

Village of Mukwonago
Notice of Meeting and Policy Committee Meeting Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, February 24, 2022

Time: 11:00 am

Place: Mukwonago Community Library and via Zoom

[https://us02web.zoom.us/j/85695564061?](https://us02web.zoom.us/j/85695564061?pwd=VIJPTWFwTWhvQ3dHNDZPdnlhQWJFUT09)

[pwd=VIJPTWFwTWhvQ3dHNDZPdnlhQWJFUT09](https://us02web.zoom.us/j/85695564061?pwd=VIJPTWFwTWhvQ3dHNDZPdnlhQWJFUT09) +1 312 626 6799 US Meeting
ID: 856 9556 4061 Passcode: 366508

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 December 2, 2021

[Policy Committee Meeting Minutes 20211202_unapproved.pdf](#)

5. Discussion/Action Items

5.a Policy formatting standards

Discussion and possible action on establishing a style template and formatting standards for policies.

[Sample Style Template Policy 20220224.pdf](#)

5.b Credit Card Policy

Discussion and possible action on adopting a policy pertaining to use of credit cards to pay for library fines and fees.

[Credit Card Use for Payment of Library Fines and Fees Policy DRAFT 20220224.pdf](#)

5.c Finance Policy

Discussion and possible action on updating the Finance Policy.

[MCL Finance Policy approved 20180315.pdf](#)

5.d Finance Procedures

Discussion and possible action on updating Finance Procedures.

[MCL Finance Procedures approved 20180315.pdf](#)

5.e Fund Disbursement Policy

Discussion and possible action on updating the Fund Disbursement Policy.

[MCL Fund Disbursement Policy approved 20180315.pdf](#)

5.f Public Computer and Internet Access Policy

Discussion and possible action on updating the Public Computer and Internet Access Policy.

[MCL Public Computer and Internet Access Policy approved 20190321.pdf](#)

5.g Remote Work Arrangement Policy

Discussion and possible action on updating the Remote Work Arrangement Policy.

[Remote Work Arrangement Policy.pdf](#)

6. Referral Items

7. Confirm Next Meeting Date

8. 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.

Mukwonago Library Board

Policy Committee **DRAFT Meeting Minutes**

Meeting of Thursday, December 2, 2021

I. REGULAR ORDER OF BUSINESS

A. The meeting was called to order at 10:03 a.m., December 2, 2021 by Policy Chair Howard Pringle. In attendance were committee members Trustees Diane Magolan, Carol Stienstra and Howard Pringle. Also in attendance was Library Director Abby Armour.

B. Public Comment.

There were no public comments.

C. The minutes of the September 13, 2021 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Stienstra, second by Magolan. Approved unanimously.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

A. Library Board Bylaws

A draft of a revised set of Board Bylaws was presented that incorporated reference to, and language from, the recently adopted Electronic Meetings Policy. The sections affected are Article II, Section 2 “Meeting attendance” and Article IV, Section 5 “Quorum”. The Committee recommends that the revision be forwarded to the Board for review and adoption at the December Board meeting.

Motion by Stienstra, second by Magolan. Approved unanimously.

B. Credit Card Policy

Director Armour presented a working draft of a “Credit Card Policy” that is being developed to clarify and list out how, where and when credit cards may be used and what fees are to be associated with those uses. The Committee and Director Armour discussed usage and cost scenarios and agreed to further develop this policy in conjunction with the Finance Committee before presenting a more final version to the Board for approval. It was also decided that the Policy should be renamed to “Electronic Payments Policy” so as to provide more flexibility when alternate payment methods are developed. The Committee will also study whether this policy needs to be standalone or if it can be incorporated into an existing policy at a later time. This policy will be presented to the Board at its December meeting as a Matter of Report and the Committee will request a meeting of the Finance Committee be scheduled to discuss the policy before referral to the Board for final action.

III. REFERRAL ITEMS

Referral to the Board to request meeting of Finance Committee to discuss cost scenarios for Electronic Payments.

IV. NEXT MEETING DATE(S)

The next meeting of the Policy Committee is scheduled to be held Thursday, February 3, 2022 at 11:00 a.m. at the library. The Committee will restart its scheduled quarterly review of policies at this meeting.

V. ADJOURNMENT

Magolan moved, second by Stienstra that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 10:40 a.m.

Minutes submitted by Howard Pringle, December 2, 2021

Mukwonago Community Library
Sample Style Template Policy
Approved January 5, 2021 - Last reviewed February 22, 2022

This is a sample of what the formatting could look like to be consistent with all policies at the Mukwonago Community Library. The structure is a standard letter size paper with “normal” margins of 1 inch all around. All font is Calibri, an easy-to-read sans serif font, and size 12point (unless otherwise noted). The header is centered, bolded, and in 14 point font. The first line is the library name. The second line is the title of the policy. The third line is the date of approval with a dash followed up the last time the policy was reviewed to show that the policy has been periodically reviewed despite nothing having been changed and the thus the approval date not changing.

I. This is What a Header for a New Section Looks Like

A new section has a bolded, 12-point font header with a space after it. In general, the structure of the policy should have sections outlined like this with subsections following this standard.

- A. Subsection, separated by the introductory information by a space for easy reading
 - i. Item of note in Subsection A
 - ii. Another item of note in Subsection A
- B. Subsection, separated by first subsection by a space for easy reading
 - i. Item of note in Subsection B
 - ii. Another item of note in Subsection B
 - iii. Yet another item of note in Subsection B

II. Here is Another Header for Section 2

Note that the footer contains duplicate information as the title page to ensure all pages are clearly marked. The lower right-hand corner contains page numbers in a “X of Y” format for clarity. The final section shows adoption history and is formatted like below.

Adopted by the Board of Trustees of the Mukwonago Community Library on January 5, 2021

Revision History

- | | |
|------------------------|---|
| August 12, 2016 | Removed Section C to reflect changes in Bridges policy. |
| January 5, 2021 | Added Section B to clarify procedures. |

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

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

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

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

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

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

Processing time for credit card payments

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

Payment receipts

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

Prohibited Credit Card Activities

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

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

Chargebacks

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

Privacy Statement

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

Mukwonago Community Library Financial Policy

Section 1. All library invoices and payroll expenses are paid through the Village of Mukwonago's main office. Per Wisconsin State Statutes Sec 43.51(1), it is the responsibility of the Mukwonago Library Board to approve all expenses for the Library. Any allocated expenses posted by the Village of Mukwonago must be reported with detail to the Library Board with any accompanying documentation.

Section 2. Any expenses that exceed the line item approved budgeted amount need approval by the Library Board before the expenses are incurred.

This policy cannot be changed without Library Board approval.

Adopted by the Board of Trustees of the Mukwonago Community Library on the 15st day of March, 2018.

Revision History

21 July 2016:	Revised Section 1 to reflect procedural changes. Revised Section 2 to define approvals required for certain expenses.
1 March 2018:	Reviewed by Policy Committee. No changes found necessary.
15 March 2018:	Approved by Library Board.

Mukwonago Community Library Invoicing and Payment Procedures

Recurring charge procedures:

- No changes are necessary to procedures already in place for handling the payment of recurring costs - utilities, insurance, etc. Village staff will continue to pay these expenses on behalf of the Library without requiring pre-approval from the Mukwonago Library Director or Board.
- The Village will provide an itemized monthly list of the above charges, including Village chargebacks, journal entries, etc. for presentation as a matter of report to the Library Director who will share it with the Library Board at the monthly Library Board meeting for approval.

Credit Cards:

- Receipts for credit card purchases by Library staff will be provided to the Library Board in the bill folder at the monthly Library Board meeting. The purchases detailed in the receipts will be presented for approval by the Board as a part of the Library's monthly bill paying process.

Payment of invoices:

- Invoices submitted for payment by the Library must be examined by the Library Director who shall indicate which account the invoice is to be paid from.
- All submitted invoices shall be then be examined and initialed by the Library Director and Library Board Treasurer.
- A list of active invoices listing those invoices to be paid and which have been initialed/validated as per the preceding step in the procedure will then be provided to the Board as part of the monthly Board packet.
- Any invoices without an approval initial from the Library Director and Library Board Treasurer will not be paid and will be submitted at a later Board meeting after going through the above validation procedure.
- Any invoices received after the Board packet is sent out but before the Board meeting is held will be added to a revised list (in bold print to identify the new invoices) after validation by the Library Director and Library Board Treasurer. The validated supplemental list will then be distributed at the Library Board meeting.
- After approval by the Board, the invoice list shall be signed by the Library Director and the Library Board Treasurer. In the case of the unavailability of one of the aforementioned officials, the Board President will sign to permit the payment of the

invoices. In the case of the absence of the Board President, the person acting as President will sign the invoice list

- The Library Director or their designee will forward the signed copy of the invoice list and the actual invoices to the Village Financial staff for payment. The Village will provide monthly statements showing the accounting of all expenditures.

This procedure cannot be changed without Library Board approval.

Adopted by the Board of Trustees of the Mukwonago Community Library: 15 March 2018

Revision History

21 July 2016:	Invoicing and payment procedures revised to reflect updated agreement with the Village and to assure compliance with Wisconsin Statutes.
2 March 2017:	Rewrite of “Payment of Invoices” to add additional validation steps to insure invoices and approval list are cross checked for accuracy.
1 March 2018:	Reviewed by Policy Committee. No changes found necessary.
15 March 2018:	Approved by Library Board.

Mukwonago Community Library Fund Disbursement Policy

A. The Gollmar Fund

The Gollmar Fund was originally established by the Library Board of Trustees with money donated to the Library by the Gollmar Family for the improvement and enhancement of the Mukwonago Community Library.

1. The principal and interest earned from the Fund must be used on capital improvements (as defined by The Wisconsin Department of Administration – State Controller’s Office’s “Wisconsin Accounting Manual” – cited below) which would enhance and improve the Library and its position in the community.
2. A majority vote of the full membership of the Library Board of Trustees is required for a resolution authorizing the expenditure of the principal.
3. Donations earmarked for a particular project will be used for that purpose pending the Board of Trustees approval. Earmarked funds that exceed the cost of a particular project will be returned to the Gollmar Fund.
4. The Gollmar Fund is held by the Waukesha County Community Foundation.

B. Unrestricted Fund

The Unrestricted Fund was originally established by the Library Board of Trustees from money remaining from donations given for the building expansion project. The fund balance is to be used to help the Mukwonago Community Library go beyond day-to-day operations and provide excellence in library service.

1. The principal and interest earned from the Fund will be used for unique non-budgeted items which would enhance and improve the Library and its position in the community.
2. A majority vote of the full membership of the Library Board of Trustees is required for a resolution authorizing the expenditure of the principal.
3. Donations earmarked for a particular project will be used for that purpose pending the Board of Trustees approval. Earmarked funds that exceed the cost of particular project will be returned to the Unrestricted Fund.
4. The Unrestricted Fund is held by the Waukesha County Community Foundation.

C. Building Expansion Fund

The Building Expansion Fund was originally established by the Library Board of Trustees from money remaining from the loan disbursement from the building expansion. The fund balance is to be used for any expenses as determined by the Library Board.

1. The principal and interest earned from the Fund may be used for any expenses (including operational expenses).
2. A majority vote of the full membership of the Library Board of Trustees is required for a resolution authorizing the expenditure of the principal.
3. Donations earmarked for a particular project will be used for that purpose pending the Board of Trustees approval. Earmarked funds that exceed the cost of particular project will be returned to the Building Expansion Fund.
4. The Building Expansion Fund is held by the Village of Mukwonago and is referred to as “Fund Balance Applied - 440-4900-4930.”



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	06	EXPENDITURES AND TRAVEL	Effective Date	7/1/2015
Sub-section	04	Capital Expenditures	Revision Date	3/31/2015
SAM Ref	5-12			

DEFINITION:

Capital Expenditures - Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances.

1. GENERAL POLICY-Budgetary Basis

- a. Equipment should be recorded as capital expenditures when the following criteria are met:
 - The asset is tangible in nature, complete in itself, and is not a component of another item
 - The asset is used in the operation of the Library’s activities.
 - The asset has a useful life of two (2) years or more and provides benefit throughout that period.
 - The individual asset is of significant value, that is, it has a unit cost of \$5,000.00 or more.

Revision History

10/20/2016: New policy

1 March 2018: Reviewed by Policy Committee. No changes found necessary.

15 March 2018: Approved by Library Board.

Mukwonago Community Library
Public Computers and Internet Access Policy
Approved: 21 March 2019

I. Scope of Policy

The Mukwonago Community Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the community. The Public Computers and Internet Access Policy relates to all types of computers and personal device usage on the premises of the library or on the library network. This includes but is not limited to: public computers, laptops and mobile devices using the library's wireless network, and laptops and mobile devices on other networks inside the library.

II. Responsible Use

The Internet is a worldwide network of information for many people and cultures and is continually expanding. Users may find that some sites are controversial, offensive, imprecise or unverified. The Mukwonago Community Library does not censor or otherwise filter access to Internet materials or protect users from information they may find offensive. Just as the library does not endorse any of the various viewpoints in its physical and digital collections, the library also does not endorse the accuracy of information or diverse viewpoints accessed through the Internet. Therefore, it is the responsibility of the user to choose and evaluate the content and accuracy of sources accessed via the Internet. Users are asked to avoid sites which are not appropriate for all ages. It is left to each user to choose what is individually appropriate and for parents or legal guardians to assume responsibility for their children's use of, and exposure to, the Internet through the library's connection. Use of the library computers for illegal or inappropriate purposes is strictly prohibited. Improper use will result in immediate termination of use and may result in termination or suspension of Library privileges.

The library assumes no responsibility for damage, theft, or loss of a user's equipment, software, data files or other personal property brought into or used at the library's facilities. The library also prohibits damaging or modifying the library's computer equipment, software, or network. The user who borrows any library equipment agrees to reimburse the library for damage including replacement if the equipment is lost or damaged while in the user's possession. The library does not take responsibility for any changes made to your device's settings and cannot make any guarantee about the compatibility of your equipment with the library's network.

Users on computer workstations should not interfere with or disrupt other users. The equipment must be shared and used in a manner that respects the rights of others. Library staff has full authority to manage the use of equipment to achieve those ends.

Additionally, copyright law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of the Fair Use Act. Any responsibility for consequences arising from the copyright infringement or any other illegal use lies with the user.

III. Confidentiality and Security of Electronic Information

Library users have the right to confidentiality and privacy. However, Internet users should be advised that because security is technologically difficult to achieve, electronic transactions and files could become public. The Internet is not a secure medium and third parties may be able to obtain information about users' activities. Please use caution before providing any personal information over the Internet. Patrons are responsible for ensuring that your devices have security protection against viruses and other malware. You use the library's wireless network at your own risk. In accordance with the Library's Confidentiality and Privacy Policy, the USA Patriot Act and corresponding Wis. State Statute 43.30, the Library will release records only as required by the law.

See the Library's Confidentiality and Privacy Policy for more information in relation to patron privacy.

IV. Public Computer Use

- (A) Each individual may use the public computers for up to 180 minutes per day.
- (B) Users with fines exceeding \$10.00 or more will not have access to the library's computers until the fines are reduced to below \$10.00.
- (C) Users with expired library cards will not be able to use the library's public computers.
- (D) Users must have their library card number and PIN to use the public library computers or to print from any computer.

V. Wireless (Wi-Fi) Use

Wireless users may experience fluctuating bandwidth on the library's public wireless network, depending upon how many people are using the wireless connection and what they are downloading. Streaming video and some online games consume large amounts of bandwidth. Some areas of the library building may not be close enough to a wireless router and may have lower signal strength and slower speeds.

There is no guarantee that you will have wireless access at the library at any specific time or with any specific equipment. Service disruptions may occur, and some equipment may not be compatible.

Library staff has full authority to enforce these policies and procedures related to general behavior in the library.

Revision History

18 May 2017	Policy Created. Replaces Internet Access Policy.
1 March 2018	Reviewed by Policy Committee. No changes found necessary.
15 March 2018	Approved by Library Board.
21 March 2019	Removed Section IV, Paragraph E from the policy which stated “Children less than 18 years of age must have written parental / guardian permission on file prior to computer usage”.

Remote Work Arrangement Policy

The ability to work remotely on a short-term basis is one of the flexible work arrangements that the Mukwonago Community Library offers employees during temporary periods when physically being in the office is difficult for the employee. Arrangements are typically made to accommodate a short-term medical, family or personal need. This option may be offered when it benefits both the Library and the employee. An arrangement made for an employee on a medical leave must be made with the consent of the employee's health care provider.

Remote work arrangements do not change the terms and conditions of employment with the Library. As such, the Library has the right to refuse to make remote work available to an employee and to terminate a remote work arrangement at any time.

Telecommuters will be provided with the following equipment and materials:

A laptop may be provided by the Library as is deemed appropriate. Other equipment may be provided to the employee, as deemed necessary the employee's supervisor and approved by the Library Director.

☐ The Library will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The Library will also reimburse the employee for other business-related expenses, such as shipping costs, that are reasonably incurred in accordance with job responsibilities. The employee should follow usual company expense reimbursement policies and provide receipts.

All equipment, records, and materials provided by the Library shall remain the property of the Library and is for Library business-use only and may not be used by any individual other than the employee. The employee agrees to protect Library equipment, records, and materials against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report to the Library Director instances of loss, damage, or unauthorized access at the earliest reasonable opportunity. Employee may be held liable for damage to Library property due to lack of proper care.

Equipment supplied by the employee, if deemed appropriate by the Library, will be maintained by the employee. The Village accepts no responsibility for damage or repairs to employee owned equipment.

The employee will be required to use a Library provided email account as their primary means of communication. The employee must provide their own internet connection. The employee will be solely responsible for purchasing any additional hardware or software required for the internet connection. Employee shall also be solely responsible for cost of installation and associated monthly fees. The Library reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Provisions and Conditions of Working Remotely

The employee and Library Director will review the feasibility of remote work based on the following criteria:

- ☐ Job Responsibilities: Determine if the job can be successfully performed remotely, including review of the work schedule.
- ☐ Workspace/Equipment: Assess equipment needs and workspace design considerations.
- ☐ Employee Competencies:

Employees who work remotely are expected to adhere to the same processing deadlines, quality of work, and communication standards that are required of them when they are physically in the office. Failure to meet these conditions may result in discipline or termination of work from home privileges.

Additional Considerations

1. There may be occasions when remote work is suspended for a given period of time because of unexpected events, emergencies, or Library need.
2. The employee will establish an appropriate work environment within their home for work purposes. The Library will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

3. The Library assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits as those followed on the Library premises. Telecommuting employees are responsible for promptly notifying the Library Director of any injuries that occur in the employee's workspace. With regard to the employee's at-home workspace, the following guidelines should be followed:

a. Post a list of emergency phone numbers (hospital, fire department and police department) at the alternate work site.

b. A first aid kit must be easily accessible and supplies should be replenished as needed.

c. Keep a portable fire extinguisher easily accessible and serviced as needed and make sure smoke detectors are in working order.

d. Make sure to avoid unnecessary back, arm, neck, and eye strain when arranging the alternate work site. Adjust computer screen so that it is approximately 18-26 inches from your eyes and its height is slightly below eye level.

e. Make sure work area is kept clean and walkways are clear to prevent tripping or other injuries.

f. The work area must be adequately well-lit, heated, and ventilated for comfort while working. Computer, printer, and other electronics must be kept out of direct sunlight and away from heaters.

g. Storage must be organized to minimize risks of fire and spontaneous combustion. Heavy items need to be securely placed on sturdy stands close to walls.

h. All extension cords must include surge protectors and be plugged in to grounded outlets. Extension cords and other cables need to be free of tangles at all times.

4. The employee understands that their personal vehicle will not be used for Library business unless specifically authorized by the Director. However, the employee may use their personal vehicle for travel to and from the Library, when necessary.

5. The employee and Director will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or email within 15 minutes during the agreed upon work schedule unless the employee has provided prior approved notice that he or she will be unavailable for a specified period of time.

6. Telecommuting employees will be required to enter their hours worked into a time sheet. Important - overtime work must be approved in advance by the supervisor.

7. The employee and supervisor will periodically interact by phone, email and in-person meetings to check-in on duties and performance. Remote workers will be subject to scheduled performance reviews in the same manner and frequency as other Library employees.

8. Telecommuting is NOT designed to be a replacement for appropriate child, pet, or elder care. Although an individual employee's schedule may be modified to accommodate child/eldercare needs, the focus of the arrangement must remain on job performance and meeting business demands.

9. The availability of telecommuting as a flexible work arrangement for employees can be discontinued at any time at the discretion of the Library. The Library will make every effort to provide reasonable notice of such a change. There may be instances, however, where less or no notice is possible. In addition, the Director retain the right to terminate or modify this agreement on a temporary or permanent basis at its sole discretion.

10. The employee agrees to return Library's equipment, records, and materials within 5 business days of the termination of this agreement. All Library equipment will be returned to Library by the employee for inspection, repair, replacement, or repossession within 5 business days of written notice.

Policy Adopted March 11, 2021 by the Board of Trustees.

Mukwonago Community Library Remote Work Agreement

Name: _____

Department: _____

Position/Title: _____

Please review and/or provide the following information and sign in the space provided below.

The completed and signed form should be returned to the Library Director either in person or via email no later than _____.

1. Cell Phone #:

2. Home Phone #:

3. Home Address:

4. Emergency Contact name, relationship and telephone number:

5. Should you need additional equipment to effectively work from home, please check each piece of equipment needed.

Laptop

☐ Keyboard

☐ Mouse

☐ Headset

☐ Other (describe)

6. Additional conditions agreed upon by the teleworker and supervisor are as follows: