

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, March 10, 2022

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149**
OR Join Zoom Meeting [https://us02web.zoom.us/j/87407040519?](https://us02web.zoom.us/j/87407040519?pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09)
pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09 Dial by your location +1 312 626
6799 Meeting ID: 874 0704 0519 Passcode: 242560

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 Library Board minutes of February 10, 2022
[Library Board Minutes 20220210_unapproved.pdf](#)

4.b Special Library Board minutes of February 22, 2022
[Library Board Minutes 20220222_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for March 2022
[Financial 2022 March Executive Summary 20220310.pdf](#)
[Financial 2022 March Invoices 20220310.pdf](#)

6. Committee Reports

6.a Building & Grounds Committee - last met December 9, 2021

6.b Finance Committee - last met February 10, 2022

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

6.d Policy Committee - last met February 24, 2022
[Policy Committee Meeting Minutes 20220224_unapproved.pdf](#)

7. Library Director Report

7.a Library Director Report for March
Director Report is for information only.
[Library Director Report March 2022.pdf](#)

8. Discussion/Action Items

8.a Credit Card Use for Payment of Library Fines and Fees Policy
Discussion and possible action on approving the Policy Committee's recommendation to adopt the Credit Card Use for Payment of Library Fines and Fees Policy.
[Credit Card Use for Payment of Library Fines and Fees Policy DRAFT 20220224.pdf](#)

8.b Computers for MetaSpace
Discussion and possible action on using donation funds to purchase updated computers for MetaSpace 511.
[MetaSpace 511 Laptops Proposal.pdf](#)

8.c Grutzmacher collection insurance
Discussion and possible action on approving insurance quote for the Grutzmacher collection.
[Fine Arts Quote 2022.pdf](#)

8.d Grutzmacher collection loan agreement
Discussion and possible action on approving a formal loan agreement to the Mukwonago Historical Society for the part of the Grutzmacher collection that is housed in the Red Brick Museum.
[Mukwonago Historical and Museum Society Incoming Loan Agreement_blank.pdf](#)

8.e Strategic Planning
Discussion and possible action on next steps for strategic planning.

8.f Trustee Essentials Chapter 6
Discuss questions posed at end of chapter 6 of Trustee Essentials.
[Trustee Essentials Chapter 06.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

11. Adjourn

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, February 10, 2022

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:04 p.m. via Zoom.

Roll Call and Introduction of Guests

Board Members Present

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

Excused

J. Darin

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

M. Lacock/D. Magolan motioned to approve the minutes from the Board of Trustees meeting on Thursday, January 13, 2022. Unanimously carried.

Audit and Approval of Monthly Expenditures

E. Pautz/D. Magolan motioned to approve the Year End 2021 and 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 December 9, 2021.

Finance Committee - last met on February 10, 2022. Items were passed to the Policy Committee for review prior to being brought to the full board.

Personnel Committee - last met on October 7, 2021.

Policy Committee - last met on December 2, 2021. The meeting was rescheduled for the next couple weeks.

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

A. Armour shared information from the Director Report.

Discussion/Action Items

2021 Annual Report

A. Armour noted that Mukwonago Community Library was not shut down or at reduced hours this past year so a lot of the COVID related questions didn't apply to Mukwonago Community Library hence leading to the "No" response.

J. Gasser/E. Brill motioned to approve the Annual Report as presented and authorize H. Pringle and A. Armour to sign and submit the document. Unanimously carried.

2021 Annual Report Statement Concerning Public Library System Effectiveness

H. Pringle noted that this is a yearly statement regarding our effectiveness.

M. Penzkover/E. Brill motioned to approve the Annual Report Statement Concerning Public Library System Effectiveness with the clerical correction of the year to 2021. Unanimously carried.

Strategic Planning

A. Armour noted that the board will have a virtual meeting with Hales Corners Library on 2/22/22 at 6:00pm regarding their process for their latest strategic planning process. MCL Board questions can be passed on to A. Armour prior to the meeting to facilitate the creation of an agenda. It was also asked to have Hales Corners trustees discuss their general process.

Grutzmacher Collection Update

A. Armour noted that we are at the point of getting a quote from R&R for a Fine Arts insurance rider. We still need the appraisal that was previously conducted by the Mukwonago Historical Society for the MCL-owned items which are currently held at the museum. When asked for that document MCL was asked to cover the previously paid costs and received an email bill from the Mukwonago Historical Society to cover the appraisal cost. M. Lacock/M. Penzkover motioned to approve a \$599.38 reimbursement to the Mukwonago Historical Society to cover the appraisal costs for items that are owned by the library but held at the museum. The funds to cover this cost will be taken from the MCL donation fund, pending a copy of an original invoice that can substantiate the costs MCL is

being asked to pay. Roll Call: “Yes” D. Magolan, S. Kaufman, M. Lacock, E. Pautz, M. Penzkover, H. Pringle, C. Stienstra. “No” E. Brill and J. Gasser. Motion carried 7:2. D. Whalen abstained.

Review Trustee Essentials - chapter 5

Trustee Essentials Chapter 5: Hiring a Library Director - H. Pringle reviewed information on the applicable topics.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on Thursday, March 10, 2022 at 6:00pm

Adjournment

D. Whalen/M. Penzkover motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:17 pm.

DRAFT MINUTES OF THE SPECIAL LIBRARY BOARD MEETING
Thursday, February 22, 2022

Time: **6:00 pm**

Place: **via Zoom**

<https://us02web.zoom.us/j/86016306405pwd=NzdFUHdlSndxazd5ZmFxeTF2Y05qdz09>

Call to Order

President H. Pringle called the meeting to order at 6:00 p.m. via Zoom.

Roll Call and Introduction of Guests

Board Members Present

E. Brill
J. Darin
J. Gasser
S. Kaufman
M. Lacock
M. Penzkover
H. Pringle
D. Whalen

Excused

E. Pautz
D. Magolan

C. Stienstra (arrived at 6:30 p.m.)

Also Present

A. Armour, Library Director
Tom Kiernan, Hales Corners Public Library Trustee
Emeran Leonard, Hales Corners Public Library Trustee

Strategic Planning

The Hales Corners Public Library Trustees shared their strategic planning process, outlining how they utilized data to make decisions and involved each Trustee in bringing in new ideas from surrounding libraries.

Adjournment

H. Pringle adjourned the meeting at 7:03 pm.

Mukwonago Community Library Executive Summary 2022

3/10/2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	559,332.00	61,736.53	497,595.47	11.0%
5112 - Social Security	44,355.00	4,680.06	39,674.94	10.6%
5152 - Retirement	41,145.00	4,432.98	36,712.02	10.8%
5154 - Health	64,788.00	14,891.08	49,896.92	23.0%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,880.00	(461.84)	4,341.84	-11.9%
5219 - Professional Services	4,000.00	730.74	3,269.26	18.3%
5220 - Contractual Services	16,000.00	4,940.04	11,059.96	30.9%
5221 - Water & Sewer	3,500.00	0.00	3,500.00	0.0%
5222 - Electric	30,000.00	2,401.71	27,598.29	8.0%
5224 - Gas	15,000.00	1,945.43	13,054.57	13.0%
5225 - Telephone	9,000.00	1,308.59	7,691.41	14.5%
5226 - Insurance	8,000.00	221.72	7,778.28	2.8%
5310 - Outside Services	20,000.00	3,432.16	16,567.84	17.2%
5311 - Supplies	20,000.00	3,975.22	16,024.78	19.9%
5312 - Printing	500.00	79.98	420.02	16.0%
5314 - MetaSpace 511 Equip/supplies	5,000.00	862.35	4,137.65	17.2%
5315 - Postage	500.00	57.05	442.95	11.4%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	943.43	856.57	52.4%
5328 - Books	70,000.00	8,842.70	61,157.30	12.6%
5329 - AV Materials	12,000.00	1,840.02	10,159.98	15.3%
5330- The Thingery	4,900.00	1,966.30	2,933.70	40.1%
5331 - Programming	10,000.00	544.62	9,455.38	5.4%
5332 - Mileage	2,000.00	0.00	2,000.00	0.0%
5333 - Outreach	2,000.00	256.48	1,743.52	12.8%
5335 - Training & Travel	5,000.00	188.62	4,811.38	3.8%
5340 - Digital Materials	10,000.00	1,465.11	8,534.89	14.7%
5341 - Cafe	23,713.00	23,713.00	0.00	100.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	22,772.00	12,772.00	10,000.00	56.1%
5395 - Repairs & Maintenance	20,000.00	3,737.05	16,262.95	18.7%
5399 - Other	5,000.00	360.01	4,639.99	7.2%
5811 - Technology Equipment	18,904.00	7,668.49	11,235.51	40.6%
TOTAL Budget Accounts	1,066,989.00	172,256.85	894,732.15	16.1%
<i>Donation Accounts</i>				
Balance from 2021(Pending)	53,164.45			
4890 - Donations Revenue 2022			5,501.32	
5806 - Donation Expenditures 2022			(2,597.37)	

TOTAL Donation Accounts	56,068.40		2,903.95	
OVERALL TOTAL			897,636.10	

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
March 10, 2022

Account	Vendor	Memo	Amount
5219 Professional Services	Baker Tilly Virchow Krause- Village Charge	Audit Progress Billing #1	225.74
5220 Contracted Services	Envisionware	Kiosk installation	1000.00
5222 Electric	WE Energies	January	2401.71
5224 Gas	WE Energies	January	1945.43
5225 Telephone	Century Link -Village Charge	1/21/22-2/20/22	178.98
5225 Telephone	Charter Communications- Village Charge	1/28/22-2/27/22	565.03
5310 Outside Services	America Aquaria	Fish Tank Maintenance	85.00
5310 Outside Services	Civic plus- Village Charge	Emergency Notification System	428.58
5310 Outside Services	Great America Financial Services	Copier agreement	353.14
5310 Outside Services	Klassy Kleaners	Weekend Cleaning February	960.00
5310 Outside Services	Unique	Placements	26.85
5311 Supplies	Alsco	Mats & Dusters	68.71
5311 Supplies	Amazon Business	Office Supplies	38.87
5311 Supplies	Amazon Business	Tech Serve Supplies	71.98
5311 Supplies	Avery	Seed Labels	40.38
5311 Supplies	Bear Graphics- Village Charge	Checks	80.63
5311 Supplies	Bridges Library System	CAFE Cards	120.52
5311 Supplies	Dynamic Awards & Apparel LLC	Name Tags	24.00
5311 Supplies	Hahn Ace- Village Charge	Hardware	2.33
5311 Supplies	Home Depot- Village Credit Card	White Rags	81.46
5311 Supplies	Quill	Missing supplies Credit	-76.95
5311 Supplies	Quill	Office supplies	35.43
5311 Supplies	Quill	Office supplies	22.49
5311 Supplies	Quill	Paper Products/ Cleaning	59.99
5311 Supplies	Quill	Paper	315.40
5311 Supplies	Quill	Soap	8.99
5311 Supplies	Quill	Reorder/ cleaning supplies	76.95
5311 Supplies	Quill	Paper Products/ Cleaning	49.24
5311 Supplies	Quill	Toner	59.80
5311 Supplies	Vacuumcleanermarket- Village Credit Card	Vacuum bags/ Cleaning supplies	19.89
5312 Printing	Central Offices- Village Charge	February Lease	8.58
5312 Printing	De Lage Landen Financial- Village Charge	2/15/22-3/14/22 Lease	8.32
5312 Printing	James Imaging	10/30/21-1/29/22	46.18
5314 MetaSpace 511 Equip-S	Amazon Business	MetaSpace supplies	256.60
5314 MetaSpace 511 Equip-S	Walmart- Village Credit Card	Program Supplies FEB	71.82
5315 Postage	Neopost- Village Charge	Annual ACH Funding Fee	1.14
5315 Postage	Postage Used February	Village Hall Charge	15.37
5315 Postage	Quadiant Leasing- Village Charge	Postage Lease Nov-Feb	24.37
5327 Newspapers	Wall Street Journal-Village credit Card	3 month Subscription	149.97
5328 Books	Amazon Business	Books	145.03
5328 Books	Baker & Taylor	Books	119.15
5328 Books	Baker & Taylor	Books	32.94
5328 Books	Baker & Taylor	Books	553.51

5328 Books	Baker & Taylor	Books	112.27
5328 Books	Baker & Taylor	Books	182.51
5328 Books	Baker & Taylor	Books	41.55
5328 Books	Baker & Taylor	Books	136.68
5328 Books	Baker & Taylor	Books	844.30
5328 Books	Baker & Taylor	Books	15.95
5328 Books	Baker & Taylor	Books	78.25
5328 Books	Baker & Taylor	Books	577.10
5328 Books	Baker & Taylor	Books	9.51
5328 Books	Baker & Taylor	Books	10.63
5328 Books	Brodart Co.	Books	93.77
5328 Books	Brodart Co.	Books	300.61
5328 Books	Brodart Co.	Books	556.20
5328 Books	Brodart Co.	Books	800.51
5328 Books	Brodart Co.	Books	179.93
5328 Books	Findaway	Wonderbooks	503.43
5329 AV Material	Amazon Business	DVD	817.04
5329 AV Material	Midwest Tape	Audio Books	44.99
5329 AV Material	Midwest Tape	Audio Books	79.98
5329 AV Material	Walmart- Village Credit Card	DVD (FEB)	51.04
5329 AV Material	Walmart- Village Credit Card	DVD (FEB)	79.86
5330 Thingery	Acorn- Village Credit Card	February Subscription (FEB)	6.29
5330 Thingery	Amazon-Village Credit Card	Kindle	13.99
5330 Thingery	Amazon-Village Credit Card	Kindle	14.99
5330 Thingery	Amazon-Village Credit Card	Kindle	14.99
5330 Thingery	Amazon-Village Credit Card	Kindle	13.99
5330 Thingery	Amazon-Village Credit Card	Kindle	14.99
5330 Thingery	Amazon-Village Credit Card	Kindle	14.99
5330 Thingery	Amazon-Village Credit Card	Kindle	11.99
5330 Thingery	Amazon-Village Credit Card	Kindle	7.59
5330 Thingery	Amazon-Village Credit Card	Kindle	12.99
5330 Thingery	Betty Brinn Children's Museum	Yearly Membership	1000.00
5330 Thingery	Netflix- Village Credit Card	3/1/22-3/31/22	17.99
5331 Programming	Amazon Business	Program Supplies Adult	105.44
5331 Programming	Amazon Business	Program Supplies Adult	29.23
5331 Programming	Amy Mueller	February Programs	75.00
5331 Programming	Tanya Hinz	Painting Class	60.00
5331 Programming	Walmart- Village Credit Card	DIY Program	91.95
5331 Programming	Walmart- Village Credit Card	DIY Program	45.87
5331 Programming	Walmart- Village Credit Card	DIY Program/CREDIT	-7.94
5331 Programming	Walmart- Village Credit Card	DIY Program/CREDIT	-23.72
5333 Outreach	Canva- Village Credit card	Business cards (FEB)	127.00
5333 Outreach	Canva- Village Credit card	Business cards (FEB)	105.50
5333 Outreach	Sign-Up Genius- Village Credit card	AARP sign up (FEB)	11.99
5335 Training & Travel	City Of Madison	Parking/ Legislative day (FEB)	8.40
5335 Training & Travel	Concourse Hotel- Village Credit Card	Lunch/ Legislative day (FEB)	16.72
5340 Digital Materials	Adobe- Village Credit Card	Creative Cloud Feb/Mar	83.99

5340 Digital Materials	MailChimp- Village Credit Card	Newsletter- March	69.99
5340 Digital Materials	Midwest Tape	Hoopla	440.52
5395 Repairs & Maintenance	Illingworth-Kilgust	Boiler Repair	1342.50
5399 Other	UKG Payroll Processing	Processing Fees	240.59
581100 Equip < \$5,000	Envisionware	RFID Reader	610.69
581100 Equip < \$5,000	Taylor Computer Services	Server installation	7057.80
TOTAL REGULAR ACCOUNTS			\$ 27,855.97

Donation Account			
5806 Donation Expenditure	I Read	Summer reading T-Shirts	291.98
5806 Donation Expenditure	Mukwonago Red Brick Museum	Reimburse for Grutzmacher coll	599.00
Donation Designated Funds	Great Educational Experiences	Animal Show	400.00
Donation Designated Funds	National Business Furniture- Village Credit	Information Desk / Using WCCF	863.10
Total Donation Expenses			\$ 2,154.08
Director	Treasurer	To Be Reimbursed	1263.10
		Regular Donation Expenses	890.98
Secretary		Total Expenses	\$ 30,010.05

**DRAFT MINUTES OF THE LIBRARY BOARD MEETING – FINANCE
COMMITTEE**

Thursday, February 10, 2022

Time: **5:30 pm**

Place: **via Zoom**

<https://us02web.zoom.us/j/86016306405pwd=NzdFUHdlSndxazd5ZmFxeTF2Y05qdz09>

Call to Order

Committee Chair S. Kaufmann called the meeting to order at 5:34pm via Zoom.

Roll Call and Introduction of Guests

Board Members Present

J. Gasser
S. Kaufman
H. Pringle

Also Present

A. Armour, Library Director

Approval of Minutes

3.a Minutes from August 5, 2021

H. Pringle moved to approve the minutes of August 5, 2021. J. Gasser seconded.
Unanimously carried.

Discussion/Action Items

4.a Accepting Credit Cards

H. Pringle motioned to recommend accepting the policy as drafted and return it to the policy committee for final approval and action by the Library Board at the March 10, 2022 meeting. S. Kaufmann seconded. Unanimously carried.

Referral Items

Finance Committee will revisit the convenience fee assessed in the Credit Card Use for Payment of Library Fines and Fees Policy in August during budget pre-planning.

Adjournment

J. Gasser motioned to adjourn. H. Pringle seconded. Adjourned at 5:51pm.

Minutes submitted by Abby Armour

Mukwonago Library Board

Policy Committee **DRAFT Meeting Minutes**

Meeting of Thursday, February 24, 2022

I. REGULAR ORDER OF BUSINESS

- A. The meeting was called to order at 11:09 a.m., February 24, 2022 by Policy Chair Howard Pringle. In attendance were committee members Trustees Carol Stienstra and Howard Pringle. Trustee Diane Magolan attended the hybrid meeting by Zoom. Also in attendance was Library Director Abby Armour.

- B. Public Comment.

There were no public comments.

- C. The minutes of the December 2, 2021 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Stienstra, second by Magolan. Approved unanimously.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. Policy formatting standards

Library Director Armour presented a draft formatting template and standards for library policies. The new formatting template would provide for a standard format for all policies and would eliminate some extraneous information in policies. The Committee reviewed the suggested format and recommended that the new format be adopted going forward. All policies should be in the new format by the end of the year. Format approved by the Policy Committee and this item will be presented to the Board as a matter of report.

- B. Credit Card Policy

Director Armour presented a working draft of a "Credit Card Policy" that had been reviewed and recommended by the Finance Committee. The new policy titled "Credit Card Use for Payment of Library Fines and Fees Policy" was approved by the Policy Committee at the recommendation of Finance. The Committee recommends that the policy be forwarded to the Board for review and adoption at the March Board meeting and that the policy be enclosed with the March Board packet. If approved by the Board, the new policy would go into effect on April 4, 2022.

Motion by Stienstra, second by Pringle. Approved unanimously.

- C. Finance Policy

No action taken (see item E below)

- D. Finance Procedures

No action taken (see item E below)

E. Fund Disbursement Policy

The Committee recommends that the policies and procedure listed as items C, D and E above be consolidated into a single policy for clarity and ease of access and that the revised, consolidated policy be forwarded to the Board for review and adoption at the April Board meeting (to allow time for reformatting) and that the policy be enclosed with the April Board packet.

Motion by Pringle, second by Magolan. Approved unanimously.

F. Public Computer and Internet Access Policy

The Committee reviewed the policy and felt that no action needed to be taken at this time. However, Director Armour will be bringing forward some recommended changes to the policy for discussion at a future Policy Committee meeting. This action will be presented to the Board as a matter of report

G. Remote Work Arrangement Policy

Director Armour and the Committee felt it appropriate to refer this standalone policy to the Personnel Committee for possible consolidation and incorporation into the Personnel Policy in order to centralize all personnel policies into a single, easy to follow document.

III. REFERRAL ITEMS

No referrals.

IV. NEXT MEETING DATE(S)

The next meeting of the Policy Committee is scheduled to be held Thursday, May 5, 2022 at 11:00 a.m. at the library and in hybrid format for those unable to attend in person. The Committee will continue reviewing policies in accordance with the review schedule..

V. ADJOURNMENT

Magolan moved, second by Stienstra that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 11:50 a.m.

Minutes submitted by Howard Pringle, February 24, 2022

Library Director Report: March 2022

Director Meetings and Activities

I met with Fred Schnook, the new Village Administrator, and Diana Doherty to learn more about the library's finances. Specifically, I wanted to know more about how the library expansion was funded in 2011 and where the village and the library stand with debt servicing and impact fees. My goal is to get a clear understanding of the library's finances in preparation for strategic planning and development of a capital improvement plan.

I have been continuing to work on tasks regarding the Grutzmacher collection. I met with Henry on February 25 and learned more about the future of the Historical Society's new building. Howard and I also met with Village Administrator Fred Schnook and Ron Bittner on February 24 to learn about where the village stands on the future of the new building, learning that it is in the Capital Improvement Plan, but that there are no plans for development yet and the Historical Society has not started any capital fundraising projects. Here is an update of where I am in the checklist regarding the Grutzmacher collection:

- 1) Acquire insurance – received appraisal from Henry on February 25. Received insurance quote from R&R and present to Library Board March 10.
- 2) Create extended loan agreement with Historical Society – Asked Henry on February 25 for a copy of whatever loan agreement he thinks his Board wants to use; was told that they use a version of the Waukesha County Historical Society's agreement, and he'd try to get me a copy that he has edited in time for the March Library Board meeting. He did not. I am presenting the original "Mukwonago Historical and Museum Society Incoming Loan Agreement" given to Angie to the Library Board at the March 10 meeting to begin conversation.
- 3) Conduct inventory of entire collection – meeting with Jeff Vanevenhoven on Saturday, March 12 to learn how to inventory a museum collection. Will determine scope of project and any investments needed (i.e. acid-free papers, boxes) after consultation.
- 4) Identify NAGPRA – Have tried contacting the NAGPRA consult Henry suggested twice now. Will continue to reach out to get that ball rolling as I work on the other punchlist items.
- 5) Conduct at least first part of NAGPRA on any items that need it – not started
- 6) Donate collection – not started

Emily Ceithamer, our new Circulation Supervisor, started on February 14 and I've spent a significant amount of my time training her. Due to my background, I am the most knowledgeable person on staff regarding circulation, so I've been the main resource for Emily as she gets up to speed. She has an unbelievable amount of information to learn because she not only has to understand the day-to-day procedures, she also needs to understand how it works within the library system and the technical details of how Polaris works, all on top of getting to know her staff and making changes to improve customer service and staff training. I'm proud of how much she has absorbed in such a short amount of time and can't wait to see the progress she will make once she settles in.

We continue to spend lots of money repairing the boilers. Boiler 1 has actually given an error code for years about safeguard control engaging and the flame going out. It turns out that the flame safeguard control not only needs to be replaced, but seems have been dropped and cracked open at some point and has never seated properly in the unit. Illingworth-Kilgust identified and fixed other maintenance issues that seem to not have been addressed recently. This should all be fixed by mid-March but will add another \$4,000 of emergency repairs to these boilers. So far our new contract is working out by identifying and actually fixing years-old problems, but I suspect we will continue to be surprised with things like this for a while.

We are still waiting for the sprinkler head testing to be conducted. They scheduled a time to come in and remove 4 sprinkler heads but their lift failed and they wound up leaving their equipment outside in front of the library for a few days. Ron told me that usually they try to go above the sprinklers to remove them, but because of the way our roof was built, they will probably have to cut out sheetrock to get to the sprinklers. The Library Board paid for this mandatory testing (to stay with the village's cycle) late in 2021, and the results will determine if our sprinklers are in working order or if we need to replace the entire system.

I've continued to install some major upgrades to our technology now that we have a server. I worked with the Impact/PaperCut technicians to get the new staff copier online. The PaperCut software will do double-duty, replacing our print-release software for the public copier (coming soon!), but also acting as a print-release for staff who need to type in their code before their print jobs actually print. This will cut down on accidental and wasted print jobs, add a layer of privacy for sensitive print jobs, and provide valuable usage data for me to use during budgeting. I also installed our new self-checkout machines from Envisionware. They operate similarly to the old ones but offer some key upgrades: they can scan your library card barcode on the Café Libraries app, they offer email receipts, they have much bigger screens that give us advertising space for programs and announcements, and they have a "side-car" shelf for people to place their pile of books as they check out. Many customers have told us there are nicer and easier to use. Once I've finalized the rollout of this latest round of technology, I will start cross-training staff and making department heads "first point of contact" for specific software programs or pieces of hardware that make logical sense (such as making Emily the point person for the self-checkouts). Engaging third party contractors, such as Impact and Taylor Computers, and ensuring the staff is cross trained will take things off my plate but also will be more sustainable keeping our technology maintained and upgraded going forward.

The Tri-Troy meeting has not been posted yet. I continue to keep an eye on the developments of the joint library agreement between the Town of Troy, the Village of East Troy, and the Town of East Troy.

Circulation (Emily Ceithamer)

I started with the library on February 14th and am on the third week as Circulation Supervisor. I have already connected with a couple other circulation staff members from other libraries in the area as well as some staff from Bridges to learn more about the ins and outs of our system. I am hoping to visit other libraries in the area to see how they run things and help bring in new

ideas. I have also been learning processes and procedures as well as getting to know the department heads and my staff. This week I have tackled writing the schedule for my team. Currently, I am in the process of making a communication board for my circulation team where they can check daily to know what is going on in the library. A couple of things I have noticed that I would like to work on in the next couple months are as follows: streamlining new patron registration, simplifying how we sort our delivery bins, and figuring out an efficient way to take care of damaged items and billing. I'm looking forward to continuing learning more and meeting everyone on the Library Board.

Children's Department (Jane DeAngelis)

Will March Come in like a Lion?--Family Storytime for preschoolers resumes on Wednesday, March 2 at 10:00 am and Lapsit Storytime for babies and toddlers resumes on Thursday, March 3 at 10:00 am. Join us as we enjoy stories, rhymes, and songs all about lions. Please register one person to represent your family.

March 2, 1904 is Dr. Seuss' birthday. We will be encouraging families to sign up for our Beanstack Dr. Seuss Celebration challenge.

Name that Cereal Contest--Celebrate National Cereal Day on March 6th with a contest. Identify as many breakfast cereals as you can for a chance to win a box of your favorite cereal. Open to Children and teens of all ages. Contest ends March 31st.

Honeybee In-Library Scavenger Hunt--Find all the honeybees hiding in the library, learn some interesting honeybee facts, and earn a book from the Prize Book Collection. Open to Children and teens of all ages. Contest ends march 31st.

International Waffle Day--Teens are invited to celebrate International Waffle Day on Friday, March 25 at 2:00 pm in MetaSpace 511. Create and eat a waffle masterpiece while previewing brand-new Young Adult books. Open to grades 7-12. Registration required for each attendee.

Spy University, Codes and Ciphers: a Saturday Station Play Event--Sharpen your spy skills as you work to crack codes and decipher secret messages throughout the library! Recommended for school-age children. Drop in; no registration required. Saturday, March 12, 2022, 10:00am - 2:00pm

Reference and Adult Services (Chris Stape)

Friday movies and monthly Adult Bingo have really rebounded after an awful January. The March 1 Adult Bingo was the highest attendance we have ever had for Bingo, pre- or post-COVID. The other interesting thing is the amount of use the Memory Lab is seeing. I spent more time working one-on-one with patrons in the Lab, than ever. And they are using it for a wide variety of purposes--VHS conversion, slide scanning, 8mm, VHS-C transfer. Folks from all over SE Wisconsin are discovering it and coming in to use it. Similarly, Notary appointments are sky-rocketing.

On March 1 we began our Spice of the Month Club. It's been a great hit and all of the kits will be gone by the end of the first week in March. We're also beginning our March Madness Tournament of Literary Characters. Patrons select their favorite literary characters and compete to win a free book and DVD of their choice.

Technical Services and Thingery (Mary Jo Isely)

419 new items processed and cataloged. February saw a continued flow of new books as well as a careful assessment of new audiobooks. Increased use of Playaways and downloading from Libby & Hoopla are superseding the demands on popular titles in CD format. Collection development in CD format will be seriously evaluated in the upcoming year. The Wolverine Movie-Maker Pro is a resounding hit in the Thingery's Memory Lab On-the-Go. Last month we received excellent reviews and this has continued throughout February. A recent user reported he digitized 4,000 ft. of 8mm film without a hitch and thanked us for offering the service. The newly donated Fender Squire electric guitar and amp are cataloged and currently awaiting a cover for the amp; once received the set will begin final processing for addition to the Thingery's Make Music collection. Weeding continues in Adult Fiction. Lost materials reports were run and distributed to the collection selectors for either replacement or deletion from the catalog.

MetaSpace 511 & Technology (Nancy Aycok)



February has brought a lot of new faces and a variety of activities to MetaSpace 511. There has been an increase in MetaSpace 511 tours, with library customers dropping in to learn more about the space. 1:1 appointments are going strong with new and repeat customers coming in to use the laser machine, Cricut Maker machine, 3D printers, and learn Adobe Photoshop. Tech Tutor appointment requests are increasing, along with Tech Tutor, Jr. appointments, a new program offering tech education helping children learn robots, coding, and more.

A local homeschool group has been coming in for STEAM-based experiences like a maker music program using instruments from the Thingery, playing a banana piano, and making cardboard guitars. They also enjoyed learning how to use a variety of robots. Innovators in Residence, Kelidy and Kendal, put together two enjoyable and successful programs, Winter Science: Ice Cream in a Bag and LEGO Club: Vertical Build Challenge. MetaSpace 511 was packed for each program, with attendees being able to eat a yummy science experiment and collaborate with their peers to build in a new creative way. MetaSpace 511 has also been available to help provide a space for programs like Zentangle when the community room is occupied. Even though MetaSpace 511 can't offer as much space as needed for Terry's well-attended art and DIY programs, it's been a great way to bring customers to the makerspace to see what's new.

Lead Innovator in Residence Nancy has completed eight hours of professional development during February, learning about advocacy and needs in library makerspaces, skill development for student workers, learning about homeschool education requirements, and networking with fellow library makerspace managers and staff.

Community Engagement Coordinator (Eric Huemmer)

Outreach & Marketing

Eric joined the Mukwonago Rotary in February to further connect with community leaders and network with members and presenters; he's already set up a meeting with Linden Grove after his first session.

We're currently auditing our marketing materials, which means the creation of a general handout, new business cards for full-time staff, and ordering additional promotional materials in conjunction with the mini-grant. We've also implemented our Content Calendar for February and continue to fine-tune it for March to include more engagement and cohesive messaging across the board (website, center displays, social channels, etc.) instead of only being promotional.

Events & Programming

The AARP Tax-Aide this year has gone smoothly thanks to the efforts of our staff, and the AARP volunteers have diligently worked with the community. As the residents wait in the library, we're developing ways to engage them further.

Planning for Summer Library Program is underway. Thanks to our business sponsors, we plan to host a SLP Kick-Off Event similar to the Tree Lighting Event - open to the community but will also include participation from the Friends group and Gee Funny Farms.

Teen D&D continues to have a waitlist. Our Teen Advisory Board (TAB) will take place the first Wednesday of every month, starting here in March. Finally, we hosted the Memory Café in February (Warm & Cozy Puzzle-thon) and we received the below feedback:



Eric,

Thank you for a wonderful afternoon. Jim and I enjoyed meeting you, the other librarians, and guests. You put a lot of work and thought into making the afternoon a success. And it was. Jim and I enjoyed the opportunity to get out after months of pandemic isolation. Working with others to finish the puzzle made both of us appreciate the joy of cooperating to accomplish a goal.

I am continually amazed at the work you and other librarians do to meet the changing needs of the communities.

My first memory of a library was of Maude Shunk, the first librarian in Menomonee Falls. The library is now named after her. In the 1950's the library consisted of one room above the fire station. Every week Maude Shunk greeted my family and made me feel special. It is because of her interest in what I read that I attribute my lifelong interest in reading. I am certain that your enthusiasm inspires others today, just as Maude Shunk inspired me a long time ago.

Jim and I thank you and the others involved for all your planning and effort in making for a great memory café. I am clearing off my dining room table to make room for a puzzle. Can't wait to put it together tonight along with a cup of hot chocolate on a cold evening. You inspired us.

Bette W.

Statistics

Mukwonago Community Library								
STATISTICS FEBRUARY 2022								
Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	5,153	6,071	-15%	10,074	Friday Flicks	80		
Town of Mukwonago	5,777	5,281	9%	11,659	Book Clubs	16		
Eagle	899	809	11%	1,704	Zentangle	24		
Genesee	536	580	-8%	1,068	Other Adult Programs	36		
North Prairie	906	673	35%	2,026	Shake Rattle & Roll		89	
Vernon	1,633	1,550	5%	3,457	Paws to Read		20	
All other Waukesha County	998	1,583	-37%	1,807	Lego Club		19	
Jefferson County	152	168	-10%	316	Contests	84		
Subtotal Bridges System	16,054	16,715	-4%	32,111	Makespace Tours	17		
Other Wisconsin Counties					Homeschool Program		20	
Milwaukee County	154	57	170%	183	Science at Play		17	
Racine County	243	348	-30%	548	Dungeons & Dragons			20
Walworth County	2,370	2,711	-13%	5,364				
All other Wisconsin Counties	43	17	153%	69	Totals 38	257	165	20
Subtotal Wisconsin Counties	2,810	3,133	-10%	6,164	Total Childrens Programs		12	
Total All Counties	18,864	19,848	-5%	38,275	Total YA Programs		2	
YTD ALL COUNTIES	38,275	40,822	-6%		Total General Programs		24	
Facility Usage				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/Decrease		This Year	Last Year	Increase /	
Study Room Users	79	61	29.5%	Flipster (System Wide)	3438	5003	-31.3%	
History Room Users	7	6	16.7%	Overdrive Circulation (Mukwonago)	3002	2648	13.4%	
Memory Lab	14	2	600.0%	Gale Courses Verified (System Wide)	258	161	60.2%	
Computer Usage	n/a	360		Interlibrary Loans Borrower	11	13	-15.4%	
Patron Visits	7,045	5,678	24.1%	Interlibrary Loans Lender	28	27	3.7%	
Curbside Pick Ups	10	35	-71.4%	New Items Added	419	515	-18.6%	
				New Cards Added	57	52	9.6%	

Mukwonago Community Library
Credit Card Use for Payment of Library Fines and Fees Policy
DRAFT approved by Policy Committee February 24, 2022

To expedite library payments and for the convenience of Library customers, the Mukwonago Community Library (the Library) accepts Mastercard, American Express, and Visa credit cards payments or Mastercard, American Express, and Visa debit cards run as credit card transactions by adults age 18 and older. The Library will not accept Discover cards. The Library requires full payment of any outstanding bills when a customer uses a credit card or debit card for payment to the Library. A convenience fee of one dollar (\$1.00) is charged for each debit/credit swipe.

I. Library Rights and Responsibilities

The Library reserves the right to refuse service, cancel transactions, or change which credit card companies it accepts. Completion of a payment transaction is contingent upon both the authorization of payment by the Credit Card Company or financial institution and acceptance of payment by the Library. If a credit card payment cannot be processed, the Library will attempt to notify the customer using the contact information provided. The credit card user remains solely responsible for payments due.

The library is not responsible for debit/credit card transactions paid by unauthorized users. Unauthorized use of patron debit/credit to pay library bills should be handled by the patron with their credit card company.

The Library will post prominent signage near the credit card terminals that discloses fees for use, accepted cards, and anything else a customer might need to know before choosing to complete a transaction with a credit card.

II. Library Charges Payable by Credit Card

The Library will accept debit/credit card payments for the following library charges:

- Library fines
- Lost or destroyed materials replacement
- Replacement library card charges
- Collection agency fees
- Computer print fees
- Fax fees
- Photocopier fees
- Book sale and merchandise purchases

III. Processing Time for Credit Card Payments

Staff and any automated processes should wait until the debit/credit payment is complete before applying payment to customer's account. If the transaction is denied, staff should not continue trying to process the debit/credit payment.

IV. Payment Receipts

Payment receipts are available immediately when using your credit card in the library. The library also retains a copy of all receipts.

V. Prohibited Credit Card Activities

The Library prohibits certain debit/credit card activities that include, but are not limited to:

- Accepting payment cards for cash advances or cash back exceeding the total fines and fees owed to the Library
- Discounting fines or fees based on the method of payment

VI. Chargebacks

Occasionally a customer will dispute a credit card transaction, ultimately leading to a chargeback. With a chargeback, the Library staff person initiating the transaction notifies the Administrative Office and provides appropriate supporting documents.

VII. Privacy Statement

The Library respects the privacy of its customers. Credit card payment details collected electronically are encrypted using secure server technology that is PCI compliant. At no time does the Library store credit card information. This information is only made accessible to authorized credit card vendors and financial institutions to complete your transaction.

Revision History

March 10, 2022 Policy approved by Library Board

Request for Purchase: \$7,280 (4 laptops)

OMEN Laptop 17t-ck000

Product #: 2Y4B1AV_1

\$1819.99



Primary Specs

Base	OMEN by HP 17 Laptop PC
Operating system	Windows 11 Home
Processor and graphics	Intel® Core™ i7-11800H (up to 4.6 GHz, 24 MB L3 cache, 8 cores, 16 threads) + NVIDIA® GeForce RTX™ 3060 Laptop GPU (6 GB)
Memory	32 GB DDR4-3200 SDRAM (2 x 16 GB)
Display	17.3" diagonal, QHD (2560 x 1440), 165 Hz, 3 ms response time, IPS, micro-edge, anti-glare, Low Blue Light, 300 nits
Storage	1 TB PCIe® NVMe™ M.2 SSD

Additional Specs

Productivity software	No Additional Office Software
McAfee LiveSafe™ security software	Security Software Trial
Primary battery	6-cell, 83 Wh Li-ion polymer
External optical drive	No DVD or CD Drive
Keyboard	Full-size, 4-zone RGB backlit, shadow black keyboard and 26-Key Rollover Anti-Ghosting Key technology
Personalization	HP Wide Vision 720p HD camera with integrated dual array digital microphones
Networking	Intel® Wi-Fi 6 AX201 (2x2) and Bluetooth® 5 combo (Supporting Gigabit data rate)

Overview of the Proposal

This is a proposal for new laptops for MetaSpace 511 to meet the needs of users in the makerspace to include, customers, Innovator in Residence Interns, and the Lead Innovator.

Among the various software packages, we will be using in MetaSpace 511, the following are the ones that require the most processing power and memory.

3D Printing slicing software, Cura and Flashprint; Adobe Creative Cloud which includes Photoshop, Premiere Rush, Premiere Pro, Illustrator, and more; 3D modeling software AutoDesk Fusion 360 and Blender.

Shortcomings of Current Hardware

The current ASUS PC and HP laptop are not able to meet the needs of users and staff in the makerspace. MetaSpace 511 is unique in the library since customers and staff will be creating and rendering designs for 3D printing, laser cutting and engraving, graphic design, audio and video production, and more.

Experience working with using 16 GB of RAM or less has left users and staff waiting for long periods of time for processing of 3D printing, graphic designs, and video rendering. Users and staff have also found that Adobe Photoshop, Illustrator, Premier Pro and Premier Rush will not function properly. All these software applications take a great deal of processing power and memory to work properly.

Reasons Why the HP Omen is A Good Choice

- 1) **Speed** - For the price, the HP Omen has a high-power processor and the largest amount of memory considered standard for the software applications being used in MetaSpace 511. The HP Omen is upgradeable, the video processor is high powered with 6 GB of RAM and won't use the application memory, the video processor has its own memory and so won't use the application memory of 32 GB leaving that for software program processing.
- 2) **Usability and Longevity** - A lot of 3D processing software and video software will use video memory so having it separate will give the application greater room to work. Due to the hardware this laptop will handle applications for the next few years meeting our 3-to-4-year usage before replacement goals. The HP Omen is sturdy for users and staff to move and use in different locations in MetaSpace 511. The large screen gives a lot of visual real estate which is beneficial for working with customers on their designs, editing, etc. and give the customers more screen space to be able to do 3D modeling, graphic design, and video editing. A 2560 x 1440 display resolution gives a greater detail for video and visual work with greater clarity and color accuracy which is important for working with Photoshop, Illustrator, Premier Pro and Premier Rush as well as when creating any graphic design.
- 3) **Processing Power** - The 4.6 GHz Intel Core i7 is a higher-powered processor which can handle video rendering and 3D processing with relative ease. 32 GB of memory gives applications a lot of room for storing computational processes.
- 4) **Storage** - 1 TB SSD storage allows for multiple applications to be installed on the laptop. The applications being used in MetaSpace 511 take up a lot of storage space, in example, even though we use Adobe Creative Cloud and in theory can store files in the cloud*, each application must be downloaded to the device being used. **With only one Adobe Creative Cloud license staff are not able to store files in Adobe Creative Cloud due to being locked out if two other users are logged in. Only two library users (customers or staff) can be logged into Adobe Creative Cloud at the same time.*
- 5) **Graphics Card** - The NVIDIA GeForce RTX 3060 video card with 6 GB of RAM allows applications to offload heavy video processing to that video card rather than taking up the main processor and memory which is important because the video card and video memory is designed specifically for those tasks and is more efficient with them.

- 6) **Auxiliaries and Ports** - This laptop has a full-size backlit keyboard and a Wide Vision 720p HD camera with dual array microphones which is beneficial for video conferencing. It has Wi-Fi 6 which is the latest Wi-Fi standard which will lend to the usage longevity of this laptop. This laptop has an SD media card reader which is compatible with the cards used with the FlashForge Creator Pro 3D printers. The laptop has 1 Thunderbolt 4 with USB4 Type-C port, 3 SuperSpeed USB Type-A ports for various peripherals, like mice, printers, the Cricut Maker Machine, and USB Flash Drives that are used with the Ultimaker and FlashForge Finder 3D printers. There is a Mini Display Port, and 1 HDMI port for hooking up to external displays, there is 1 RJ—45 port which will allow for a wired connection to the Laser Machine. There is also a headphone/microphone combo port which will allow for customers to be able to use wired headphones and/or microphones with the laptop for video editing, podcast recording, etc.

Comparison to Comparable Laptops

This laptop was compared to the following and is the preferred choice due performance, expandability, longevity, and price.

Dell Inspiron 17 7000 2-in-1 Touchscreen Business Laptop 17.3" **(\$1599)**

QHD, Intel Core i7-1165G7, Window 10 Pro, 32G RAM 1TB SSD, Intel iris xe Graphics, Fingerprint Reader, Backlit Keyboard

Dell XPS 17 9700 UHD Plus Laptop touchscreen **(\$2,468.42)**

5.3 GHz Intel i9 10th Gen 32 GB DDR4 1 TB SSD NVIDIA GeForce RTX 2060 6GB GDDR6 3840 x 2400 pixels 5.53 lbs 1. 2x Thunderbolt 3 with power delivery & DisplayPort | 2. Full-size SD card reader v6.0 | 3. 3.5mm headphone/microphone combo jack | 4. Wedge-shaped lock slot | 5. 2x Thunderbolt 3 with power delivery & DisplayPort (4 USB 3.0 ports) Amazon.com: New Dell XPS 17 9700 17 inch UHD Plus Laptop, Intel i9-10885H 10th Gen, 32GB DDR4 RAM, 1TB SSD, NVIDIA GeForce RTX 2060 6GB GDDR6, Windows 10 Home, Silver : Everything Else

LG Gram 17Z90P Laptop 17" IPS Ultra-Lightweight **(\$1598)**

4.7 GHz Intel Evo 11th gen Core i7 16 GB RAM 1 TB SSD Intel Xe Graphics shared video memory 2560 x 1600 (2K) 2.98 lbs Two USB-C ports with Thunderbolt 4 support, two USB-A 3.2 ports, a full-size HDMI port, a microSD card reader, and a 3.5mm audio jack



Village of Mukwonago - Fine Arts Coverage Quote

Coverage for Fine Arts as scheduled by the Village of Mukwonago.

- Museum - Grutzmacher Cases - \$277,375 Agreed Value = \$222
- Museum - Grutzmacher Frames - \$99,600 Agreed Value = \$80
- Library Basement – Grutzmacher Collection - \$23,791 Agreed Value = \$19

Total Premium with \$1,000 deductible would be \$321.

There are no restrictions about property location or storage, although careless storage that may be considered to reasonably lead to damage may be a factor in the adjustment of any future loss. We recommend that the insured take reasonable measures to properly store and display valuable and irreplaceable property in its' museum and historical collections. This will help ensure that in the event of a loss the adjustment process will be as smooth as possible.

MPIC can add the Mukwonago Community Library Board of Trustees as an additional Loss Payee, via insurance certificate.

This quote is valid until March 31, 2022.



MUKWONAGO
REDBRICK
MUSEUM

Mukwonago Historical and Museum Society

INCOMING LOAN AGREEMENT

Loan Number: _____

This Loan Agreement is the entire Loan Agreement between the Mukwonago Historical & Museum Society and ORGANIZATION and shall supersede any previous Loan Agreements between these two parties whether in writing or otherwise. Any variation shall only be by written consent of both parties.

DEFINITIONS

1. The Mukwonago Historical & Museum Society shall be referred in this document as "MHMS" or "Borrower" and for whom the Incoming Loan Agreement is being carried out and shall include its legal representatives, successors, and assignees.
2. ORGANIZATION, their representative, successors, and assignees, shall be referred in this document as ORGANIZATION or "Lender."
3. "Items," "objects" or "materials" constitute the artifacts and archival material listed on the Inventory of Objects.

Lender: _____

Organization: _____

Contact at Organization: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Purpose of Loan: _____

Exhibit Title: _____

Loan Period: _____
From (including transport) To (including transport)

INVENTORY OF OBJECTS

ID Number	Detailed Description	Value
-----------	----------------------	-------

We have read and agree to the above conditions and certify that we have full authority to enter into this agreement.

See Attached Spreadsheet

Lender (Authorized Agent)/Title: _____ Date: _____

Borrower (MHMS Officer)/Title: _____ Date: _____

Evaluating the Director

Evaluating the library director is often one of the more difficult tasks faced by a public library board of trustees, but it doesn't need to be. It is only difficult when a board is unsure of the process to follow or the criteria to be used to evaluate the job performance of their director. The following is a discussion of the methodology and criteria a board may use to carry out the review. Though this *Essential* is a discussion of evaluating the director, some of these methods may be used by the director to evaluate other staff.

There are several good reasons for carrying out a review of your library director:

- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

A well-executed performance review is the culmination of formal and informal communication carried out throughout the year regarding the activities of the director. Problems are best brought to the attention of the director as they occur, rather than stored up for the annual review. Success, accomplishment, and simple hard work or dedication should be acknowledged as it is observed, as well as at the annual review.

Who Should Carry Out the Review?

Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee or specially appointed committee of the board. Whether the whole board takes part or a committee does the work depends on the makeup of the board and the time available to board members. Often a board may have experienced managers or human resource professionals among its members. Other board members may be less experienced in personnel management. The key here is consistency and deciding ahead of time who will take part. At any rate, the *entire* board should review, discuss, and approve the final written evaluation.

Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees *with the knowledge of the director* can be helpful when solicited in a formal, organized

6

In This Trustee Essential

- Reasons for evaluating the director
- Who should carry out the review
- The basis and criteria for the review
- Methods and questions to consider

fashion. Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

The Basis for the Review

The performance review should be based on three factors:

1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with [Trustee Essential #5](#)).
2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected. For example, what role will the director play in fundraising? Is the director the primary fundraiser, or is a volunteer or member of the board the primary fundraiser? Is the director expected to work a service desk? Is the director expected to attend every city council meeting? A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.

Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them. The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.

Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system. Other objectives may be more personal, such as those contributing to professional development. Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.

The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library. Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year. Some objectives may not be reached because they were experimental in nature. The important factors to remember when evaluating

objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Assessing the degree to which the director contributes to the success of the organization can be especially helpful to library boards as they evaluate the director. Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand. As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

Examining resource management is a far more reliable tool for reviewing the library director than relying on subjective comments from individuals. The board has a variety of resources at its disposal by which to evaluate resource management. The monthly financial statement and statistical reports are good examples. Your library system office can also suggest a variety of output measures by which the board may judge the success of the library and, by extension, the success of the director.

How to Conduct the Review

When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements. All discussions of the director's job performance should be carried out in legally posted closed session meetings. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file. Written comments should always be part of the permanent record with one copy kept at the library and a second copy kept at city hall. No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.

The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board. See the *Sample Annual Library Board Calendar* (attached to [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#)) for a possible evaluation timetable. There are many forms available for your adaptation and use when evaluating a director. Your library system office should be able to furnish you with some samples. (See also the attached [Sample Performance Appraisal Form](#).) Here are some key questions to consider in the evaluation process:

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?
- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?
- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

This *Trustee Essential* was written to give library trustees a brief overview of the general performance evaluation process. Those boards contemplating establishing a review process, or trustees taking part for the first time, are well advised to contact their system office for assistance.

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Sources of Additional Information

- Attached [Sample Performance Appraisal Form](#)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)

Sample Performance Appraisal Form

[Note: This sample should be adapted to reflect the job description of your director and the needs of your local library.]

Job Title: LIBRARY DIRECTOR

Name: _____ Date: _____

Reason for Appraisal: End of Probation____ Annual____ Final____ Other____

Administrative Services

Specific Duties:

1. Act as the library board's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Collection Management

Specific Duties:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Service and Service Promotion:

Specific Duties:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature _____ Date _____

Library Director's Signature _____ Date _____

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>