

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, November 11, 2021

Time: **6:00 pm**

Place: **Mukwonago Community 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 October 14, 2021 Library Board minutes
[Library Board Minutes 20211014_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

- 5.a Invoices and Executive Summary for October
[Financial Executive Summary 20211111.pdf](#)
[Financial Invoices 20211111.pdf](#)

6. Committee Reports

- 6.a Personnel Committee - last met October 7, 2021
6.b Policy Committee - last met September 13, 2021
6.c Finance Committee - last met August 5, 2021
6.d Building & Grounds Committee - last met August 10, 2021

7. Library Director Report

- 7.a Library Director Report for November 2021
The Library Director report is for information only.
[Library Director Report November 2021.pdf](#)

8. Discussion/Action Items

- 8.a Library Closures for 2022
Discussion and possible action on approving dates in 2022 when the library is closed to the public for holidays and staff development.
[Library Closures for 2022_unapproved.pdf](#)
- 8.b 2022 Annual Addendum to Bridges Library System Member Library and Cafe Agreements
Discussion and possible action on approving the 2022 annual addendum to the Bridges Library System contract.
[2022 Annual Addendum to Membership Contract_unapproved.pdf](#)
- 8.c FY2022 Budget
Discussion and possible action on a proposed update to the FY2022 budget which includes adjustments to account for anticipated increased utility prices and recent personnel changes.
[FY2022 Budget_updated 20211111.pdf](#)
- 8.d Strategic Planning
Discussion on the beginning the next cycle of strategic planning.
- 8.e Trustee Essentials Chapter 2
Discuss questions posed at end of chapter 2 of Trustee Essentials.
[Trustee Essentials Chapter 02.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

Next regular Library Board meeting: December 9, 2021 @ 6:00pm

11. Upcoming Meetings

Policy Committee - December 2, 2021 @ 10:00am

12. 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 DRAFT

Thursday, October 14, 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 6:07pm. 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
S. Kaufman
M. Lacock (6:09 arrival)
E. Pautz
H. Pringle
C. Stienstra
D. Whalen

Excused

J. Gasser
M. Penzkover

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

D. Magolan/J. Darin motioned to approve the minutes from the Board of Trustees meeting on Thursday, September 9, 2021. D. Whalen abstained. Unanimously carried.

Audit and Approval of Monthly Expenditures

S. Kaufman/E. Brill 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 on August 10, 2021

Finance Committee - last met on August 5, 2021

Personnel Committee - last met on September 13, 2021 - items related to that meeting are on the agenda

Policy Committee - last met on October 7, 2021 - items related to that meeting are on the agenda

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

A. Amour shared information about the latest updates at MCL as well as the Friends of the Library rummage sale. Circulation was still down but is consistent with other libraries in the area.

Discussion/Action Items

Grutzmacher Collection Donation Agreement

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

H. Pringle noted that the Village attorney did research the questions that the Library Board queried at the last meeting. Additional questions raised were if the Historical Society plans to take all of the items that will be donated to them from MCLs collection and if not have the insurance questions been answered. The board was informed that the transfer needs to be handled first and then that will initiate phase two that includes the logistics of inventory and insurance.

C. Stienstra/D. Magolan motioned to approve the Grutzmacher Collection Donation Agreement document with removal of the 2021 date which will be entered when signed. This motion authorizes the library board president to sign and present it to the Historical Society. Unanimously carried. D. Whalen abstained.

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.

H. Pringle noted that due to A. Zimmermann leaving and issues with the pandemic limiting meetings the Policy Committee had not been up-to-date in regards to the review schedule. This document puts all the policies back into a formalized time frame.

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.

H. Pringle noted that this policy reflects the wording from the memo that the Village of Mukwonago presented which was initiated from the State level. This policy is meant to get

as many of the library board members present while ensuring the board is following the open meeting laws.

M. Lacock/D. Magolan motioned to approve the electronic meeting policy as presented. Roll Call: "Yes" J. Darin, M. Lacock, S. Kaufman, H. Pringle, E. Pautz, C. Stienstra, D. Magolan, E. Brill. "No" D. Whalen. Motion carried 8:1.

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.

H. Pringle noted that this technology is currently being utilized by the Bridges Library Board.

A. Armour stated she does have access and ability to run the technology during a meeting.

D. Whalen/M. Lacock motioned to acquire the technology for electronic meetings.

Unanimously carried.

Personnel Policy Updates

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

H. Pringle noted that this was a needed adjustment to ensure clarification of the few areas within the policy. It was commented that the word 'should' needs to be omitted from section VI. A and instead state: 'Vacations must be used in the benefit year in which they are accrued unless exception is granted by the Library Director as set forth below.'

D. Magolan/M. Lacock motioned to approve the Personnel Policy updates with the noted adjustments. Unanimously carried.

Year End Projected Totals

Discussion and possible action on recommendations for using unspent budget.

A. Armour noted that she had Cathryn start compiling budget numbers as a projection for the remainder of the year. It appears we will be under budget and A. Armour would like to ensure the board is aware in addition would like direction on how the board sees fit to utilize the remainder of the funds. Discussion followed regarding A. Armour's compiled quotes and projected uses of the forecasted excess. It was also declared that continued monitoring of these projections is a must to ensure MCL does not end up going over budget.

M. Lacock/J. Darin motioned to approve A. Armour to move forward with the projected spending of the unspent budget as outlined by the Library Board. Unanimously carried.

Library Board Access to Technology

Discussion and possible action on researching and purchasing technology for Library Board Trustees to access online agendas and packets.

A. Armour noted that if anyone was having issues with opening documents or if utilizing your own devices becomes a concern to please reach out.

Archiving Social Media

Discussion and possible action on end of ArchiveSocial through the Village.

A. Armour noted that the library had been on the Villages ArchiveSocial account. The Village had been paying a service fee and they will no longer be utilizing this service effective in September 2021. A. Armour's ask is whether she should be getting a quote for ArchiveSocial or if moving forward this would be manually done by library staff. A. Armour was advised to follow Village example and have a staff member start doing these back-ups.

Goals and Objectives for Library Director

Discussion and possible action on the Director Goals 2021 and First 90 Days Plan review and future goals.

A. Armour noted that these were created per a request of the Personnel Committee. A. Armour gave an overview of her current goals as well as what the potential 2022 goals may be. It was explained that the 2022 goals were the final year goals of the strategic plan. D. Whalen/C. Stienstra motioned to approve the director goals for the final year of the strategic plan. Unanimously carried.

Program Assistant Job Description

Discussion and possible action on recommendation from Personnel Committee to approve new job description of Program Assistant.

D. Whalen noted that A. Armour has asked for the Library Board approval of this new position to fill the needs of MCL. D. Whalen/M. Lacock motioned to approve the new job description for the program assistant. Unanimously carried.

Wage Ranges for FY2022

Discussion and possible action on wage ranges for FY2022.

D. Whalen noted that the personnel committee has brought this forward as a recommendation for the Library Board to review. These would be an across the board increase for both top and bottom of the range. It was explained that the Consumer Price Index for Urban Consumers isn't a factor in this adjustment and the verbiage of CPI-U needs to be removed from the document. D. Whalen/M. Lacock motioned to approve the resolution as amended to increase the wage ranges for FY2022. Unanimously carried.

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 the governing body.) Review salary changes for FY2022 beyond standard in relation to staff performance.

Motion to enter into closed session by H. Pringle/M. Lacock. Roll call vote: “yes” for J. Darin, M. Lacock, S. Kaufman, D. Whalen, H. Pringle, E. Pautz, C. Stienstra, D. Magolan, E. Brill. Motion carried.

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

Motion to enter into open session by M. Lacock/D. Magolan. Roll call vote: “yes” for J. Darin, M. Lacock, S. Kaufman, D. Whalen, H. Pringle, E. Pautz, C. Stienstra, D. Magolan, E. Brill. Motion carried. .

D. Whalen/M. Lacock moved to approve the wage changes, beyond the standard, that were presented. The effective date will be on the first paycheck of the new payroll period in FY2022. Unanimously carried.

Referral Items

Start the necessary steps for coordinating the new strategic plan at MCL.

Confirm Next Meeting Date

Regular Library Board on Thursday, November 11, 2021.

Adjournment

M. Lacock/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 8:03 pm.

Mukwonago Community Library Executive Summary 2021

Balance as of November 11, 2021

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	516,810.00	408,001.33	108,808.67	78.9%
5112 - Social Security	39,545.00	30,487.35	9,057.65	77.1%
5152 - Retirement	41,893.00	29,372.37	12,520.63	70.1%
5154 - Health	74,855.00	60,608.40	14,246.60	81.0%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,350.00	3,336.88	13.12	99.6%
5219 - Professional Services	10,000.00	2,446.11	7,553.89	24.5%
5220 - Contractual Services	18,000.00	18,239.92	(239.92)	101.3%
5221 - Water & Sewer	3,500.00	1,982.62	1,517.38	56.6%
5222 - Electric	28,000.00	26,376.11	1,623.89	94.2%
5224 - Gas	9,500.00	9,091.93	408.07	95.7%
5225 - Telephone	8,000.00	7,056.48	943.52	88.2%
5226 - Insurance	16,000.00	9336.76	6,663.24	58.4%
5310 - Outside Services	15,000.00	18,141.66	(3,141.66)	120.9%
5311 - Supplies	25,000.00	15,029.33	9,970.67	60.1%
5312 - Printing	500.00	537.96	(37.96)	107.6%
5314 - MetaSpace 511 Equip/supplies	7,000.00	1,244.45	5,755.55	17.8%
5315 - Postage	500.00	343.19	156.81	68.6%
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	52,795.57	19,151.43	73.4%
5329 - AV Materials	25,000.00	10,317.13	14,682.87	41.3%
5330- The Thingery	7,000.00	5,981.41	1,018.59	85.4%
5331 - Programming	15,000.00	3,863.14	11,136.86	25.8%
5332 - Mileage	1,500.00	102.37	1,397.63	6.8%
5333 - Outreach	2,000.00	215.15	1,784.85	10.8%
5335 - Training & Travel	5,000.00	1,250.94	3,749.06	25.0%
5340 - Digital Materials	10,543.00	5,115.22	5,427.78	48.5%
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	14,472.86	(4,472.86)	144.7%
5399 - Other	3,500.00	3,419.33	80.67	97.7%
5811 - Technology Equipment	10,000.00	24,370.74	(14,370.74)	243.7%
TOTAL Budget Accounts	1,029,503.00	802,810.71	226,692.29	78.0%
<i>Donation Accounts</i>				
Balance from 2020(Pending)	65,761.96			
4890 - Donations Revenue 2021			53,575.22	
5806 - Donation Expenditures 2021			(71,112.16)	
TOTAL Donation Accounts	48,225.02		(17,536.94)	
OVERALL TOTAL			209,155.35	

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
November 11, 2021

Account	Vendor	Memo	Amount
5219 Professional Services	Hippenmeyer, Reilly, Blum, Schmit	Transfer of Grismacher Collection	602.00
5220 Contracted Services	Johnson Controls Security Solution	11/1/21-1/31/22 contract	1742.04
5220 Contracted Services	Schindler Elevator Corp.	11/1/21-10/31/22 contract	1259.02
5221 Water-Sewer	Village Of Mukwonago	3rd QTR	779.00
5222 Electric	WE Energies- Electric	Sep	2959.10
5224 Gas	WE Energies- Gas	Sept	27.20
5225 Telephone	CenturyLink Village Charge	9/21/21-10/20/21	236.53
5225 Telephone	Charter Communications- Village C	9/28/21-10/27/21	568.27
5226 Insurance Premiums	Municipal Property Insurance	Property Insurance	8772.02
5226 Insurance Premiums	R&R Insurance- Village Charge	Q4 Workman's Comp	180.05
5310 Outside Services	America Aquaria	Fish tank Cleaning	85.00
5310 Outside Services	Klassy Kleaners	Restroom Cleaning	1200.00
5310 Outside Services	Unique	Placements	8.95
5311 Supplies	AlSCO	Mats & Dusters	66.16
5311 Supplies	Amazon Business	Office Supplies	213.93
5311 Supplies	Bureau Of Correctional	Paper	3.53
5311 Supplies	Dynamic Awards	Staff Name Tag	8.00
5311 Supplies	Home Depot- Village Credit Card	Cleaning Rags	63.83
5311 Supplies	Horn Feeds- Village Charge	Salt	67.50
5311 Supplies	Quill	Cleaning Supplies	332.97
5311 Supplies	Quill	Paper Products	55.68
5311 Supplies	Vernon	DVD Cases	192.10
5311 Supplies	Walgreens- Village Credit Card	Card	6.99
5311 Supplies	Walgreens- Village Credit Card	Batteries	20.99
5312 Printing	Central Office Systems- Village Cha	Lease	8.58
5312 Printing	De Lage Landen- Village Charge	Lease	8.32
5312 Printing	James Imaging Systems	Printing	6.40
5312 Printing	James Imaging Systems	copies	13.94
5314 MetaSpace 511 Equip.- Pick 'N Save-	Village Credit Card	Program Supplies/ Pumpkins	76.06
5314 MetaSpace 511 Equip.- Pick 'N Save-	Village Credit Card	Refund on overcharge	-18.00
5314 MetaSpace 511 Equip.- Walmart -	Village Credit Card	Program Supplies	11.46
5328 Books	Amazon Business	Books	312.47
5328 Books	Baker & Taylor	Books	7.27
5328 Books	Baker & Taylor	Books	12.44
5328 Books	Baker & Taylor	Books	15.11
5328 Books	Baker & Taylor	Books	3.14
5328 Books	Baker & Taylor	Books	15.11
5328 Books	Baker & Taylor	Books	5.03
5328 Books	Baker & Taylor	Books	33.36
5328 Books	Baker & Taylor	Books	112.09
5328 Books	Baker & Taylor	Books	30.22
5328 Books	Baker & Taylor	Books	704.97

5328 Books	Baker & Taylor	Books	10.07
5328 Books	Baker & Taylor	Books	4.47
5328 Books	Baker & Taylor	Books	645.12
5328 Books	Baker & Taylor	Books	6.29
5328 Books	Baker & Taylor	Books	42.58
5328 Books	Baker & Taylor	Books	57.91
5328 Books	Baker & Taylor	Books	55.95
5328 Books	Baker & Taylor	Books	1521.66
5328 Books	Baker & Taylor	Books	9.51
5328 Books	Baker & Taylor	Books	29.94
5328 Books	Baker & Taylor	Books	7.27
5328 Books	Baker & Taylor	Books	20.70
5328 Books	Baker & Taylor	Books	580.39
5328 Books	Baker & Taylor	Books	19.60
5328 Books	Baker & Taylor	Books	29.38
5328 Books	Baker & Taylor	Books	45.26
5328 Books	Baker & Taylor	Books	20.14
5328 Books	Baker & Taylor	Books	8.95
5328 Books	Baker & Taylor	Books	75.24
5328 Books	Baker & Taylor	Books	118.54
5328 Books	Baker & Taylor	Books	29.11
5328 Books	Baker & Taylor	Books	56.19
5328 Books	Baker & Taylor	Books	31.06
5328 Books	Baker & Taylor	Books	2487.64
5328 Books	Baker & Taylor	Books	12.59
5328 Books	Baker & Taylor	Books	50.59
5328 Books	Brodart	Books	237.71
5328 Books	Brodart	Books	717.66
5328 Books	Brodart	Books	317.18
5328 Books	Brodart	Books	124.72
5328 Books	Cengage	Books	223.12
5328 Books	Cengage	Books	26.39
5328 Books	Cengage	Books	31.19
5328 Books	Cengage	Books	20.79
5328 Books	Center Point Large Print	Books	27.27
5329 AV Material	Amazon- Village Credit Card	DVD OCT	10.49
5329 AV Material	Amazon- Village Credit Card	DVD	9.53
5329 AV Material	Amazon- Village Credit Card	DVD	498.92
5329 AV Material	Amazon- Village Credit Card	DVD	22.87
5329 AV Material	Amazon- Village Credit Card	DVD	58.97
5329 AV Material	Amazon- Village Credit Card	DVD	94.32
5329 AV Material	Amazon- Village Credit Card	DVD	49.39
5329 AV Material	Amazon- Village Credit Card	DVD	-0.06
5330 Thingery	Amazon Business	Snow shoes and other items	1076.21
5330 Thingery	Mobilebeacon- Village Credit Card	Hotspots	1375.00
5331 Programming	Amazon Business	Beads for DIY program	197.51
5331 Programming	Amazon Business	Games	57.95

5331 Programming	Amy Mueller	Story time on the go & Shake Rattle	180.00
5331 Programming	Tanya Hinz	Painting Class	60.00
5331 Programming	Walmart- Village Credit Card	Halloween candy	51.60
5331 Programming	Wisconsin Dept. Of Agriculture	Seed Labeler's License	25.00
5333 Outreach	Vista Print- Village Credit Card	Library business Cards	31.49
5335 Training & Travel	Wisconsin Library Association	WLA Conference	150.00
5335 Training & Travel	Wisconsin Library Association	WLA Conference	220.00
5340 Digital Materials	Acorn- Village Credit Card	Monthly charge OCT	6.29
5340 Digital Materials	Adobe- Village Credit Card	Creative Cloud OCT	83.99
5340 Digital Materials	Asset Tiger	6 month subscription	50.00
5340 Digital Materials	GoDaddy- Village Credit Card	Domain renewal & Privacy protect	62.32
5340 Digital Materials	Library Market	Library Calendar	1500.00
5340 Digital Materials	MailChimp	Monthly Newsletter	62.99
5340 Digital Materials	Midwest Tape	Hoopla	384.87
5340 Digital Materials	Netflix- Village Credit Card	10/1/21-10/31/21OCT	17.99
5340 Digital Materials	Tidio- Village Credit Card	October Chat Communicator	69.30
5395 Repairs & Maintenance	Hennes Services	Fixed Valves & Sensors	7634.95
5395 Repairs & Maintenance	Hennes Services	Rewired Controller reset alarm	483.00
5395 Repairs & Maintenance	Hennes Services	Boiler Alarm	208.00
5395 Repairs & Maintenance	Office Copying Equipment	Copier Repair	90.00
5395 Repairs & Maintenance	Roman Electric Co.	Fix light fixture	226.40
5399 Other	B2E Solutions	Payroll Fees	126.21
5399 Other	B2E Solutions	Payroll fees	78.05
5399 Other	B2E Solutions	Payroll Fees	86.40
5399 Other	TASC	Run out fee	44.01
5399 Other	TASC	HRA	44.01
5399 Other	TASC	Flex	126.42
5399 Other	WI Dept. Of Revenue	Copies	49.20
5399 Other	WI Dept. Of Revenue	Book Sales	49.10
5399 Other	WI Dept. Of Revenue	Faxes	7.87
5811 Equipment (Non-Capit)	Bayscan Technologies	Scanners	1170.00
5811 Equipment (Non-Capit)	Envisionware	RFID Reader	2403.51
5811 Equipment (Non-Capit)	Envisionware	Self Check Kiosk	12190.00
		TOTAL REGULAR ACCOUNTS	\$ 59,935.08

5806 Designated Funds Expense	Hennes Services	Condensing unit & coil	46000.00
5806 Donation Expenditure	Amazon Business	Meeting Owl	1012.99
5806 Donation Expenditure	B & H Photo- Village Credit Card	Camcorder/Camera/Recorder- Gra	1338.93
5806 Donation Expenditure	Pick 'N Save- Village Credit Card	Staff	27.32
		Total Donation Expenses	48379.24
Director	Treasurer	To Be Reimbursed	47338.93
		Regular Donation Expenses	1040.31
Secretary		Total Expenses	\$ 108,314.32

Library Director Report: November 2021

Director Meetings and Activities

We are still struggling with the boilers and the HVAC software. The boilers have been setting off alarms (even after we had significant work done on them). We did have our fall inspection and Cathryn spent six hours with the Hennes technician walking around with him and learning about the system. The MetaSpace, specifically, continues to be troublesome and has routinely dipped below 60 degrees. Cathryn finally contacted Emcor, the HVAC software company, herself after Hennes has not for months. The Emcor tech was extremely helpful and figured out that one of our sensors is bad which is why the MetaSpace and children's area isn't getting heat. They will fix that next week. I have been in contact with Ron Bittner, the head of DPW, for his recommendations on who we might want to use for further work and contracts.

With the creation of the new Program Assistant position, Terry Buchmann officially is in this position and reports directly to Eric, the Community Engagement Coordinator. We are all working together to figure out how best to structure workflow and rearrange responsibilities to capitalize on people's strengths, centralize marketing and promotions, and generally avoid the confusion that came with many staff members throughout the library doing many completely different and isolated tasks. Terry has developed a workflow for the program librarians to send her information so that she can create marketing materials and Eric and Terry are constantly tweaking how they are tackling marketing and outreach stuff. Generally, Eric handles outreach and Terry is great at in-house creation of marketing materials. The whole library team knows that the idea of having systematized marketing is very new (and not just to our library—this is pretty unique in public libraries) but they are all being very adaptable and have been giving great feedback to me and Eric to help us figure out the best way forward for our staff and the community.

We have officially been using the new cash registers and software for a while now and both staff and customers are liking it. Customers are pleasantly surprised that we offer credit card payments, and staff like that the software automatically updates paid fines in Polaris. Cathryn and I took the opportunity to develop new and more efficient processes for taking in, counting, and storing money as well. The new process has improved efficiency, decreased errors, and de-emphasizes Cathryn's daily involvement so it's easier for her to go on vacation and nothing gets disrupted at the circulation desk.

Attorney Blum has continued to conduct research into the Grutzmacher donation transfer. He has learned more information and would like to discuss with both boards on how to proceed and to answer any lingering questions or confusions regarding the donation transfer agreement. He will send me more information shortly.

Our server and new circulation computers should be delivered and installed in early December. We have already received our new RFID pads and self-checkout machines and just need to schedule the install for them. These will all be paid for out of the surplus of this budget year.

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)

One of the shelvers and one of the part-time circ clerks have decided to leave the library. We are currently keeping up with the shelving, so do not need to hire another shelve at this time. Other circ staff have picked up hours at the circ desk, so again - a replacement will not be hired at the moment. The new self check machines arrived this week (no pics because they are still in boxes).

Reference and Adult Services (Chris Stape)

Friday movies continue to draw lots of attendees and the morning showing is beginning to attract more people. We had two author visits in October, both of which went very well. Adult Bingo is picking up steam and there is now interest in starting up other gaming groups like mahjong, sheepshead, and canasta. Some of the bingo people will be talking to friends to see if we can get that organized. Nancy and I led a program called "Save Your Photos" that highlighted equipment in the memory Lab and MetaSpace. It was well attended and led to quite a few new people using the Memory Lab. Our Chair Yoga sessions have resumed. That was quite popular before COVID, so we'll see how it rebounds.

Coming up we have a canvas painting class, a program on homeopathic headache treatment, and a class on how to give tea parties.

Technical Services and Thingery (Mary Jo Isely)

312 new items processed and cataloged. Snowshoes have arrived and are awaiting cataloging and processing. Memory Lab On-the-Go devices are in. Cataloging & processing in progress. Thingery/S.T.E.A.M. Kits order placed and awaiting delivery. The order is comprised of replacements for worn and highly used items, new additions and supplies. The first ever Collection Development meeting was held with Abby and the three selectors. This was a great meeting with productive discussion. Preparing T.S. for the end-of-the-year barrage of new materials.

MetaSpace 511 & Technology (Nancy Aycok)

MetaSpace 511 has been quite busy during October. Lead Innovator Nancy, and her Innovators in Residence, Kendal and Kelidy, started asset tagging at the beginning of the month and have achieved tagging 90% of equipment and tools with 293 items tagged and recorded. Kendal and Kelidy have worked diligently and skillfully to help keep the project on track for the November 15th tentative deadline. Makerspace Champion Mark A. has logged many volunteer hours

helping repair and do maintenance on the 3D printers. Six out of eleven 3D printers are now fully functional, up from two from last month. We were able to create 3D printed miniature backups of Director Abby so she could be in multiple places in October. Makerspace Champion John P. has tested different materials on the laser engraver with Nancy and donated pieces to display. There has been an increase in interest in learning and using the 3D printers, the Cricut Maker, and the laser engraver, and Nancy has been scheduling 1:1 appointments to train people. The October 30th, “Laser Engrave a Pumpkin” program was a lot of fun and had 47 people of all ages in attendance who learned how to laser engrave a pumpkin and take one home.



MakerSpace Champion Mark A.



a family at pumpkin carving



Abby's clones minifigures

Community Engagement Coordinator (Eric Huemmer)

Marketing: Last month, we applied for a state-wide marketing grant. Out of nearly 70 applicants, the Mukwonago Community Library was 1 of 15 libraries selected to receive the grant! Winners will attend an all-day marketing workshop, and the grant will be split between updating our outreach materials (pop-up banner, table skirts, etc.) and boosting our digital presence through paid advertising.

Community Outreach: Working in conjunction with the Mukwonago Chamber and our community partners, the MCL will be hosting an inaugural Tree Lighting event on December 1, 2021. This will include holiday story time, seasonal crafts, and pictures with Santa, with the evening culminating in a tree lighting outside. More details to come as we meet with the Chamber, but we hope to establish it this year and build it into a community staple.

Alongside the Tree Lighting, the Library will be expanding its community involvement in 2022 with two events: We are meeting with MHS to bring back the often-requested Culture Folk Faire in February, and the Library was approached with taking over the Community Craft at the Jack-O-Lantern Jaunt in next October. Both are exciting opportunities.



Programming: Our first Teen Dungeons & Dragons group (pictured) had a full group in late October and was a huge success! One of the parents messaged Eric afterwards thanking him for running it as their son couldn't be more excited about next session. This will be every other Monday, with the next one coming up on the 8th. We will also have our first Purple Springs Memory Cafe this Thursday to celebrate Veterans Day.

Statistics

Mukwonago Community Library STATISTICS OCTOBER 2021

Circulation					Programming			
Bridges Library System	2021	2020	2019	% to 2019	Type	General	Kids	Teens
Village of Mukwonago	6,357	7,031	6,397	-1%	Friday Movies	103		
Town of Mukwonago	6,238	6,325	8,504	-27%	Book Clubs	13		
Eagle	1,001	619	914	10%	Zentangle	42		
Genesee	660	693	555	19%	Other Adult programs	62		
North Prairie	961	752	867	11%	Author Visits	42		
Vernon	1,703	1,948	2,273	-25%	Shake rattle & Roll		59	
All other Waukesha County	1,207	1,213	1,813	-33%	Paws to Read		75	
Jefferson County	120	253	262	-54%	Childrens Outreach		177	
Subtotal Bridges System	18,247	18,834	21,585	-15%	Other Kids Programs		42	
Other Wisconsin Counties					Contests	277		
Milwaukee County	83	24	67	24%	MetaSpace Programs	57		
Racine County	392	412	776	-49%	Trick or Treat	95		
Walworth County	2,831	2,717	3,281	-14%	Teen Program			2
All other Wisconsin Counties	60	11	9	567%	Totals (1046)	691	353	2
Subtotal Wisconsin Counties	3,366	3,164	4,133	-19%	Total Childrens Programs	28		
Total All Counties	21,613	21,998	25,718	-16%	Total YA Programs	1		
YTD ALL COUNTIES	220,584	179,875	271,382	-19%	Total General Programs	37		
Facility Use & Volunteers				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/ Decrease			This Year	Last Year	Increase/ Decrease
Study Room Use	87	75	16.0%	Flipster (System Wide)		3922	5041	-22.2%
Computer Usage		408	-100.0%	Overdrive Circulation (Mukwonago)		2644	2486	6.4%
Patron Visits	7,333	6,998	4.8%	Gale Courses Verified (System Wide)		92	112	-17.9%
History Room Users	14	2	600.0%	Interlibrary Loans Borrower		8	10	-20.0%
Curbside Pick Ups	32			Interlibrary Loans Lender		32	25	28.0%
Family Care Packages	-	-		New Items Added		312	355	-12.1%
Holds Placed	1,611	687	134.5%	New Cards Added		65	33	97.0%

Holiday Closures for 2022

Holidays	Closed Date	Day of the week
New Year's Day	1/1/2022	Saturday
Easter	4/17/2022	Sunday (if applicable)
Staff Development Day	5/20/2022	Friday
Memorial Day	5/30/2022	Monday
Fourth of July	7/4/2022	Monday
Labor Day	9/5/2022	Monday
Staff Development Day	10/7/2022	Friday
Thanksgiving	11/24/2022	Thursday
Holiday for Christmas Eve	12/23/2022	Friday
Christmas Eve	12/24/2022	Saturday
Christmas Day	12/25/2022	Sunday
Holiday for Christmas Day	12/26/2022	Monday
Holiday for New Year's Eve	12/30/2022	Friday
New Year's Eve	12/31/2022	Saturday
New Year's Day	1/1/2023	Sunday
Holiday for New Year's Day	1/2/2023	Monday

**2022 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements**

Subject to the terms and conditions of the member and CAFÉ agreements between the Library System and the member library, both parties agree to make the payments listed in the charts below. County reimbursement funds will be made in two equal payments no later than April and October. Hoopla grant funds will be distributed in March.

MUKWONAGO COMMUNITY LIBRARY

	Waukesha County	Lakeshores Library System (for Walworth & Racine Counties)	Hoopla Grant
Paid to Library	\$443,227	\$121,147	\$3,398

	Databases	Movie License**	Digital Magazines	WI Digital Library Content*	Advantage Program	Gale Courses	CAFÉ Fee
Paid by Library	\$1,230	\$0	\$1,092	\$3,916	\$3,797	\$2,737	\$23,713

*WI Digital Library fee is invoiced by and paid by library directly to WiLS

** No movie license charges in 2022 based on contract agreement changes due to COVID, service will still be offered.

LIBRARY


President, Board of Trustees

Date

Secretary, Board of Trustees

Date


BRIDGES LIBRARY SYSTEM



President, Board of Trustees

10-20-21

Date



Secretary, Board of Trustees

10/20/21

Date

	2022 - NOV. UPDATE		2022 - AUGUST APPROVED
REVENUES			
411100 - General Property Taxes	474,105.00		474,105.00
434300 - County Grant (Hoopla from Bridges)	3,398.00		2,344.00
436500 - County Taxes (WK)	443,227.00		443,227.00
436600 - County Taxes (LK)	121,147.00		121,147.00
436800 - County Taxes (other)	1,712.00		1,712.00
430700 - COPIES	5,000.00		5,000.00
430800 - LIBRARY MATERIAL REPLACEMENT	1,000.00		1,000.00
431700 - BOOK SALE REVENUE	3,500.00		3,500.00
431100 - FAXES	500.00		500.00
431200 - FINES	13,000.00		13,000.00
487100 - INTEREST REVENUE	500.00		500.00
TOTAL REVENUE	1,067,089.00		1,066,035.00

Bank Accounts

4890 Donation Revenue	8,000.00		8,000.00
5806 Donation Expenditure			
WCCF Capital Endowment as of 12/31/2020		767,674.15	767,674.15
WCCF Library Endowment as of 12/31/2020		323,643.62	323,643.62
TOTAL Bank Accounts			

EXPENDITURES								
Cash Accounts	Budget	Used	Remaining	changes		Budget	Used	Remaining
5110 Salaries & Wages	559,332.00			-1%		563,023.00		
5112 Social Security	44,355.00			-1%		44,616.00		
5152 Retirement	41,145.00			-4%		42,727.00		
5154 Health	64,788.00			-21%		78,304.00		
5158 OPEB Payout	10,000.00			0%		10,000.00		
5159 Other Fringe Benefits	3,880.00			0%		3,880.00		
5219 Professional Services	4,000.00			0%		4,000.00		
5220 Contracted Services	16,000.00			0%		16,000.00		
5221 Water-Sewer	3,500.00			0%		3,500.00		
5222 Electric	30,000.00			0%		30,000.00		
5224 Gas	15,000.00			33%		10,000.00		
5225 telephone	9,000.00			2%		8,800.00		
5226 Insurance Premiums	8,000.00			0%		8,000.00		
5310 Outside Services	20,000.00			0%		20,000.00		
5311 Supplies	20,000.00			0%		20,000.00		
5312 Printing	500.00			0%		500.00		
5314 MetaSpace 511 Equip-Supplies	5,000.00			0%		5,000.00		
5315 Postage	500.00			0%		500.00		
5326 Periodicals	2,700.00			0%		2,700.00		
5327 Newspapers	1,800.00			0%		1,800.00		
5328 Books	70,000.00			0%		70,000.00		
5329 AV Material	12,000.00			-67%		20,000.00		
5330 The Thingery	5,000.00			0%		5,000.00		
5331 Programming	10,000.00			0%		10,000.00		
5332 Mileage	2,000.00			0%		2,000.00		
5333 Outreach	2,000.00			0%		2,000.00		
5335 Training & Travel	5,000.00			0%		5,000.00		
5340 Digital Materials	10,000.00			70%		3,000.00		
5341 Cafe	23,713.00			0%		23,713.00		
5343 Data Lines	1,200.00			0%		1,200.00		
5344 Shared County Databases	22,772.00			44%		12,772.00		
5395 Repairs & Maintenance	20,000.00			0%		20,000.00		
5399 Other	5,000.00			0%		5,000.00		
581100 Equipment (under \$5000)	18,904.00			31%		13,000.00		
581105 Equipment (over \$5000)								
TOTAL EXPENDITURES	1,067,089.00					1,066,035.00		

Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- 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 and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

2

In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* (pld.dpi.wi.gov/pld_trustee)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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