photos” collaborate program by her and Chris.

MetaSpace 511 will be at Maker Faire Milwaukee on Saturday, September 25th – Sunday, September 26th, from 10 am – 3 pm. Nancy will be at the Faire both days to talk about MetaSpace 511 and the library. <https://milwaukee.makerfaire.com/>



Community Engagement Coordinator (Eric Huemmer)

Community Outreach & Marketing - Made introductions to community and business leaders at the Village of Mukwonago Economic Development Summit. He is also creating a Communications & Style Guide for the MCL - these document(s) layout everything from identifying which fonts to use, the exact hexcodes for brand colors, as well as documenting our key messaging, outlets, and workflow process. It's a major undertaking but will simplify the behind-the-scenes work will creating a cohesive brand that people are familiar with. He's also centralizing & restocking current promo materials as well as creating new handouts for specific audiences.

School Outreach & Teen Programming - With the school year starting, Eric and Jane were able to tackle separate School Open Houses. Met with the Mukwonago School District's LTS group alongside Jane and Abby to determine how to better support our educators as well as work together on teen programming and promotion. He's also working alongside Jane to handle school requests and dropoffs.

Senior Outreach & Purple Springs – I attended the first meeting with Waterford & Eagle libraries with Director Armour and it was incredibly productive. MCL has 3 dates set for relaunching the Purple Springs Memory Cafe: Nov. 11 (MCL), December 9th (Waterford), and

January 13th (Eagle). More details to come, but the relaunch event will have a Veterans Theme for Veterans Day. He's also connected with the county's ADRC rep and met with the head of outreach in SE WI for the Alzheimer's Association.

Mukwonago Community Library								
STATISTICS					AUGUST 2021			
Circulation					Programming			
Bridges Library System	2021	2020	2019	% to 2019	Type	General	Kids	Teens
Village of Mukwonago	7,316	6,870	9,398	-22%	Adult Programs	30		
Town of Mukwonago	7,089	5,680	7,290	-3%	Zentangle (Virtual & Live)	21		
Eagle	1,058	646	1,116	-5%	Book Clubs	16		
Genesee	847	673	782	8%	Friday Movies	76		
North Prairie	968	730	918	5%	Adult Reading challenge	292		
Vernon	2,375	1,831	2,682	-11%	Shake Rattle & Roll		88	
All other Waukesha County	1,451	1,064	1,493	-3%	Storytime on the Go		81	
Jefferson County	92	196	274	-66%	Children's Programs		35	
Subtotal Bridges System	21,196	17,690	23,953	-12%	Children's Reading Program		600	
Other Wisconsin Counties					Drop In Programs	729	61	
Milwaukee County	45	29	32	41%	MetaSpace 511 Programs	1		2
Racine County	386	282	414	-7%	Teen Drop In			20
Walworth County	3,175	2,619	3,475	-9%	Teen Reading Challenge			59
All other Wisconsin Counties	32	-	44	-27%	Totals	2111	1165	865
Subtotal Wisconsin Counties	3,638	2,930	3,965	-8%	Total Childrens Programs		15	
Total All Counties	24,834	20,620	27,918	-11%	Total YA Programs		5	
YTD ALL COUNTIES	178,406	136,828	220,596	-19%	Total General Programs		30	
Facility Use & Volunteers					Subscription Databases & Other Highlights			
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	Increase/ Decrease	
Study Room Use	88	17	417.6%	Flipster (System Wide)	3960	4583	-13.6%	
Computer Usage	459	412	11.4%	Overdrive Circulation (Mukwonago)	2736	2671	2.4%	
Patron Visits	8,107	6,326	28.2%	Gale Courses Verified (System Wide)	86	106	-18.9%	
History Room Users	6	7	-14.3%	Interlibrary Loans Borrower	16	12	33.3%	
Curbside Pick Ups	13	na		Interlibrary Loans Lender	30	15	100.0%	
Family Care Packages	-	na		New Items Added	488	355	37.5%	
Holds Placed	1,205	708	70.2%	New Cards Added	76	33	130.3%	

Step 1. Review your Library's Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 72,108
- PLUS lending to other library community's residents: 16,035
- DIVIDED by total circulation by your residents at all county libraries: 75,568

Your library's LSER is shown in Table 1 below.

Table 1.

Mukwonago's Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
80%	116.64%	Yes

If your LSER ratio is higher than your listed target rate, you will see a "Yes" in Table 1 above and may skip to step 3 on this form. Please note, even if there is a "YES" listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a "NO" in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library's previous year's data to your Library's *Minimums to Exempt*

Please review the data below gathered from your library's 2020 state annual report and indicate whether your library will meet its minimum requirements in 2021.

Please circle "Yes" or No" in the last column in Table 2. **(Completing this table is required if LSER = "NO" in step 1.)**

Table 2.

Library	Mukwonago		2020 Municipal Population	8,126
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Category	Minimum to Exempt	Library Actuals from 2020 annual report	Met Minimum during 2020?	Will Meet Minimum in 2021? (Circle one)
Materials Expenditures/Capita	\$6.00/capita	\$9.58/capita	Yes	Yes No
Number Hours Open/Week	50	50	Yes	Yes No
Budgeted Staff in FTE	8.0	13.66	Yes	Yes No
Collection Size	58,000	98,876	Yes	Yes No
Public Computers/Internet Access Devices	8	36	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

Step 3. Review and Report on Quality Assurance Standards for Mukwonago Community Library

Review each item and circle "Yes" or "No" in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2021 (circle one)
Library board member orientations are provided	<div><div>Yes</div><div>No</div></div>
Library website includes key board/staff contact & meeting info	<div><div>Yes</div><div>No</div></div>
Library board conducts director performance evaluation	<div><div>Yes</div><div>No</div></div>
Library budgets for professional development	<div><div>Yes</div><div>No</div></div>
Library has active strategic plan	<div><div>Yes</div><div>No</div></div>

Please attach narrative for any items for which the library circles no and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select "No" one time during the annual certification process for the five year planning period.

If your library has circled "no" for an item in a previous year in tables 2 or 3, circling "no" a second time **for that same item** may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt and Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2021.

Name of Library	Mukwonago Community Library
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31 of this year.**

The Trustee Job Description

1

Job Title

Public Library Trustee

General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Wisconsin library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

Principal Activities

1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) and [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body; for example, the village board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library. (See [*Trustee Essential #8: Developing the Library Budget*](#) and [*Trustee Essential #9: Managing the Library's Money*](#).)

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year. (See [*Trustee Essential #10: Developing Essential Library Policies*](#).)

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing

adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services. (See [Trustee Essential #7: The Library Board and Library Personnel](#).)

5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness. (See [Trustee Essential #5: Hiring a Library Director](#); [Trustee Essential #6: Evaluating the Director](#); and [Trustee Essential #7: The Library Board and Library Personnel](#).)

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress. (See [Trustee Essential #11: Planning for the Library's Future](#).)

7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters.

This is an area where an individual trustee can directly help the library in a significant way. (See [*Trustee Essential #13: Library Advocacy*](#).)

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information. (See [*Trustee Essential #22: Freedom of Expression and Inquiry*](#) and [*Trustee Essential #23: Dealing with Challenges to Materials and Policies*](#).)

9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development. (See [*Trustee Essential #11: Planning for the Library's Future*](#).)

10. Attend Wisconsin Library Association conferences, regional

system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed through WLTF will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

So you're a public library trustee! Thank you.

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

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