

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, February 10, 2022

Time: **6:00 pm**

Place: **Join Zoom Meeting [https://us02web.zoom.us/j/87407040519?](https://us02web.zoom.us/j/87407040519?pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09)
[pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09](https://us02web.zoom.us/j/87407040519?pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09) Meeting ID: 874 0704 0519
Passcode: 242560 Dial by your location +1 312 626 6799 US (Chicago) 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 January 13, 2022
[Library Board Minutes 20220113_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for Year End 2021 and February 2022
[Financial 2021 Invoice Year End 20220210.pdf](#)
[Financial 2021 Year End Executive Summary 20220210.pdf](#)
[Financial 2022 February Executive Summary 20220210.pdf](#)
[Financial 2022 February Invoices 20220210.pdf](#)

6. Committee Reports

6.a Policy Committee - last met December 2, 2021

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

6.c Finance Committee - last met August 5, 2021

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

7. Library Director Report

The Library Director report is for information only.

7.a Library Director Report for February 2022

[Library Director Report February 2022.pdf](#)

8. Discussion/Action Items

8.a 2021 Annual Report

Discussion and possible action on approving the 2021 Annual Report.

[2021 Annual Report_unapproved.pdf](#)

8.b 2021 Annual Report Statement Concerning Public Library System Effectiveness

Discussion and possible action on approving statement of effectiveness concerning the Bridges Library System's ability to meet the needs of the library.

[2021 Annual Report Statement of Effectiveness_unapproved.pdf](#)

8.c Strategic Planning

Discussion and possible action regarding first steps for starting the next strategic plan.

8.d Grutzmacher Collection Update

Discussion and possible action on updates regarding the Grutzmacher collection regarding insurance and inventory.

[Appraisal Cost Grutzmacher Collection from Historical Society.pdf](#)

8.e Trustee Essentials Chapter 5

Discuss questions posed at end of chapter 5 of Trustee Essentials.

[Trustee Essentials Chapter 05.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

The next regular Library Board meeting is scheduled for March 10, 2022 at 6:00pm.

11. Adjourn

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

DRAFT MINUTES OF THE LIBRARY BOARD MEETING

Thursday, January 13, 2022

Time: **6:00 pm**

Place: **Zoom**

Join Zoom Meeting:

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

Meeting ID: 874 0704 0519

Passcode: 242560

Dial by your location: +1 312 626 6799 US (Chicago)

Find your local number: <https://us02web.zoom.us/u/kcn6HDXAQd>

Call to Order

The President H. Pringle called the meeting to order at 6:02 p.m.

Roll Call and Introduction of Guests

Board Members Present via Zoom:

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

Also Present via Zoom:

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

D. Whalen motioned to approve the minutes as revised from the Board of Trustees meeting on December 9, 2021. J. Darin seconded. Unanimously carried.

Audit and Approval of Monthly Expenditures

S. Kaufman motioned to approve the monthly and year-end expenditures. C. Stienstra seconded. 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 November 29, 2021 and December 9, 2021

Finance Committee - last met on August 5, 2021

Personnel Committee - last met on October 7, 2021

Policy Committee - last met on December 2, 2021 – H. Pringle noted that the next quarterly Policy Committee meeting will be in February.

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

A. Armour had nothing to report beyond the written report.

Discussion/Action Items

Grutzmacher Artifact Collection

Discussion and possible action on updates regarding the Grutzmacher collection.

A. Armour shared the latest information she has learned regarding the Grutzmacher collection. She has contacted the Waukesha County Historical Society and learned that they, and many museums, require artifact owners to have insurance on their collection before loaning it to the museum. She outlined the option offered by the Mukwonago Historical Society to have the part of the Grutzmacher collection that is on display at the Red Brick Museum insured with their insurance policy, but shared her reservations that doing that would leave the items in the library basement uninsured. She advised that securing proper insurance for the entire collection would be a prudent first step because the next steps, including a complete inventory and any NAGPRA compliance, could take a long time. J. Darin motioned to have Director Armour seek insurance quotes for the Grutzmacher collection and pursue enlisting a professional auditor to inventory the collection. M. Penzkover seconded. D. Whalen abstained. Motion carried.

Strategic Planning

Discussion and possible action regarding first step for starting the next strategic plan.

Director Armour asked for guidance on what the Library Board would like to see as to a timeline for planning the next Strategic Plan. Director Armour was tasked with arranging a meeting with the Hales Corners Board of Trustees to learn more about their unique Strategic Planning process.

Trustee Essentials Chapter 4

Discuss questions posed at end of chapter 4 of Trustee Essentials.

H. Pringle reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

Referral Items

None.

Confirm Next Meeting Date

D. Whalen motioned to hold the February 10, 2022, regular Board meeting via electronic means. M. Oberwise-Lacock seconded. Unanimously carried.

Adjournment

E. Brill motioned to adjourn the meeting. D. Magolan seconded. Unanimously carried. Meeting was adjourned at 7:11pm.

Minutes submitted by A. Armour

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
February 10, 2022 FINAL 2021 Charges

Account	Vendor	Memo	Amount
5220 Contracted Services	Taylor Computer Services	Fix IP address	62.50
5221 Water-Sewer	Village Of Mukwonago	4th Qtr	640.19
5222 Electric	WE Energies- Electric	December	2479.34
5224 Gas	WE Energies- Gas	December	1531.75
5225 Telephone	CenturyLink Village Charge	12/21/21-1/20/22	180.70
5311 Supplies	Hahn Ace- Village Credit Account	Hardware	6.99
5312 Printing	Bayside Printing-Village Charge	Newsletter	77.55
5312 Printing	James Imaging Systems	Lease	19.13
5315 Postage	Postage Used- Village Charge	December	9.01
5326 Periodicals	Amazon- Village credit card	Magazine (JAN)	30.00
5328 Books	Cengage	Books	119.16
5335 Training & Travel	Hyatt Regency- Village Credit Card	Credit for DISPUTED DUPLICATI	-523.19
5395 Repairs & Maintenance	County Wide Extinguisher- Village Charge	Fire Extinguisher Inspection	27.00
5399 Other	UKG Inc	Payroll Processing	225.16
TOTAL REGULAR ACCOUNTS			\$ 4,885.29

		Total Donation Expenses	0.00
Director	Treasurer	To Be Reimbursed	
		Regular Donation Expenses	0.00
Secretary		Total Expenses	\$ 4,885.29

Mukwonago Community Library Executive Summary 2021

2021 YEAR END February 10, 2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	516,810.00	510,964.56	5,845.44	98.9%
5112 - Social Security	39,545.00	38,247.87	1,297.13	96.7%
5152 - Retirement	41,893.00	36,902.03	4,990.97	88.1%
5154 - Health	74,855.00	65,657.07	9,197.93	87.7%
5158- OPEB Payout	10,000.00	10,000.00	0.00	100.0%
5159 - Other Fringe Benefits	3,350.00	4,390.50	(1,040.50)	131.1%
5219 - Professional Services	10,000.00	7,817.61	2,182.39	78.2%
5220 - Contractual Services	18,000.00	24,693.92	(6,693.92)	137.2%
5221 - Water & Sewer	3,500.00	2,622.81	877.19	74.9%
5222 - Electric	28,000.00	34,033.80	(6,033.80)	121.5%
5224 - Gas	9,500.00	12,269.74	(2,769.74)	129.2%
5225 - Telephone	8,000.00	8,734.26	(734.26)	109.2%
5226 - Insurance	16,000.00	9336.76	6,663.24	58.4%
5310 - Outside Services	15,000.00	20,639.53	(5,639.53)	137.6%
5311 - Supplies	25,000.00	17,264.85	7,735.15	69.1%
5312 - Printing	500.00	690.47	(190.47)	138.1%
5314 - MetaSpace 511 Equip/supplies	7,000.00	7,764.42	(764.42)	110.9%
5315 - Postage	500.00	458.86	41.14	91.8%
5326 - Periodicals	3,000.00	2,770.57	229.43	92.4%
5327 - Newspapers	1,500.00	1,475.40	24.60	98.4%
5328 - Books	71,947.00	65,014.02	6,932.98	90.4%
5329 - AV Materials	25,000.00	19,375.39	5,624.61	77.5%
5330- The Thingery	7,000.00	6,859.71	140.29	98.0%
5331 - Programming	15,000.00	5,518.57	9,481.43	36.8%
5332 - Mileage	1,500.00	102.37	1,397.63	6.8%
5333 - Outreach	2,000.00	205.66	1,794.34	10.3%
5335 - Training & Travel	5,000.00	2,044.49	2,955.51	40.9%
5340 - Digital Materials	10,543.00	6,179.22	4,363.78	58.6%
5341 - Cafe	22,589.00	22,589.00	0.00	100.0%
5343 - Data Lines	1,200.00	1,200.00	0.00	100.0%
5344 - Shared County Databases	12,271.00	12,271.00	0.00	100.0%
5395 - Repairs & Maintenance	10,000.00	24,970.16	(14,970.16)	249.7%
5399 - Other	3,500.00	3,862.74	(362.74)	110.4%
5811 - Technology Equipment	10,000.00	30,528.09	(20,528.09)	305.3%
TOTAL Budget Accounts	1,029,503.00	1,017,455.45	12,047.55	98.8%
<i>Donation Accounts</i>				
Balance from 2020(Pending)	65,761.96			
4890 - Donations Revenue 2021			59,272.46	
5806 - Donation Expenditures 2021			(71,869.97)	
TOTAL Donation Accounts	53,164.45		(12,597.51)	
OVERALL TOTAL			(549.96)	

Mukwonago Community Library			
REVENUE 2021 Year End			
Department Name	Collected as of 12/31/21	2021 Budget	Balance at Year End
Property tax	464,809	464,809	0
Inter Gov Revenue	529,214	530,094	(880)
Copies	4,291	5,500	(1,209)
Material Replacement	1,536	1,000	536
Book Sale Revenue	3,837	4,000	(163)
Faxes	677	1,500	(823)
Fines	16,354	15,000	1,354
Meeting Room Fees	50	100	(50)
Interest Revenue	430	7,500	(7,070)

Total Revenue 1,021,198 1,029,503 (8,305)

Ending Balance	
Expense balance minus Revenue shortage	3,742.06

Mukwonago Community Library Executive Summary 2022

February 10, 2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	559,332.00	22,940.36	536,391.64	4.1%
5112 - Social Security	44,355.00	1,742.52	42,612.48	3.9%
5152 - Retirement	41,145.00	1,488.22	39,656.78	3.6%
5154 - Health	64,788.00	10,101.85	54,686.15	15.6%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,880.00	(645.12)	4,525.12	-16.6%
5219 - Professional Services	4,000.00	0.00	4,000.00	0.0%
5220 - Contractual Services	16,000.00	3,940.04	12,059.96	24.6%
5221 - Water & Sewer	3,500.00	0.00	3,500.00	0.0%
5222 - Electric	30,000.00	0.00	30,000.00	0.0%
5224 - Gas	15,000.00	0.00	15,000.00	0.0%
5225 - Telephone	9,000.00	564.58	8,435.42	6.3%
5226 - Insurance	8,000.00	221.72	7,778.28	2.8%
5310 - Outside Services	20,000.00	1,495.00	18,505.00	7.5%
5311 - Supplies	20,000.00	2,875.11	17,124.89	14.4%
5312 - Printing	500.00	16.90	483.10	3.4%
5314 - MetaSpace 511 Equip/supplies	5,000.00	533.93	4,466.07	10.7%
5315 - Postage	500.00	0.00	500.00	0.0%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	793.46	1,006.54	44.1%
5328 - Books	70,000.00	3,548.87	66,451.13	5.1%
5329 - AV Materials	12,000.00	767.11	11,232.89	6.4%
5330- The Thingery	4,900.00	821.51	4,078.49	16.8%
5331 - Programming	10,000.00	320.55	9,679.45	3.2%
5332 - Mileage	2,000.00	0.00	2,000.00	0.0%
5333 - Outreach	2,000.00	11.99	1,988.01	0.6%
5335 - Training & Travel	5,000.00	163.50	4,836.50	3.3%
5340 - Digital Materials	10,000.00	863.61	9,136.39	8.6%
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	2,394.55	17,605.45	12.0%
5399 - Other	5,000.00	119.42	4,880.58	2.4%
5811 - Technology Equipment	18,904.00	0.00	18,904.00	0.0%
TOTAL Budget Accounts	1,066,989.00	94,289.90	972,699.10	8.8%
<i>Donation Accounts</i>				
Balance from 2021(Pending)	53,164.45			
4890 - Donations Revenue 2022			2,512.83	
5806 - Donation Expenditures 2022			(393.29)	

TOTAL Donation Accounts	55,283.99		2,119.54	
OVERALL TOTAL			974,818.64	

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

Account	Vendor	Memo	Amount
5220 Contracted Services	EMCOR Services	Contract billing	2198.00
5220 Contracted Services	Johnson Controls Security	2/1/22-4/30/22	1742.04
5225 Telephone	Charter Communications	12/28/21-1/27/22	564.58
5226 Insurance Premiums	R & R Insurance	Crime Policy	12.34
5226 Insurance Premiums	R & R Insurance	Cyber Policy	9.09
5226 Insurance Premiums	R & R Insurance	Worker's Comp	200.29
5310 Outside Services	America Aquaria	Fish Tank Maintenance	85.00
5310 Outside Services	Great America Financial Services	Copier agreement	353.14
5310 Outside Services	Klassy Kleaners	Weekend Cleaning	960.00
5311 Supplies	AlSCO	Mats & Dusters	67.72
5311 Supplies	Amazon Business	Masks & general supplies	418.60
5311 Supplies	Bridges Library System	Circ Paper	202.70
5311 Supplies	Bridges Library System	RFID Tags	412.00
5311 Supplies	Demco	Book covers & labels/ Processing	882.44
5311 Supplies	Fastenal	Furnace Filters	49.74
5311 Supplies	My Asset Tag- Village Credit Card	Asset tag	68.00
5311 Supplies	Quill	Tape/ processing	341.00
5311 Supplies	Vernon Library Supplies	DVD cases	284.39
5311 Supplies	Walmart- Village Credit Card	Ink	14.97
5312 Printing	Central Offices- Village Charge	January Lease	8.58
5312 Printing	De Lage Landen Financial- Village Cha	Lease 1/5/22-2/14/22	8.32
5314 MetaSpace 511 Equip-	Amazon Business	MetaSpace supplies	317.32
5314 MetaSpace 511 Equip-	County Wide Extinguishers Inc.	New #5 Extinguisher	216.61
5327 Newspapers	Milwaukee Journal Sentinel- Village c	2/1/22-1/31/23	446.23
5328 Books	Amazon Business	Book Credit	-19.99
5328 Books	Baker & Taylor	Books	99.10
5328 Books	Baker & Taylor	Books	466.95
5328 Books	Baker & Taylor	Books	15.15
5328 Books	Baker & Taylor	Books	78.42
5328 Books	Baker & Taylor	Books	623.55
5328 Books	Baker & Taylor	Books	15.95
5328 Books	Baker & Taylor	Books	1186.51
5328 Books	Baker & Taylor	Books	11.75
5328 Books	Baker & Taylor	Books	8.95
5328 Books	Baker & Taylor	Books	21.83
5328 Books	Baker & Taylor	Books	265.39
5328 Books	Baker & Taylor	Books	48.01
5328 Books	Baker & Taylor	Books	10.07
5328 Books	Baker & Taylor	Books	162.47
5328 Books	Baker & Taylor	Books	180.07
5328 Books	Baker & Taylor	Books	10.07
5328 Books	Baker & Taylor	Books	14.27

5328 Books	Baker & Taylor	Books	26.87
5328 Books	Baker & Taylor	Books	10.07
5328 Books	Brodart Co.	Books	75.65
5328 Books	Findaway	Wonderbooks	49.99
5329 AV Material	Amazon Business	DVDs	418.38
5329 AV Material	MicroMarketing	Audio Books	98.73
5329 AV Material	Midwest Tape	Audio Books	49.98
5330 Thingery	Acorn- Village Credit Card	January subscription	6.29
5330 Thingery	Amazon Business	Thingery supplies	179.24
5330 Thingery	Milwaukee Art Museum	4/1/22-3/31/23 Membership Pa	600.00
5330 Thingery	Netflix- Village Credit Card	1/1/22-1/31/22 Streaming Servi	17.99
5330 Thingery	Netflix- Village Credit Card	2/1/22-2/28/22	17.99
5331 Programming	Amazon Business	program supplies	30.13
5331 Programming	Motion Picture Licensing Corp.	Movie License	251.76
5331 Programming	Walmart- Village Credit Card	Program Prizes	38.66
5333 Outreach	Signupgenius- Village Credit Card	AARP sign up page (JAN)	11.99
5335 Training & Travel	Mukwonago Rotary Club	Breakfast & Dues	138.50
5335 Training & Travel	Wisconsin Library Association- Village	Conference (JAN)	25.00
5340 Digital Materials	Adobe- Village Credit Card	Creative Cloud (JAN)	83.99
5340 Digital Materials	MailChimp- Village Credit Card	Newsletter-February	62.99
5340 Digital Materials	Midwest Tape	Hoopla	494.64
5340 Digital Materials	My Sticky Elements- Village Credit Ca	Website popup (JAN)	39.00
5341 Cafe	Bridges Library System	Annual Support	23713.00
5344 shared County Databas	Bridges Library System	Gale courses	2737.00
5344 shared County Databas	Bridges Library System	Flipster magazine	1092.00
5344 shared County Databas	Bridges Library System	Database Cost	1230.00
5344 shared County Databas	Bridges Library System	Advantage program	3797.00
5344 shared County Databas	WiLS	WPLC 2022 Buying Pool	3916.00
5395 Repairs & Maintenance	Schindler Elevator Corp.	Elevator Repair/ Door won't ope	1354.22
5395 Repairs & Maintenance	Schindler Elevator Corp.	Elevator Repair/ Not operating	1040.33
5399 Other	WI Department Of Revenue	Tax on copies	45.93
5399 Other	WI Department Of Revenue	Tax on Book Sale	62.30
5399 Other	WI Department Of Revenue	Tax on Faxes	11.19
TOTAL REGULAR ACCOUNTS			\$ 54,788.43

5806 Donation Expenditure	4 Imprint	Table Cover with Logo/ Grant	176.69
5806 Donation Expenditure	Dynamic Awards & Apparel LLC	Memorial Plaque/ Heidi Werginz	35.00
5806 Donation Expenditure	I Read	Summer reading Promotional M	181.60
5806 Donation Expenditure	Indulgence Chocolatiers	Staff Get Well	45.62

Total Donation Expenses 438.91

Director	Treasurer	To Be Reimbursed	176.69
		Regular Donation Expenses	262.22

Secretary **Total Expenses \$ 55,227.34**

Library Director Report: February 2022

Director Meetings and Activities

I have been working 55+ hour weeks just to get everything done and cover the circulation desk. There have been many illnesses in the library, especially in the circulation department, and I regularly work 12 hours a week and on weekends just on circulation tasks. Additionally, with the server install and replacing circulation computers, not to mention the State of the Village, preparing the Annual Report, and Library Legislative Day, I've been extremely busy. I'm hoping the new Circulation Supervisor can take a lot off my plate and I can focus on things I have necessarily had to push down the triage list in favor of simply getting through the days.

Fred Schnook, the new Village Administrator, has visited the library twice and is keen to learn about how the library functions, its place in the village, and where the Library Board is at concerning upgrades and remodeling. He has also refocused the village department head meetings and every other week we talk about issues that impacts the village as a whole. He wants the Library Board to know that he is happy to attend any meeting and answer any questions the Library Board might have.

The server was installed on January 27!! Taylor Computer Services set up an install date the day after the server arrived and worked for three days straight to migrate key programs (such as PC Reservation, Deep Freeze, and Branch Manager) and install the new circulation computers and new RFID pads. This key piece of technology not only centralizes important programs and houses the Q: drive with sensitive library files, it also has a redundant harddrive and cloud backup so we won't lose important data or program logs. Having a server maintained by a professional servicer such as Taylor Computers will significantly reduce staff frustration, take a major load off my plate, and will provide a technological foundation for future improvements to the library's infrastructure. Now that this is in place, I will be working with Impact to get our copiers installed and Evisionware to get our new self-checkout machines installed. These upgrades will significantly improve staff and customer usability. Ultimately, my goal is to get to a place where we have a realistic and efficient amount of technology within the library maintained by a minimal number of reliable contractors who can help us get on a predictable End of Life (EOL) cycle so we don't have any surprise replacements again in the future.

Our new Circulation Supervisor, Emily Ceithamer, starts on Monday, February 14. Due to an insanely competitive job market and the day-to-day importance of this position, I compressed the job searching timeline as much as possible, conducting rolling Zoom interviews as good candidates applied and doing final interviews the last week in January. Emily has a strong retail managerial background and has worked at the Kimberly Little Chute Public Library as a circulation team member who was also trained on supervisor duties. Her understanding of training, marketing, and consistent procedures will really help the library grow and adapt to future demands and uncertainties.

I attended the Friends of the Library quarterly meeting on January 18. I presented a list of items I'd like them to purchase this year, highlighting opportunities for them to promote themselves

in each selection. They agreed to fund all four of my requests: \$360 for the BookPage subscription; \$825 for Zoo Zort walk-through petting zoo for SLP; \$2,000 to renew all 4 of our Milwaukee County Zoo passes; and \$4,000 for new AV equipment in the Community Room.

On February 2 I went to the East Troy Lions Public Library at the invitation of Director Jeff Gartman. I met with him and a member of their Board of Trustees. They shared where they are in the process of creating a joint library with the Village of East Troy, the Town of Troy, and the Town of East Troy and wanted to make sure they answered any questions I might have regarding this merger. They explained that they have submitted the contract to DPI who will review it and return it to them by the end of February, and then in March the "Tri-Troy" members will meet to potentially finalize the agreement, with the joint library to officially "start" on January 1, 2023. This could potentially have a major fiscal impact on our library since we get a huge portion of our funding from counties by serving TNR (True Non-Residents, or, people who live in a municipality without a library). I did explain that, if the joint library agreement goes through, the MCL Board of Trustees will consider the impacts it has on the Mukwonago Community Library and has options as outlined in state statute that could include denying service. The East Troy Director and Board member are aware of that option. I have talked with Karol Kennedy, the Director of the Bridges Library System, as to how a joint library forming over the county border can impact our library and she is happy to get provide guidance and contact DPI if the MCL Board desires more information. At this point, there is nothing to do but wait to see what happens in East Troy and then go from there.

Children's Department (Jane DeAngelis)

Youth Services programming has been on a short break while Jane has been out for a couple weeks due to medical reasons. Storytime and other programs will resume later in February.

It's that time of year again when we ask the question, Will Spring arrive early this year? In honor of Groundhog's Day, Youth Services will be offering its annual February Shadows Guess Who Contest. This year it features favorite children's book characters. Children of all ages are invited to play for a chance to win the board game Blukus Trigon. Stop in and see how many shadows you can identify.

We will also offer a wacky contest to Teens where they answer a few shark trivia questions for a chance to win a five pound, yes, five pound bag of Swedish Fish. Teens will earn an extra entry into the contest by going to the front desk and saying the tongue twister "Swedish sharks", three times fast. Could you do it?

Reference and Adult Services (Chris Stape)

January was an odd month in Adult Services. I can't tell if it was fear of Omicron or the weather, but we had more cancellations for programs than ever before. Attendance was not very good even for ongoing programs like Friday Flicks and Bingo. In fact, the two least attended movie showings ever happened last month. On a more positive note, the last movie of the month had great attendance, as did February 1 Bingo.

We had a painting class that went well and a Medicare program that was pretty successful. The online Beanstack Adult Winter Reading Challenge finished up and we had pretty decent participation--better than last year.

Looking ahead, February will be pretty slow. I'm hesitant to schedule many in-person events with Omicron surging and will be trying a few passive programs which seem to be popular with adults.

Technical Services and Thingery (Mary Jo Isely)

712 new items processed and cataloged. January begins the budget year and Technical Services receives numbers of large orders pending from 2021 and new orders for 2022. New additions to the Thingery include devices for Memory Lab On-the-Go: Wolverine MovieMaker Pro, Kodak Slide/Film Scanner, Olympus Digital Voice Recorder, moving the Flip-Pal Photo Scanner from Tech Tools to the Memory Lab. We have had excellent comments regarding the Memory Lab On-the-Go collection from users. Upcoming additions will include: Digital Cassette Recorder, Panasonic Long Zoom Digital Camera, Canon Camcorder, and a Brother Document Scanner. Make Music was gifted a Fender Squire Strat Electric Guitar which will also include a small amplifier for checkout. Cleanup of item records in the database was done in early January and weeding continues in Adult Fiction.

MetaSpace 511 & Technology (Nancy Aycock)



MetaSpace 511 is warming up during the winter months with LEGO Club Challenges and more 1:1 appointments. There were twenty-two attendees for the LEGO Club Marble Run Challenge over two days. LEGO builders worked hard to create the tallest, fastest, and most colorful marble runs. Everyone agreed to share their results, now on display on the Children's DVD shelf. Innovator in Residence Interns Kendal and Kelidy created the challenges and led the programs.

Lead Innovator Nancy spent fourteen hours training this month on the laser machine working on cutting, cleaning, and learning software to use with it, such as EngraveLab PhotoLaser Plus and Adobe Illustrator.

Nancy purchased a fire blanket and a special fire extinguisher for the laser machine. The CleanGuard fire extinguisher is designed for electronics and materials that get damaged by water, foam, dry chemical, or carbon dioxide.

During January, there were eighteen 1:1 appointments where customers came in to use the laser machine, Cricut Maker machine, and the 3D printers, making great projects. This month, Nancy and Keildy gave three tours to help community members learn more about MetaSpace 511. Makerspace Champions have been busy in MetaSpace 511 with Mark teaching staff how to 3D print and John learning how to clean and maintain the laser machine. We will have 3D printing classes starting in March and more LEGO Club challenges!



Community Engagement Coordinator (Eric Huemmer)

Outreach & Marketing:

The Marketing Team is replacing, removing, and creating new pamphlets and handouts that are in desperate need of updates, starting with the overall MCL pamphlet. With the addition of the new Circulation Supervisor, we'll be able to identify what other materials are necessary for new library card sign ups and displays. The Marketing Team will also begin coordinating the Center Displays in conjunction with upcoming programming, holidays, or social content that is going out.

We are ordering several innovative marketing display items with the funds from the marketing mini-grant, including an additional table skirt. Once the primary MCL pamphlet has been approved, we will use that to design our pop-up banner that matches the overall style and presentation.

Events & Programming

Sign-up for the AARP Tax-Aide this year has gone smoothly thanks to the efforts of our staff, the use of SignUpGenius for scheduling, and the simple-to-understand process. The first appointments will be on February 7, and if everything goes well, we will only need to make minor adjustments to the documentation and process next year.

Teen D&D has grown to the point of a waitlist, and we're hoping to channel that interest or engagement to future programming by reintroducing the Teen Advisory Board (TAB). We also had a very well-attended Memory Café thanks to being a hybrid in-person/virtual thanks to the Wildlife In Need bringing a few adorable ambassadors including Marcy the opossum.

Statistics (see next page)

Mukwonago Community Library

STATISTICS JANUARY 2022

Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	4,921	6,722	-27%	4,921	Friday Movies	43		
Town of Mukwonago	5,882	5,786	2%	5,882	Art Classes	40		
Eagle	805	722	11%	805	Book Clubs	20		
Genesee	532	712	-25%	532	Other Adult Programs	18		
North Prairie	1,120	719	56%	1,120	Shake Rattle 7 Roll		56	
Vernon	1,824	1,701	7%	1,824	Paws to Read		68	
All other Waukesha County	809	1,192	-32%	809	Storytimes		26	
Jefferson County	164	288	-43%	164	Playdate		12	
Subtotal Bridges System	16,057	17,842	-10%	16,057	Reading challenge Youth		44	
Other Wisconsin Counties				-	Reading challenge Adult	53		
Milwaukee County	29	49	-41%	29	Lego Club		22	
Racine County	305	381	-20%	305	Makerspace Tours	6		
Walworth County	2,994	2,700	11%	2,994	Teen Dungeons & Dragon			16
All other Wisconsin Counties	26	2	1200%	26	Totals 424	180	228	16
Subtotal Wisconsin Counties	3,354	3,132	7%	3,354	Total Childrens Programs		18	
Total All Counties	19,411	20,974	-7%	19,411	Total YA Programs		2	
YTD ALL COUNTIES	19,411	20,974	-7%	19,411	Total General Programs		25	
Facility Usage								
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	Increase/ Decrease	
Study Room Users	61	37	64.9%	Flipster (System Wide)	4172	5010	-16.7%	
History Room Users	7	14	-50.0%	Overdrive Circulation (Mukwonago)	2979	2848	4.6%	
Computer Usage	342	384	-10.9%	Gale Courses Verified (System Wide)	101	177	-42.9%	
Patron Visits	6,873	5,823	18.0%	Interlibrary Loans Borrower	9	7	28.6%	
Curbside Pick Ups	32	36	-11.1%	Interlibrary Loans Lender	29	26	11.5%	
				New Items Added	712	353	101.7%	
				New Cards Added	63	48	31.3%	



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-21)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

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

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Mukwonago Community Library			2. Public Library System Bridges Library System		
3a. Head Librarian First Name Abigail	3b. Head Librarian Last Name Armour	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 12/31/2022
6a. Street Address 511 Division St.	6b. Mailing Address or PO Box 511 Division St.	7. City / Village / Town Mukwonago	8a. ZIP 53149	8b. ZIP4 1259	9. County Waukesha
10. Library Phone Number 2623636411	11. Fax Number	12. Library E-mail Address of Director aarmour@mukwonagolibrary.org			
13. Library Website URL www.mukwonagolibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 27,500	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No			22. DUNS Number <i>Nine digits</i> 932946536	

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	62		
19b. Number of Winter Weeks	38	0	0
19c. Summer Hours Open per Week	60		
19d. Number of Summer Weeks	14	0	0
19e. Total Weeks per Year	52	0	0
19f. Total Hours per year for this location	3,196	0	0

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	No	
1b. providing reference service	No	
1bi. reference service provided via email	No	
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	No	
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	No	
1d. offering curbside pickup	No	
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	No	
1h. managing IT services for external Wi-Fi access	No	
1i. providing other types of online and electronic services	No	
1ii. describe "other services":		

	ELECTRONIC MATERIALS ADDED DUE TO COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	Yes	-1
2e. augmenting the public's ability to use electronic materials in another way	Yes	
2f. describe "augmenting in another way": removed blocks due to fines and reinstated expired cards to access electronic		

	PUBLIC SERVICES COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	Yes
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	No
6. Staff Re-Assigned During COVID-19	No

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

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	79,919	4,372
2. Electronic Books <i>E-books</i>	172,675	
3. Audio Materials	5,908	147
4. Electronic Audio Materials <i>Downloadable</i>	68,899	
5. Video Materials	12,233	470
6. Electronic Video Materials <i>Downloadable</i>	864	
7. Other Materials Owned video games, hotspots, Rokus, Chromecasts, Launchpads, STEAM Kits, Explore passes, etc.	487	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	10	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	73	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	116	

III. LIBRARY SERVICES									
1. Circulation Transactions									
a. Total Circulation		b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)					
259,067		128,546		4,267					
2. Interlibrary Loans (ILL)									
Method for Counting ILL Transactions									
Categorized ILL Transactions									
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>			Items Borrowed from Other Libraries <i>Received from</i>		
Integrated Library System (ILS)				28,721			39,047		
WISCAT				290			133		
Other (includes OCLC, manual tracking, or other methods)				0			0		
Total				29,011			39,180		
3. Number of Registered Users			4. Reference Transactions			5. Library Visits			
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count			
3,840	7,072	10,912	Survey Week(s)	16,988	Actual Count	81,975			
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet						
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count				
21	13	Actual Count	4,858	Did Not Collect					
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals					
78,831	0	798	304	1,102					
10. Uses of Electronic Materials by Library Users									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials					
15,880	17,962	314	34,156	2,479					

	LIBRARY PROGRAMS AND ATTENDANCE	
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11. Programs and Program Attendance Annual Count

Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	251	68		323	642
Total Program Attendance	2,825	199		2,398	5,422
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs an	d Program Attendance Annua	Count		
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	176	37	-1	239	452
Total Program Attendance	2,009	114	-1	2,044	4,167

Describe the library's in-person programs:

children's programs including storytimes, Read with a Dog, and dance; MetaSpace 511 programs with 3D printers and laser machine; adults programs including BINGO and book clubs; teen programs including D&D; family programs including Holiday Tree Lighting

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	75	31	-1	84	190
Total Live Virtual Program Attendance	816	85	-1	354	1,255
Total Views of Live Programs Recorded for Asynchronous Viewing	0	0	-1	0	0

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

Zoom

Describe the library's live, virtual programs:

Storyhours, MetaSpace511 programs, arts and crafts programs

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

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	75	31	84	190
Total Pre-recorded Program Views	816	85	354	1,255

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

Facebook, YouTube

Describe the library's pre-recorded programs:

Storyhours, arts and crafts programs, dance programs

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Howard	Pringle	S29 W29976 S. Bethesda Circle	Waukesha	53188	librarytrustee2@mukcom.lib.wi.us
2. Jim	Darin	106 Dairy Avenue	Waukesha	53188	librarytrustee9@mukcom.lib.wi.us
3. Jerry	Gasser	216 Oakland Ave.	Mukwonago	53149	librarytrustee5@mukcom.lib.wi.us
4. Sandy	Kaufman	622 Small Farm Rd	Mukwonago	53149	librarytrustee4@mukcom.lib.wi.us
5. Donna	Whalen	W333 S9355 Red Brae Dr.	Mukwonago	53149	librarytrustee6@mukcom.lib.wi.us
6. Diane	Magolan	448 Ahrens Drive	Mukwonago	53149	librarytrustee10@mukcom.lib.wi.us
7. Mark	Penzkover	659 Plank Rd.	Mukwonago	53149	librarytrustee11@mukcom.lib.wi.us
8. Michelle	Oberwise Lacock	S79 W31370 Green Meadows Dr.	Mukwonago	53149	librarytrustee7@mukcom.lib.wi.us
9. Carol	Stienstra	W243 S6930 Maple Hill Drive	Waukesha	53189	librarytrustee3@mukcom.lib.wi.us
10. Eric	Brill	1537 Whitetail Run	Mukwonago	53149	librarytrustee8@mukcom.lib.wi.us
11. Eliza	Pautz	306 Pearl Avenue	Mukwonago	53149	librarytrustee1@mukcom.lib.wi.us
12.					
Number of Library Board Members <i>Include vacancies in this count</i>					
11					

V. LIBRARY OPERATING REVENUE*Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here***

Municipality Type	Name	Amount
Village	Mukwonago	\$464,809
Subtotal 1		\$464,809

2. County**a. Home County Appropriation for Library Service**Subtotal 2a \$432,780**b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
Jefferson	\$2,258	Ozaukee	\$0
Dodge	\$22		
Washington	\$0		
Racine	\$14,948		
Walworth	\$76,710		
		Subtotal 2b	\$93,938

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
Innovation Grant	\$2,496		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
		Subtotal 3	\$2,496

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

Program or Project		Amount
		\$0
Subtotal 4		\$0

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

Name	Amount	Name	Amount
	\$0		
		Subtotal 5	\$0

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.***7. All Other Operating Income****8. Total Operating Income *Add 1 through 7*****9. What is the current year annual appropriation provided by governing body(ies) for the public library?****10. Was the library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)***

\$0

\$40,446

\$1,034,469

\$474,105

Yes

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*1. Salaries and Wages *Include maintenance, security, plant operations*

\$510,965

2. Employee Benefits *Include maintenance, security, plant operations*

\$145,197

3. Library Collection Expenditures

a. Print Materials

\$69,141

b. Electronic Materials

\$4,504

c. Audiovisual Materials

\$19,375

d. All Other Library Materials

\$6,786

e. Subtotal 3

\$99,806

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

Provider

Amount

Provider

Amount

CAFÉ Annual Fee

\$22,589

Electronic Content

\$8,675

Tech Support

\$37

Cooperative Purchases

\$3,661

Subtotal 4

\$34,962

5. Other Operating Expenditures

\$242,214

6. Total Operating Expenditures *Add 1 through 5*

\$1,033,144

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

\$0

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

1. Capital Income and Expenditures by Source of Income.

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

Source

Brief Description of Expenditure

Revenue

Expenditure

a. Federal

\$0

\$0

b. State

\$0

\$0

c. Municipal

\$0

\$0

d. County

\$0

\$0

e. Other

HVAC server and air conditioner (fund from WCCF)

\$63,250

\$63,250

2. Debt Retirement

\$0

3. Rent Paid to Municipality/County

\$0

Total Revenue

\$63,250

Total Expenditure

\$63,250

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARDAll funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

\$271,785

IX. TRUST FUNDS

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

X. STAFF

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

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$65,000	40.00				
Tech Services Head/Cataloger	MLS (ALA)	\$54,163	40.00				
Children's Services Librarian	MLS (ALA)	\$48,817	40.00				
Adult Services Librarian	MLS (ALA)	\$47,154	40.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Circulation Supervisor	Librn. no-MLS	\$31,870	30.00	Technical Services Assistant	Other	\$22,516	25.00
Community Engagement Coordinator	Other	\$30,940	35.00	Shelver	Other	\$14,063	31.00
MetaSpace 511 Lead Innovator	Other	\$36,400	35.00	MetaSpace 511 Interns	Other	\$4,200	8.00
Administrative Assistant	Other	\$45,614	40.00	Custodian	Other	\$18,083	25.00
Circulation Clerk	Other	\$46,806	78.00	Seasonal Landscaper	Other	\$10,400	10.00

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	b. All Other Paid Staff (FTE) <i>Include maintenance, plant operations, and security</i>	c. Total Library Staff (FTE)
4.00	0.75	4.75	7.18	11.93

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents

See instructions for definition of nonresident

184,346

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County		23,216	120,167	143,383
3. Circulation to Nonresidents Living in Another County in the Library System		771	841	1,612
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		12,896	26,254	39,150
5. Circulation to All Other Wisconsin Residents 201		6. Circulation to Persons from Out of the State 0		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Dodge	0	f. Ozaukee	0
b. Washington	47	g.	
c. Racine	3,137	h.	
d. Walworth	23,070	i.	
e. Jefferson	841	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access? Yes	2. Library type of Internet connection <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
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XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	22	20	54	96
	Total Self-directed Activity Participation	932	130	1,951	3,013
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. <i>Only the primary person is displayed here.</i>					
a. First Name	b. Last Name	c. Email Address			
Jane	DeAngelis	jdeangelis@mukwonagolibrary.org			
3. Name and email address of primary staff person who serves as the librarian for adults. <i>Only the primary person is displayed here.</i>					
a. First Name	b. Last Name	c. Email Address			
Chris	Stape	cstape@mukwonagolibrary.org			

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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

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

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

XV. CERTIFICATION

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

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
➤	Howard Pringle	
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
➤	Abigail Armour	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

County

Waukesha

The Mukwonago Community Library Board of Trustees hereby states that in 2020 the Bridges Library System
Name of Public Library *Name of Public Library System / Service*

☒ **did** provide effective leadership and adequately met the needs of the library.

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

Indicate with an X one of the above two statements.

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

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

CERTIFICATION

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

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

President, Library Board of Trustees Signature *or designee*

Name of President or Designee *Print or type*

Date Signed

➤

Howard

Pringle

Abby Armour

From: Henry Hecker <phantomhah@gmail.com>
Sent: Tuesday, December 21, 2021 12:01 PM
To: Abby Armour
Cc: Jeff Vanevenhoven; Robert Bartelt
Subject: Appraisal Cost of "G" Collection

Hi Abby,

I took one of the two lunches off the total we sent with Bill Heuter so the cost for Grutzmacher is estimated to be as follows: $\$856.25 \times .70 = \599.375 . This would be for the items at the RBM, Angie paid Bill directly for the stuff in the basement. I think it was around \$200.

Best Regards,
Henry Hecker

Hiring a Library Director

5

Basic Legal Requirements

Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director. The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions). The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Wisconsin statutes and administrative code rules *require* that all public library directors be properly certified by the Division for Libraries and Technology. Only libraries with a properly certified director can be library system members. (See [Trustee Essential #19: Library Director Certification](#).)

Library trustees must comply with state and federal laws that prohibit discrimination in hiring. (See [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#) for a list of these laws and sources of information about these laws.) Any written or oral questions to be asked of job candidates should be reviewed in advance by a person familiar with state and federal employment and discrimination law. Your municipal attorney and library system staff should be knowledgeable about these laws.

ADA Compliance

The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants. Certain types of questions are not allowed. For instance, all applicants should be told the essential job functions and then asked whether there was any reason why they could not do perform those functions. But it would not be acceptable to single out someone who uses a wheelchair and ask how that person would do a particular task.

Examples of questions that can and cannot be asked during an interview are included on a document from the University of Wisconsin-Madison's Office for Equity and Diversity's website (www.oed.wisc.edu/documents/job-interview-questions.pdf). Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. Job descriptions should be written so that the essential functions are clear. If pre-employment testing is required, then accommodations must be made, if needed, for people to take the test.

The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.

The third area requires equal access to whatever insurance and benefits are offered to other employees.

The ADA does not require employers to drop essential functions of a position in an effort to accommodate a person with disabilities. Employers are not expected

In This Trustee Essential

- The basic legal parameters for the hiring of a library director
- Recommended steps to follow when hiring a new director

to provide personal items not available to other employees, but certain accommodations might be expected, such as adjustable chairs, wrist pads, or modified phones.

The ADA Wisconsin Partnership website has a helpful Frequently Asked Questions section that addresses employment issues under the ADA: www.adawipartnership.org/FAQs.htm.

The Long-Term Effects of this Decision

Not all library boards will face the responsibility of selecting a new director. However, trustees who undertake this process must understand that it is singularly important and will have far-reaching and often long-term effects. Be prepared for a great deal of diligent effort—effort that will be worthwhile if you succeed in hiring the best person for the job.

What to Look for in a New Director

A library director is the chief administrative officer of the library. The director is responsible both for day-to-day management of the organization and for assisting the library board with “big picture” issues like planning and policy-making. In developing the job description and assessing candidates, consider the following:

- experience working with library boards and governing bodies
- knowledge of budget preparation, policy development, administration, and employee supervision
- library experience in the following areas: public service, technical services, public relations, and automation experience
- demonstrated leadership ability and dependability

Steps to Follow When Hiring a New Director

1. Immediately contact your library system—it has experienced staff that will be happy to assist you through this process.
2. Appoint a search and screen committee to develop or revise a draft job description, job ad, etc.
3. Ideally, the next step is to review the library’s strategic plan (if you have one) and analyze progress in reaching the goals and objectives. Knowing where the library needs to go will help trustees define the qualifications needed in the next director.
4. The board must approve a position description that reflects the necessary qualifications and duties of the job (including the requirements for certification). A competitive salary range and fringe benefit package must be established if you hope to attract qualified applicants.

5. The board or board committee checks references of applicants, evaluates qualifications, and arranges interviews with promising candidates (paying part or all of necessary travel expenses). A uniform list of questions should be developed for use in the interviews and for contacting references. Be sure to have these questions reviewed by someone knowledgeable about employment and discrimination law.
6. The board should make clear to candidates any probationary status, performance evaluation and salary adjustment procedures, and all other terms of employment, such as the Wisconsin certification requirement.
7. In addition to contacting listed references, the board may wish to contact current or past colleagues of the top candidate or candidates to get a more complete picture of the qualifications of the applicant. If you plan to do this, you should first get written permission from the candidate.
8. Once the board has made a hiring decision, it contacts the selected applicant and confirms the appointment and starting date in writing. It promptly notifies applicants not selected. The employment contract and/or letter of appointment should specify that as a condition of employment the director must obtain and maintain the appropriate state certification.
9. A thorough orientation program for the new director, similar to that described for trustees in [Trustee Essential #27: Trustee Orientation and Continuing Education](#), should be conducted.
10. A six-month or one-year probationary period is a common personnel practice. The board and director should mutually determine short- and long-term goals for this period. The board evaluates performance regularly throughout this period.
11. Assuming successful completion of probation, the board's supervision and evaluation responsibilities continue. Reviews of the director's performance and attainment of goals and objectives should be carried out annually. (See [Trustee Essential #6: Evaluating the Director](#).)

Sources of Additional Information

- 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](#).)
- [Trustee Essential #19: Library Director Certification](#)
- [Certification Manual for Wisconsin Public Library Directors](#)
- [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#)

- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org
- Your municipal or county personnel staff and attorney.

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

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Sample Job Description

[Note: This is an example of a director's job description for a small public library. The job description for your library director should reflect local needs. See [Trustee Essential #5: Hiring a Library Director](#) for more information.]

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with strategic planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

I. Specific Responsibilities

[Note: Priorities can be assigned to specific responsibilities or areas of responsibility, usually as priority A, B, or C, to help the employee manage time and address the board's most pressing concerns when the work load exceeds the available hours during certain periods of the year.]

Administrative Services

1. Serve as the library'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.

Collection Management

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.

Service and Service Promotion

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.

Facilities Management

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.

II. Essential Functions and Knowledge

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
6. Ability to read and comprehend print information, including technical, statistical, and financial information
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases
10. Ability to understand and implement instructions and directions
11. Ability to establish and maintain proper priorities and meet deadlines
12. Ability to work within a confidential environment
13. Ability to produce and maintain accurate files and reports
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
16. Knowledge and ability to type, sort and file
17. Ability to work hours and assignments as required by the library board

III. Required Education, Experience and Certification

1. Bachelor's degree from a liberal arts program
2. Grade 3 Wisconsin Public Librarian Certification (Grade 2 if population over 3,000; Grade 1 if population over 6,000) or eligibility for required certification
3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies.

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