

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, July 14, 2022

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149**

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 Minutes from June 9, 2022

[Library Board Minutes 20220609_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for July 2022

[Financial 2022 July Executive Summary 20220714.pdf](#)

[Financial 2022 July Invoices 20220714.pdf](#)

6. Committee Reports

6.a Building & Grounds Committee - last met July 13, 2022

6.b Finance Committee - last met February 10, 2022; next meets July 25, 2022

6.c Policy Committee - last met May 26, 2022

6.d Personnel Committee - last met June 2, 2022

7. Library Director Report

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

8. Discussion/Action Items

- 8.a Officer Elections
Discussion and possible action on voting for the positions of Secretary and President.
- 8.b Employee Recognition
Discussion and possible action to approve the allowance of one additional paid day of vacation in the year an employee reaches a milestone anniversary with the Village.
[Employee Anniversary Recognition Village Agenda Item.pdf](#)
- 8.c Waukesha County Library Plan Minimum to Exempt Certification
Discussion and possible action on certifying and approving Waukesha County Library Plan Minimum to Exempt Standards.
[Minimum to Exempt Standards Certification 2022.pdf](#)
[Minimum to Exempt Standards Calculation.pdf](#)
- 8.d HVAC Emergency Repairs
Discussion and possible action on recommendations from the Building & Grounds Committee regarding the emergency HVAC repairs from 2021 through today.
[HVAC Repair History 2021 through July 11 2022.pdf](#)
- 8.e Community Room AV System
Discussion and possible action on recommendations from the Building & Grounds Committee regarding the community room AV system.
- 8.f Property Maintenance
Discussion and possible action on recommendations from Building & Grounds Committee regarding property maintenance needs.
- 8.g Phone System
Discussion and possible action on recommendations from the Building & Grounds Committee regarding the Village's new phone system.
[VBCOrderPDF_Mukwonago.pdf](#)
- 8.h Director Evaluation
Discussion and possible action on approving the performance review form for the Library Director's annual evaluation.
[2022 MCL Director Performance Evaluation 20220714.pdf](#)

8.i Trustee Essentials Chapter 8

Discussion on the questions found at the end of Trustee Essentials Chapter 8.

[Trustee Essentials Chapter 08.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

The next regularly scheduled Library Board meeting is August 11, 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.

Village of Mukwonago

MINUTES OF THE LIBRARY BOARD MEETING
Thursday, June 9, 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. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Board Members Present

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

Excused

M. Penzkover
M. Lacock

Also Present

A. Armour, MCL Library Director
K. Kennedy, Bridges Library Director

Comments from the Public

F. Winchowky sent a thank you to the library director and trustees for coming to the Village Trustee Training.

Approval of Minutes

D. Whalen/E. Brill motioned to approve the minutes from the Board of Trustees meeting on May 19, 2022 with the attendance correction. Unanimously carried.

Audit and Approval of Monthly Expenditures

S. Kaufman/C. Stienstra motioned to approve the monthly expenditures. Unanimously carried.

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

Building & Grounds Committee - last met on March 28, 2022

Finance Committee - last met on February 10, 2022

Personnel Committee - last met on June 2, 2022 - items related to that meeting are on the agenda

Policy Committee - last met on May 26, 2022 - items related to that meeting are on the agenda

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

A. Armour shared additional information regarding the summer kick off that will be taking place on Saturday June 11, 2022.

Discussion/Action Items

Waukesha County Library Services Plan 2022-2026. Discussion and possible action on approving the Waukesha County Library Services Plan 2022-2026.

H. Pringle noted that a copy of the plan is within the packet. It was explained that the adjustments seen within this 2022-2026 plan were mainly modified for the minimum exemption standards as well as minimum policy requirements.

J. Darin/D. Whalen motioned to approve the Waukesha County Library Services Plan 2022-2026 as presented. Unanimously carried.

Walworth County Funding. Discussion and possible action regarding information presented by Bridges Library System Director Karol Kennedy about how the changes in the Walworth County reimbursement formula and potential finalization of the Tri-Troy agreement will impact the Mukwonago Community Library.

K. Kennedy explained the changes that are being seen within the Walworth County reimbursement formula impact the 2023 fiscal year. She also noted the potential impact to MCL should the Tri-Troy agreement be finalized. Discussion continued with the board regarding what the next steps may be regarding the known decrease in revenue from Walworth County Funding as well as the potential decrease with the Tri-Troy library agreement. It was decided A. Armour and E. Brill would first communicate with the Village Administrator.

Director Evaluation. Discussion and possible action on deciding the process by which the Library Director will be evaluated by the Board.

A. Armour noted that there is an attached goals form which needs review by the Board as well as a decision on how to proceed with the director evaluation for 2022. H. Pringle discussed how Bridges has a procedure in place regarding how the director is evaluated and it may be possible to mimic their procedure to ensure there is a clear understanding of what should be done every year. Discussion centered on how to proceed for this year. It

was decided that the July meeting will have the updated evaluation form as well as A. Armour's self evaluation. Evaluations will be forwarded to D. Whalen who will tabulate the information for the August meeting. A closed session will take place at the August meeting to discuss A. Armour's evaluation results.

Personnel Policy. Discussion and possible action on approving the Personnel Committee's recommendation to approve the revised Personnel Policy and consider including the Library Position Compensation and Performance Evaluation Program Policy.

D. Whalen noted that this policy has been extensively revised in addition the board will need to review the library position compensation and performance evaluation program policy. A. Armour explained that the adjustment to wording was done to ensure the policy is in alignment with Village policy, current for today's MCL library, as well as added clarity to ensure all the employees are up to date with MCL's standard.

D. Whalen/C. Stienstra motioned to approve the revised Personnel Policy with the inclusion of the library position compensation and performance evaluation program policy as well as tasking the library director with distributing the policy to all library employees. Unanimously carried.

Public Behavior Policy. Discussion and possible action on recommendation from the Policy Committee to approve the rewritten Public Behavior Procedures into a full policy that also includes Theft of Library Materials Policy.

H. Pringle noted that this was a recommendation from the Policy Committee to move this previous procedure into an actual policy to ensure full understanding of steps that can be taken regarding public behavior.

D. Whalen/E. Brill motioned to approve the revised Public Behavior Procedures to a full policy which includes the Theft of Library Materials Policy. Unanimously carried.

Finance Policy. Discussion and possible action on recommendation from the Policy Committee to approve the rewritten Finance Policy that includes Fund Disbursement Policy and Finance Procedures.

H. Pringle noted that A. Armour created the changes in the Finance Policy to ensure there is a clear understanding of the different budget line items and the varying accounts within MCLs control.

H. Pringle/D. Whalen motioned to approve the rewritten Finance Policy that includes the Fund Disbursement Policy and Finance Procedures. Unanimously carried.

Display Case and Posting Policy. Discussion and possible action on recommendation from the Policy Committee to approve updates to the Display Case and Posting Policy.

A. Armour noted that the board approved a standard policy template and she has been going through each MCL policy to ensure compliance. She noted that the Display Case and Posting Policy needed to be updated to follow this new standard template.

C. Stientsra/S. Kaufman motioned to approve the updates to the Display Case and Posting Policy as presented. Unanimously carried.

Standing Subcommittees. Discussion and possible action on President Pringle's change to the number of members of each standing subcommittee.

H. Pringle noted that he is hopeful to have five committee members on each subcommittee to ensure quorums can be met and allow for more input during discussions. Three subcommittees are currently lacking this number of members: Policy, Building and Grounds, and Finance. D. Whalen volunteered to join the Policy Committee. S. Kaufman volunteered to join the Building and Grounds Committee.

Grutzmacher Donation Subcommittee. Discussion and possible action on creating and appointing a subcommittee to conduct negotiations with the Mukwonago Historical Society and Museum regarding the donation of the Grutzmacher collection.

A. Armour noted that the NAGPRA summary process will begin in August the collection review will occur 8/9-8/21. The professional who is facilitating this summary highly recommends that we have a clear path as to who owns the collection in place prior to completion of the summary. H. Pringle, E. Brill, C. Stienstra, and E. Pautz volunteered to join this subcommittee.

Strategic Planning Subcommittee. Discussion and possible action on creating and appointing a Strategic Planning Subcommittee.

A. Armour noted that N. Wilhelm has collected data from the board as well as the employees. A. Armour would like to have a subcommittee created to ensure the strategic planning process is successful, with meetings beginning this summer. Discussion centered around how many members should constitute this subcommittee as well as possible candidates. It was decided to have three board members as well as a volunteer from the Friends of the Library, the Village Board, and an invested library user. J. Darin, H. Pringle, and J. Gasser volunteered to join this subcommittee. A. Armour will reach out to the aforementioned groups to determine the remaining three subcommittee members.

Officer Nominations. Discussion and possible action on accepting nominations for Vice President and President to be voted on at the July meeting.

H. Pringle noted that the minutes are incorrect and MCLs board is looking for nominations for the President and Secretary. J. Gasser would like to nominate E. Pautz for Secretary and H. Pringle for President. Floor nominations will also be accepted at the July meeting prior to voting.

Review Trustee Essentials - chapter 8

Trustee Essentials Chapter 8: Developing the Library Budget - H. Pringle tabled this review until the July meeting.

Referral Items

Approval of instrument to evaluate the Library Director

Confirm Next Meeting Date

Regular Library Board on Thursday, July 14, 2022 at 6:00pm.

Adjournment

E. Brill/E. Pautz motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:52 pm.

Mukwonago Community Library Executive Summary 2022
7/14/2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	559,332.00	256,436.58	302,895.42	45.8%
5112 - Social Security	44,355.00	19,340.77	25,014.23	43.6%
5152 - Retirement	41,145.00	18,715.20	22,429.80	45.5%
5154 - Health	64,788.00	36,909.71	27,878.29	57.0%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,880.00	70.46	3,809.54	1.8%
5219 - Professional Services	4,000.00	2,737.71	1,262.29	68.4%
5220 - Contractual Services	16,000.00	12,965.44	3,034.56	81.0%
5221 - Water & Sewer	3,500.00	614.50	2,885.50	17.6%
5222 - Electric	30,000.00	12,574.26	17,425.74	41.9%
5224 - Gas	15,000.00	7,167.80	7,832.20	47.8%
5225 - Telephone	9,000.00	3,109.26	5,890.74	34.5%
5226 - Insurance	8,000.00	-1078.12	9,078.12	-13.5%
5310 - Outside Services	20,000.00	12,400.89	7,599.11	62.0%
5311 - Supplies	20,000.00	10,352.76	9,647.24	51.8%
5312 - Printing	500.00	490.87	9.13	98.2%
5314 - MetaSpace 511 Equip/supplies	5,000.00	3,572.28	1,427.72	71.4%
5315 - Postage	500.00	174.27	325.73	34.9%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	1,093.40	706.60	60.7%
5328 - Books	70,000.00	32,079.80	37,920.20	45.8%
5329 - AV Materials	12,000.00	5,881.42	6,118.58	49.0%
5330- The Thingery	4,900.00	872.95	4,027.05	17.8%
5331 - Programming	10,000.00	4,179.97	5,820.03	41.8%
5332 - Mileage	2,000.00	144.92	1,855.08	7.2%
5333 - Outreach	2,000.00	1,505.72	494.28	75.3%
5335 - Training & Travel	5,000.00	1,721.98	3,278.02	34.4%
5340 - Digital Materials	10,000.00	4,015.37	5,984.63	40.2%
5341 - Cafe	23,713.00	23,713.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	22,772.00	12,772.00	10,000.00	56.1%
5395 - Repairs & Maintenance	20,000.00	29,027.01	(9,027.01)	145.1%
5399 - Other	5,000.00	1,836.35	3,163.65	36.7%
5811 - Technology Equipment	18,904.00	8,796.55	10,107.45	46.5%
TOTAL Budget Accounts	1,066,989.00	527,520.30	539,468.70	49.4%
<i>Donation Accounts</i>				
Balance from 2021	53,164.45			
4890 - Donations Revenue 2022			12,256.78	
5806 - Donation Expenditures 2022			21,007.17	
TOTAL Donation Accounts	44,414.06		(8,750.39)	
OVERALL TOTAL			530,718.31	

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
July 14, 2022

Account	Vendor	Memo	Amount
5219 Professional Services	Baker Tilly Virchow Krause- Village C	Audit Progress Billing #3	334.43
5220 Contracted Services	EMCOR Services	Contract billing	1490.00
5220 Contracted Services	Wisconsin Elevator Inspection	Annual Inspection	95.00
5222 Electric	WE Energies	May	2943.89
5224 Gas	WE Energies	May	889.67
5225 Telephone	Charter Communications- Village Ch	5/27/22-6/27/22	293.82
5226 Insurance Premiums	League Of Wisconsin Municipalities	Dividend Payment	-1915.62
5226 Insurance Premiums	R & R Insurance	Cyber Liability	9.10
5226 Insurance Premiums	R & R Insurance	Workman's Comp Q3	200.29
5310 Outside Services	America Aquaria	Fish Tank Maintenance June	85.00
5310 Outside Services	Great America Financial Services	Copier agreement July	353.14
5310 Outside Services	Klassy Kleaners	Full Cleaning 1 week & Regular weekend clean	2535.00
5310 Outside Services	Ricoh	3/26/22-6/25/22	592.82
5310 Outside Services	Unique	Placements	9.85
5311 Supplies	AED Brands- Village Credit Card	Kids AED Pads/ REFUND	-132.00
5311 Supplies	All Partitions- Village Credit Card	Bathroom locks (JUN)	94.00
5311 Supplies	Alsco	Mats & Dusters	27.94
5311 Supplies	Amazon Business	Glue & Scissors	62.14
5311 Supplies	Demco	Processing Supplies	147.78
5311 Supplies	Impact	Shipping on toner	20.48
5311 Supplies	Quill	Office Supplies	97.16
5311 Supplies	Sherman Williams- Village Credit Ca	Paint for admin Office (JUN)	33.00
5312 Printing	Central Offices- Village Charge	6/1/22-6/31/22 Lease	22.64
5312 Printing	De Lage Landen Financial- Village Ch	5/15/22-6/14/22 Lease	21.95
5312 Printing	De Lage Landen Financial- Village Ch	6/15/22-7/14/22 Lease	21.95
5314 MetaSpace511 511 Eq	Amazon Business	MetaSpace511 Supplies	783.52
5314 MetaSpace511 511 Eq	Michaels- Village Credit Card	Craft Supplies (JUN)	109.32
5314 MetaSpace511 511 Eq	Michaels- Village Credit Card	Craft Supplies/CREDIT (JUN)	-109.32
5328 Books	Amazon Business	Books	41.00
5328 Books	Amazon Business	Books	237.24
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	6.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	11.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	10.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.59
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	12.98
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	2.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	14.96
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	13.97
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	3.32
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	6.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	10.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.49
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.49

Account	Vendor	Memo	Amount
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	9.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	9.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	10.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	9.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	4.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	1.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	9.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.49
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	5.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	10.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	9.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	6.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.49
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	8.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	6.49
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	10.99
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	14.98
5328 Books	Amazon-Village Credit Card	Books/Kindle (JUN)	7.99
5328 Books	Baker & Taylor	Books	38.81
5328 Books	Baker & Taylor	Books	233.21
5328 Books	Baker & Taylor	Books	122.25
5328 Books	Baker & Taylor	Books	74.28
5328 Books	Baker & Taylor	Books	862.14
5328 Books	Baker & Taylor	Books	1268.86
5328 Books	Baker & Taylor	Books	171.57
5328 Books	Brodart Co.	Books	314.85
5328 Books	Brodart Co.	Books	370.39
5328 Books	Brodart Co.	Books	379.65
5328 Books	Brodart Co.	Books	243.51
5328 Books	Cengage	Books	28.79
5328 Books	Cengage	Books	26.39
5328 Books	Cengage	Books	28.79
5328 Books	Cengage	Books	101.56
5328 Books	Cengage	Books	27.99
5328 Books	Cengage	Books	91.97
5328 Books	Cengage	Books	17.59
5328 Books	Center Point	Books	82.51
5328 Books	Christy Fregien	Book	16.99
5329 AV Material	Amazon Business	DVDs	614.95

Account	Vendor	Memo	Amount
5330 Thingery	Netflix- Village Credit Card	6/1/22-6/30/22	19.99
5330 Thingery	Netflix- Village Credit Card	7/1/22-7/31/22	19.99
5331 Programming	Amazon Business	Program supplies/ Adult	31.82
5331 Programming	Amazon Business	Program supplies/ Outreach	63.00
5331 Programming	Amy Mueller	June Fill In	25.00
5331 Programming	Domino's Pizza- Village Credit Card	Teen Program Pizza (JUN)	31.00
5331 Programming	Domino's Pizza- Village Credit Card	Teen Program Pizza	44.00
5331 Programming	Domino's Pizza- Village Credit Card	Teen Program Pizza	30.00
5331 Programming	Ice Age Trail Alliance	Family Program	175.00
5331 Programming	Kidsplay LLC	Fitting into Fitness	350.00
5331 Programming	Snake Discovery LLC	Snake Rattle & Roll	307.00
5331 Programming	Tanya Hinz	Painting Class/ June	60.00
5331 Programming	Tanya Hinz	Painting Class/ July	60.00
5332 Mileage	Cathryn Kim	Pick up Chief paper from JS	28.67
5333 Outreach	Facebook- Village Credit Card	AD Boost	30.00
5340 Digital Materials	MailChimp- Village Credit Card	Newsletter-July	69.99
5340 Digital Materials	Midwest Tape	Hoopla June	490.57
5343 Data Lines	Department Of Administration	TEACH Services	600.00
5395 Repairs & Maintenance	United States Alliance Fire	annunciator panel check & alarm in YA	390.00
5395 Repairs & Maintenance	Zoro -Village Credit Card	Air Filters for HVAC	883.88
5399 Other	Tasc	FLEX	126.42
5399 Other	UKG Payroll Processing	Processing Fee	291.50
581100 Equip < \$5,000	Amazon Business	Computer Mounts	116.62
TOTAL REGULAR ACCOUNTS			\$ 19,169.58

5806 Donation Expenditure	Amazon Business	SLP Prizes	421.33
5806 Donation Expenditure	Garden Party Florist- Village Credit Card	Employee Flowers	60.00
5806 Donation Expenditure	University Bookstore	Gift card for Kelidy/ Graduation	25.00
5806 Donation Expenditure	Walmart- Village Credit Card	SLP Prizes	87.93
Donation Designated Funds	Abby Armour/ United Airlines	Used personal credit card/ need reimbursement	677.04
Donation Designated Funds	Busboys & Poets- Village Credit Card	Meal/ Conference/ will be reimbursed by Grant	25.96
Donation Designated Funds	Eric Huemmer/ Great Educational Enrichment	Reimburse for program he paid	400.00
Donation Designated Funds	Farmers & Distillers- Village Credit Card	Meal/ Conference/ will be reimbursed by Grant	28.69
Donation Designated Funds	Mashgin- Village Credit Card	Meal/ Conference/ will be reimbursed by Grant	14.00
Donation Designated Funds	National Business Furniture- Village Credit Card	Information Table / Using WCCF Funds remain	463.15
Donation Designated Funds	Reren- Village Credit Card	Meal/ Conference/ will be reimbursed by Grant	32.50
Donation Designated Funds	Roman Electric	Install wiring for Locker System/ PD by grant	1720.00
Donation Designated Funds	Step N Wash	Bathroom Step Stools	2127.80
Donation Designated Funds	Union Kitchen- Village Credit Card	Meal/ Conference/ will be reimbursed by Grant	18.17
Total Donation Expenses			\$ 6,101.57
Director	Treasurer	To Be Reimbursed	3888.77
		Regular Donation Expenses	2212.80
Secretary		Total Expenses	\$ 25,271.15

Library Director Report: July 2022

Director Meetings and Activities

I was fortunate enough to attend the annual ALA Conference in Washington DC between June 23 and 29. Grant money from SEWI paid for the entire trip. My husband, Peter Blenski, was on the 100th Newbery Committee and therefore was invited to the annual gala where they present the award to the winner and honor authors. It was exciting to get an exclusive “backstage pass” to meet some of the best children’s authors and illustrators in the world (and their parents!). My husband and I sat at the gala dinner with Kyle Lukoff (Newbery honor author for *Too Bright to See*); he is not only an extremely nice former school librarian, but is also the first transgender author to win a Newbery—history in the making! These experiences helped remind me why I became a librarian in the first place: finding great stories and sharing them with others. I love bringing these big, awe-inspiring perspectives back to my staff and community to spread the excitement about our profession.

It's been another exhausting month of trying to keep up with the facility failing. We had to replace the dead motor on the AC unit in the server closet after discovering it that room was over 80 degrees one morning. The children’s area, staff offices, and MetaSpace 511 spent a week at 75+ degrees as we tried to get technicians in to finish spring maintenance which included cleaning the AC units on the roof and recharging what we now suspect is a leaking AC unit. Some of the pump motor work that the Board authorized is finally being done as Illingworth-Kilgust is dealing with a shortage of technicians. The fire panel has been sending off supervisory alarms, one of which had me driving in at 9:00pm on Fourth of July during a thunderstorm to ensure the Library was okay. We had to have the fire annunciator replaced because the screen was unreadable, a smoke detector replaced because it seemed to be sending false codes, and the display on the fire panel itself replaced, all in the hopes of trying to figure out if the codes we’ve been receiving are real or if the fire control panel itself is failing. We discovered soaked carpeting in the teen area that we traced to completely degraded window caulking, and Cathryn and I have identified many more exterior maintenance items that could potentially cause issues in the future like the leaking window. The AV system in the community room, while never a good setup, is failing fast and several programs this summer have been interrupted by what I suspect is faulty wiring and connections in the wall. Judy, our custodian, was off for medical reasons throughout the middle of June so we had to hire our weekend cleaners to do the major stuff during the time she was gone and the library staff picked up simple tasks like wiping counters and computers. Oliver, our landscaper, is out with a severe back injury and is still determining with his doctor if and when he can return.

One of our new circulation clerks quit unexpectedly and without notice while I was at ALA and we are experiencing the best circulation the library has seen in years, so I’ve had to cover shifts at the circulation desk and all non-circulation staff have been shelving the daily 5+ overflow carts that accumulate in the book drop room. I’ve posted for the position again and Emily and I are beginning to schedule interviews, but training a circulation clerk takes time and lots of Emily’s attention and energy which means that we probably won’t be fully staffed and ready

until at least mid-August and Emily can't continue her own training and professional development while she picks up extra shifts on the circulation desk.

On Wednesday, July 13, we finally launched our new public copier with PaperCut software. This has been a 6+ monthslong process that should have only taken two weeks. I am furious and have complained numerous times to anyone I can get ahold of at Impact and their partner company, ACDI, who manages PaperCut. I have wasted untold hours of my time trying to get this set up and having to troubleshoot alongside the technicians even though at this point a deployment should simply be the vendor going through a checklist to set everything up, then handing over the "keys" for us to dive right in and start using it. Luckily, I have a deep background in networking and deployment, so I knew how to talk to the vendor and get what we are paying for. Though the rollout has been the worst deployment nightmare imaginable, the printer setup will be a huge improvement for customers who will now be able to print directly from their mobile device as well as our patron PCs and have the option to pay for any service with either cash or credit card.

Since January, I've never stopped working 50+ hour weeks and often have to take my work home. I was even working remotely on must-handle-this-immediately issues even while I was in Washington DC. I'm preparing this Library Board packet on my patio at 8:00pm. With the exhaustive staff turnover that involves hiring and training, endless maintenance issues to approve emergency financing for, failing technological infrastructure that requires significant amounts of money and strategy to address, numerous Board and committee meetings to prepare for as the Library deals with unprecedented changes and loss of revenue, policy updates and rewrites, the time I've spent on the Grutzmacher collection, and handling strategic planning, I never have enough time to complete my work during the day. All of these things (and more) can't be delegated and need to be handled by a Director. The Library does not have an Assistant Director and no one under me has the job description or compensation needed to act in that capacity.

Grutzmacher Collection Timeline – where are we now?

- 1) Acquire insurance – COMPLETE
 - a. insured through village's property insurance with a Fine Arts rider March 15, 2022
- 2) Create extended loan agreement with Historical Society - COMPLETE
 - a. Library Board approved loan agreement April 21, 2022 and authorized Abby Armour and Howard Pringle to negotiate small terms with Historical Society, so long as the changes did not fundamentally change the Library Board's approval
 - b. Historical Society agreed to loan agreement via email June 22, 2022
 - c. Howard Pringle signed the loan agreement June 22, 2022
 - d. Library and Historical Society have exchanged insurance (as per agreement)
 - e. Received a counter-signed agreement back from the Historical Society on July 11
- 3) Initiate NAGPRA assessment
 - a. Library Board voted on May 12, 2022 to pay up to \$45,000 to Bernstein & Associates for a NAGPRA summary which includes:

1. A complete inventory of the collection
2. A NAGPRA summary which will be published nationally and will discharge ALL responsibilities of the Library Board as owners and allow the Library to donate the collection
 - ii. Bernstein and Associates will be in Mukwonago August 9 through 21
 - iii. NAGPRA summary should be published to national register end of September
- 4) Have both Boards meet to discuss terms of donation
 - a. Donation Agreement approved by Library Board October 14, 2022 and passed on to Historical Society for approval
 - b. Both boards appointed committees to discuss donation.
 - c. **Meeting of the Boards' Committees will be Thursday, August 4 @ 3:00pm at Village Hall**
 - d. Subcommittees need to discuss:
 - i. basic questions of ownership (such as "is the Library still willing to donate the collection?" and "is the Historical Society still wanting the collection?" and "are there any 'dealbreakers' for either party in the donation process?")
 - ii. logistical questions (such as "what is the timeline for NAGPRA summary work?" and "where will the collection be housed if donated?")
 - iii. financial questions (such as "who will pay for any costs associated with repatriation?" and "should we engage lawyers on any issues?")

Circulation (Emily Ceithamer)

In circulation this last month I have come up with a process to clean up old patron accounts. I am following Bridges' routine, deleted expired accounts after they have been expired for three years. I am also keeping a spreadsheet of how much patrons have in fines that we are waiving before I delete their records, so we can keep track of those numbers. Even though I have been cleaning up expired accounts, we have had so many new patron cards in June! With SLP starting it has been a busy month for circulation and getting things back on shelves as fast as we can. On another note, I am really excited to be visiting Fort Atkinson Library this coming month to learn from the circulation supervisor there and bring new ideas to the library. This will be the second library I'm visiting, and it really helps me see how they run their circulation departments and get new ideas for ours!

Children's Department (Jane DeAngelis)

2022 Summer Reading Challenge for Children and Teens--so far (Updated 1 July 2022)

696 registrants

492 active readers

685 rewards collected, e.g., destinations passes

2,986 badges earned

157, 583minutes read

74 completions

Library Director Report: July 2022

prepared by Director Abby Armour

Page 3 of 6

There are more eight-year-olds participating (77) than any other age group, followed by six-year-olds (73), seven-year-olds (69), and ten-year-olds (68).

Reference and Adult Services (Chris Stape)

I've been busy, busy, busy! The SLP Kick-off went really well and Jane and I were able to register quite a few adults in-person. Overall adult registrations have been decent and about on par with last year. I also made a paper-based Summer Bingo contest that's separate from the Beanstack contest for folks not comfortable with the computer. I'm not sure how, or if, that will affect Beanstack sign-ups, but wanted to make the program and summer excitement more accessible to everyone. We have our scratch-off tickets again for checking out 10 items and that's going well. Almost 70 Spice of the Month club kits were requested by patrons. That's really taking off.

Still trying to spot reliable patterns in adult programming. One program we had, "Paranormal Wisconsin," drew about 45 attendees--the most of any adult program since COVID. Two other programs (one about cutting-edge technology and another about dog care) didn't have great attendance but those that came seemed to enjoy them. We have a rock painting program for adults that was full on June 30 and there was a waiting list.

Technical Services and Thingery (Mary Jo Isely)

545 new items were processed and catalogued in June. Video games were weeded eliminating PS3 and Wii U games. Currently curating a list of Nintendo Switch games to be added to the video game collection. The Thingery has been very busy, resulting in more time for Technical Services staff to perform maintenance and troubleshooting. New to the Memory Lab On-the-Go is a Brother document scanner. The scanner has Wi-Fi capability, making it very portable. Additionally, it can scan directly to a computer, memory card, or cloud service. Items currently in production are a wood burning kit and an engraver-- both will become part of the CREATE! Collection. We will be adding paranormal kits soon based on popular request. Vicki conducted a thorough review of statistics for our current magazine collection and determined titles that will not be renewed.

MetaSpace 511 & Technology (Nancy Aycok)

June has been an exciting and fun month for MetaSpace 511 with new summer classes like Intro to 3D Printing and Intro to Laser Engraving and Cutting. The MetaSpace 511 team worked on creating new custom laser engraved stamps and getting canvas bags ready to have families create their own book bag during the Summer Library Program Kick-Off. The stamps were well loved and are still being used by families who come to the MetaSpace Demo Days and can make a bag if they didn't at the Kick-Off. We've had three MetaSpace Demo Days, one on a Monday night, a Saturday morning, and a Tuesday afternoon. The Tuesday afternoon one was very popular especially with the increased hours from 1 – 5 pm. Comments from families is that they didn't know MetaSpace existed, what was back in MetaSpace 511, or if it was something they could use. The goal with the Demo Days is to help the community learn more about MetaSpace 511, feel welcomed to come create in the makerspace, and try out making things.

Innovator in Residence Intern Kelidy graduated in June and will be leaving for college in August. A new Innovator in Residence Intern, Jack, was hired, and he will be starting in the end of July. Lead Innovator Nancy has attended five different virtual Nation of Maker Conference (NOMCON) day sessions during June with topics covering library makerspaces, workforce development, and why the maker movement matters more than ever.



SLP Kick-Off make your own bookbag



3D printing class led by Maker Champion and 3D printer fix-it-volunteer extraordinaire Mark



Intro to Laser Engraving and Cutting class



Demo Days

Community Engagement Coordinator (Eric Huemmer)

The SLP Kick-Off Event on Saturday, June 11 was a massive success. Over 500 people attended and everyone found music, games, crafts, activities, and animals (we had a petting zoo with a baby porcupine!) to suit them. A kick-off is a great way to generate excitement for the summer library program (and check out a ton of books!) as well as get a lot of people registered or update their registration without clogging the service desks. Eric has been extremely busy working with Terry on creating user-friendly “rack cards” to promote specific services and resources to users. We plan on revamping our new customer bags with these and he has

discussed with Emily how these can be a benefit to her circulation staff when they help a new person get a library card. There has been plenty of teen programming during SLP including Nerf wars, D&D, and blanket fort building. He has been busy working with Mark from the Job Center of Wisconsin on setting up our ad hoc job center, maintaining an every-other-week booth at the farmer's market with different department heads, and getting a start on coordinating enrollment day booths at all the schools.

Statistics

Mukwonago Community Library								
STATISTICS JUNE 2022								
Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	7,717	7,259	6%	34,792	Friday Movies	75		
Town of Mukwonago	7,104	6,720	6%	37,148	Farmer's Market	155		
Eagle	1,410	1,280	10%	6,318	Paranormal WI	44		
Genesee	963	927	4%	4,036	Other Adult Programs	127		
North Prairie	1,116	911	23%	6,618	SLP Kick-Off	500		
Vernon	2,487	2,348	6%	11,656	Family Movies	42		
All other Waukesha County	1,291	1,289	0%	6,667	Shake Rattle & Roll		96	
Jefferson County	210	85	147%	846	Wonderful Wednesdays		381	
<i>Subtotal Bridges System</i>	22,298	20,819	7%	108,081	Paws to read		42	
Other Wisconsin Counties					Other kids Programs		55	
Milwaukee County	92	54	70%	611	MetaSpace 511 Programs	86		
Racine County	280	296	-5%	1,791	Teen Programs			49
Walworth County	3,157	3,256	-3%	16,334				
All other Wisconsin Counties	57	14	307%	236	Totals (1652)	1029	574	49
<i>Subtotal Wisconsin Counties</i>	3,586	3,620	-1%	18,972	Total Childrens Programs		19	
Total All Counties	25,884	24,439	6%	127,053	Total YA Programs		6	
YTD ALL COUNTIES	127,053	127,589	0%		Total General Programs		31	
Facility Usage				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	/	
Study Room Users	94	58	62.1%	Flipster (System Wide)	2457	3869	-36.5%	
History Room Users	48	20	140.0%	Overdrive Circulation (Mukwonago)	2974	2807	5.9%	
Community Room Use	15	N/A		Gale Courses Verified (System Wide)	78	100	-22.0%	
Computer Usage	N/A	433		Interlibrary Loans Borrower	6	8	-25.0%	
Patron Visits	10,213	7,990	27.8%	Interlibrary Loans Lender	29	16	81.3%	
Curbside Pick Ups	23	11	109.1%	New Items Added	545	523	4.2%	
				New Cards Added	195	130	50.0%	



Agenda Item Cover Report

Date: May 23,2022	Committee/Board: Personnel
Submitted by: Diana Doherty	Department: Finance/HR
Date of Committee Action: June 1, 2022	Date of Village Board Action: June 15, 2022

Subject: Employee Anniversary Recognition

Executive Summary: For the past several years, we have provided a gift catalog to employees who are celebrating a milestone anniversary with the Village (5, 10, 15 years etc.). The choice of gifts in these catalogs is not that great so we'd like to propose a different way to reward employees celebrating an anniversary going forward.

Department Heads overwhelmingly agreed that an additional day of paid vacation in the year of the milestone anniversary might be more appreciated by the employee. This additional day can easily be added to our payroll system for the employee to take any time within their anniversary year and would follow the same rules as regular vacation days. This extra day would be granted only for the anniversary year, not permanently added to the number of days the employee would have otherwise earned.

Fiscal Impact: Employee time is already budgeted so the only additional impact might be in cases where coverage for the employee's absence is mandatory. There will be a savings in the cost of purchasing the gift catalogs which range from \$50 to \$225 depending on the anniversary being celebrated.

Executive Recommendation/Action: Approve the allowance of one additional paid day of vacation in the year an employee reaches a milestone anniversary with the Village.

☐ **Attachments Included**



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Mukwonago Community Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: July 7, 2022

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2022.

The Waukesha County Board approved the updated county library standards in April of this year. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to me via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

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

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

The LSER is calculated as follows:

- Lending by your library to your own residents: 74,721
- PLUS lending to other library community's residents: 23,216
- DIVIDED by total circulation by your residents at all county libraries: 79,325

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

Table 1.

Mukwonago's Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
80%	123.46%	Yes

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

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

Please review the data below gathered from your library's 2021 state annual report and indicate whether your library will meet its minimum requirements in 2022.

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

Table 2.

Library	Mukwonago		2020 Municipal Population	8,126
Category	Minimum to Exempt	Library Actuals from 2021 annual report	Met Minimum during 2021?	Will Meet Minimum in 2022? (Circle one)
Materials Expenditures/Capita	\$6.00/capita	\$13.03/capita	Yes	Yes No
Number Hours Open/Week	50	62	Yes	Yes No
Budgeted Staff in FTE	8.00	11.93	Yes	Yes No
Collection Size	57,000	98,547	Yes	Yes No
Public Computers/Internet Access Devices	5	13	Yes	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

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

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

Table 3.

Quality Assurance Standards	Library Assurance for 2022 (circle one)
Library board member orientations are provided	Yes No
Library website includes key board/staff contact & meeting info	Yes No
Library board conducts director performance evaluation	Yes No
Library budgets for professional development	Yes No
Library has active strategic plan	Yes No
Library has a current circulation policy	Yes No
Library has a current collection management policy	Yes No

Policies are considered current if they have been adopted or reviewed within the last five years.

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

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

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt* and *Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2022.

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

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2022**.

Calculation of *Minimum to Exempt* Standards

The data used in the calculation of each of the Waukesha County numeric *Minimum to Exempt* Standards is included below.

Material Expenditures per Capita

- Amount entered in section VI. Library Operating Expenditures, 3e (Library Collection Expenditures) of library annual report
- Database charges
- Flipster charges
- Overdrive Advantage charges
- Total expenditures in above categories are divided by the community's municipal population

Number of Hours Open per Week

- Average hours open per week during the school year (38 weeks), as reported in annual report

Budgeted Staff in FTE

- Amount entered in section X. Staff, 2c (Total Library Staff FTE) of library annual report

Collection Size

- Amounts entered in section II. Library Collection of library annual report
 - 1a. Books in Print
 - 3a. Audio Materials
 - 5a. Video Material
 - 7a. Other Materials Owned

Public Computers/Internet Access Devices

- Amount entered in section III. Library Services, 6b. (Number of Public Use Computers with Internet Access) of library annual report

Wireless Access

- For many years all libraries have reported wireless access is available. Unless a library reports otherwise, the assumption will be that this is continued from year to year.

Repair History for HVAC 2021 through July 11, 2022					
	2021		General Maintenance Repair	Repair due to Deferred Maintenance	Year Totals
2/19/2021	Hennes Services	Heating issues in MetaSpace	1679.00		
4/19/2021	Illingworth-Kilgust	Cross Connection Control Test	472.49		
5/25/2021	Hennes Services	Circulating pump issues	723.31		
6/1/2021	Hennes Services	Fix leak in pipe in CR ceiling	327.00		
11/5/2021	Hennes Services	Boiler Alarm	208.00		
11/5/2021	Hennes Services	Rewired Controller reset alarm	483.00		
11/5/2021	Hennes Services	Fixed Valves & Sensors		7634.95	
12/13/2021	Emcor Services	Replace Actuator		1009.00	
12/13/2021	Emcor Services	Troubleshoot Controls		910.00	
12/15/2021	Emcor Services	Replace VAV motors	3775.00		
12/15/2021	Emcor Services	Troubleshoot VAV issues	589.00		
12/15/2021	Emcor Services	Replace duct static pressure sensor		855.00	
12/15/2021	Emcor Services	Update set points		1957.00	
12/17/2021	Illingworth-Kilgust	Plumbing Code corrections	932.00		
Year Totals			\$ 9,188.80	\$ 12,365.95	\$ 21,554.75
2022					
3/1/2022	Illingworth-Kilgust	Boiler Repair	1342.50		
3/22/2022	Illingworth-Kilgust	Replace Programmer & Ignitor		2670.00	
3/29/2022	Illingworth-Kilgust	Replace Taco hot water pump		1285.41	
4/1/2022	Emcor Services	Troubleshoot Pump change	1517.00		
4/1/2022	Illingworth-Kilgust	Repair Liebert unit in Server room		3634.78	
4/1/2022	Illingworth-Kilgust	Replace Boiler pump motor and brushes		3725.42	
4/13/2022	Illingworth-Kilgust	Replace Capacitor on Boiler #2		900.86	
5/3/2022	Illingworth-Kilgust	Replace pump motor , seal, and starter on Boiler #2		3191.00	
5/9/2022	Illingworth-Kilgust	Extra repairs for Pump #8 and Boiler #2		1461.70	
5/27/2022	Emcor Services	Hard Wire Boiler controls	4113.00		
Ongoing					
	Illingworth-Kilgust	Replace Supply & Return Fan Bearings		3351.00	
	Illingworth-Kilgust	Replace and Install Pump motor bearings		5490.00	
	Illingworth-Kilgust	Liebert motor estimate		2500.00	
Year Totals			\$ 6,972.50	\$ 28,210.17	\$ 35,182.67
Grand Totals			\$ 16,161.30	\$ 40,576.12	\$ 56,737.42



Sales Order

Sales Order #: Q-638165
Customer: Village of Mukwonago, WI
Customer Contact: Diana Dykstra
Sales Order Valid for Customer Signature Until: Jun 30, 2022 at 11:59 pm (EST)
Subscription Services Initial Term: 3 Year
Subscription Service Term Start Date: 60 Days After Sales Order Acceptance
Subscription Services Invoicing Frequency: Monthly
Payment Terms: Due on receipt
Sales Order Currency: USD

Account Executive

Nick Greer
nick.greer@vonage.com
678-608-3976

Contact your Account Executive
with any questions

Included at no extra cost:

The "Vonage Business Cloud" Mobile app! Call and text using your personal business number on-the-go, check voicemails, access paid add-ons and more. Available on the App Store and Google Play. Mobile data charges may apply.

Quote #Q-638165

Name	Address	One time	Initial discounted price ^
Mukwonago Primary	440 Rivercrest Ct MUKWONAGO, WI 53149 US	\$ 0.00	\$ 880.04

Mukwonago
440 Rivercrest Ct, MUKWONAGO, WI 53149 US

Purchase order:

One time set up charge^

Product	Quantity	Unit price	Subtotal
Location Activation	1	\$ 400.00	\$ 400.00
Location Activation Discount			(\$ 400.00)
Product total			\$ 0.00
Shipping			
Standard Shipping	76	\$ 0.00	\$ 0.00
State - Sales Tax			\$ 0.00
Subtotal (excludes taxes)			\$ 0.00

Monthly charge (upon activation)^

Product	Quantity	Unit price	Subtotal
Unlimited Extension	74	\$ 12.99	\$ 961.26
Unlimited Extension Discount			50% OFF FOR 360 DAYS

Local Company Number	6	\$ 0.25	\$ 1.50
Local Company Number Discount			50% OFF FOR 360 DAYS
Call Group	18	\$ 0.00	\$ 0.00
HT802 ATA - 2 Port Analog Telephone Adapter - Rental	5	\$ 0.00	\$ 0.00
Yealink DECT IP Phone W60 Package - Rental	15	\$ 4.99	\$ 74.85
Yealink DECT IP Phone W60 Package - Rental Discount			50% OFF FOR 360 DAYS
Yealink W56H - Rental	1	\$ 1.99	\$ 1.99
Yealink W56H - Rental Discount			50% OFF FOR 360 DAYS
Yealink SIP-T43U with Power Supply - Rental	51	\$ 0.00	\$ 0.00
Yealink SIP-T46U with Power Supply - Rental	2	\$ 3.99	\$ 7.98
Yealink SIP-T46U with Power Supply - Rental Discount			50% OFF FOR 360 DAYS
Yealink EXP43 Expansion Module - Rental	2	\$ 2.99	\$ 5.98
Yealink EXP43 Expansion Module - Rental Discount			50% OFF FOR 360 DAYS
Fees			
Recovery Fee			\$ 280.00
Emergency Services Fee			\$ 73.26
Subtotal ^			\$ 1,406.82
Discount			(\$ 526.78)
Subtotal (including discounts) ^			\$ 880.04

^ Taxes, Fees, Customs, Duty, Shipping and Handling and other surcharges not included.

Total (all locations)	One time	Initial discounted price ^
	\$ 0.00	\$ 880.04

^ Taxes, Fees, Customs, Duty, Shipping and Handling and other surcharges not included.

Please note:

1. Notwithstanding the then-current retention period (if any) for Customer Data; upon termination of the Agreement, Customer Data will be available to retrieve or download for a period of 30 days only. Thereafter, Vonage shall permanently delete all Customer Data. If termination occurs before the expiry of the then-current retention period (whether the standard inclusive period or extension to that period), no refund will be available to the Customer.

2. Payments are due in the currency and on the terms and frequency stated in this Sales Order.

3. Any applicable taxes and fees will be determined based on the laws and regulations of the applicable authority(ies) governing the provision of the Services and purchase of Vonage Equipment in the Country/Region/location provided by Customer on this Sales Order

Validity and Authorized Signatures

This Sales Order remains valid for acceptance by Customer until the Sales Order expiration date as detailed above. Upon Customer acceptance, this Sales Order constitutes the valid and binding agreement between Vonage and the Customer identified below to purchase and use the Vonage products and services specified in this Sales Order. This Sales Order, together with any terms or conditions set forth in any applicable amendment, addendum, exhibit or schedule to this Sales Order, is subject to and governed by the Terms of Service Agreement set forth at <https://www.vonage.com/legal/unified-communications/tos/global-vbc-tos/> (the "TOS"), which include provisions relating to payment, service term, early termination, limitations of liability and emergency services, and which are hereby made part of and incorporated by this reference into this Sales Order. Any capitalized terms not otherwise defined in this Sales Order shall have the meaning ascribed to such terms in the TOS. The Person who has accepted this Sales Order as stated below warrants that they are authorized to accept this Sales Order and to acknowledge and accept the TOS.

The authorized representative of Customer has accepted this Sales Order effective on the date below.

Customer Information

Name:	Diana Dykstra
Email Address:	ddykstra@villageofmukwonago.com
Title:	Owner/Partner
Accepted On:	Thu Jun 30 20:29:15 GMT 2022

2022 MCL Director Performance Evaluation

Please rate the Director's performance on the following goals and objectives, which were established for the Director in August 2021, utilizing a 5-point scale.

Submit your evaluation to the Personnel Committee Chair, Donna Whalen, by September 1, 2022.

Scale Value	Description	Detailed Information
1	Unsatisfactory Performance	The employee is not meeting the job requirements.
2	Needs Development (Less Than Satisfactory)	Performance is noticeably less than expected. The employee generally meets most job requirements but struggles to fully meet them all. The need for further development and improvement is clearly recognized.
3	Fully Meets Expectations	Performance clearly and fully meets all the requirements of the position in terms of quality and quantity of work. It is described as good, solid performance, with thorough and on-time results. While minor deviations may occur, the overall level of performance meets all position requirements.
4	Exceeds Expectations	Performance frequently exceeds job requirements. Accomplishments are regularly above expected levels. Performance at a level beyond expectations is sustained, and the quality of work is uniformly high.
5	Exceptional Performance	Performance levels and accomplishments far exceed normal expectations. This category is reserved for the employee who truly stands out and clearly and consistently demonstrates exceptional accomplishments in terms of quality and quantity of work that is easily recognized as truly exceptional by others.

GOAL 1:

Inspire creativity through interactive opportunities to learn.

Objective A: Utilize nontraditional, interactive methods of opinion polling to solicit community feedback to evaluate progress

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective B: Evaluate hold times and wait lists to ensure goals regarding collection development are met

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective C: Evaluate monthly portfolio of programming.

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

COMMENTS:

GOAL 2:

Promote discovery by facilitating connection to resources, people, and ideas through a positive user experience.

Objective A: Consider collaborative transportation options for older adults to access library

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective B: Alleviate noise challenges in children's department

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective C: Ensure sustainability of Teen Library Council

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective D: Increase outreach with high school and develop process to implement complementary programming

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

COMMENTS:

GOAL 3:

Build community by sparking interest in the library through strategic marketing and communications.

Objective A: Expand outreach to homeschooling families

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective B: Develop shared communications with schools and other community organizations

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective C: Increase outdoor programming at community locations

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective D: Expand outreach to local businesses and increase usage of MetaSpace 511

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

COMMENTS:

GOAL 4:

Enhance the library's culture as a vibrant and innovative workplace.

Objective A: Transition service desks to be multi-purpose

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective B: Expand accessibility to staff professional development

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

Objective C: Consider hiring an outreach coordinator

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Not Observed

COMMENTS:

Library Trustee Name: _____ Date _____

Return to Donna Whalen by September 1, 2022

Donna Whalen
W333s9355 Red Brae Dr.
Mukwonago, WI 53149

Addendum to 2022 MCL Director Performance Evaluation

Date: July 12, 2022

Subject: Comments from the Director on Meeting 2022 Goals

Prepared By: Abby Armour

GOAL 1: Inspire creativity through interactive opportunities to learn.

Utilize nontraditional, interactive methods of opinion polling to solicit community feedback to evaluate progress. Evaluate hold times and wait lists to ensure goals regarding collection development are met. Evaluate monthly portfolio of programming.

COMMENTS from the Director:

Most of the feedback polling I've managed to do has been very informal, such as when I work the Info Desk or Circ Desk and ask customers what brought them in that day. I've been using the Shake, Rattle, and Roll program that I now run to get informal feedback on how families and caregivers use the library. I've worked with Eric to develop some quick polls to gather specific information for the strategic planning process because I don't want to overwhelm people with a huge survey. "Progress" has been a relative term since the pandemic, made doubly difficult to determine since I wasn't here pre-pandemic and the fact that we have had massive staff turnover. I prefer data-driven decision making and therefore naturally evaluate hold times, wait lists, and workflows, which has led to me making significant changes in circulation, starting bi-annual selector meetings, and bringing data to my department heads during our bi-monthly meetings to collaborate on problem solving.

GOAL 2: Promote discovery by facilitating connection to resources, people, and ideas through a positive user experience.

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

COMMENTS from the Director:

Again, the pandemic drastically altered some of these goals. For example, until the last month, we haven't had enough people in the library for me to even observe "noise issues" in the children's department. And, despite having Eric conduct outreach to the various assisted living facilities, many older adults didn't and still don't want to come to the library due to the pandemic. Our first pop-up library at Linden Grove had to be cancelled due to a COVID outbreak, but we will keep trying. This year I tried to have the Global Studies students at the high school do a series of Cultural Showcases, but timing and COVID and communication meant it wasn't as successful as I had hoped. I have utilized the new Community Engagement Coordinator position to stabilize the Teen Advisory Board and conduct outreach to the high school, but it's clear that we are badly in need of a tween/teen librarian to achieve this goal successfully. Ideally, I want to utilize Eric's position to help develop the library into a community hub where local groups, schools, and organizations take ownership of the space and feel

empowered to present and collaborate organically instead of library staff initiating and driving programs and “outreach.”

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

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

COMMENTS from the Director:

Once again, the pandemic drastically changed some of these objectives. When I started last year, schools were still hybrid or virtual and the homeschooling community has experienced a dramatic shift since the pandemic. Many traditional paths of communication or established routines were shattered and are only now slowly being rebuilt in different ways. This includes the Library staff which experienced massive turnover and changes in key positions, so there has been a lot of re-examination and rebuilding on our side too. My team and I did not have the bandwidth to devote to formally re-establishing relationships with the nebulous homeschooling community (and my experience with the homeschooling community has taught me that simply pumping out lots of library programs aren’t necessarily what they seek). However, some homeschooling families continued to check out resources for education and several families regularly utilize the MetaSpace. With our new communications department (headed by our Community Engagement Coordinator and his “marketing assistant” who is formally a Program Assistant) we have been consistent about getting messages to the schools for posting on their virtual message board as well as having consistent presence at Rotary, Farmer’s Market, and Chamber. This has led us to develop new, exciting programs such as the Holiday Tree Lighting (which we are working with the Autism Society of Southern Wisconsin to develop a tandem sensory-friendly version this coming year).

GOAL 4: Enhance the library’s culture as a vibrant and innovative workplace.

Transition service desks to be multi-purpose. Expand accessibility to staff professional development. Consider hiring an outreach coordinator.

COMMENTS from the Director:

I have specifically not transitioned the service desks to be multi-purpose for a variety of reasons, most importantly because it didn’t serve our customers well. Because I’ve run a small library and only had one service desk before, I know how incredibly hard it is to truly establish “multi-purpose” in one space, especially because that entails a specific and sustained effort to ensure all staff members on those desks are truly trained in all matters that cross the desk. Instead, I worked with my department heads to gather data and determine how best to utilize the desks in the library. We decided that the best way to serve the customers was to establish the Circ Desk as “quick help” where the transactions are relatively speedy and therefore no one waits in line (such as checkouts, paying for book sale items, etc.) while the Info Desk is “in depth help” where reference staff can take the time to answer complicated or lengthy requests (such as research requests, computer help, etc.) with the confidence that the Circ Desk would be

available and not slowed down with similar length requests so people could still get the quick help they need. I'm also working on developing a "yes, and..." model where we bring in outside help for involved topics. For example, the Job Center of Wisconsin now comes in every Thursday for a kind of ad hoc job center, so now we have specialized help for those more time consuming customer needs. Additionally, I'm working with Bryant and Stratton college to bring in Occupational Therapy students to create a sort of ad hoc senior center starting next spring for the people who need sustained help with technology or research or simply want to visit. We also utilize the MetaSpace interns as Tech Tutors on an appointment basis for people who need more help than we can spend at the Info Desk. Creating the position of Community Engagement Coordinator and hiring Eric has been major in not only shifting some of the day-to-day coordination off my plate, but also in providing me a collaborator so we can work together to determine which of us should tackle something, get a second opinion when one of us reaches out, and generally work together to ensure internal and external communication match up. In the future, I need to get the teen services work off his plate so he can focus more on the community engagement and internal coordinating of big projects and programs (such as SLP). For staff development, I have created a standardized process for requesting professional development and have shared that widely with staff. I believe that if people understand how a process works (and it isn't arbitrary that I say one staff member can attend a thing and another can't), then people are more likely to participate. Our newest staff members have requested tons of professional development using this process already, which is an excellent sign that they are engaged and hungry to learn more in order to do their jobs better.

A General Note on All the Things I've Had to Do that Aren't My Official Goals:

I have had to devote the vast majority of my time in my first year to things other than these goals. It's impossible to work on outreach when the children's area and MetaSpace are 95 degrees (or 50 degrees), or connect with homeschooling communities when I'm hiring and training an average of one new staff member a month, or focus on creative customer surveys when our computers are dead. Without basic foundations of technology, personnel management, building maintenance, organization, and communication, we can't move forward with organic and sustainable growth.

I have spent much of time establishing foundations and fixing systemic issues. Here is a brief recap of these:

Technology and Access

- Handling Craig's retirement in my second month. Transitioning major technology work to Taylor Computer Services for cost savings and consistency.
- Replaced dying circulation computers, RFID pads, and 2D barcode scanners to ensure consistency and reduce errors in checkins and checkouts
- Replaced old self-checkout machines with newest model (future proofing) that allows customers to scan barcode app on phones and send email checkout receipts. About 50% of customers use the Café Libraries app for this.
- Implemented cash registers with credit card machines. Wrote policy for credit card usage. Increased money coming into the library by making payments frictionless.

- Replacing old copiers and implementing all-in-one printing and payment solutions for public
- Eliminated all 32-bit patron computers and ensured that any computer a customer uses is fast enough to not be frustrating.
- Audited and reduced licenses, software, and hardware to save money
- Segregated network into public and staff for enhanced security. Created new subnet for MetaSpace to handle the significant internet traffic in that space and boost performance for customers using the wifi.
- Identified need for new server and worked with Taylor Computer Services to install, spin up, and use it to centralize library-wide software programs for consistency and reliability.
- Shifted entire staff to using OneDrive and established a shared drive where all staff can go for information like work schedules, policies, marketing materials, and more.
- Worked with Bridges and WiscNet to remove our old website and old URL so it didn't pop up in Google searches
- Selected and rolled out new LibraryCalendar to bring all room and event scheduling into one place and provide a user-friendly portal for customers to find and register for events or book a room
- Moved Library Board agenda and packets to Village's Granicus platform to easy access for Board members, improved transparency to stakeholders, and consistency with all of the other Village Boards and Committees
- Succession planning: Established "legacy" emails, like accountspayable@mukwonagolibrary.org, that are not tied to one person and are therefore permanently accessible for both future staff and vendors.

Personnel

- Hired 12 people in 12 months. Three of those are Department Heads (MetaSpace 511, Circulation Supervisor, Community Engagement Coordinator). Mentoring, establishing communication, training on how public libraries work, and using their fresh insights to make improvements throughout the library.
- Established work scheduling procedure and centralized posting (both virtual and paper copies) so any staff member can see where another one is at any time. Doubles as emergency preparedness to know who is in the building at all times.
- Department Heads now have budgets and a shared document for tracking. This will also produce clear data and direct professional insight when it comes to budgeting for next year.
- Rolled out village's new UKG timecard software. Includes frequent troubleshooting, communication with the village, revamping internal procedures for staff, and communication with staff.
- Established bi-monthly department head meetings (timing chosen by the department heads as the most useful to them). Meetings include keeping DHs up to date on happenings in the library as well as problem solving and issue sharing. Significant change in culture as DHs have learned that voicing their opinions really makes change (such as

the Info Desk changes, which is now more accessible and usable based on their feedback).

- Succession planning: Evaluated and re-assigned duties as needed. Continuing to work on moving duties to logical “owners” (like having the Circulation Supervisor take over Inter-Library Loan instead of the Administrative Assistant, Cathryn). Has decreased confusion and frustration and increased communication.
- Succession planning: Worked with Cathryn to establish clear “who’s in charge” delineations for building issues and technology issues. Created online form for staff to fill out when they experience an issue for rapid notification of me/Cathryn and to begin logging problems to use for reference later or to help identify chronic problems.

Building & Maintenance

- Solved issues with HVAC. Worked with Building and Grounds Committee to hire contractors that actually solve issues. Work with Cathryn and contractors to identify issues and solve them completely. Communicate with Library Board on these issues, the costs, and how it effects the operation of the Library.
- All parts of the Library now maintain the correct temperature and air flow at all times.
- Working with Village and Ron to identify opportunities to reduce costs, ensure the Village knows what’s happening in the Library building, and improve communication with Cathryn and me regarding inspections and maintenance.
- Problem solving fire control system. Re-wrote procedures to align with what we have, consulted with Fire Chief Stein, and retrained staff with clearer procedures and instructions.
- Identified inconsistencies in door locks and inaccessible spaces (such as no physical keys for the server closet or basement door). Working on rekeying so the master key accesses all doors in event of power outage.
- Working with Cathryn on finding and organizing maintenance records for easy reference and access.
- Started work on developing a capital plan.

Grutzmacher Collection

- Identified the issues surrounding the Grutzmacher collection, most importantly, the issue of NAGPRA compliance.
- Researched how museums keep collections, what is NAGPRA, the nature of the Library’s collection, and generally learned about why the Library owns Native American artifacts and what the ramifications of that are.
- Communicated with the State Historical Society, the Waukesha County Historical Society, and Jan Bernstein to determine best practices and recommended steps.
- Communicated with the lawyer on creating donation and loan agreements.
- Continuously worked with Historical Society President Henry Hecker on figuring out what needed to be accomplished and how the two organizations could work together to achieve mutual goals.
- Guided Library Board on what needed to be accomplished in what order.

- Working on bringing together both Boards for the first time ever to discuss the potential donation of the collection—something that has been in the making for over 40 years!
- Engaged Bernstein and Associates for NAGPRA and am working on logistics such as access at the Historical Society and needs for the inventory that will happen in August.

I look forward to developing the next strategic plan which will give me my next set of goals. I'm excited to move out of "foundational" phase and dig into the true work of continuing to grow this Library for Mukwonago!

Developing the Library Budget

8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also [*Trustee Essential #24: Library Friends and Library Foundations*](#).)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

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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Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money](#).)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)

Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
Operating Income Total	\$ 67,000	\$ 68,000	\$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
Operating Expenditures Total	\$ 67,000	\$ 68,000	\$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
Capital Expenditures Total	\$ 2,000	\$ 3,000	\$ 3,000

Total of All Expenditures	\$ 69,000	\$ 71,000	\$ 72,000
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*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)