

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, October 14, 2021

Time: **6:00 pm**
Place: **Mukwonago Public Library**

1. Call to Order

2. Roll Call and Introduction of Guests

3. Comments from the Public

Information and comment may be received from the public by the Library Board, but solely as to matters that appear on the Agenda for that meeting. The public comment session shall last no longer than 15 minutes and individual presentations are limited to (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Library 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 Library Board as a body. Presentations shall not deal in personalities or personal attacks on members of the Board, the applicant for any project, or Village employees. Comments, questions and concerns shall be presented in a respectful and professional manner. Any questions to an individual member of the Library Board or Staff will be deemed out of order by the Presiding Officer.

4. Approval of Minutes

- 4.a September 9, 2021 Library Board minutes
[Library Board Minutes 20210909_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

- 5.a Invoices and Executive Summary for September
[Financial Executive Summary 20211014.pdf](#)
[Financial Invoices 20211014.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.a Building & Grounds Committee - last met August 10, 2021
- 6.b Finance Committee - last met August 5, 2021
- 6.c Policy Committee - last met September 13, 2021
[Policy Committee Minutes 20210913_unapproved.docx](#)

6.d Personnel Committee - last met October 7, 2021

[MCL Personnel Committee Minutes 20211007_unapproved.pdf](#)

7. Library Director Report

7.a Library Director Report for October 2021

The Director's report is for information only.

[Library Director Report October 2021.pdf](#)

8. Discussion/Action Items

8.a Grutzmacher Collection Donation Agreement

Discussion and possible action on Grutzmacher Donation Agreement written by Attorney Blum.

[Grutzmacher Donation Agreement DRAFT 20210927.pdf](#)

8.b Update Policy Review Schedule

Discussion and possible action on recommendation from Policy Committee to update Policy Review Schedule for next year by keeping review schedule the same and resuming scheduled revisions in 2022.

[MCL Policy Review Status and Schedule DRAFT approved by Policy Committee 20210913.pdf](#)

8.c Electronic Meeting Policy

Discussion and possible action on recommendation from Policy Committee to adopt the new Electronic Meeting Policy with the proviso that this policy will not be implemented until supporting technology is acquired.

[Electronic Meeting Policy_DRAFT approved by Policy Committee 20210913.docx](#)

8.d Purchase Technology for Electronic Meetings

Discussion and possible action on recommendation from Policy Committee on technology to purchase in order to comply with Electronic Meetings Policy.

[Proposal for Purchasing Electronic Meeting Equipment 20211014.docx](#)

8.e Personnel Policy Updates

Discussion and possible action on recommendations from Policy Committee for updates to Personnel Policy.

[Personnel Policy DRAFT approved by Policy Committee 20211013.pdf](#)

8.f Year End Projected Totals

Discussion and possible action on recommendations for using unspent budget.

[FY2021 Projected Year End Totals.pdf](#)

[Quotation_US-67943 - RFID Readers - Budget Quote.pdf](#)

[Quotation_US-67944 - X11 Kiosks - Budget Quote.pdf](#)

[Quotation_US-67946 - X11 Sidecars - Budget Quote.pdf](#)

[Taylor Computer Services Circulation Computers QUOTE.pdf](#)

[Taylor Computer Services Server PowerEdge R250 QUOTE.pdf](#)

- 8.g Library Board Access to Technology
Discussion and possible action on researching and purchasing technology for Library Board Trustees to access online agendas and packets.
- 8.h Archiving Social Media
Discussion and possible action on end of ArchiveSocial through the Village.
- 8.i Goals and Objectives for Library Director
Discussion and possible action on the Director Goals 2021 and First 90 Days Plan review and future goals.
[Library Director Goals End-of-Year Assessment presented 20211014.pdf](#)
- 8.j Program Assistant Job Description
Discussion and possible action on recommendation from Personnel Committee to approve new job description of Program Assistant.
[MCL Program Assistant Job Description _ proposal for Library Board 20211014.pdf](#)
- 8.k Wage Ranges for FY2022
Discussion and possible action on wage ranges for FY2022.
[Village CPI CALC for 2022 budget.pdf](#)
[Wage Range Resolutions 2017 through 2021.pdf](#)
[RESOLUTION 2021-01 Wage Resolution FY2022_DRAFT.pdf](#)

9. Closed Session

Closed session pursuant to Wis. Stats § 19.85 (1) (c) (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) Review salary changes for FY2022 beyond standard in relation to staff performance.

10. Open Session

Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) for possible discussion and/or action concerning any matter discussed in closed session

11. Referral Items

12. Confirm Next Meeting Date

The next Library Board meeting will be held on Thursday, November 11, 2021 at 6:00pm.

13. 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.

Village of Mukwonago

MINUTES OF THE LIBRARY BOARD MEETING

Thursday, September 9, 2021

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 6:04 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
M. Lacock
E. Pautz
H. Pringle
C. Stienstra

Excused

D. Whalen
M. Penzkover

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

M. Lacock/E. Brill motioned to approve the minutes from the Board of Trustees meeting on August 12, 2021. Unanimously carried. C. Stienstra, D. Magolan, S. Kaufman abstained.

Audit and Approval of Monthly Expenditures

J. Gasser/D. Magolan motioned to approve the monthly expenditures. 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 August 10, 2021

Finance Committee - last met August 5, 2021

Personnel Committee - last met May 24, 2021 - the 9/7/21 meeting was postponed but will be rescheduled in the near future.

Policy Committee - last met July 12, 2021 - the next meeting will be held on 9/13/21

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

A. Armour shared information regarding the HVAC software install, as well as staffing changes over the past month. An update was given regarding the Grutzmacher collection owned by MCL.

Discussion/Action Items

Nomination and election of Treasurer and Vice President

E. Pautz/J. Gasser motioned to nominate and elect S. Kaufman as Treasure and D. Whalen as Vice President. Unanimously carried.

Waukesha County Library Standards Certification

A. Armour noted that the Waukesha County Library Standards Certification was approved at the May meeting but Bridges informed us that we needed to fill out one other section of the document prior to sending it in.

M. Lacock/E. Brill motioned to approve the updated Waukesha County Library Standards Certification. Unanimously carried.

Review Trustee Essentials - chapter 1

Trustee Essentials Chapter 1: The Trustee Job Description - H. Pringle reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

Bridges Trustee Appreciation Event (online)

H. Howard and A. Armour noted that the Bridges Trustee Appreciation Event will be held virtually on October 6, 2021.

Referral Items

Ensure the policy committee reviews any hybrid version of meetings follow Wisconsin State Statutes

Confirm Next Meeting Date

Regular Library Board on October 14, 2021.

Adjournment

M. Lacock/D. Magolan motion to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:40 pm.

Mukwonago Community Library Executive Summary 2021

Balance as of October 14, 2021

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	516,810.00	346,407.86	170,402.14	67.0%
5112 - Social Security	39,545.00	25,833.16	13,711.84	65.3%
5152 - Retirement	41,893.00	25,125.49	16,767.51	60.0%
5154 - Health	74,855.00	55,626.78	19,228.22	74.3%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,350.00	3,225.66	124.34	96.3%
5219 - Professional Services	10,000.00	1,844.11	8,155.89	18.4%
5220 - Contractual Services	18,000.00	15,238.86	2,761.14	84.7%
5221 - Water & Sewer	3,500.00	1,203.62	2,296.38	34.4%
5222 - Electric	28,000.00	23,417.01	4,582.99	83.6%
5224 - Gas	9,500.00	9,064.73	435.27	95.4%
5225 - Telephone	8,000.00	6,251.68	1,748.32	78.1%
5226 - Insurance	16,000.00	384.69	15,615.31	2.4%
5310 - Outside Services	15,000.00	16,837.71	(1,837.71)	112.3%
5311 - Supplies	25,000.00	13,974.40	11,025.60	55.9%
5312 - Printing	500.00	500.72	(0.72)	100.1%
5314 - MetaSpace 511 Equip/supplies	7,000.00	1,174.93	5,825.07	16.8%
5315 - Postage	500.00	333.78	166.22	66.8%
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	43,842.18	28,104.82	60.9%
5329 - AV Materials	25,000.00	9,572.70	15,427.30	38.3%
5330- The Thingery	7,000.00	3,210.22	3,789.78	45.9%
5331 - Programming	15,000.00	3,291.08	11,708.92	21.9%
5332 - Mileage	1,500.00	102.37	1,397.63	6.8%
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	2,877.47	7,665.53	27.3%
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	2,808.06	691.94	80.2%
5811 - Technology Equipment	10,000.00	8,607.23	1,392.77	86.1%
TOTAL Budget Accounts	1,029,503.00	666,787.11	362,715.89	64.8%
<i>Donation Accounts</i>				
Balance from 2020(Pending)	65,761.96			
4890 - Donations Revenue 2021			7,558.58	
5806 - Donation Expenditures 2021			(22,732.92)	
TOTAL Donation Accounts	50,587.62		(15,174.34)	
OVERALL TOTAL			347,541.55	

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
October 14, 2021

Account	Vendor	Memo	Amount
5220 Contracted Services	Envisionware	Payware & POS	1175.32
5220 Contracted Services	Walworth County Security Alarms	Fire Monitoring	540.00
5222 Electric	WE Energies- Electric	Aug	3590.08
5224 Gas	WE Energies- Gas	Aug	354.13
5225 Telephone	CenturyLink Village Charge	Aug	116.61
5225 Telephone	Charter Communications- Village Char	8/27/21-9/26/21	561.11
5310 Outside Services	America Aquaria	Fish tank Cleaning & Fish	105.00
5310 Outside Services	America Aquaria	Fish tank Cleaning	85.00
5310 Outside Services	Klassy Kleaners	Restroom Cleaning	960.00
5310 Outside Services	Ricoh	6/26/21-9/25/21	186.54
5310 Outside Services	Unique	Placements	17.90
5311 Supplies	AlSCO	Mats & Dusters	26.78
5311 Supplies	AlSCO	Mats & Dusters	26.78
5311 Supplies	Amazon Business	Flashlight, memory stick, name t	127.95
5311 Supplies	Amazon Business	Magnets, masks, tissue paper	213.56
5311 Supplies	Dynamic Awards	Name tags	16.00
5311 Supplies	Hahn Ace- Village Credit Account	Fans	44.99
5311 Supplies	Image Supply- Village Credit Card	Tape (SEPT)	51.35
5311 Supplies	Office Pro Inc.-Village Charge	Report Covers/ VH Charge	14.05
5311 Supplies	Parts Warehouse- Village credit Card	Credit on item not received SEPT	-29.27
5311 Supplies	Quill	Weather radio	188.07
5311 Supplies	Quill	Toner	98.99
5311 Supplies	Walmart- Village Credit Card	Whiteboard (SEPT)	19.34
5311 Supplies	Walmart- Village Credit Card	Refund power cord	-11.98
5311 Supplies	Walmart- Village Credit Card	General Supplies	51.20
5311 Supplies	Walmart- Village Credit Card	Cleaning Supplies	65.60
5311 Supplies	Walmart- Village Credit Card	Safe	162.75
5312 Printing	Central Office Systems- Village Charge	Lease	8.25
5312 Printing	De Lage Landen- Village Charge	Lease	8.00
5314 MetaSpace 511 Equip	Apple - Village Credit Card	Quiver App	2.61
5314 MetaSpace 511 Equip	Dynamic Awards	MetaSpace T-Shirts	180.50
5314 MetaSpace 511 Equip	Petty Cash	Program Supplies	12.20
5314 MetaSpace 511 Equip	Shockbyte- Village Credit Card	Minecraft Host	5.00
5315 Postage	Petty Cash	Mail ILL Book	2.66
5315 Postage	Postage Used- Village Charge	September	9.41
5315 Postage	United States Postal Service- Village C	Stamps	58.00
5328 Books	Amazon Business	Book Credit	-0.70
5328 Books	Baker & Taylor	Books	15.11
5328 Books	Baker & Taylor	Books	17.13
5328 Books	Baker & Taylor	Books	821.78
5328 Books	Baker & Taylor	Books	30.79
5328 Books	Baker & Taylor	Books	11.33

5328 Books	Baker & Taylor	Books	5.66
5328 Books	Baker & Taylor	Books	6.28
5328 Books	Baker & Taylor	Books	20.14
5328 Books	Baker & Taylor	Books	162.12
5328 Books	Baker & Taylor	Books	28.33
5328 Books	Baker & Taylor	Books	18.25
5328 Books	Baker & Taylor	Books	388.22
5328 Books	Baker & Taylor	Books	14.27
5328 Books	Baker & Taylor	Books	10.07
5328 Books	Baker & Taylor	Books	12.31
5328 Books	Baker & Taylor	Books	750.94
5328 Books	Baker & Taylor	Books	12.59
5328 Books	Baker & Taylor	Books	60.39
5328 Books	Baker & Taylor	Books	12.86
5328 Books	Baker & Taylor	Books	59.85
5328 Books	Baker & Taylor	Books	18.89
5328 Books	Brodart	Books	671.44
5328 Books	Brodart	Books	339.51
5328 Books	Brodart	Books	286.21
5328 Books	Brodart	Books	148.80
5328 Books	Cengage	Books	116.76
5328 Books	Cengage	Books	31.19
5328 Books	Center Point Large Print	Books	53.14
5328 Books	Petty Cash	Books/ Author	43.14
5329 AV Material	Amazon Business	DVD	36.04
5330 Thingery	East Troy Electric Railroad- Village Cre	Family Railroad pass	120.00
5330 Thingery	East Troy Electric Railroad- Village Cre	Family Railroad pass	120.00
5330 Thingery	East Troy Electric Railroad- Village Cre	Family Railroad pass	160.00
5330 Thingery	East Troy Electric Railroad- Village Cre	Family Railroad pass	160.00
5330 Thingery	Findaway	Launchpad	159.99
5331 Programming	Amy Mueller	Story time on the go & Shake Rat	155.00
5331 Programming	Petty Cash	Programming	71.00
5331 Programming	Priscilla Gonzalez	Gut Health Program	110.00
5331 Programming	Walmart	Bingo Prizes	41.79
5332 Mileage	Tammy Penkalski	Delafield Library	16.80
5335 Training & Travel	Mukwonago Rotary club	Dues	138.50
5340 Digital Materials	Acorn- Village Credit Card	Monthly charge (SEPT)	6.29
5340 Digital Materials	Adobe- Village Credit Card	Creative Cloud (SEPT)	83.99
5340 Digital Materials	MailChimp- Village Credit Card	Monthly Newsletter September	62.99
5340 Digital Materials	MailChimp- Village Credit Card	Monthly Newsletter October	62.99
5340 Digital Materials	Tidio- Village Credit Card	September Chat Communicator	69.30
5399 Other	B2E Solutions	Payroll Fees	102.42
5399 Other	B2E Solutions	Payroll Fees	79.96
TOTAL REGULAR ACCOUNTS			\$ 14,968.34

Donation			
5806 Donation Expenditure	Petty Cash	Staff lunch/ Gifts	71.00
Total Donation Expenses			71.00
Director	Treasurer	To Be Reimbursed	
		Regular Donation Expenses	71.00
Secretary		Total Expenses	\$ 15,039.34

Mukwonago Library Board

Policy Committee **DRAFT** Meeting Minutes

Meeting of Monday, September 13, 2021

I. REGULAR ORDER OF BUSINESS

A. The meeting was called to order at 11:03 a.m., September 13, 2021 by Policy Chair Howard Pringle. In attendance were committee members Trustees Diane Magolan, Carol Stienstra and Howard Pringle. Also in attendance was Library Director Abby Armour.

B. Public Comment.

There were no public comments.

C. The minutes of the July 12, 2021 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Magolan, second by Stienstra. Approved unanimously.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

A. Revision of policy review schedule

Trustee Pringle discussed the policy review schedule and the impact of the COVID interruptions and staff transitions on the schedule. The Committee discussed the relevant issues and recommended that the policy review process start over with a new schedule in 2022 with only “as needed” policy reviews taking place during the remainder of 2021. The Committee recommends that the schedule dates being incremented from 2021 to 2022 and that the revised schedule be forwarded to the Board for review and adoption at the October meeting and that a copy of the revised schedule be enclosed with the October Board packet.

Motion by Magolan, second by Stienstra. Approved unanimously.

B. Addition of new policies procedures to policy review schedule

The Committee and Director Armour discussed whether any new policies needed to be added to the schedule. As a result of the necessity to hold electronic meetings and the related quorum and voting issues as detailed in a memo from the Village attorney, it was decided to develop a new Electronic Meeting Policy that would conform with the recommendations of the attorney and with state open meetings and records requirements.

Director Armour presented a draft copy of a new Electronic Meetings Policy for review by the Committee. Several minor changes to the policy were suggested and will be incorporated in the final draft. It will be necessary for the Library to invest in some new technology to permit hybrid meetings in compliance with the policy and a referral to the Board will be made to purchase the equipment. The Committee recommends that the new policy be added to the policy review schedule and that the new policy be forwarded to the Board for review and adoption at the October meeting and that a copy of the policy be

enclosed with the October Board packet with the proviso that this policy will not be implemented until supporting technology is acquired.

Motion by Pringle, second by Stienstra. Approved unanimously.

Related to the aforementioned, it is recommended by the Committee that the Library Board Bylaws be revised to clarify that electronic/virtual attendees at Board meetings will be counted toward the meeting quorum and will have full voting rights. The bylaws will be revised to incorporate this revision and be forwarded to the Board for review and adoption at the October meeting and that a copy of the policy will be enclosed with the October Board packet.

Motion by Magolan, second by Stienstra. Approved unanimously.

In addition the Committee recommends the development of a Public Credit Card Usage policy which would spell out a number of issues related to the use, security and fees associated with public use of credit cards to pay for library services. This policy will be added to the policy review schedule as "Under Development". This information will be presented to the Board at its October meeting as a Matter of Report.

C. Removal of outdated/superseded policies

The Committee feels that any policies that are rescinded by Board action should remain on the policy review schedule with a status of "Inactive". This would allow the Board to reactivate a policy if necessary without a full development process. The two policies impacted by this change are the "COVID-19 Employee Policy" and the "Return to Normal Policy" which were rescinded by the Board earlier in 2021. This information will be presented to the Board at its October meeting as a Matter of Report.

D. Update of MCL Personnel Policy

Library Director Abby Armour provided an updated Personnel Policy which incorporates a large number of formatting changes as suggested by Interim Director Martha Riel and which was also revised to match with the most recent Village policies. The revisions were primarily in the area of Leaves of Absence, Health Reimbursement Accounts, and Dental Insurance. The Committee reviewed the suggested revisions which brought the policy into compliance. Trustee Pringle suggested the addition to the section of the policy related to Leaves of Absence to cover notification to the Board of any anticipated absence of over 7 working days by the Director and that the Director provide a temporary management structure, i.e., who's in charge during their absence, to the Board President. The Committee recommends that the revised policy be forwarded to the Board for review and adoption at the October Board meeting and that a copy of the fully revised and annotated policy be enclosed with the October Board packet.

Motion by Stienstra, second by Magolan. Approved unanimously.

E. Clarification of policy posting to library website, archiving and authoritative policy depository

Trustee Pringle raised this issue in response to some conflicting policy versions appearing in several places on the website and that he felt it was extremely desirable to maintain a single

authoritative copy of active policies with this copy being stored securely. He also recommended that for consistency and transparency a copy of all active policies be located in a single easy to find location on the library website for public access rather than having multiple (possibly different) copies of policies in multiple locations on the site.

Director Armour reported that she is in the process of setting up a policy archive using the Village's LaserFiche system for total access by anyone seeking this information without having to go through an open records or FOIA request. Trustee Pringle responded that this would serve as the authoritative depository and should answer his concerns. Director Armour also stated that she would work on removing any duplicate entries from the library website and establish a single logical location on the site for those people searching the library site for policy materials.

This information will be presented to the Board at its October meeting as a Matter of Report.

F. Revision history and dates on approved policies

Trustee Pringle stated that he felt it was extremely important that all policies be annotated with revision histories and revision dates showing what part of the policy was revised (and how) and the date on which the revision occurred. This would simplify change tracking with a result of enhanced efficiency. He stated that when he was doing the policies early on, he implemented this procedure but that it seems to have fallen by the wayside after he no longer maintained the policies. Director Armour was in full agreement with the necessity for this kind of revision tracking and will make sure this is implemented fully on her watch.

This information will be presented to the Board at its October meeting as a Matter of Report.

III. REFERRAL ITEMS

Referral to the Board to authorize the purchase of the technology required to implement hybrid meetings in compliance with the Electronic Meeting Policy

IV. NEXT MEETING DATE(S)

The next meeting of the Policy Committee is scheduled to be held Thursday, December 2, 2021 at 10:00 a.m. at the library. Discussion items for this meeting include the review schedule and other items needing timely attention as identified by the Director and staff.

V. ADJOURNMENT

Stienstra moved, second by Magolan that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 12:47 p.m.

Minutes submitted by Howard Pringle, September 13, 2021

Mukwonago Community Library Board Personnel Committee Meeting Minutes DRAFT

Meeting Date: Thursday, October 7, 2021 @4:00pm

Location: Mukwonago Community Library Community Room

- 1. Call to Order** - The meeting was called to order at 4:06pm by committee chair Donna Whalen
- 2. Roll Call and Introduction of Guests** - Present were D. Whalen, M. Oberwise-Lacock, M. Penzover, E. Pautz, and Director Armour. J. Darin was absent and excused.
- 3. Comments from the Public** - None.
- 4. Approval of Minutes** – Motion by M. Penzkover. M. Oberwise-Lacock seconded. Motion carried.
- 5. Discussion/Action Items**
 - A. Goals and Objectives for Director** – Director Armour shared a recap of her First 90 Days Plan. The 2020 Director Goals were also reviewed. Motion to have Director Armour compile goals for 2022 based on 90 Days Plan and 2020-2022 Director Goals to present at next Library Board meeting by Eliza. M. Oberwise-Lacock seconded. Motion carried.
 - B. Job Description for Program Assistant** – Director Armour presented the job description for a new position. The position would be a part-time position under the direct supervision of the Community Engagement Coordinator and would allow more flexibility for the position to help multiple departments with programming and marketing. Motion to approve job description for Program Assistant by E. Pautz. M. Oberwise-Lacock seconded. Motion carried.
 - C. Review Wage Ranges for FY2022** – Motion to approve 2% increase to bottom and top of all full-time and part-time non-salaried wage ranges by E. Pautz. M. Penzkover seconded. Motion carried.
- 6. Closed Session** – Closed session pursuant to Wis. Statutes 19.85 § (1) (c) (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) Review salary changes for FY2022 beyond standard in relation to staff performance. Motion to enter into closed session by M. Oberwise-Lacock. M. Penzkover seconded. Roll call vote: “yes” for D. Whalen, M. Penzkover, E. Pautz, M. Oberwise-Lacock. Unanimously carried.
- 7. Open Session** – Motion to reconvene into open session pursuant to Wisconsin Statute § 19.85 (2) for possible discussion and/or action concerning any matter discussed in closed session. Motion made by M. Penzkover. M. Oberwise-Lacock seconded. Roll call vote: “yes” for D. Whalen, M. Penzkover, E. Pautz, M. Oberwise-Lacock. Unanimously carried.

Motion to approve proposed salary changes beyond standard for FY2022 in relation to staff performance by E. Pautz. M. Penzkover seconded. Motion carried.

8. Referral Items – there are no referral items

9. Confirm Next Meeting Date – The Personnel Committee meets on an as-needed basis. The Committee did not identify a future meeting date.

10. Adjourn - E. Pautz made a motion to adjourn the meeting at 5:26pm. M. Penzkover seconded. Motion carried.

Library Director Report: October 2021

Director Meetings and Activities

I participated in the Historical Society and Friends of the Library historical walk during Fall Fest. I portrayed the historical librarian, Leona Lotz, who was one of Mukwonago's first librarians in 1917.



We are in the final stages of setting up our new calendar software, LibraryCalendar. This platform combines all of our room reservations, event calendars, and service requests into one place with a user-friendly interface. Currently the programmers are uploading their November events, the marketers are creating any needed branding, and the whole thing will go "live" on November 1.

I've attended the Chamber's meeting for Midnight Magic and will be working with the Friends of the Library on opportunities for getting the library involved this year despite the fact that the parade route has changed.

Building & Maintenance

The air conditioning is finally installed and running in the library after defective parts on the original order needed to be replaced. We are still trying to coordinate Hennes HVAC and Illingsworth software companies to readjust the air circulation and boiler temperatures. This has been an extremely frustrating project, compounded by the fact that both of our boilers failed, and then failed again a week later after being "fixed." I will be recommending to the Board in the future about re-examining maintenance contracts and service providers.

The copiers from Impact were scheduled to be installed in late September when I learned, the day before installation, that the software for printing called PaperCut needs a server to run. Currently the library does not have a server, though this is a perfect opportunity to implement one and gain the benefits of this robust, powerful, and safe configuration. I am extremely frustrated at this development and have talked to the sales representative about the failings of their process, especially considering I pointedly had asked questions related to this exact issue and no one had told me previously this would be a problem.

Children's Department (Jane DeAngelis)

The Youth Services Department is excited to announce the return of our Paws to Read program after a 19-month hiatus. Mazie, the Treeing Walker Coonhound, visits every Thursday at 4:00 pm. Skye, the Golden Retriever, will visit every Tuesday at 6:00 pm beginning October 12th. Families are invited to share a poem, picturebook, or a book chapter with a certified Therapy

Dog. Be sure to stop in and say "hello" to the dogs and their owners. Everyone could use a little pet therapy from time to time.

Circulation (Tammy Penkalski)

We have hired and are in the process of training 4 new circulation clerks, 1 temporary circulation clerk (borrowed from Big Bend library) and 2 new shelvers. This has been quite an undertaking considering they all started on different days/weeks so they are at various levels of training (thankfully the experienced circ staff members were a big help with this). Overall I think the new employees are doing quite well at this time.

The shelving backlog from summer reading program is gone, and shelving is caught up. Since Tech Services was a bit short staffed, we have been pitching in with getting some of the "Thingery" items ready and back on the shelf for checkout. Once Tech Services is back on their feet, we are hoping to have the circ staff learn/assist with basic tasks such as covering books, book repair, using the disc cleaning machine, etc.

Reference and Adult Services (Chris Stape)

Monthly Adult Bingo has returned—the first Tuesday of each month. It was one of our more successful programs prior to the pandemic and is drawing well again so far. A few participants asked if we could do it every two weeks (as before.) I think we'll wait to see how it grows. Friday movies continue with the 2 p.m. showing always drawing 15-20, and the 11 a.m. showing beginning to catch on. The Sandwich Sisters food truck visited several times in September and remain popular.

The first of our Mixed Media Art Classes was held and will continue every other month, and Terry's Zentangle class is going well. In September she had 10 in-person participants. We will be beginning regular (every other month) DIY art classes as well.

Author Shawn Verdoni visited for an Author Talk and was very well-received. She was also able to sell quite a few of her books.

Upcoming, we have a drive-through author visit with Rod Vick, a program about Medicare, a class on resources in the library for digitizing photos, a program on gut health, a series for chair yoga, a (possibly monthly) canvas painting class, and recurring programs.

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. With appreciated help from Circulation staff & Eric Huemmer, she kept pace with returned Thingery & S.T.E.A.M. kit items.

293 new books were added & finalized for circulation.

We are eagerly awaiting the arrival of new Hotspots which will be speed processed & made available to the public ASAP.

The Technical Services Librarian hopes to be back on Oct. 11 & begin the attack on existing major issues.

MetaSpace 511 & Technology (Nancy Aycok)

Lead Innovator Nancy has been working weekly with a local woodworker, John, training him to be a MetaSpace 511 Community Expert with the Laser Engraver. They have been testing and training on the laser engraver with different materials and working on process documentation. John provided the wood for the sign that Nancy laser engraved to take to Maker Faire Milwaukee. Nancy has also brought in other Community Experts like John Zehren from the Fab Lab at Gateway Technical College to discuss makerspace management and programming. Also, Peggy trained Nancy and Innovator in Residence, Kelidy on using the Cricut Maker and brainstorming ideas for its use.



Nancy, Abby, Eric, and volunteer Mark attended Maker Faire Milwaukee on Sep. 25-26 at MSOE. Maker Faire had excellent attendance by the public with more than 100 maker booths. Nancy networked with many of the attendees and made positive connections. Gearbox Labs interviewed Nancy about public library makerspaces. The interactive Augmented Reality (AR) Sandbox was a massive hit with about 250 kids and adults learning about topography as they created mountains, islands, and rain in the AR Sandbox. The MetaSpace 511 Innovators in Residence have been invaluable in helping to prepare for Maker Faire Milwaukee and starting Asset Management and Inventory. Nancy completed five hours of professional development learning about maker programs through Nation of Makers and attending the Maker Faire Milwaukee Education Panels to learn about the local maker movement and how it supports workers, makes a local impact, and supports education.

MakerFaire Milwaukee



Community Engagement Coordinator (Eric Huemmer)

Community Outreach: The draft of the Style & Communications guide will be ready to review by the end of the month. Putting this document together has already been beneficial as an audit for the MCL's marketing & outreach efforts. We have since moved everyone to cloud-based storage as we finalize a marketing workflow to save time for our librarians so they can focus on what they do best! Jill Fuller and the Bridges Marketing Meet-Up provided additional insights into marketing a library and how that differs from industry best practices; this info will be used as we apply for a marketing mini-grant on Oct. 6th.

Programming: The first Teen Gaming Group will take place in the second half of the month. This program was requested by area teens and something Eric ran for a different library for a number of years, so he already has all the necessary resources. This group also offered to help restart the Teen Library Council for insight into current needs of our teen patrons and future programming. The Bridges Teen Think Tank (area Teen & Youth Librarians) toured the new Menomonee Falls Library Teen lounge and makerspace and discussed concerns, successes, and programming ideas. (See attached images.) Finally, the Library Memory Project had its annual Family Day event at Retzer, with 65+ guests in attendance. (See attached images.) Our first Memory Cafe will be starting Nov. 11th with support from the Eagle and Waterford libraries.

Statistics

See next page

Mukwonago Community Library

STATISTICS SEPTEMBER 2021

Circulation					Programming			
Bridges Library System	2021	2020	2019	% to 2019	Type	Adults	Kids	Teens
Village of Mukwonago	5,857	6,537	8,085	-28%	Adult Programs	12		
Town of Mukwonago	5,704	6,021	6,773	-16%	Zentangle (Virtual & Live)	52		
Eagle	1,051	616	988	6%	Book Clubs	18		
Genesee	567	696	606	-6%	Friday Movies	63		
North Prairie	1,090	862	1,028	6%	Author visit	25		
Vernon	1,840	1,778	2,014	-9%	Shake Rattle & Roll		59	
All other Waukesha County	1,322	1,347	1,557	-15%	Storytime on the Go	16		
Jefferson County	102	259	228	-55%	Paws to Read	27		
Subtotal Bridges System	17,533	18,116	21,279	-18%	Outreach		65	
Other Wisconsin Counties					Story Times		20	
Milwaukee County	30	22	37	-19%	Talk Like a Pirate day	40		
Racine County	313	378	478	-35%	MetaSpace/ Makerfaire	275		
Walworth County	2,661	2,533	3,252	-18%	Teen Program			0
All other Wisconsin Counties	28	-	22	27%	Totals (672)	528	144	0
Subtotal Wisconsin Counties	3,032	2,933	3,789	-20%	Total Childrens Programs		13	
Total All Counties	20,565	21,049	25,068	-18%	Total YA Programs		1	
YTD ALL COUNTIES	198,971	157,877	245,664	-19%	Total General Programs		36	
Facility Use & Volunteers				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/ Decrease			This Year	Last Year	Increase/ Decrease
Study Room Use	79	52	51.9%	Flipster (System Wide)		3803	4536	-16.2%
Computer Usage	419	408	2.7%	Overdrive Circulation (Mukwonago)		2656	2507	5.9%
Patron Visits	7,018	9,422	-25.5%	Gale Courses Verified (System Wide)		94	129	-27.1%
History Room Users	10	4	150.0%	Interlibrary Loans Borrower		8	9	-11.1%
Curbside Pick Ups	16	-		Interlibrary Loans Lender		23	11	109.1%
Family Care Packages	-	-		New Items Added	n/a		355	
Holds Placed	1,282	828	54.8%	New Cards Added		74	76	-2.6%

**HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH S.C.**

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WILLIAM F. REILLY
(1932-2007)

EMAIL: MGBLUM@HRBLAWFIRM.COM

September 27, 2021

Via Email (aarmour@mukwonagolibrary.org)

Ms. Abby Armour,
Library Director
Mukwonago Community Library
511 Division Street
Mukwonago, WI 53149

Re: Donation Agreement Regarding Grutzmacher Collection

Dear Abby:

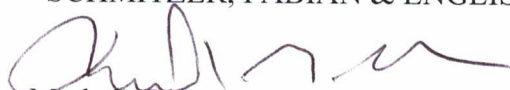
Enclosed is a draft of the Donation Agreement, as well as the Bill of Sale and Receipt, between the Mukwonago Community Library and the Museum. Please look these over and then provide me with any comments, questions or concerns you may have regarding them. I know you are still working on putting together Exhibit A, which represents the itemization of the artifacts that constitute the Grutzmacher Collection. As we discussed, this will not be needed until we actually complete the transfer; however, I did want to mention it.

Additionally, I am enclosing a copy of a memo put together by one of the lawyers in our office looking at the issue of any limitations that might exist on the ability of the Library Board to make this donation. As you can see from Alex's memo, Wisconsin Statute Sec. 43.58(7) does provide a restriction regarding such transfers; but in the end, does allow them. As you can see in the Agreement, we have added that language to comply with the Statute.

Thank you for your assistance with this matter, and I look forward to hearing from you.

Sincerely,

HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH, S.C.



Mark G. Blum

MGB/jb
Enc.

Memo

To: Attorney Blum
From: Attorney Evans
Date: September 23, 2021
Re: Gift Transfer – Mukwonago Library to Historical Society

Dear Attorney Blum:

The following are my findings regarding whether it is allowable for the Mukwonago Library to transfer the gift they received from a citizen to the Historical Society. The Village's Library received a monetary donation as well as a donation of artifacts, the Library would like to transfer those artifacts to the Historical Society.

I focused my research on the subsequent disposition of a charitable gift and I could find no case law on this issue which spoke directly to this issue. Based on the language of the will and Wisconsin Statute §43.58(7) I believe this transfer would be permissible. While the statute expressly allows this transfer, it does appear to place some restrictions on it as well – with respect to the agreement that must be made between the Library and the Society.

The statute provides:

(7) The library board may receive, manage and dispose of gifts and donations as follows:

(a) All persons wishing to make donations of property for the benefit of a public library may vest the title thereto in the library board, to be held and controlled by the board, when accepted, according to the terms of the deed of gift, devise or bequest. As to such property the board shall be deemed special trustees.

(b)

1. In this paragraph, "community foundation" means a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code, dedicated to encouraging and assisting charitable activities and enterprises in a designated community in this state and having expertise in finance, fund development, and grantmaking.

2. If a gift, bequest, or endowment is made to any public library, the library board may pay or transfer the gift, bequest, or endowment, or its proceeds, to the treasurer of the municipality or county in which the public library is situated; may entrust the gift, bequest, or endowment to a

public depository under ch. 34; may pay or transfer the gift, bequest, or endowment to the library board's financial secretary; or may, subject to subd. 3., pay or transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code, the purpose of which is providing financial or material support to the public library or to a community foundation. A payment or transfer of a gift, bequest, or endowment by a library board to a charitable organization described in this paragraph made prior to March 19, 2008, is not invalid as lacking statutory authority to make the payment or transfer. If the library board pays or transfers the gift, bequest, or endowment to the financial secretary, the financial secretary may invest the gift, bequest, or endowment as permitted under s. 66.0603 (1m) or 112.11 (3); or may delegate investment authority for the gift, bequest, or endowment as permitted under s. 66.0603 (2) or 112.11 (5). The financial secretary shall hold office only during membership on the library board and shall be elected annually at the same time and in the same manner as the other officers of the library board.

3. A library board may pay or transfer a gift, bequest, or endowment to a charitable organization described in subd. 2. or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to each of the following:

a. The charitable organization or the community foundation agrees to make disbursements from and of the gift, bequest, or endowment to the library board upon the written request of the library board.

b. Subject to subd. 3. bm., the library board retains control over the manner in which any disbursement made under subd. 3. a. is used.

bm. The library board's use of any disbursement made under subd. 3. a. shall be consistent with the intent of the donor of the gift, bequest, or endowment and with the agreement between the library board and the charitable organization or community foundation.

c. The library board exercises its rights over the use of each disbursement made under subd. 3. a. in accordance with the law applicable to trust investments and the provisions of this chapter.

(emphasis added)

Based on the Wisconsin Statutes, I believe the transfer is permissible and with your approval will start drafting the document for transfer as we previously discussed.

Please let me know if you have any questions or concerns, or if you may need any more information regarding this matter.

Respectfully submitted,

Alexandra Evans
AKE

DONATION AGREEMENT

This Donation Agreement is made and entered into by and between the MUKWONAGO COMMUNITY LIBRARY, by its duly appointed Library Board, a Wisconsin municipal corporation organized under Chapter 43 of the Wisconsin Statutes, (hereinafter referred to as the “Library”) and the MUKWONAGO HISTORICAL AND MUSEUM SOCIETY, INC., a Wisconsin non-profit corporation, duly organized and validly existing under the laws of the State of Wisconsin (hereinafter referred to as the “Museum”).

WHEREAS, the Library currently is the owner of what is known as the Grutzmacher Collection, which consists of a series of historical artifacts, as are more specifically described in the attached Exhibit A; and

WHEREAS, the Grutzmacher Collection was donated to the Library through the Will of Arthur P. Grutzmacher; and

WHEREAS, the bequest in Mr. Grutzmacher’s Will specifically provided as follows: “I give and bequeath the sum of \$25,000.00, together with all my Indian relics, arrowheads and showcases unto the Mukwonago Public Library to be administered as the Library Board sees fit and proper and to be used for books, supplies, expansion improvements or maintenance.”; and

WHEREAS, subsequent to the receipt of this bequest, the Museum was formed, which contains a variety of historical artifacts and educational materials related to the history of the Mukwonago area; and

WHEREAS, due to size limitations, the Library is not able to display all of the Grutzmacher Collection and as a result, believes the Museum would be a more appropriate venue for the retention and display of these materials; and

WHEREAS, the Museum represents it is a charitable organization as described in Section 501,C,3 of the Internal Revenue Code; and

WHEREAS, the Library and the Museum acknowledge that this transfer shall be subject to the limitations as set forth in Wisconsin Statute Sec. 43.58(7); and

WHEREAS, the Library Board and the Museum are desirous of effectuating a transfer of the artifacts and materials noted in Exhibit A to the Museum.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby covenant and agree as follows:

1. The Library does hereby transfer unto the Museum the artifacts and materials known as the Grutzmacher Collection, which is generally described in the attached Exhibit A under the terms and conditions set forth herein.

2. The Museum agrees to maintain and appropriately display the Grutzmacher Collection within its facilities.

3. This transfer shall be effective upon its approval by the Library Board, as well as the Board of Directors of the Museum. The Museum agrees to maintain these materials and to appropriately insure them.

4. In the event the Museum would dissolve or should it no longer wish to retain the Grutzmacher Collection, the Museum agrees to notify the Library of this intention not less than sixty (60) days prior to any proposed transfer or other disposition of the Grutzmacher Collection. The Library shall have thirty (30) days after its receipt of notice of the proposed transfer or other disposition to notify the Museum, in writing, of its election to have the Grutzmacher Collection returned to the custody of the Library.

5. The parties acknowledge and agree that this transfer represents a donation by the Mukwonago Community Library to the Museum, and this transaction shall not be considered a purchase or acquisition of the assets. The Library represents that it has no notice or knowledge of any liens or encumbrances against the Grutzmacher Collection (Exhibit A).

6. The parties agree this transfer shall occur on or before _____, 2021.

7. In order for the Library to make the transfer of the assets to the Museum, both parties acknowledge that said transfer must meet the requirements of and be subject to the limitations as set forth in Wisconsin Statute Sec. 43.58(7). This transfer is therefore subject to the following limitations:

- a. The Museum agrees to make transfers to the Library of the transferred assets as identified in Exhibit A upon the written request of the Library Board.
- b. The Library Board shall retain control over the manner in which the transferred assets may be utilized and the Museum shall consult with the Library Board regarding such use.
- c. The Museum's use of the Grutzmacher Collection (Exhibit A) shall be consistent with the intent of the bequest by Mr. Grutzmacher in his Will, which provides that the Library Board shall administer the bequest as the Library Board sees fit and proper, and with the terms of this Agreement; and the use shall be consistent with the requirements of the Chapter 43 of the Wisconsin Statutes and the law applicable to trust investments.

8. The parties agree that time is of the essence as to all dates and deadlines within this Agreement and shall be contingent upon the following: The approval of this Agreement by Resolution of the Library Board of the Mukwonago Community Library, as well as the Board of Directors of the Museum, and the execution of said Resolution according to law.

9. The parties agree to act in good faith and to use diligence in completing the terms of this Agreement.

10. This Agreement binds and enures to the benefit of the parties to this Agreement and their successors-in-interest, personal representatives, heirs, executors, trustees and assigns; and its provisions shall survive the transfer of the assets.

11. Acknowledgement of the transfer shall be by execution of a Bill of Sale and Receipt in the form attached as Exhibit B.

12. This Agreement may be executed in multiple counterparts, which shall collectively known as the contract documents.

13. Each party acknowledges that this Agreement has been approved by the governing body of the entity, and the persons executed the Agreement have received the authorization of the governing body of their respective entity authorizing the execution of the Agreement.

14. This Agreement contains the entire understanding of the parties with respect to the subject matter set forth herein. All prior negotiations and discussions have been merged into this document. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

Dated: _____

Dated: _____

LIBRARY:

Mukwonago Community Library

MUSEUM:

Mukwonago Museum & Historical Society

By: _____

By: _____

Library Board President

President, Board of Directors

BILL OF SALE

This Bill of Sale is made and entered into by and between the MUKWONAGO COMMUNITY LIBRARY (hereinafter the "Library") and the MUKWONAGO HISTORICAL AND MUSEUM SOCIETY, INC. (hereinafter the "Museum").

The Library hereby transfers unto the Museum all right, title and interest in the artifacts and materials known as the Grutzmacher Collection as described in the attached Exhibit A.

Dated: _____

Mukwonago Community Library

By: _____

Library Board President

RECEIPT

The Mukwonago Historical and Museum Society, Inc. does hereby accept the transfer of the artifacts and materials known as the Grutzmacher Collection (more specifically described on the Exhibit A) as well as all right, title and interest to those artifacts and materials, and acknowledges receipt of said items this _____ day of _____, 2021.

Mukwonago Museum & Historical Society, Inc.

By: _____

President, Board of Directors

Mukwonago Community Library
Policy Review Status and Schedule
 Revised for committee discussion

Policy	Reviewed	Status	Scheduled Review
Board Vacancy Policy	September 2020	Approved 10/8/2020	3rd quarter 2022
Circulation Policy	June 2020	Approved 8/12/2021	Ongoing
Confidentiality and Privacy Policy	December 2019	Approved 12/2019	4th quarter 2022
Display Case Policy	June 2020	Approved 8/12/2021	2nd quarter 2022
Donation of Materials Policy	December 2019	Approved 12/2019	4th quarter 2022
Finance Policy	March 2020	Approved 3/12/2020	1st quarter 2022
Firearms Policy	September 2020	Approved 10/8/2020	3rd quarter 2022
Fund Disbursement Policy	March 2020	Approved 3/12/2020	1st quarter 2022
Library Board Bylaws	October 2021	Approved 10/14/2021	Ongoing
Library Position Compensation and Performance Evaluation Program Policy	February 2018	Approved 2/15/2018	Ongoing
Materials Selection Policy (with Request for Reconsideration)	December 2019	Approved 8/12/2021	4th quarter 2022
Naming Rights and Commemorations Policy	December 2019	Approved 12/2019	4th quarter 2022
Personnel Policy	September 2021	Approved 10/14/2021	Ongoing
Public Computers and Internet Access Policy	March 2020	Approved 3/12/2020	1st quarter 2022
Public Use Spaces Policy	September 2020	Approved 8/12/2021	3rd quarter 2022
Records Retention Policy	September 2020	Approved 10/8/2020	3rd quarter 2022
Electronic Meeting Policy	September 2021	Approved 10/14/2021	3rd quarter 2022
Remote Work Arrangement Policy	March 2022	Approved 3/11/2022	1st quarter 2022
Social Media Policy	December 2019	Approved 12/2019	4th quarter 2022
Theft of Library Materials	September 2020	Approved 10/8/2020	3rd quarter 2022
Virtual Meetings Policy	September 2020	Under development	3rd quarter 2022
Confidentiality and Privacy of Library Records - Procedure	December 2019	Approved 12/2019	4th quarter 2022
Emergency Procedure	June 2020	Approved 7/9/2020	2nd quarter 2022
Finance Procedure	March 2020	Approved 3/12/2020	1st quarter 2022
MetaSpace 511 Procedure	June 2020	Approved 7/9/2020	2nd quarter 2022
Performance Evaluations Tools (Periodic and Annual Evaluation Tools)	March 2020	Approved 3/12/2020	1st quarter 2022
Problem Behavior Procedure	June 2020	Approved 7/9/2020	2nd quarter 2022
Surveillance Camera Usage Procedure	June 2020	Approved 7/9/2020	2nd quarter 2022
COVID-19 Employee Policy	May 2020	Approved 5/14/2020	INACTIVE
Return to Normal Policy	May 2020	Approved 5/19/2020	INACTIVE

Key:
Up-to-date
In Process with review date
Initial study under way
Further study and scheduling required
Continuous and/or ongoing review

Mukwonago Community Library
Electronic Meetings Policy
DRAFT approved by Policy Committee Sept. 13, 2021

The Mukwonago Community Library Board of Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible in accordance with Wisconsin's Open Meetings Law. The use of Electronic Means to conduct meetings allows a wider range of participants to attend and monitor the meeting who might not otherwise be able to make it to a physical location. The use of Electronic Means also allows Trustees who otherwise cannot physically attend in person to fully participate in the meeting, thereby ensuring that all Trustees' voices are heard, regardless of health, family emergencies, or other uncontrollable circumstances.

The Board in all of its regular, special, and committee meetings, whether held in person or via Electronic Means, complies and intends to comply with the provisions of the Wisconsin Open Meetings Law. This policy provides clear guidance and structure on how to conduct Electronic Meetings to comply with this law.

Use of Electronic Meetings

Any Board member can request the use of an electronic or hybrid meeting of the Library Board President, who will communicate it to the Library Director, before the agenda is finalized and posted. Upon either a Declaration of Emergency or upon a two-thirds vote at a prior meeting, regular or committee meetings of the Library Board may be held by Electronic Means. For purposes of this policy, Electronic Means is defined as a full-featured internet meeting which allows for the live broadcast and interface of the audio and video of all Board members, participants, and views. Meetings held by Electronic Means due to a Declaration of an Emergency may be held by Electronic Means until the expiration of such Emergency Declaration. When no such Emergency Declaration exists, a motion by a Trustee exercising the option under the Library Board Bylaws to hold Board meetings by Electronic Means shall specify, by date, which meetings the Board authorizes to be held by Electronic Means. But not limited to Emergency Orders, weather, and other acts of God

Notification of an Electronic Meeting

Notices and agendas for an Electronic Meeting must be posted according to the Wisconsin Open Meetings Law. Notices and agendas should follow typical practice but should also affirmatively state the meeting will be held via Electronic Means and include instructions for how the public may access the meeting. This includes providing the telephone number, videoconference link, and any necessary passcodes or other login information. Notices and agendas must contain a name and contact number for a designated staff member that can be contacted in the event that a member of the public is unable to participate in the virtual

meeting to allow the Board an opportunity to evaluate its potential obligation to accommodate participation.

Conducting an Electronic Meeting

When conducting Board meetings by Electronic Means, such meetings shall be conducted in strict accordance to this policy.

- A. The Board meeting shall be conducted using an electronic platform or technology chosen at the discretion of the Library Director, who may consult with the Library Board President and/or Village Attorney, to ensure the platform or technology complies with applicable Open Meetings Law, after considering the following factors:
 - i. Whether the platform or technology enables reliable two-way communication
 - ii. Whether the technology allows remote participants to meaningfully participate in the electronic meeting
 - iii. Whether the platform or technology complies with Wisconsin Open Meetings Law
 - iv. Whether the platform or technology allows all Board members, participants, and viewers, to view and share documents so that they are able to be viewed by all those participating in the meeting
 - v. Whether the platform or technology allows for simultaneous aural communication of the Board members essential to the deliberative character of the meeting.
 - vi. Whether the platform or technology allows the Board to control meeting participants to avoid disruption of the deliberative session or in the event of a closed session
- B. Sufficient security and identification procedures must be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all participants attending via Electronic Means for discussion or voting purposes are in fact an authorized Board member with the right to speak and vote.
- C. Board meetings conducted by Electronic Means may be conducted entirely via the Electronic Means or in a hybrid fashion wherein the majority of the participants, viewers, and Board members attend in person while other participants, viewers, and Board members may utilize the Electronic Means to virtually attend the meeting. The following expectations must be satisfactorily met in order to conduct a hybrid meeting:
 - i. Participants utilizing Electronic Means must be able to hear and see the entire deliberative body
 - ii. Participants utilizing Electronic Means must be able to clearly hear and see each speaker, whether is a Board member or participant
 - iii. Participants utilizing Electronic Means must have access to all public documents, agendas, and minutes pertaining to the meeting

- iv. Board members utilizing Electronic Means must have received all presentation materials in their meeting packet prior to the meeting
- D. A Board member who attends a meeting via Electronic Means must provide notice to the Library Board President and Library Director at least 24 hours prior to the meeting unless such advanced notice is impracticable. Excused uses for the use of Electronic Means to attend a meeting by a Board member include but are not limited to:
 - i. Personal illness or disability
 - ii. Employment purposes or the business of the Board
 - iii. A family or other emergency
- E. At the commencement of each meeting, the Library Board Secretary shall take a roll call of all Board members for purposes of determining whether a quorum of the Board is present in accordance with the Library Board Bylaws. Each Board member present shall audibly respond so that the Library Board President may determine if a quorum is present. In the event a quorum is not present, the Library Board President shall audibly announce that fact to those participating via Electronic Means.
- F. If, at any time during the course of the meeting, two-way communication with a Board member is lost or interrupted, the Library Board President shall make a reasonable attempt to reestablish two-way communication with the Board member. If, after making such reasonable attempt, two-way communication cannot be reestablished, the President may cease efforts to reestablish two-way communication, and the meeting shall continue, provided a quorum still exists with the lost Board member. Notwithstanding the foregoing, a Trustee must have two-way communication firmly established throughout the entire discussion or debate on a specific item of business in order to be eligible to vote on any action related to that specific item of business. Should a Board member lose two-way communication for a substantial amount of time during discussion of a specific item of business, the applicable Board member is ineligible to vote on any action related to that specific item of business.
- G. All communications and discussion by Board members that take place during a meeting conducted via Electronic Means must be made public in a manner accessible to the public attendees of the meeting. Board members should avoid private texting by cell phone or internet-based chat programs (including those that might be provided on the Electronic Means platform) and exchanging emails or other private electronic communications while participating in the meeting.
- H. If a closed session must be conducted during a meeting utilizing Electronic Means, the Library Board President or Library Director will drop or otherwise block all virtual attendees that are not Board members or other parties deemed necessary from the closed session part of the agenda. If intending to resume an open session after the closed session, the Library Board will set a specific time to resume so virtual participants

may re-join the meeting via Electronic Means when the open session resumes and audibly inform virtual participants of this time before dropping or blocking them.



- I. Unless a contrary rule is provided above, any meeting held by Electronic Means shall be conducted in accordance with Roberts Rules of Order Newly Revised, sections 9:30-36, as amended.

Adopted by the Board of Trustees of the Mukwonago Community Library on 14 October 2021

DRAFT

Proposal for Purchasing Electronic Meeting Equipment
 Prepared by: Abby Armour
 For Library Board October 14, 2021

The Policy Committee has recommended that if the Library Board adopts the Electronic Meeting Policy, they also authorize purchase of the necessary equipment to successfully implement the policy. Below are my recommendations for equipment.

	<p>Meeting Owl Pro (purchase 1) Utilized by the Bridges Library System Board, The Meeting Owl Pro captures 360° video in 1080p HD and 360° audio up to 18' (5.5m) and automatically focuses on whoever is speaking. Simply plug in the power and USB, launch your preferred video conferencing platform, and start your meeting. Compatible with virtually all web-based video conferencing platforms, including Zoom, GoToMeeting, Google Meet, Microsoft Teams, Cisco Webex, BlueJeans, and many others.</p>	<p>\$849 on Amazon</p>
	<p>USB 3.0 Extension Cable 20 ft (purchase 1) Allows user to sit farther than 6 feet away from the Owl and participate better in the meeting.</p>	<p>\$13.99 on Amazon</p>
		<p>Total: \$862.99</p>

Mukwonago Community Library
Personnel Policy
DRAFT approved by Policy Committee 13 September 2021

TABLE OF CONTENTS

	Page
I. INTRODUCTION	3
II. ORGANIZATION AND DELEGATION OF AUTHORITY	3
A. Library Board	3
B. Library Director	3
III. RECRUITMENT AND SELECTION	4
A. Recruitment	4
B. Selection	4
C. Equal Employment Opportunity Statement	4
D. Employment Classifications	4
E. Fingerprinting of New Employees	5
F. Hiring of Family Members	5
G. Voluntary Termination / Resignation	6
H. Reasonable Accommodation Policy	6
IV. EMPLOYMENT PRACTICES AND PROCEDURES	6
A. Orientation and Training	6
B. Work Week	6
C. Meal and Rest Periods	7
D. Overtime/Compensatory Time	7
E. Work Schedules	7
F. Absence/Tardiness	7
G. Time Sheets	8
H. Paydays	8
I. Personal Telephone Use	8
J. Personal Appearance	8
K. Personnel Records	9
L. Work Performance and Employee Evaluations	9
M. Salary Increases	9
N. Employee Training, Development and Reimbursement	9
O. Meetings	10
P. Mileage	10
Q. Meal Reimbursements	10
R. Lodging Reimbursement	11
S. Residency	11
T. Safety	11
U. Emergency Closings	11

V.	<u>OTHER POLICIES AND REGULATIONS</u>	12
	A. Drug Free Workplace	14
	B. Drug & Alcohol Testing	14
	C. Workplace Violence Prevention	15
	D. Concealed Carry	15
	E. Harassment	15
	F. Grievance and Appeals	16
	G. Corrective Discipline	21
	H. Code of Ethics	22
	I. Cooperation and Courtesy	24
	J. Smoking	25
	K. Social Media Use	25
	L. Electronic Mail and Internet Use	26
	M. Outside Employment	27
	N. Solicitation / Distribution	27
	O. Video Surveillance	27
VI.	<u>LEAVES OF ABSENCE</u>	28
	A. Vacations	28
	B. Holidays	28
	C. Personal Days	29
	D. Sick Leave	29
	E. Family and Medical Leave	30
	F. Bereavement Leave	32
	G. Jury and Witness Duty	32
	H. Military Duty	33
	I. Director Extended Absence	33
VII.	<u>OTHER EMPLOYEE BENEFITS</u>	34
	A. Health Insurance	34
	B. Continuation of Health Insurance	34
	C. Health Reimbursement Account (HRA)	35
	D. Dental Insurance	35
	E. Life Insurance	35
	F. Worker's Compensation	35
	G. Retirement	35
	H. Deferred Compensation	36
	I. Longevity Pay	36
	J. Flexible Spending Plan	36

VIII.	APPENDICES	
A.	Harassment Complaint Form	37
B.	Grievance Submission Form	38
C.	Social Media Policy Acknowledgement	39
D.	Handbook Receipt Acknowledgement	40

INTRODUCTION

This employee handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained in this handbook constitutes a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied. All of the Village of Mukwonago's non-represented employees, including Library staff, are employed "at will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Library or the employee.

The Library may modify or eliminate the provisions set forth in this handbook at any time with or without notice. This handbook supersedes all previous handbooks, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written. This handbook may only be modified by proposal of the Library Director and action by the Library Board.

Under State Statute 43.58(4), the Library Board is the governing and policy-making body of the Mukwonago Community Library. If there is a conflict between the policies of the Library Board and the Village of Mukwonago, the Library Board policies will have precedence. Village policies shall be in effect where no Library Board policies exist, subject to the decisions of the Library Board. The Library Director is charged with enforcing and interpreting these policies, as well as all applicable laws, ordinances, rules and regulations.

The Library encourages all employees to express their views on matters concerning their jobs and interests. The Library values comments and suggestions of its employees concerning work methods and operations. Employees should feel free, and are encouraged, to offer suggestions and to seek advice on any matter which is of concern to them. The library believes that the future goals of the Library and its employees will best be accomplished by our mutual efforts, and through direct and honest communications and relationships.

ORGANIZATION AND DELEGATION OF AUTHORITY

(A) The Primary Responsibilities of the Library Board:

- Exclusive control of all library expenditures
- Purchasing of a library site and the erection of the library building when authorized.
- Exclusive control of all lands, buildings, money and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library, including reviewing and approving library policies, and appointing a Library Director (Head Librarian).
- Approving the annual salary schedule and operating budget of the library.
- Prescribing the duties and compensation of all library employees.

(B) The Primary Responsibilities of the Library Director:

- Oversight of the library budget and preparing reports as required by the Library Board.

- Recommending changes in policy as necessary.
- Managing of library collections, including selecting all library material according to policies approved by the Board, oversight of the selection, cataloging and classification of library materials and the operation of automated systems.
- Hiring, training, supervising, scheduling, and evaluating other library personnel.
- Help determine and advocate for reasonable staff salaries and benefits.
- Supervising circulation of materials and record keeping.
- Cooperating with the Library Board, municipal officials and community groups in planning library services and publicizing library programs within the community.
- Supervise the maintenance of all library facilities and equipment.
- Inform the Library Board of relevant legal, technical and professional developments affecting the library.
- Work with the Board on long-range strategic planning.
- Any other responsibilities as the Library Board deems necessary.

RECRUITMENT AND SELECTION

(A) Recruitment

The Library will recruit and select the best qualified persons for positions in the library. The Library Director will develop and conduct an active recruitment and selection program to meet the Library's needs. The Library will endeavor to provide growth and promotional opportunities for current employees, balanced with a need for a new perspectives and the desire to fill vacancies as expediently as possible.

(B) Selection

The selection process will seek to provide an objective evaluation of the applicant's skills, experience and knowledge in order to determine the most qualified person for the job. The selection process will be balanced to provide promotional opportunities with open and competitive opportunities.

(C) Equal Employment Opportunity Policy Statement

It has been and shall continue to be library policy to recognize the competence and ability of applicants for employment and existing employees. The Mukwonago Community Library is an equal opportunity employer, and does not discriminate against nor exclude any person from its program benefits or participation because of race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, military or veteran's status, membership in the national guard, state defense force, or reserves, sexual orientation, national origin, ancestry, arrest records, conviction record, pregnancy or on the basis of any other status or characteristic prohibited by state, federal or local law provided the individual is qualified to perform the work available.

(D) Employment Classifications

Full-time employees are those who are scheduled to work thirty-seven and one-half (37.5)

hours or more per week. Full-time employees are eligible for all Village of Mukwonago benefits described in this handbook if they meet the eligibility criteria.

Part-time employees are those who are scheduled to work less than thirty-seven and one-half (37.5) hours per week. Part-time employees who are scheduled to work at least thirty (30) or more hours per week are eligible for prorated vacation, sick leave, personal leave and holiday benefits based on the hours they are scheduled to work per week.

Employees working fewer than thirty (30) hours per week are not eligible for benefits except as they may be otherwise eligible for statutory retirement.

If an employee who works fewer than thirty (30) hours per week transitions to a position where they will permanently work more than thirty (30) hours per week, eligibility for benefits begins on the date of transition, not on the employee's original hire date. Conversely, an employee who permanently transitions to less than thirty (30) hours per week will have benefits removed or reduced accordingly on the date of transition.

Temporary employees are those who hold a position, either part-time or full-time, for a limited period of time. Temporary employees are made aware of the limited term of their employment when they are hired. Temporary employees are not eligible for any Village benefits.

(E) Fingerprinting of New Employees

All new employees hired within the Village of Mukwonago may be fingerprinted by the Village of Mukwonago Police Department as part of the employment process.

The following sets of fingerprint cards may be taken:

State of Wisconsin Employment Card

Federal Government Employment Card

Village of Mukwonago Employment Card

If taken, the fingerprint cards will be forwarded to the various agencies for classification and search of their files. The Village of Mukwonago employee card will be kept in the employee's personnel file for future reference, if needed.

(F) Hiring of Family Members

It is the policy of the Mukwonago Community Library to recruit, select and appoint the most qualified persons for positions in the Library. The employment of qualified persons within the same immediate family is not prohibited if the person has the required knowledge, skills or other job related qualifications that warrant consideration for employment. It is required that either the current employee or the relative that is seeking a position make the relationship known to the Library Director. In no event will any applicant or employee receive preferential consideration because of relationship to another Village of Mukwonago employee, Board member or other Village officials.

Immediate family of current employees, defined as a parent, spouse, sibling, or child, may be considered through the normal hiring process so long as the individual is not hired or supervised by their immediate relative.

(G) Voluntary Termination / Resignation

All resignations are to be submitted to the Library Director in writing, including the effective date of departure. Full-time employees are encouraged to give one month's notice and part-time employees are encouraged to give at least two weeks' notice.

An employee who voluntarily terminates employment without giving two weeks prior written notice automatically waives his/her right to payout of any accrued vacation.

(H) Reasonable Accommodation Policy

It is the library's policy to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA), as well as any State or local law regarding disabilities employment. The library does not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's physical or mental disability.

The library will attempt to reasonably accommodate any applicant needing such accommodation in the hiring process. In addition, the library will attempt to reasonably accommodate any qualified employee who is unable to perform the duties of the job due to a disability defined by local, state or federal law. An employee who believes he or she is disabled and in need of accommodation should contact the Library Director.

EMPLOYMENT PRACTICES AND PROCEDURES

(A) Orientation and Training

New library employees are required to serve a three month orientation period, which serves as a learning and familiarization period for the employee. The Library Director may extend the orientation period, for an additional six months, if it is deemed to be in the best interest of the library. During this time, the employee has the opportunity to demonstrate proper attendance, attitude and ability toward the employee's job performance.

The library is responsible to the employee for providing adequate training, supervision, and information so that the employee can perform his/her job. The employee is responsible to the Library Director and the Library Board for carrying out the duties defined for that position and for following the policies adopted by the Library Board.

(B) Work Week

The normal work week for full-time employees is at least 37.5 hours. The normal work week for part-time employees is the number of hours the employee has been hired to work.

(C) Meal and Rest Periods

Employees working more than six (6) hours may take a thirty (30) minute unpaid lunch/meal period and a fifteen (15) minute paid break. Full-time employees may take a longer lunch break, up to one hour, if the extra half hour is made up at the beginning or end of the day. For work shifts of between four and six hours, employees are eligible for a fifteen (15) minute break. Shifts of less than four hours are not eligible for a break. Fifteen (15) breaks should not be attached to meal periods. All breaks must be scheduled upon approval by their immediate Supervisor and are dependent upon the operational needs of the library.

(D) Overtime/Compensatory Time

Overtime hours must be approved in advance by the director, except in emergency situations. If overtime is necessary, compensatory time may be given in lieu of overtime pay. Overtime should not be accrued without the knowledge of the Library Director.

(E) Work Schedules

Requests for changes in hours should be submitted as far in advance as possible: a week's notice shall be considered standard except in cases of emergency. Such changes must be approved by the Library Director. Employees are encouraged to switch hours with another employee if at all possible, so that the service needs of the Library are met. Additional hours can only be worked with prior approval of the Library Director.

(F) Absence/Tardiness

In the event of illness or other absences, the employee must notify the Library Director or their immediate supervisor at his/her earliest opportunity, and at least thirty (30) minutes prior to an employee's starting time. The employee must notify the Library Director or his or her Designee each day of absence or for the expected length of the absence, e.g. funeral leave, vacation, sick, military leave, jury duty, etc. Failure to notify the Library Director or his or her Designee within twenty-four (24) hours from the beginning of their work shift on the first day of absence may be cause for denial of use of sick leave credit for the period of absence. Employees who are absent from work due to illness or injury for three (3) consecutive work days may be required to submit a doctor's certificate or other medical authorization prior to being permitted to return to work. A doctor's certificate may be required for any absence the day before or after a holiday. In the case of suspected abuse of sick leave, or to determine fitness for duty, the Administrator or Department Head, or Designee may request a doctor's excuse at any time. If an employee fails to submit the requested doctor's certificate, or the doctor's excuse is not acceptable to the Library Director (unless circumstances make it impossible to submit such an authorization), the employee will be considered to have voluntarily quit his or her job. This policy will be enforced consistent with the federal law on family and medical leave (FMLA).

Habitual or excessive unexcused absenteeism and/or tardiness can result in disciplinary action up to and possibly including termination. Continually returning from lunch breaks late or leaving work early can result in the same action.

(G) Time Sheets

Each employee is responsible for filling in his/her time sheet at the end of the workday. At the end of the pay period (every two weeks), each employee is responsible for totaling the number of hours worked and initialing the time sheet. Not totaling and initialing a time sheet may delay payment for time worked until the following pay period.

(H) Paydays

All employees will be paid by direct deposit to a financial institution identified by the employee. The rules for direct deposit will be as set forth by the administration of the direct deposit plan, at the Village Hall, and can be modified.

The regularly scheduled payday is biweekly, every other Friday. However, if an employee's time sheet is not turned in by payroll processing, which is 10:00 A.M. on Monday before payday, the employee's regularly scheduled payday will not fall on that Friday, but the next biweekly payday. If a holiday falls on a Friday, payday will be the last working day before the holiday period.

(I) Personal Telephone Use

While it is recognized that there may be times when an employee needs to either take or make a personal telephone call at work, employees must limit this as much as possible. Please feel free to use the library telephone for emergency calls, but ask your friends and family not to call you at work about issues that could wait until you are not working. Employees should restrict all telephone and personal cellphone use to lunch times and calls should be made in the employee workroom or employee lounge only, never in a public area of the library. No personal long distance calls are allowed. Cell phones should be set to vibrate during work hours.

(J) Personal Appearance

All employees are expected to present themselves for work in neat and appropriate attire in light of the position held. Employees are expected to be clean and well-groomed at all times. Grooming standards will be required based on safety requirements. These standards are at the direction of the Library Board and can be modified from time to time.

The reaction of our customers, the public, is very much affected by an employee's appearance. Employees can show interest and pride in their employment by dressing and grooming based on the requirements of your position and by conducting yourself in a professional manner at all times.

If you have any questions about appropriate attire, personal appearance or grooming requirements for your job, please see the Library Director. For further information see: Library Dress Code Policy.

(K) Personnel Records

The Library maintains personnel records and files for each employee. Maintaining these files with up-to-date information is very important as it provides the Library Director with contact information in case of emergency, addresses for mailings, copies of performance reviews and incident reports.

All employees must promptly notify the Library Director and the Village Administrator of any change in:

- Address
- Contact Phone Number
- E-mail address (for payroll purposes)
- Marital status for benefit plan purposes
- Beneficiary or dependents indicated in the employee's insurance policy
- Number of dependents for withholding purposes
- Party to be notified in case of emergency

It is the Library's policy to protect the privacy of each employee; therefore, the Library is committed to the confidential handling of every employee's personnel information to the extent allowed by law.

(L) Work Performance and Employee Evaluations

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. Each year every employee will meet with the Library Director to evaluate the performance of the employee over the past year, to plan goals for the coming year and to discuss any outstanding issues. A copy of each evaluation will be kept in the employee's file by the Library Director. Please see the Library Position Compensation and Performance Evaluations Policy for more details.

(M) Salary Increases

Library employees may be eligible for salary increases annually. The percentage amount may vary from year to year based on budgetary and other considerations. These increases are recommended by the Library Director and set by the Library Board. Please see the Library Position Compensation and Performance Evaluations Policy for more details.

(N) Employee Training, Development and Reimbursement

The Library will foster and promote training and development of employees to improve the quality of service, allow for career development within the Library and provide skills necessary to meet current and future Library employment needs. All employees will

receive consideration for appropriate training opportunities, based on the operational needs of the library.

In no case will reimbursement be made without prior arrangement and approval by the Library Director of the course or workshop.

Reimbursement of tuition or fees (not books) will be made after the employee satisfactorily completes the course or workshop. When an approved course is completed, a copy of the grade report, with receipts for tuition and fees paid should be submitted to the Library Director for processing and payment. Satisfactory completion is considered to be a grade of C or better, or a grade of Pass or Satisfactory for courses that do not use a Letter Grade system.

Reimbursement will not be made to an employee who terminates employment with the Library before completion of the course(s).

Reimbursement will not be made to an employee who withdraws from a course(s).

An employee is not eligible for reimbursement if receiving financial assistance from another source for the course or workshop.

The library's ability to fund reimbursement will be taken into consideration in all cases.

(O) Meetings

- Staff Meetings - All staff are required to attend staff meetings. If part-time employees are not scheduled to work at the time of the meetings, they will be given compensatory time off for attendance.
- Work-Related Meetings - All employees will have the opportunity to attend meetings and conferences which relate to their job duties, with the approval of the Library Director. Adequate notice of attendance should be given in order to adjust schedules if necessary.

(P) Mileage

Employees using their own personal vehicles for official Library business will be reimbursed for mileage at the federal rate in effect for that year. The allowance will be paid for miles traveled from the library to the destination and return. A reimbursement for mileage form must be filled out and submitted to the Director.

(Q) Meal Reimbursements

Employees who pay for meals "out-of-pocket" while conducting Library business, such as attending a seminar or conference related to his or her duties are entitled to be reimbursed for their expense. The Library follows the meal maximum limits established by the University of Wisconsin system. When an employee is entitled to, and personally incurs the cost for two or more consecutive meals in a day, he/she may exceed the allowed

maximum of one or more of those meals as desired, as long as the total allowable maximums for the consecutive meals are not exceeded and the costs were actually incurred. Each day is considered separately, i.e. savings do not accrue and cannot be applied to expenses claimed on another day. Meals already included in the conference registration cost or lodging are not separately reimbursable. Meal claims in excess of the maximums may be reimbursed if supported by a receipt. Itemized slips from travel card/credit cards are acceptable receipts. To be considered reasonable, a cost must generally be incurred outside the control of the individual. Generally, if the employee has a choice in the selection of the restaurant or the menu items, he/she is expected to stay within the maximums.

As of Jan. 1, 2012, the following meal maximums were in effect:

	Breakfast	Lunch	Dinner
In-State	\$8.00	\$9.00	\$17.00
Out-Of State	\$10.00	\$10.00	\$20.00

Cost of alcoholic beverages will not be reimbursed. The employee must have approval from the Library Director prior to purchasing.

(R) Lodging Reimbursements

The Library will reimburse employees required to stay away from their homes overnight while on Library business or attending a conference or seminar related to their duties for their lodging. Employees are expected to arrange for reasonable lodging facilities to minimize the cost as much as reasonably possible. The employee must have approval from the Library Director prior to purchasing.

(S) Residency

The Library does not have a residency requirement for employees.

(T) Safety

Employees are to report all unsafe working conditions to the Library Director. If an employee does have an accident, no matter how minor the injury, it needs to be reported immediately to the Library Director. The employee must complete the necessary accident reports as soon as possible after the accident. Failure to report an accident or to file the necessary accident reports in a timely manner could jeopardize the employee's eligibility for worker's compensation benefits and could lead to disciplinary action.

All designated employees will attend and complete the safety training courses requested by the Village of Mukwonago. Failure to attend or complete the course in a reasonable time period after the request could result in dismissal.

(U) Emergency Closings

When traveling conditions are hazardous or library conditions are dangerous, the Library Director may approve closing the library, in consultation with the Library Board president.

When this occurs, employees will be notified and appropriate media will be informed. Employees have the option of making up the hours, or of taking personal days, vacation days or leave without pay for the missed time.

When weather conditions are not severe enough to warrant closing the library but employees are unable to get to work, they have the option of making up the hours, or of taking personal days, vacation days or leave without pay for the missed time.

OTHER POLICIES AND REGULATIONS

(A) Drug Free Workplace

Library employees are village employees and thus subject to the Village of Mukwonago's rules, policies, and practices, which prohibit the unlawful manufacture, distribution, or dispensing, possession, or use of illegal controlled substances on Library or other Village property. Any employee who engages in any of these actions on Village property, or a work site, or during work time may be subject to disciplinary action up to and including termination and/or referred for counseling or treatment.

The Drug-free Workplace Act of 1988 requires that all of the Library's employees must report any convictions under criminal drug statute for violations occurring on Village premises or occurring off-premises while conducting Village business. A report of a conviction must be made to your supervisor or the Library Director within five days of your conviction. Failure to comply with this policy may be subject to disciplinary action up to and including termination.

Any employee who unintentionally ingests, or is made to ingest a drug or controlled substance must immediately report this incident to a supervisor. The supervisor will then make arrangements for appropriate medical intervention, to assure the employee's health and safety.

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact the Village's Employee Assistance Coordinator for referral to counseling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interest of employees and the Village.

(B) Drug and Alcohol Testing

The Library Director may order a drug or alcohol screening test when he/she has a reasonable suspicion that an employee is using or has alcohol or drugs in his/her system. A reasonable suspicion to request a drug or alcohol test is based on the totality of circumstances for the incident. It includes:

- Conduct or behavior out of the ordinary for the individual involved.
- Information provided by reliable and credible sources.

- Behavior characteristic of controlled substance or alcohol usage including, but not limited to, unusual speech or difficulty in speaking, exhibiting an odor of alcohol or other controlled substance, problems with movements, problems with concentration or diminished mental clarity.

Any employee reporting for work with alcohol, illegal drugs or non-prescribed drugs in his/her system will be placed on immediate suspension and will be subject to disciplinary action up to and including termination and/or referral to counseling or treatment. An employee must not report for work with legally prescribed drugs in their system if such drugs impair the employee's ability to safely perform his/her job.

(C) Workplace Violence Prevention Policy

As an employer, the Library is concerned about a safe workplace for employees. Toward that end, the Library, in conjunction with the Village of Mukwonago, will take reasonable steps to prevent acts of violence from being committed by, or against, Library employees while on Library property or while engaged in Library business at other locations.

Workplace violence includes, but is not limited to, behavior that causes or is reasonably likely to result in harm or threat of harm to persons or property. Such behavior includes, but is not limited to, physical assault, threats, menacing behavior and/or intimidation. Any employee who commits an act of violence shall be subject to termination.

An employee who is subjected to an act or threat of violence must report the incident immediately, or as soon as practical, to a supervisor and/or the Police Department. An employee who observes an act of violence must immediately report the incident to a supervisor and/or the Police Department, or as soon as practical. No employee should intercede in any altercation if doing so could reasonably result in harm to the interceder.

The Library will investigate any incident or complaint of violence in the workplace and will take appropriate action.

(D) Concealed Carry

No employees, other than sworn law enforcement officers, are permitted to carry a weapon, as defined by Wisconsin State Statutes, while on duty. A "weapon" is anything that is designed to injure or harm another person.

(E) Harassment

The Mukwonago Community Library recognizes all employees have a right to work in an environment free from discrimination and harassing conduct. The Library is firmly committed to maintaining a work environment free of discrimination. In keeping with this commitment, the Library will not tolerate harassment of employees by anyone, including any supervisor, co-worker, vendor, customer or member of the public.

Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or any other protected class, is expressly prohibited. Harassment on any of these bases will be subject to disciplinary action up to, and including, termination.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, military or veteran's status, citizenship status, sexual orientation, arrest record, conviction record, pregnancy, use or non-use of lawful products or on the basis of any other status or characteristic prohibited by state, federal or local law. The Library will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The Library has developed the following guidelines prohibiting harassment for the benefit of all of its employees. It is essential all employees be aware of, and comply with, these guidelines. The Library strongly disapproves of all forms and types of harassment and will take appropriate disciplinary action against any employee who violates this Policy.

Sexual Harassment

Sexual harassment is a form of discrimination and deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature constitute harassment where:

Submission to such conduct is an explicit or implicit term or condition of an individual's employment and/or advancement, or

Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting that individual, or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical conduct such as patting, pinching, or brushing against another's body. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender.

The Library prohibits its employees from any actions or words, which can be construed as harassment. Violations of this Policy will not be tolerated by the Library and may result in discipline up to and including immediate termination.

All employees are responsible for helping to ensure that harassment is avoided. If an employee has witnessed or feels he/she has been subject to any harassment of this nature, you should immediately report the harassment to your supervisor or the Library Director.

All employees are required to cooperate with the investigation of harassment complaints. Failure to cooperate in an investigation of a harassment complaint, or making a false statement in a harassment complaint or investigation, could subject the employee to discipline, up to and including termination.

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of the complaint. Such employees engaging in such acts will be subject to disciplinary action up to, and including, termination.

Harassment Complaint Procedure

1. Reporting Discrimination or Harassment

If you believe you are experiencing discrimination or harassment, you are encouraged to notify the employee engaging in the conduct that the conduct is offensive and ask that it cease. If you are uncomfortable sharing your concern with the employee engaging in the conduct, you should report instances of possible harassment immediately to your supervisor or to the Library Director. If the allegation is against the Library Director, please refer the allegation to the Chairperson of the Personnel Committee.

Complaints must be filed in writing, utilizing the Library's harassment complaint form. All complaints must be forwarded to the Library Director. The Library Director or his or her designee must initiate an investigation of all harassment complaints. The investigation should be conducted in a timely, efficient and thorough manner.

The Library Director or his or her designee will be responsible for notifying the complainant that appropriate action has been taken regarding the complaint. Based on determinations made by the Library Director or his or her designee, the Library Director may impose discipline up to and including termination of the alleged harasser.

2. Responsibility of the Library Director

The Library Director is responsible for ensuring employees are informed of the Library's policies and procedures relating to discrimination and harassment in the work place. Upon receiving a complaint of discrimination or harassment, the Library Director should contact the Library Board's Personnel Committee to initiate an investigation.

If the Director witnesses behavior that he/she believes could be perceived as harassment, he/she must report the incident to the Library Board's Personnel Committee. It is the Library Director's responsibility to be educated on the range of

behaviors that can constitute discrimination and/or harassment and to be sensitive to the impact of such behaviors on employees and act appropriately.

3. Employee Responsibility

Employees should report any discrimination or harassment they are aware of and cooperate with all investigations. Under no circumstances is an employee permitted to retaliate against a claim of harassment or for participation in a harassment investigation. Any such behavior may result in discipline up to, and including, termination.

(F) Grievance and Appeals

Purpose

The Library has established the following grievance procedures to ensure all employees are treated fairly and all grievances are dealt with in a timely and efficient manner. This procedure also provides a path for addressing workplace safety issues.

Disclaimer

The provisions set forth in this set of procedures may be altered, modified, changed, or eliminated at any time by the Library with or without notice. These procedures supersede any and all previous policies and procedures found in any handbooks, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written, with exception to existing collective bargaining agreements. None of the procedures contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied.

Scope

This policy sets forth the course of actions and procedures should an employee or a group of employees have a grievance with personnel actions made on behalf of the Mukwonago Community Library by its director, supervisors, and/or administrative staff that have been directed towards any employee or any group of employees of the Library with the exception of any restrictions and/or limitations in place for employees who are members of a collective bargaining unit that is currently subject to an existing agreement.

Grievants are advised that there are fixed timelines for appealing the grievances on to further steps. By not satisfying the deadlines identified in this procedure, you will waive your rights to pursuing your grievances further. The Library may adjust any of the deadlines identified within these procedures to facilitate the grievance process and to comply with applicable laws.

Definitions

An “appeal” shall mean a complaint or a grievance contesting the imposition of a disciplinary action upon an employee or a complaint identifying a workplace safety issue.

“Director” shall mean the Library Director.

“Employee” shall mean a person employed by the Mukwonago Community Library except an employee covered by a collective bargaining agreement addressing employee discipline or an independent contractor.

A “grievance” is only to be applicable when an employee has objection to personnel actions concerning termination, discipline, and workplace safety.

“Termination” may be defined as a termination from employment for rule violations, poor performance or other acts of misconduct. Certain personnel actions are excluded from the definition of a "termination"; these actions consist of:

- Voluntarily quitting;
- Being subjected to a layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;
- Job abandonment, "no-call, no-show", or other failure to report to work; or
- Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

“Discipline” is to be defined as corrective personnel actions or sanctions taken on an employee for rule violations, poor performance or other acts of misconduct. “Discipline” does not include:

- Placing an employee on suspension with pay pending an internal investigation;
- Counseling, meetings, or actions taken to address work performance, including use of a performance improvement plan or job targets;
- Non-disciplinary demotion, transfer or change in job assignment or location;
- Layoffs and workplace reduction activities;
- Other personnel actions taken by the employer that are not a form of progressive discipline;
- Performance evaluations or reviews;
- Documentation of employee acts and/or omissions in an employment file;
- Actions taken pursuant to enforcing the Village of Mukwonago’s Code of Ethics established by Village Ordinance in accordance Wis. Stats. sec. 19.59(1m);
- Non-disciplinary wage, benefit or salary adjustments.

"Workplace safety" issues subject to the grievance procedure are conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same. Workplace safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family or medical leave, work schedules, breaks, termination, vacation, performance reviews or compensation.

An “Impartial Hearing Officer” or IHO is a government administrative or human resources professional, local attorney or retired judge who is not affiliated with the Mukwonago Community Library or the Village or Town of Mukwonago. The IHO is appointed upon the selection and recommendation of the Board President or his or her designee.

The “governing body” refers to the Library Board of Trustees for library employees.

The Grievance Process

Work related problems can arise in any place of employment. It is the Library’s hope individuals will try to reconcile differences on an individual basis. The Library encourages its employees to first attempt to discuss it informally with an immediate supervisor.

However, should an informal resolution not be possible and your grievance fits within the above identified applicable circumstances for a justifiable grievance, it is Library policy to resolve a problem quickly and fairly through this grievance procedure.

Procedure for Employees other than Library Director

Preparing and Submitting a Statement of Grievance

If you feel that the matter has not been resolved through informal means, you should put your grievance in writing and deliver it to the Director. Employees should use the form attached to this procedure (Appendix A), or they may obtain an additional copy of the form from their respective supervisor or the Clerk-Treasurer’s Office. These forms are required to be used at all stages of the grievance process.

When completing a written complaint, the aggrieved must outline the main points at issue, include the relevant facts, identify their name, title, and department, and take care to give specific answers to the following questions:

- What is the right or privilege that you allege has been violated? Please be specific in your explanation of what has occurred.
- When did the event occur? Be specific by including the date and time of the event. What alleged inappropriate policies or procedures were employed?
- Who was involved?
- Are there any witnesses or documentation related to your complaint?
- What consequences were suffered?
- What remedies or sanctions are sought?

All forms must be signed and dated to be valid.

1st Stage: Director Meeting

Employees must submit their grievances to the Library Director in writing within five (5) working days of the incident that caused or incited the grievance. The Director has ten (10) working days to respond, in writing, to the statement, and must schedule a meeting with

the employee to discuss the alleged grievance. This meeting should be scheduled to take place as soon as possible.

Absent a timely response by the Director, employees may file an appeal with the Board President or his or her designee, beginning the second stage of the appeal process.

The Director must write to the employee informing her or him of any decision or action taken. This decision must hand-delivered to the grievant or sent by registered mail within five (5) working days of the meeting. The Director will document notice of delivery.

If the employee is not satisfied with the Director's decision, he or she may appeal in writing to the Board President or his or her designee, within five (5) working days. The employee will be assumed to be satisfied unless his or her grievance is appealed.

2nd Stage: Grievance Meeting with the Board President or HHHis or Her designee

Should the employee be dissatisfied with the decision of the Library Director with regard to their grievance, the employee may submit a written appeal to the Board President or his or her designee, within five (5) working days after receiving a final response from the Director. After receipt of the appeal, the Board President or his or her designee will have up to ten (10) working days to arrange a meeting with the Director and with the employee. The Board President or his or her designee may also conduct interviews with individuals with knowledge related to the grievance and/or request additional documents related to the grievance.

Within ten (10) days of the meeting with both the grievant and the Director, the Board President or his or her designee will make a written recommendation to the Director as to the appropriateness of the Director's decision. The Library Director will consider the Board President's or his or her designee's recommendation and may reconsider his/her decision at this point in the process. The Library Director must issue an affirmation of his/her previous ruling, or any changes made after considering the Board President's or his or her designee's recommendation, within ten (10) working days of receiving the Board President's or his or her designee's recommendation.

3rd Stage: Grievance Hearing with the Impartial Hearing Officer

Should the employee be dissatisfied with the Director's final decision after the 2nd stage, the employee may submit a written appeal to the Library Board Personnel Committee Chairperson, to arrange a hearing with an Impartial Hearing Officer (IHO). Employees are required to submit their appeal within the ten (10) working day period after receiving a final response from the Director. The Personal Committee Chairperson may have up to twenty (20) working days to arrange a hearing with an IHO.

The IHO will review all materials and interview all relevant individuals during an arranged hearing with the aggrieved employee within sixty (60) calendar days of receiving the

grievance. All employees requested to attend this hearing by the IHO must be notified at least three (3) working days prior to the hearing.

All Hearings will be recorded and documentation will be collected to comply with applicable open records law and to maintain a record of the evidence in the instance of an appeal.

The IHO will seek to determine if the Library Director has shown that the situation that created the grievance transpired as described and whether the disciplinary action taken as a result of that situation was appropriate and consistent with library policies. The decision must include findings of fact and a determination as to whether the employer has shown, by a preponderance of the evidence that the employee engaged in the alleged rule/policy violation or unsatisfactory work performance or other misconduct. The IHO shall also determine whether the discipline imposed is reasonable under the circumstances. The IHO may have up to thirty (30) working days to reach a decision after the hearing, and shall deliver a written copy of his or her decision to the parties. He or she will document the proof of delivery.

The employer and the employee shall each be responsible for payment of one-half of the cost incurred in retaining the impartial hearing officer and each party shall pay its own costs associated with the hearing. Either party may request, also at their own cost, a copy of the hearing record.

After ten (10) working days of receipt of the IHO's determination, should the employee and management not seek further action, both parties will be assumed to be satisfied with the decision rendered and will forfeit their rights to an appeal of the IHO's decision to the governing body.

Final Stage: Final Appeal

If the matter is not resolved to the employee's or Director's satisfaction, a final appeal may be made in writing to the Library Board within ten (10) working days of receipt of the decision letter of the Impartial Hearing Officer.

All decisions will be solely based upon the information gathered during the hearing with the Impartial Hearing Officer or IHO. If the Personnel Committee Chairperson participated in an earlier stage of the grievance, he or she shall recuse his or herself from participation in the Final Appeal.

The Library may take up to thirty (30) working days to review the grievance and make a decision. The Board may exceed this timeframe, within reason, in order to comply with public records laws and to make adequate time for reviewing evidence and deliberation. The final decision must be issued in writing to the employee within five (5) working days of the decision.

The Library Board's decision is final and no further appeals may be sought.

Procedure for the Library Director

If a grievance concerns the Library Director, the Director may appeal a reprimand, suspension, demotion or termination of employment by proceeding to Step 2 of the above procedure: a written grievance to the Board President or his or her designee within five (5) working days of the incident that caused or incited the grievance. The grievance procedure continues as described above at this point, with recommendations from the Board President or his or her designee and a hearing with an IHO (if applicable) going directly to the Library Board.

(G) Corrective Discipline

Occasionally, it becomes necessary for the Library Director to discipline an employee. Discipline can result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates work rules or when an employee's work performance is not acceptable.

The following examples of misconduct are listed for the guidance of all employees. This is not intended to be a comprehensive list of all prohibited activities, only a list of examples of conduct that might result in discipline, up to and including termination:

- Sexual, racial or other harassment of a fellow employee, or anyone that you come into contact with while working for the Library.
- Failure of the employee to perform his/her duties, as listed in the job description, with competence and integrity.
- Neglect of duty, contractual obligations or other rules and regulations.
- Refusal or failure to obey legitimate orders from a supervisor.
- Unwillingness to submit to the supervisor's authority or insulting behavior toward a supervisor or co-worker.
- Failure to respect confidentiality of records.
- Recovering payment for time not actually on duty.
- Frequent tardiness and absenteeism.
- Falsification of forms or expense vouchers.
- Reporting for work, or while at work, visibly displaying evidence of having consumed alcoholic beverages or illegal drugs or having possession of such items.
- Deliberate misuse of equipment.
- Acceptance of gifts or gratuities in violation of the code of ethics.
- Failure to exercise good judgment, or being discourteous, in dealing with fellow employees or members of the public.

Employees who fail to abide by the policies and rules of the Library or who fail to perform the tasks and duties of their position are liable to corrective discipline from their supervisor. Such discipline shall be in the following forms, each step normally to follow on the other, if behavior is not corrected. The Director may elect to use all or some of these

forms of discipline and may skip one or more of these steps for serious misconduct:

- Verbal warning.
- Written warning to be included in the employee's personnel file. Such written warning will be dated and signed by both the supervisor and the employee, both of whom will receive a copy.
- Suspension without pay.
- Dismissal can occur as the last stage in progressive discipline. In addition, flagrant misconduct or commission of a crime, especially while on duty, can result in immediate dismissal.

(H) Code of Ethics

The Library Director and the Library Board of the Mukwonago Community Library have adopted the American Library Association Code of Ethics to guide the behavior of library employees.

American Library Association Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I.

We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II.

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III.

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV.

We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V.

We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI.

We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII.

We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII.

We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council

June 28, 1997; amended January 22, 2008

Village of Mukwonago Code of Ethics

It shall be the duty of Library Employees to comply with Wisconsin Statutes and Village Ordinances with respect to the proper and appropriate conduct of their positions. Mindful of Village goals and objectives, Village Employees:

Shall perform all mandatory, nondiscretionary and ministerial duties of their positions with the time and manner required by law.

Shall devote attention to their duties, uphold the law and conduct Village business with fairness, integrity and professionalism with full regard to the public trust of the office.

Shall not receive any additional salary, benefits, or reimbursement for expenses for work performed pursuant to a Village contract for services where that employee is currently being compensated by the Village for that work under existing conditions of hire with the Village.

Shall never act in excess of lawful authority or commit an act forbidden by law within their official capacity.

Shall not in their capacity as employees make entry in an account, record book, return, certificate, report or statement, which in a material respect, intentionally and knowingly falsifies.

Shall not under color of their position as a Village Employee intentionally solicit or accept for the performance of any service or duty anything of value including, but not limited to, any gift, loan, favor or service, given for the purpose of influencing them in the discharge of official duties.

Shall not use Village property, facilities, or resources strictly for private or personal gain for themselves, family or others.

Shall not use confidential information for their personal gain or benefit for that of family or others.

Shall act in what is conceived to be in the best interest of the citizens of the entire Village. Similarly, shall grant no special consideration or treatment to any citizen beyond that which is available to every other citizen.

Shall not participate either directly or indirectly in purchases for personal use for less than full value by utilizing discounts or tax exemptions allowed to the Village.

Nothing in this code shall deny any employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.

Employees shall be made aware of this code at the time of their election, employment or appointment. In the event an action is brought against a Village Employee for violations of this code, discipline, including discharge, may be assessed.

(I) Cooperation and Courtesy

Employees are expected to cooperate with all supervisors and all employees in the performance of their job duties. All employees are expected to treat each other with proper respect. Any conduct detrimental to the well-being and morale of the Library or its employees will not be tolerated. Ordinary good judgment, common sense and common courtesy to both the public and the employee's co-workers are expected of all employees.

(J) Smoking

To promote a clean and healthy work environment for all employees, smoking is prohibited in all Village buildings, including the Library. Smoking is also prohibited on Village grounds, including the Library, except for specific designated exterior areas.

(K) Social Media Use

Purpose

This policy establishes rules and guidelines concerning personal web pages or Internet sites when referencing the Mukwonago Community Library or the Village of Mukwonago. This policy clearly identifies prohibited activities by employees on social networking and other web sites, both on and off duty. Professionalism, ethics, and integrity are essential to our work as we attempt to provide the best quality of governmental services to the community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and hold to these standards of conduct, whether on or off the job. This policy will ensure all employees treat any confidential material handled by your department appropriately.

Policy

The Library respects an employee's rights to use social networking sites as a medium of self-expression during non-work time. However, when statements include information about the Library or the Village that, by its nature, may compromise public confidence or cause significant disruption to the Library or the Village, the contents are restricted by this policy. All employees utilizing social networking sites off the job, should take personal responsibility for all posts made. This policy applies to written or oral forums, websites, online conversations, blogs, e-mail and social networking sites.

Procedure

The following prohibited activity and guidelines apply to employees both on and off the job:

Unless in the performance of an authorized duty or with specific authorization by the Library Director or his/her designee, employee use of Library computers to access social networking sites, blogs or online bulletin boards is prohibited.

No Library e-mail accounts may be used to register for or to respond to social media sites unless authorized by the Library Director or his/her designee.

Employees are prohibited from posting content inconsistent with their duties and obligations. Offensive comments regarding protected classes (race, religion, sex, color, national origin, age, disability, ancestry and sexual orientation), village residents or the public in general, tend to undermine trust and confidence in the Library and the Village of Mukwonago.

The Library strictly prohibits knowingly or recklessly posting of false information about the Library or Village and its agencies, management, coworkers, and public officials.

The Library strictly prohibits the use of any social media for the purpose of harassment, intimidation or retaliation against any person by an employee.

Notifications

Employees should be aware that posting on websites, including social networking sites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above referenced conditions.

Library employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time—protect your privacy.

Do not use your work e-mail for non-work related online activities and publications.

If you publish content to any non-library website that has content related to the Library or the Village of Mukwonago, use this disclaimer: “The postings on this site are my own and don’t necessarily represent the Library’s or the Village of Mukwonago’s positions, strategies or opinions.”

Uphold all laws governing copyright, fair use, privacy, financial disclosure, defamation, libel and other similar issues.

Never post confidential or proprietary information. Never publish or report on conversations meant to be private or internal to the Library.

Do not cite or reference clients, citizens or suppliers without their approval.

Violations of this policy may lead to disciplinary action.

(L) Electronic Mail and Internet Use

The Library electronic mail and computer network is to be used for work related matters only. Any and all emails created on library computers are the property of the library and are subject to review by the employer as well as being subject to Wisconsin’s Public Records statutes and regulations. It is expected that employee statements in electronic messages and files will be professional. Employees are expected to respect the confidentiality of messages sent to others.

Employees may not use the Library’s computers to access the Internet except for job related purposes when on duty. Employees may utilize the Library’s computers for personal use during breaks or at times when they are off-duty. Employees shall not

knowingly use, view, submit, publish, display, or transmit on the Library's network, any information that utilizes the Internet for illegal purpose; conducts any gambling, betting or gaming activity; violates or infringes on the rights of any other person; contains defamatory, false, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise bias, discriminatory, or illegal materials; or violates any applicable federal, state, and local laws and regulations prohibiting sexual harassment.

Library/Village policies prohibiting sexual or other harassment are applicable to the E-mail system. Messages that contain foul, inappropriate, or offensive language or those containing racial or ethnic slurs or sexual innuendo, are prohibited.

If the Library determines that there has been a violation of this policy, the Library will take appropriate disciplinary action, up to and including discharge. An employee may also be subject to civil liability and criminal prosecution may result from certain actions.

All employees are required to cooperate with the investigation of violations of this policy. Failure to cooperate with an investigation, or making a false statement in an investigation, could subject the employee to discipline, up to and including discharge.

(M) Outside Employment

Employees are discouraged from holding another full-time or part-time job if it is likely that in doing so the individual's efficiency or effectiveness as a Library employee may be impaired; if the nature of the outside employment is such that it will reflect adversely on the Library; or if there is a potential for a conflict of interest. Employees contemplating outside employment must secure the approval of the Library Director before accepting an offer of employment.

(N) Solicitation / Distribution

In the interests of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during working time. Employees who are not on working time, e.g. on lunch hour or breaks, may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This policy includes solicitations via e-mail and other telephonic communication systems.

Working time does not include the time before the employee's scheduled workday begins, the time after the employee's scheduled workday ends or the employee's breaks or lunch period. Working areas includes all areas of the premises except the breakroom and the parking lot.

(O) Video Surveillance

Mukwonago Community Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public and staff areas of the library

premises are under continuous video surveillance and recording. Please refer to the Library's Confidentiality and Privacy Policy in regards to reviewing and release of surveillance camera recordings.

VI. LEAVES OF ABSENCES

(A) Vacations

Regular full-time employees, those employed for 40 hours per week, will be eligible for vacations based on the following schedule:

One week (5 days) of vacation after one (1) year of employment.

Two weeks (10 days) of vacation after two (2) years of employment.

Three weeks (15 days) of vacation after five (5) years of employment.

Four weeks (20 days) of vacation after ten (10) years of employment.

Five weeks (25 days) of vacation after fifteen (15) years of employment.

Part-time employees working 30 hours or more per week will follow the same schedule but it will be prorated to the number of hours they are scheduled. For example 30 hour per week employees will be paid for six hours per day of vacation.

Vacations should be used in the benefit year in which they are accrued. Vacations are not cumulative.

The employee Benefit Year coincides with the calendar year. All employees are expected to schedule and use their vacation, personal and compensatory time during the benefit year. The Library Director may extend vacation and/or personal time up to 120 days into the succeeding year. Compensatory time, either earned after the first December payroll or scheduled and then cancelled due to a departmental emergency may also be extended and used in the succeeding year within the first 120 days.

Vacation days may only be taken in increments of at least four hours at a time, unless approved otherwise by the Library Director.

Employees are discouraged from taking vacation time during certain months when the workload is particularly heavy.

Employees are encouraged to submit their vacation requests to their immediate supervisor at least 30 days in advance to allow for scheduling needs of the Library.

(B) Holidays

The library will be closed on the following days:

New Year's Day

Memorial Day

Fourth of July
Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

Eight hours of straight time pay, based on the employee's current hourly rate, will be paid to eligible regular full-time employees. Part-time employees who are scheduled to work 30 hours or more, but less than 40 hours, will receive pro-rated pay, for example, employees who work 30 hours will receive payment for six hours.

If a holiday falls on a Saturday, the preceding Friday will be the holiday. If a holiday falls on a Sunday, the following Monday will be the holiday.

(C) Personal Days

Four personal days are given to eligible regular full-time employees and four pro-rated personal days are given to eligible part-time employees working 30 hours or more, but less than 40 hours. The four personal days will be taken by mutual agreement of the employee and the Library Director. These days are not cumulative and personal days not used during the calendar year cannot be carried over to the next year.

(D) Sick Leave

Eligible regular full-time employees will accrue one day of sick leave for every month of service completed. Eligible part-time employees working more than 30 hours, but less than 40 hours, can accrue pro-rated sick leave. Sick leave shall not accrue for any month in which the employee is absent for fifteen or more assigned work days. Sick leave may be used when you or a member of your immediate family is ill and it is necessary that the employee care for this person until other arrangements can be made.

When illness develops contact the Library Director as soon as you find it necessary to stay at home and no later than 30 minutes prior to starting time each day absence occurs. Sick leave with pay may be permitted without requiring the employee to submit a doctor's certificate provided that the Library Director has had other satisfactory evidence of an illness. The Library Director, at his/her discretion, may require medical certification to justify the absence.

Failure to notify the Library Director within twenty-four hours from the beginning of your work shift on the first day of absence may be cause for denial of sick leave credit for the period of absence. Notice of absence must be made to the Library Director; messages are not to be left with other employees in regard to employee absences.

Employees may accumulate a maximum of one hundred twenty (120) sick days. At retirement, or employee resignation, upon completion of no less than twenty (20) years of

full-time service to the Library, may elect one of three options for payment of accrued unused sick leave. The employee must elect his/her option at least 90 days preceding the anticipated date of retirement. Any request for exceptions to this election date requirement based upon health changes, which may force retirement, will be reviewed individually by the Personnel Committee of the Mukwonago Community Library.

On December 17th, 2013, the Village of Mukwonago Board voted to eliminate the payout of sick leave upon retirement of new employees hired on or after January 1st, 2014. The elimination of the sick leave payout benefit applies only to these new hires. This payout policy is further amended effective March 16th, 2016 to add the following:

- Employees hired prior to 1/1/2014 in a part-time, less than thirty (30) hours per week capacity and who transition to a position where they are eligible for the sick leave accumulation benefit on or after 1/1/2014, will not be eligible for a future payout of accumulated sick leave.
- Employees hired prior to 1/1/2014 who separate from the Village and who are later rehired, will not be eligible for a future payout of accumulated sick leave.
- An employee fraudulently using sick leave may be suspended or dismissed.

Excluded uses:

- Sick leave credit shall not accrue for any month in which the employee is absent for fifteen (15) or more assigned work days.
- Injury incurred in supplemental employment.

This policy will be enforced consistent with the federal family and medical leave (FMLA) law. The Library reserves the right to administer this policy within its sole discretion.

(E) Family and Medical Leave

This policy is in accordance with the federal Family and Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMA). Employees eligible for this leave will have been employed by the Library for at least 12 months and have worked 1,250 hours in the 12 month period prior to the time the leave begins. An eligible employee may take up to twelve weeks of unpaid leave within a twelve month period, regardless of the number of events for any one or a combination of the for the following reasons:

- The birth or adoption of a child or the placement of a child with the employee for adoption or foster care
- The care of a spouse, child or parent of the employee if the spouse, child or parent has a serious health condition.
- The employee's own serious health condition. If the health condition causes the employee to be unable to perform the functions of his/her job, all or a portion of this

leave will be paid consistent with federal law if the employee elects to substitute accrued leave, such as vacation or sick leave, for the unpaid time.

- **Serious Health Condition of a Spouse, Parent, Son or Daughter:** Unpaid leave may be taken to care for a son, daughter, spouse or parent with a “serious health condition.” If leave is requested for such individuals, the employee must provide the Village with a health care provider certification form completed by a health care provider which states that the employee is needed to care for the person. Health care provider certification forms are available from your department head. The medical leave may be taken all at once or in smaller increments where medically necessary. If leave is taken in smaller increments, you may be transferred to another job in the Village to better accommodate the schedule of treatment or care. An employee may request the use of accrued leave such as vacation or sick leave to be paid for all, or a portion, of the unpaid leave. This paid time will not be available later.
- **Military Exigency Leave:** Employees are entitled to FMLA leave due to any qualifying exigency arising from an immediate family member’s (the employee’s spouse, son, daughter or parent) serving on active military duty in a foreign country. The following circumstances constitute a “qualifying exigency”:
 - a. Short-notice deployment (seven (7) days’ notice or less)
 - b. Attending military events/ceremonies and related activities related to active duty or call to active duty
 - c. Childcare and school activities
 - d. Financial and legal arrangements
 - e. Counseling
 - f. Spending time with a military member who is on temporary rest and recuperation leave
 - g. Post-deployment activities
 - h. Additional activities not encompassed in the other categories, but agreed to by the employer and employee
- **Military Medical Leave:** FMLA entitles employees up to 26 work weeks of unpaid leave in a single 12 month period to care their parent, spouse, child or next of kin who is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years, that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is on the temporary disability retired list.

If an employee experiences a serious health condition, and is eligible for benefits under the disability plan of the Village of Mukwonago, the employee will be paid for the unpaid time to the extent permitted under the disability plan.

If an employee suffers a work-related injury that qualifies as a serious health condition, the employee's federal family and medical leave will be considered as taken along with the leave required under the workers' compensation law. The taking of leave under this policy will not be used against an employee in any employment decision, including in the determination of wage increases or discipline.

In the event an employee would like to request family or medical leave, the Library Director must be notified, if at all possible, at least thirty days before the date on which leave is to begin. A form to request family or medical leave is available from the Library Director. In an emergency situation, notice must be given to the Library Director of the need for leave as soon as possible.

An employee's health care coverage will not end because an employee is away from work for leave that qualifies under the federal FMLA, unless the employee chooses to end coverage. Employees may elect to continue health care coverage insurance while on a family and medical leave but must pay for the employee cost of coverage during the leave. Other employee benefits, such as group life and disability coverage, may be continued by the employee during the leave but the employee must pay for the employee cost of coverage. The election to continue health care coverage and the other insurance benefits must be made on the Benefit Election Form, which is available from the Library Director. The Village will notify the employee when payments are due for the continuation of coverage.

At the end of an employee's family and/or medical leave, he/she will be returned to his/her former position or, if the position is filled, to equivalent employment within the Library. If an employee wants to return to work before his/her leave is scheduled to end, the employee must notify the Library Director. If the reason for leave was due to the serious health condition of the employee, a fitness for duty certification form must be provided to the Library Director before returning to work.

(F) Bereavement Leave

Time off with pay will be granted to full-time employees for an absence to attend the funeral or to handle related family matters caused by the death of a family member as follows:

Three (3) working days for: mother, father, child, spouse, sister, brother, mother-in-law or father-in-law, brother-in-law, sister-in-law, step-parents, step-children, step-siblings, step-grandchildren, grandparents and grandchildren. An employee shall not be compensated for any days on which he/she is not scheduled to work in that three day period.

(G) Jury and Witness Duty

The Library complies with all applicable laws concerning jury and witness duty. For purposes of this policy, an employee will be deemed to be required to serve as a witness

only in cases in which the employee is not a party, and is compelled to attend by subpoena. Employees must provide proof of such subpoena service.

Employees shall be granted a leave of absence to a maximum of 10 working days per calendar year and shall be compensated in an amount equal to the difference, if any, between regular Library compensation and compensation received for jury duty, exclusive of travel compensation. Upon return from witness or jury duty, the employee must present the check stub(s) or voucher(s) reflecting duty payment.

(H) Military Duty

If an employee is called to active military duty or to the Reserve or National Guard training, or if the employee volunteers for the same, he/she is to submit copies of the military orders to the Library Director as soon as possible. The Library will grant a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. The employee's eligibility for reinstatement after the military duty or training is completed is also determined in accordance with applicable federal and state laws.

(I) Director Extended Absence

In the event the Library Director will be absent for seven (7) working days or more, including weekends and all days the library is open to the public, s/he will notify the Library Board President and will determine a chain of command including identifying who will be acting as director and the Board's contact.

VII. OTHER EMPLOYEE BENEFITS

(REFER TO VILLAGE OF MUKWONAGO'S HANDBOOK FOR FURTHER INFORMATION)

(A) Health Insurance

All regular full-time employees and part-time employees scheduled to work 30 hours or more per week are eligible for group medical insurance benefits the first of the month after a full month of employment. Since the Village of Mukwonago contracts with the state for health insurance benefits, the provider of the insurance may change from one year to the next and/or the employee may have a choice of more than one insurance provider. As of 2012, employees pay 12% of their health insurance premiums.

(B) Continuation of Health Insurance

All employees eligible for group health insurance are eligible for continuation of that health insurance coverage when certain events occur. Also, a spouse and/or dependent children may become eligible for continuation coverage when certain events occur.

Complete information about the circumstances under which the employee, a spouse and/or dependent children may become eligible for continuation coverage will be given to the employee at the time he/she becomes covered by the Village group health plan.

(C) Health Reimbursement Account (HRA)

Effective January 1, 2021, the Village will no longer provide funding to HRAs for employees to use towards dental or vision expenses. Active employees with HRA balances will be provided information on a 2021 deadline to use any remaining balances before the accounts are closed.

(D) Dental Insurance

Employees may take advantage of basic dental coverage available through their health plan election as well as any supplemental Vision and Dental plans offered. Participation in dental and vision plans are at 100% employee cost.

(E) Life Insurance

The Library, through the Village of Mukwonago, shall provide and maintain life insurance for full-time employees at a benefit level equal to the nearest \$1,000 of the employee's salary, as provided by the Group Insurance Plan for Employees of Wisconsin Municipalities. The Village will allow an employee to upgrade his/her policy limits and/or add dependent coverage through the Wisconsin State Retirement Program, provided such coverage is available, at the employee's expense.

(F) Worker's Compensation

Each employee is covered by Worker's Compensation insurance in the event of an injury at work and the injury requires a doctor's attention. This insurance is fully paid by the Library. Any accident, however minor, must be reported to the Library Director immediately, so the proper forms can be completed and filed with the necessary insurance provider.

If an employee is injured in the course of employment, subject to Worker's Compensation, the Village shall pay the difference between the Worker's Compensation benefits and 80% of the employee's regular rate of pay for 365 days.

Upon returning from a work-related injury, the employee may be required to provide a certification from the treating physician verifying that he/she is able to safely perform his/her normal job tasks. In the event the treating physician identifies restrictions and/or limitations on the employee's ability to perform his/her job responsibilities, the library will consider whether it can provide a restrictive or light duty position for the employee.

(G) Retirement

Effective January 1, 2001, all full-time employees will be covered by the State of Wisconsin Retirement System, in accordance with Chapter 40 of the Wisconsin Statutes. All part-time employees working a minimum of 1200 hours in at least 10 of 12 consecutive months are also covered. The Library will pay the employer's share of the WRS contribution and the employee will pay the employee's share of the WRS contribution.

(H) Deferred Compensation

Effective January 1, 2001, the Library will make a contribution equal to two and one half (2.5%) of all full-time employees' wages to a deferred compensation system.

(I) Longevity Compensation

After five years of continuous service, a full time employee may be eligible to receive longevity compensation. Longevity is paid once each year during the first pay period in December. Longevity rates are as follows:

After five (5) years of employment	\$250.00
After ten (10) years of employment	\$350.00
After fifteen (15) years of employment	\$450.00
After twenty (20) years of employment	\$500.00

For an employee who leaves employment by voluntary resignation or retirement, the Library will provide prorated longevity pay to that employee based on the number of months worked prior to leaving employment. The Library reserves the right to change or eliminate the longevity rates with or without notice.

(J) Flexible Spending Plan

This is an IRS approved pre-tax program that can be used to help with those out-of-pocket expenses not covered by the existing primary insurance coverage. It is available to those employees who work 30 or more hours per week and who request it. At present, the limit is \$2,500 per year.

HARRASSMENT COMPLAINT SUBMISSION FORM

(Name of Complainant)

(Department)

(Date)

Complaint Statement: ☐ Typed below OR ☐ See attachment

Relief Sought: ☐ Typed below OR ☐ See attachment

(Signature of Complainant)

(Date)

(Signature of Supervisor or Director)

(Date)

GRIEVANCE SUBMISSION FORM

(Name of Grievant)

(Department)

(Date)

Grievance Type: ☐ Disciplinary OR ☐ Work Place Safety

Grievance Statement: ☐ Typed below OR ☐ See attachment

Relief Sought: ☐ Typed below OR ☐ See attachment

(Signature of Grievant)

(Date)

(Signature of Director)

(Date)

SOCIAL MEDIA POLICY ACKNOWLEDGEMENT

CERTIFICATION

I, _____, certify that I have read and understand the Mukwonago
(PRINT NAME)

Community Library Social Media Policy and will adhere to all provisions.

(SIGNATURE) (DATE)

Received by:

(DIRECTOR'S SIGNATURE) (DATE)

Employee: Keep a copy of this form for your records.

Director: Keep the original of this form on file.

HANDBOOK RECEIPT ACKNOWLEDGEMENT

I acknowledge that I have received and read the Mukwonago Community Library Employee Handbook and understand the provisions contained therein. I understand that the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Library Director and the Library Board or by the Village of Mukwonago at any time, with or without prior notice.

I understand that this employee handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand that the Mukwonago Community Library Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that, as a non-represented employee, my employment is "at will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

Date

Employee Signature

Library Director Signature

NOTE: One copy of this receipt will be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.

REVISION HISTORY

27 August 2012	Personnel Policy created.
17 August 2017	Grievance procedure revised to replace the Village Administrator in the second step of the grievance process with the Library Board President or his/her Designee. Approved by the Library Board.
15 November 2018	<p>Section II, Item A: Approve addition of language “Prescribing duties and compensation of all library employees “to the Primary Responsibilities of the Library Board.</p> <p>Section II, Item B: Approve addition of language “including selecting all library material according to policies approved by the Board” to the Primary Responsibilities of the Library Director.</p> <p>Section III, Item C: Approve addition of language ‘It has been and shall continue to be library policy to recognize the competence and ability of applicants for employment and existing employees’ to the Equal Employment Opportunity Policy Statement.</p> <p>Section III, Item D: Approve elimination of “Regular employees are those employees who have successfully completed their orientation period” and remaining sections in which the term “regular” is used.</p> <p>Section III, Item D: Approve addition of language under Employment Classifications.</p> <p>Section III, Item G: Approve new section entitled Voluntary Termination/Resignation.</p> <p>Section III, Item H: Approve new section entitled Reasonable Accommodation Policy.</p> <p>Section IV, Item J: Approve new language under Personal Appearance.</p> <p>Section IV, Item Q: Approve new language “Cost of alcoholic beverages shall not be reimbursed”.</p> <p>Section IV, Item C: Approve new section entitled Meals and Rest Periods.</p> <p>Section IV, Item F: Approve new language under Absence/Tardiness.</p>

Section IV, Items L and M: Approve addition of language ‘Please see the Library Position Compensation and Performance Evaluation Policy for more details’ to Work Performance and Employee Evaluations and Salary Increases.

Section IV, Item R: Approve addition of language ‘The employee must have approval from the Library Director prior to purchasing’.

Section V under Harassment: Approve new language ‘If the allegation is against the Library Director, please refer the allegation to the Chairperson of the Personnel Committee.

Section V, Item E: Approve the replacement of Village Administrator with Library Director under ‘Harassment Complaint Procedure’ and the replacement of Village Administrator with the Library Board’s Personnel Committee under ‘Responsibility of Library Director’.

Section V, Item K: Approve the removal of Village Administrator from Social Media Use procedures.

Section V, Item O: Approve new language to indicate use of video surveillance on library premises.

Section VI, Item D: Approve new language to indicate the elimination of sick leave payout benefits upon retirement of new employees hired on or after January 1st, 2014.

Section VII, Item C: Approve new language to include ‘Health Reimbursement Accounts (HRA).

11 February 2021 Section IV, Item J: Add language to reference Dress Code Policy

Section VII, Item C: Approve new language to delete ‘Health Reimbursement Accounts (HRA).

Section VII. Item D: Change language to reflect indicate that dental coverage is 100% employee cost.

14 October 2021 Formatting, language, and continuity updates throughout.

Section VI, Item A Vacation Policy carryover revised to match Village policy wording.

Section VI, Item C Health Reimbursement Account updated to reflect that the Village no longer provides funding for HRAs.

Section VI, Item I Director Extended Absence added.

DRAFT

Mukwonago Community Library				
2021 Year End Projection				
Department Name	Balance in fund on 9/2021	2021 Budget	Forecasted Expense to Year End	Projected Balance at Year End

Salaries	170,402	516,810	150,738	19,664	Bonuses = \$8,000
Social Security	13,712	39,545	12,358	1,354	
Retirement	16,768	41,893	13,092	3,676	
Health	19,228	74,855	18,714	514	
OPED Payout	10,000	10,000	10,000	0	add another \$10,000 to OPED
Other	124	3,350	1,047	(923)	
Professional Services	8,156	10,000	1,030	7,126	
Contractual Services	2,761	18,000	4,286	(1,525)	
Water/Sewer	2,296	3,500	1,204	1,092	
Electric	4,583	28,000	7,806	(3,223)	
Gas	435	9,500	3,022	(2,587)	
Telephone	1,748	8,000	2,147	(399)	
Insurance	15,615	16,000	8,770	6,845	
Outside Services	(1,837)	15,000	7,180	(9,017)	
Supplies	11,026	25,000	4,000	7,026	
Printing	(1)	500	200	(201)	
MetaSpace	5,825	7,000	2,000	3,825	
Postage	166	500	125	41	
Periodicals	259	3,000	0	259	
Newspapers	427	1,500	730	(303)	
Books	28,105	71,947	28,105	0	
Av Material	15,427	25,000	15,427	0	
Thingery	3,790	7,000	3,000	790	
Programming	11,709	15,000	2,000	9,709	Upgrade/fix AV equipment in Community Room
Mileage	1,398	1,500	100	1,298	
Outreach	1,816	2,000	200	1,616	
Training & Travel	4,258	5,000	1,000	3,258	
Digital materials	7,666	10,543	3,000	4,666	
Café	0	22,589	0	0	
Data Lines	600	1,200	600	0	
Shared county Databases	0	12,271	0	0	
Repairs & Maintenance	4,169	10,000	3,000	1,169	
Other	692	3,500	500	192	User Experience: self-check kiosks \$13,190 Computer Maintenance: upgrade circulation computers, build central server, dying replace
Technology Equipment	1,393	10,000	500	893	RFID pads = \$14,720
Totals	362,716	1,029,503	305,881	56,835	

Bill To

Mukwonago Community Library
 511 Division St.
 Mukwonago WI 53149
 United States

TOTAL

\$2,503.31

Quote Expires: 1/4/2022

Partner 71018 Innovative Interfaces, Inc. [US]

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Dexter, John
Quotation Title		Memo	
RFID Readers			

Qty	Item / Description	Ship To	Unit Price	Amount
5	RFID-READER-KIT PL DeskPad XR BL-U ENVISIONWARE DESKPAD XR RFID READER KIT INTEGRATED high performance ISO standard RFID Reader/Writer/Pad in acrylic black enclosure. Surface or under-mount. Model XR features an updated enclosure that features under-pad concealment of cables, eliminates the need for any external cable cover, and offers enhanced noise rejection technology for operation in more technically challenging environments. It adds Ethernet connectivity in addition to the standard USB port. * USB and RJ45 communication ports * Dimensions: 14.8" x 10.87" x 1.06" (376 x 276 x 26.8mm) * Output Power: 1W * UNIDIRECTIONAL system detects 10-12" above the surface of the pad and only 1-2" to the sides and below. * Universal Power supply, 6ft shielded USB Cable, and installation accessories *! REQUIREMENTS !* - EnvisionWare RFID Software Suite	1012 Main Street	\$495.00	\$2,475.00



Qty	Item / Description	Ship To	Unit Price	Amount
	074-NO IC PURCHASED ***** Guide for Customers that do not Purchase Professional Services ***** <p>We want you to have the optimal experience with our products. Most customers purchase Professional Services to assist with planning, developing policies and deploying a new installation but if you do not, these tips may be helpful. Please note that Support is skilled at helping you troubleshoot problems with installed systems but they are not experts for new installations.</p> <p>This overview of services is sure to be of help: http://system.envisionware.com/maint_services</p> <p>TIPS for SELF-INSTALLATION</p> <p>CUSTOMER CENTER: If you cannot easily navigate the Customer Center please call Support at 888-409-0888 and request Customer Center training. This is a free service. They'll explain navigation, how to locate downloads and manuals and how to find Marketing Kits and promotional information for your new system.</p> <p>MANUALS: The same location where software is downloaded is also where you'll find the manuals. These are extensive resources designed to answer every question but they more or less require a full review in order to get the full context of a product suite. Manuals are updated with every major release.</p> <p>KNOWLEDGE BASE: The KB is in the Customer Center and it includes articles that cover specialized topics or which add clarity to certain steps. The articles on system requirements are the most complete and up to date.</p> <p>FORUM: From the Customer Center you can join the User-to-User Forum where you can ask questions and share ideas with thousands of other customers around the world.</p> <p>MARKETING KITS: The materials in the Customer Center provide posters, handouts and other materials used to promote the new solutions to staff and the public.</p> <p>FURTHER HELP: If you find that you do need our help with installation you may contact Professional Services at 800-216-8370 option 5. Customers under maintenance may purchase Professional Services at a discounted rate of \$150 per hour.</p>	1012 Main Street		

Quotation

US-67943

10/6/2021

Subtotal \$2,475.00

Discount

Freight \$28.31

Total Tax \$0.00

PST-CA

Total **\$2,503.31**

Annual maintenance and subscription starting in year 2: **\$297.00**

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:

EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>



Bill To

Mukwonago Community Library
 511 Division St.
 Mukwonago WI 53149
 United States

TOTAL

\$11,070.00

Quote Expires: 1/4/2022

Partner 71018 Innovative Interfaces, Inc. [US]

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Dexter, John
Quotation Title		Memo	
X11 Self Checkout Kiosks			

Qty	Item / Description	Ship To	Unit Price	Amount
2	SSC-X11-K-BK-BK v4 X11 Kiosk 21.5" Touch Screen Display Windows 10 Pro Integrated High Capacity Receipt Printer 1D/2D Smartphone-ready barcode scanner DeskPad RFID Reader/Antenna 10 ft Ethernet Cable / 6 ft Power Cord	1012 Main Street	\$4,550.00	\$9,100.00
1	PS-PM-BLDG ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING * Includes installation of all products ordered or guidance to install items as part of a single project/trip on a per building basis. EnvisionWare generally installs management or host components and trains customers in the deployment of Client modules. * A Statement of Work (SOW) will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and includes consulting services, planning, installation, training and acceptance criteria. ++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.		\$1,000.00	\$1,000.00



Quotation

US-67944

10/6/2021

Subtotal \$10,100.00

Discount

Freight \$970.00

Total Tax \$0.00

PST-CA

Total **\$11,070.00**

Annual maintenance and subscription starting in year 2: **\$1,092.00**

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:

EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>



Bill To

Mukwonago Community Library
 511 Division St.
 Mukwonago WI 53149
 United States

TOTAL

\$2,120.00

Quote Expires: 1/4/2022

Partner 71018 Innovative Interfaces, Inc. [US]

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Dexter, John
Quotation Title		Memo	
X11 Self Checkout Kiosk - Side Cars			

Qty	Item / Description	Ship To	Unit Price	Amount
2	SSC-X11-SC STD (BK) <i>X11 Kiosk Sidecar - Standard 1-tier model provides an integrated extension to the detection surface for holding books, media and personal items during checkout. Black.</i>	1012 Main Street	\$575.00	\$1,150.00

Subtotal \$1,150.00

Annual maintenance and subscription starting in year 2: **\$0.00**

Discount

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Freight \$970.00

Standard terms and conditions apply: <http://system.envisionware.com/terms>

Total Tax \$0.00

PST-CA

Total **\$2,120.00**



Taylor Computer Services Inc.

Box 138 • 515 E. Industrial Drive • Hartland, WI 53029 • 262/367-7999 (V) • 262/563-6001 (F)

Proposal for Mukwanago Library

October 4, 2021

Proposal expires: 11/03/2021

This proposal is for a mid-performance PC.



<u>QTY</u>	<u>DESCRIPTION</u>	<u>EACH</u>	<u>EXTENDED</u>
5	Dell OptiPlex 3080 Small Form Factor PC with: Intel Core i5-10505 Processor (6 Cores, 4.6GHz, 12M cache) 8GB (1x8GB) 2666MHz DDR4 Memory	\$891.05	\$4,455.25
5	8GB (1x8GB) 2666MHz DDR4 Memory Upgrade (16GB Total) M.2 256GB PCIe NVMe Class 35 Solid State Drive 8x DVD+/-RW 9.5mm Optical Disk Drive Intel Integrated Graphics Dell KB216 Wired Keyboard English Black Dell MS116 Wired Mouse Black Integrated Gigabit Ethernet Controller 4 USB 3.2, 4 USB 2.0 Ports 200W Standard Power Supply Windows 10 Professional, 64-bit 3 Year Hardware Service with Onsite Service After Remote Diagnosis	\$78.00	\$390.00
5	Installation and Configuration Labor	\$312.50	\$1,562.50
DELIVERED TOTAL:			\$6,407.75

OPTIONS

	<u>EACH</u>
Add Dell Professional 24-inch Display (P2419H)	\$317.85

All Prices Subject to Confirmation at Time of Order. Applicable Taxes, if any, Are NOT Included

Taylor Computer Services Inc.

Box 138 • 515 E. Industrial Drive • Hartland, WI 53029 • 262/367-7999 (V) • 262/563-6001 (F)

Proposal for Mukwonago Library

October 11, 2021

Proposal expires: 11/10/2021

Page 1

This proposal is for a new rack mount server to house all your print and pc management programs.

<u>DESCRIPTION</u>	<u>PRICE</u>
SERVER:	\$4,709.80
Dell PowerEdge R250 Rack-Mount Server equipped with:	
3.5" Chassis up to 4 Hot Plug Hard Drives	
Intel® Xeon® E-2356G 3.2GHz, 12M Cache, 6C/12T, Turbo (80W)	
32GB 2666MT/s DDR4 ECC UDIMM (4X8GB)	
PERC H755 RAID Controller	
(4) 480GB SSD SATA Mix Use 6Gbps (RAID 5) (1.4TB Usable)	
iDRAC9 Basic	
On-Board Broadcom 5720 Dual Port 1Gb LOM	
No Internal Optical Drive	
Single, Hot Plug Cabled Power Supply 450W, Platinum	
NO Keyboard, Mouse or Display	
Dell 5 Year ProSupport with Next Business Day Dell On-site Service	
Shipping & Handling	FREE
Install and Configure Windows Server 2019	\$187.50
Server Physical Installation and Cabling	\$187.50
Migrate Deepfreeze Console	\$250.00
Migrate Envisionware PC Reservation	\$375.00
Migrate Q Drive Data	\$125.00
INSTALLED TOTAL:	\$5,834.80

All Prices Subject to Confirmation at Time of Order. Applicable Taxes, if any, Are NOT Included

SERVER BACKUP SYSTEM - Local & Cloud Option

This backup system provides a 28 day daily backup to a local external hard drive. In addition, copies of the backups are sent to Cloud based storage via your Internet connection. If it becomes necessary to restore one or more files those files will normally be restored from the local external hard drive. However, in the event of a disaster that destroys both the server and the on-site backups, it will be possible to recover all files from the Cloud image. This system requires an Internet connection with sufficient bandwidth to upload a copy of all changed files to the Cloud on a daily basis. This system is monitored by TCS and during normal operation is fully automated with no on-site media changes needed.

Install & Configure MaxBackup for Local & Cloud Storage	\$125.00
Synology 2TB NAS for Local Backups with Advanced Ransomware protection	\$254.40
One-Time Cost:	\$379.40
MaxBackup Cloud Service - Annual (1TB @ \$69.95/month)	\$839.40
MaxBackup Cloud Service - Annual (Additional 1TB @ \$84.00/month)	\$1,008.00
Annual Cost:	\$1,847.40

All Prices Subject to Confirmation at Time of Order. Applicable Taxes, if any, Are NOT Included

Library Director Goals End-of-Year Assessment

Abby Amour

Presented to Library Board October 14, 2021

The document contains the following:

- 1) Update on the Director's First 90 Days Plan as it was originally presented in June indicating which items have been completed, are in progress, or have been changed or otherwise postponed
- 2) Review of the "Director's Goals for 2020," which were extended into 2021 due to the COVID-19 pandemic. NOTE: Interim Director Riel was in charge from mid-December 2020 through mid-May 2021 and Director Armour was hired mid-May 2021.
- 3) "Director's Goals for Final Year of Strategic Plan" which will be 2022.

First 90 Days Plan

Complete	In Progress	Changed	
			Meet important community figures
			Restructure circulation department
			Hire MetaSpace 511 Lead Innovator
			Hire Community Engagement Coordinator
			Identify Teen Librarian (Eric Huemmer)
			Streamline technology <ul style="list-style-type: none"> - Working on creating an Asset Manager so we know what we own in library and MetaSpace - Once A.M. is in place, can determine better EOL schedule and build Technology Plan
			Re-examine Information Services Station (reference desk) <ul style="list-style-type: none"> - Re-examination complete - Need to create/present plans for rebuilding to Building & Grounds Committee
			Begin/restart communication plan <ul style="list-style-type: none"> - Community Engagement Coordinator is finishing rough draft based on my instructions - Plan to edit together and implement by end of 2021
			Move Terry out of Circulation Department <ul style="list-style-type: none"> - Original plan was to specifically make Terry into a marketer, but broadened it to encompass all her skills in Program Assistant position - Will be complete when Board approves new position

Director Goals for 2020 as Based on Strategic Plan

Priority #1: Inspire Creativity through interactive opportunities to learn

Complete	In Progress	Changed	
			Develop Library of Things
			Solicit Community feedback to evaluate progress <ul style="list-style-type: none"> - No community feedback evaluation since Director Armour was hired in May 2021
			Work with school librarians to ensure collection reflects students' needs <ul style="list-style-type: none"> - Met with all school librarians - Developed request and delivery system - Changing entire collection will take time
			Refocus MetaSpace 511 to be more community driven <ul style="list-style-type: none"> - Creating structures (i.e. badging) to allow for more community use of space - Developing and bringing in "Community Experts"

Priority #2: Promote Discovery by facilitating connection to resources, people, and ideas through a positive user experience.

Complete	In Progress	Changed	
			Develop programs to host at senior living facilities <ul style="list-style-type: none"> - COVID-19 drastically set back this initiative - With new Community Engagement Coordinator, assessing who is in charge of this and what is needed
			Expand homebound services <ul style="list-style-type: none"> - COVID-19 drastically set back this initiative - With new Community Engagement Coordinator, assessing who is in charge of this and what is needed
			Install bookdrops in locations throughout the community <ul style="list-style-type: none"> - Has not occurred
			Develop a children's focused MakerSpace <ul style="list-style-type: none"> - COVID and Craig's retirement significantly stalled this - New Director and Lead Innovator assessing current MetaSpace and uses for children, teens, and adults
			Create reading nooks in children's department <ul style="list-style-type: none"> - Building & Grounds Committee tasked Director Armour with larger project of re-assessing the organization of the entire children's area
			Expand teen readers' advisory <ul style="list-style-type: none"> - Loss of previous director ended all teen programs - Currently reassessing and reassigning teen programming to Community Engagement Coordinator - Rebuilding TAB post-COVID
			Increase teen programming to include interactive elements and incentives <ul style="list-style-type: none"> - Loss of previous director ended all teen programs

			<ul style="list-style-type: none"> - Currently reassessing and reassigning teen programming to Community Engagement Coordinator - Rebuilding TAB post-COVID
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Priority #3: Build Community by sparking interest in the Library through...

Complete	In Progress	Changed	
			Increase children's department staff collaboration with schools <ul style="list-style-type: none"> - Implemented book request and delivery system - Always ongoing
			Increase staff participation in Chamber of Commerce committees <ul style="list-style-type: none"> - Massive staff turnover in 2020-2021 - Reassessing priorities for this
			Develop collaborative programming for National Library Card Sign-Up Month <ul style="list-style-type: none"> - Not done in 2021
			Host storytimes at community locations <ul style="list-style-type: none"> - Storytime on the Go

Priority #4: Enhance the Library's culture as a vibrant and innovative workplace

Complete	In Progress	Changed	
			Determine gaps in current staffing model and consider hiring to filled identified <ul style="list-style-type: none"> - Massive staff turnover in 2021 - Took advantage of staff leaving to cut costs (eliminating health insurance from circulation clerk position, restructuring circulation), create a needed department out of part-time position (Community Engagement), and refocusing MetaSpace by rewriting position to free up Lead Innovator to focus on programming
			Reorganize staff workspace <ul style="list-style-type: none"> - Thingery items moved from under Circulation desk - Moved Circ Supervisor to cubicle in line-of-sight to Circulation desk - Create "pod" for Community Engagement Coordinator and Program Assistant to collaborate easily between cubicles - Clean up, update, and streamline technology
			Conduct cost-benefit analysis to determine future contractual staff needs
			Develop succession plan that evaluated potential gaps in staff knowledge skills <ul style="list-style-type: none"> - Craig's retirement and Mary Jo's extended absence show this was not completed - Utilizing technology to implement "future proof" procedures such as an "accountspayable" email address for all invoices, centralized document storage on OneDrive, shareable calendars, updating manuals and emergency procedures
			Encourage staff to regularly visit other public libraries (ongoing)

Director Goals for Final Year of Strategic Plan

Priority #1: Inspire Creativity through interactive opportunities to learn.

Complete	In Progress	Changed	
			Utilize nontraditional, interactive methods of opinion polling to solicit community feedback to evaluate progress
			Evaluate hold times and wait lists to ensure goals regarding collection development are met

Priority #2: Promote Discovery by facilitating connection to resources, people, and ideas through a positive user experience.

Complete	In Progress	Changed	
			Consider collaborative transportation options for older adults to access library
			Alleviate noise challenges in children's department
			Ensure sustainability of Teen Library Council
			Increase outreach with high school and develop process to implement complementary programming

Priority #3: Build community by sparking interest in the library through strategic marketing and communications.

Complete	In Progress	Changed	
			Expand outreach to homeschooling families
			Develop shared communications with schools and other community organizations
			Increase outdoor programming at community locations
			Expand outreach to local businesses and increase usage of MetaSpace 511

Priority #4: Enhance the library's culture as a vibrant and innovative workplace.

Complete	In Progress	Changed	
			Transition service desks to be multi-purpose
			Expand accessibility to staff professional development
			Consider hiring an outreach coordinator

MUKWONAGO COMMUNITY LIBRARY
Program Assistant Job Description
DRAFT Approved by Personnel Committee October 7, 2021

POSITION:

- a. Job Title:** Program Assistant
- b. Under Direct Supervision of:** Community Engagement Coordinator
- c. Supervises:** N/A
- d. Schedule:** Part-time with up to 29 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have maximum flexibility to be able to fill in for absences.
- e. Benefits:** N/A
- f. FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Under the general supervision of the Community Engagement Coordinator, the Program Assistant is responsible for providing general reference, programming, marketing, and outreach services for all ages. Performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Assists in the development and implementation of children, teen, adult, and family programs and special events.
- Performs outreach visits to area schools, daycares, nursing homes, and other facilities.
- Assists in the development and implementation of the summer library program.
- Assists the Community Engagement Coordinator with all other department planning, preparation, and production as assigned.
- Assists with the creation and implementation of marketing materials that promote library programs, services, and collections.
- Employs various strategies and methods to market programs to a broad audience, including writing articles, maintaining community contacts, uploading events on to the online calendar, and maintaining social media platforms.
- Records program statistics in a timely manner in the appropriate spreadsheet or software.
- Attends staff meetings and program planning meetings.
- May assist with reference desks shifts: receives and evaluates requests for information. Searches databases to find information / place holds, advises readers regarding appropriate materials; interprets and applies library policies and procedures; instructs patrons in the use of library equipment and information technology including the online catalog, online resources, and databases.
- Performs other job related duties as assigned. Tasks may extend to other departments within the library.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with staff, other agencies and the general public.
- Ability to complete training on the library client/server software and utilize the client/server software with integrated cataloging, serials, and circulation modules.
- Ability to understand and follow oral and written instructions.
- Proven ability utilizing Microsoft Office software for data organization and review (e.g. Word, Excel).
- Ability to successfully track and manage projects.
- Attentive to detail and accuracy.
- Strong customer service, communication, and organizational skills.
- Ability to work courteously and tactfully with patrons and employees, while adhering to established privacy policies.
- Ability to work a flexible schedule that will include days, evenings, and weekends.
- Ability to meet schedules and time lines.
- Ability to take direction from supervisor.
- Ability to positively and effectively interact with diverse individuals to accomplish a common goal.
- Ability to physically perform the essential job functions.
- Ability to display creativity, accountability, and flexibility in implementing the library mission statement and service goals.
- Ability to keep accurate records and follow through on details.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Excellent interpersonal skills using tact, adhering to privacy policies, patience and courtesy.
- Effectively evaluate or make independent decisions based upon experience, knowledge and training.

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or equivalent required, Bachelor's Degree preferred. Preferred experience working in libraries, education, or similar jobs.
- Knowledge of Dewey Decimal system and/or library experience preferred.
- Knowledge of standard office software (Microsoft Windows, Outlook, etc.)
- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.
- A valid Driver's License is required.

PERSONAL ATTRIBUTES: The candidate must be detail orientated, have a high standard of customer service, be friendly and cooperative, open-minded, enthusiastic, and strive to provide excellent customer service to patrons and staff.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, this position is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; push; pull; carry; climb; stoop; bend; stretch; kneel; talk and hear.
- Must occasionally lift or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Regularly required to work in front of a personal computer and operate a telephone.
- Work is performed inside a typical interior/office work environment.
- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

Revision History

14 October 2021: Program Assistant Job Description Created and Approved

Year	2016	% change 2016 to 2017		% change 2017 to 2018		% change 2018 to 2019		% change 2019 to 2020		% change 2020 to 2021	
		2017	2017	2018	2018	2019	2019	2020	to 2020	2021	to 2021
Jan	223.301	228.279	2.2%	232.028	1.6%	233.837	0.8%	239.690	2.5%	242.552	1.2%
Feb	223.196	228.633	2.4%	232.512	1.7%	235.444	1.3%	240.421	2.1%	244.477	1.7%
Mar	224.621	228.824	1.9%	232.931	1.8%	236.793	1.7%	239.163	1.0%	246.246	3.0%
Apr	225.609	229.682	1.8%	233.913	1.8%	237.510	1.5%	236.474	-0.4%	248.169	4.9%
May	226.476	229.705	1.4%	235.065	2.3%	238.219	1.3%	237.291	-0.4%	250.582	5.6%
Jun	227.835	229.780	0.9%	235.455	2.5%	238.288	1.2%	239.259	0.4%	253.042	5.8%
Jul	226.786	229.820	1.3%	235.346	2.4%	238.760	1.5%	240.430	0.7%		
Aug	227.097	230.443	1.5%	235.276	2.1%	238.786	1.5%	241.362	1.1%		
Sep	227.636	231.030	1.5%	235.524	1.9%	238.847	1.4%	241.878	1.3%		
Oct	227.358	230.660	1.5%	235.680	2.2%	239.243	1.5%	241.740	1.0%		
Nov	226.673	231.084	1.9%	234.292	1.4%	238.850	1.9%	241.316	1.0%		
Dec	226.794	230.548	1.7%	233.458	1.3%	238.734	2.3%	241.453	1.1%		
		Jul 2016-Jun 2017		Jul 2017-Jun 2018		Jul 2018-Jun 2019		Jul 2019-Jun 2020		Jul 2020-Jun 2021	
Average		228.104		232.124	1.76%	235.806	1.59%	238.793	1.27%	244.437	2.37%

Proof Averages

Annual	226.115	229.874	1.7%	234.290	1.9%	237.776	1.5%	240.040	1.0%	123.756	1.8%
First Half	225.173	229.151	1.8%	233.651	2.0%	236.682	1.3%	238.716	0.9%	247.511	3.7%
2nd Half	227.057	230.598	1.6%	234.929	1.9%	238.870	1.7%	241.363	1.0%	0.000	0.0%

https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUUR0200SA0,CUUS0200SA0

RESOLUTION 2021-XXX

A RESOLUTION RELATING TO SALARY AND WAGE SCHEDULES FOR FULL-TIME AND PART-TIME LIBRARY EMPLOYEES

WHEREAS, the Library Board adopted the 2021 Library Budget on October 8th, 2020; and,

WHEREAS, the Budget included the following salary and hourly rates for full-time and part-time Library employees for the calendar year 2021; and:

1. Full-time Positions		2021
A. Salaried		
Library Director		\$60,000-84,000
B. Hourly		
Adult Services Librarian		\$18.51-25.91
Technical Services Librarian		\$18.51-25.91
Youth Services Librarian		\$18.51-25.91
Administrative Assistant		\$16.83- 23.56
Technology Supervisor		\$16.83-23.56
2. Part-time Positions		
A. Hourly		
Circulation Supervisor		\$16.83-23.56
Operations Supervisor		\$16.83-23.56
Technical Services Assistant		\$13.26-18.57
Youth Services Assistant		\$13.26-18.57
Circulation Clerk		\$11.54-16.15
Custodian		\$11.54-16.15
Materials Processing Assistant		\$11.54-16.15
Shelver		\$7.93-9.91

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted, and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2021 for the 2021 Fiscal Year.

ADOPTED this 12 day of November 2020.


Library Board President

RESOLUTION 2020-XXX

A RESOLUTION RELATING TO SALARY AND WAGE SCHEDULES FOR FULL-TIME AND PART-TIME LIBRARY EMPLOYEES

WHEREAS, the Library Board adopted the 2020 Library Budget on October 10th, 2019; and,

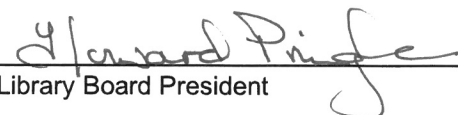
WHEREAS, the Budget included the following salary and hourly rates for full-time and part-time Library employees for the calendar year 2020; and:

1. Full-time Positions	2020
A. Salaried	
Library Director	\$60,000-84,000
B. Hourly	
Adult Services Librarian	\$18.51-25.91
Technical Services Librarian	\$18.51-25.91
Youth Services Librarian	\$18.51-25.91
Administrative Assistant	\$16.83- 23.56
Technology Supervisor	\$16.83-23.56
2. Part-time Positions	
A. Hourly	
Circulation Supervisor	\$16.83-23.56
Operations Supervisor	\$16.83-23.56
Technical Services Assistant	\$13.26-18.57
Youth Services Assistant	\$13.26-18.57
Circulation Clerk	\$11.54-16.15
Custodian	\$11.54-16.15
Materials Processing Assistant	\$11.54-16.15
Shelver	\$7.93-9.91

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted, and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2020 for the 2020 Fiscal Year.

ADOPTED this 14 day of November 2019.



Library Board President

RESOLUTION 2019-XXX

A RESOLUTION RELATING TO SALARY AND WAGE SCHEDULES FOR FULL-TIME AND PART-TIME LIBRARY EMPLOYEES

WHEREAS, the Library Board adopted the 2019 Library Budget on _____; and,

WHEREAS, the Budget included the following salary and hourly rates for full-time and part-time Library employees for the calendar year 2019; and:

1. Full-time Positions	2019
A. Salaried	
Library Director	\$60,000-84,000
B. Hourly	
Admin. Assistant and Inter-loan	\$16.83- 23.56
Cataloger & Reference Librarian	\$18.51-25.91
Children's Librarian	\$18.51-25.91
Adult Services and Reference Librarian	\$18.51-25.91
Technology Supervisor	\$16.83-23.56
2. Part-time Positions	
A. Hourly	
Operations Supervisor	\$16.83-23.56
Circulation Supervisor	\$16.83-23.56
Technical Services Assistant	\$13.27-18.58
Circulation Clerk	\$11.54-16.15
Materials Processor	\$11.54-16.15
Library Janitor	\$11.54-16.15
Youth Services Assistant	\$13.27-18.58
Reference Assistant	\$13.27-18.58
Shelver	\$7.93-9.92

WHEREAS, the Personnel Committee reviewed this resolution on _____ and recommended adoption.

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted, and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2019 for the 2019 Fiscal Year.

ADOPTED this ____ day of January 2019.

Library Board President

RESOLUTION 2018-XXX

A RESOLUTION RELATING TO SALARY AND WAGE SCHEDULES FOR FULL-TIME AND PART-TIME LIBRARY EMPLOYEES

WHEREAS, the Library Board adopted the 2018 Library Budget on _____; and,

WHEREAS, the Budget included the following salary and hourly rates for full-time and part-time Library employees for the calendar year 2018; and:

1. Full-time Positions	2018
A. Salaried	
Library Director	\$60,000-84,000
B. Hourly	
Admin. Assistant and Inter-loan	\$16.83- 23.56
Cataloger & Reference Librarian	\$18.51-25.91
Children's Librarian	\$18.51-25.91
Adult Services and Reference Librarian	\$18.51-25.91
Technology Supervisor	\$16.83-23.56
2. Part-time Positions	
A. Hourly	
Operations Supervisor	\$16.83-23.56
Circulation Supervisor	\$16.83-23.56
Technical Assistant	\$13.46-18.17
Circulation Aide	\$9.61-12.98
Materials Processor	\$9.61-12.98
Library Janitor	\$9.61-12.98
Shelver	\$7.69-9.61
Library Assistant	\$13.46-18.17

WHEREAS, the Personnel Committee reviewed this resolution on _____ and recommended adoption.

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted, and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2018 for the 2018 Fiscal Year.

ADOPTED this ____ day of January 2018.

Library Board President

RESOLUTION 2017-XXX

A RESOLUTION RELATING TO SALARY AND WAGE SCHEDULES FOR FULL-TIME AND PART-TIME LIBRARY EMPLOYEES

WHEREAS, the Library Board adopted the 2017 Library Budget on _____; and,

WHEREAS, the Budget included the following salary and hourly rates for full-time and part-time Library employees for the calendar year 2017; and:

1. Full-time Positions	2017
A. Salaried	
Library Director	\$59,432 - \$71,317
B. Hourly	
Admin. Assistant and Inter-loan Librarian	\$18.23 - \$21.87
Cataloger & Reference Librarian	\$20.05 - \$24.06
Children's Librarian	\$19.71 - \$23.65
Tech. Support and Reference Librarian	\$19.64 - \$23.57
2. Part-time Positions	
A. Hourly	
Tech. Support and Reference Librarian	\$20.05 - \$24.06
Admin. Assistant and Inter-loan Librarian	\$18.23 - \$21.87
Circulation Department Manager	\$18.23 - \$21.87
Technical Assistant	\$9.50 - \$11.40
Circulation Aide	\$9.25 - \$11.10
Library Janitor	\$10.00 - \$12.85
Shelver	\$8.00 - \$9.93
Library Assistant	\$14.79 - \$17.75

WHEREAS, the Personnel Committee reviewed this resolution on _____ and recommended adoption.

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted, and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2017 for the 2017 Fiscal Year.

ADOPTED this ____ day of January 2017.

Library Board President

RESOLUTION 2021-01
SALARY AND WAGE SCHEDULES FOR FULL-TIME AND PART-TIME LIBRARY EMPLOYEES

WHEREAS, the Library Board adopted the 2022 Library Budget on August 12, 2021; and,

WHEREAS, the Library Board annually adjusts the minimum and maximum values for each range based on the average annual percentage change in the Consumer Price Index for Urban Consumers (CPI-U); and:

WHEREAS, the Budget included the following salary and hourly rates for full-time and part-time Library employees for the calendar year 2022; and:

A. Full-Time Salaried Positions	
Library Director	\$60,000-84,000
B. Full-Time Hourly Positions	
Adult Services Librarian	\$18.88 – 26.43
Technical Services Librarian	\$18.88 – 26.43
Youth Services Librarian	\$18.88 – 26.43
Administrative Assistant	\$17.17 – 24.03
MetaSpace 511 Lead Innovator	\$17.17 – 24.03
Circulation Supervisor	\$17.17 – 24.03
Community Engagement Coordinator	\$17.17 – 24.03
C. Part-Time Hourly Positions	
Technical Services Assistant	\$13.53 – 18.94
Youth Services Assistant	\$13.53 – 18.94
Program Assistant	\$13.53 – 18.94
Circulation Clerk	\$11.77 - 16.47
Materials Processing Assistant	\$11.77 - 16.47
Custodian	\$11.77 - 16.47
Shelver	\$8.09 – 10.11
D. Temporary Positions	
Seasonal Landscaper	\$15.30 – 20.40

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted; and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2022 for the 2022 Fiscal Year.

ADOPTED this 14 day of October 2021.

Library Board President