



**JOINT PERSONNEL/POLICY
COMMITTEE LIBRARY BOARD OF
TRUSTEES
MEETING**

**Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
November 6, 2025 at 6:00 PM**

AGENDA

Zoom Login

<https://us02web.zoom.us/j/84979602061?pwd=yjFktwzppEhFnnoOm3dqRfosqDvqzR.1>

- 1. Call to Order**
- 2. Roll Call and Introduction of Guests**
- 3. Discussion/Action Items**
 - 3.1 Library Property Issuance - Discussion and possible action on adding new section to the Personnel Policy regarding issuing Library property to employees.
- 4. Referral Items**
- 5. Confirm Next Meeting Date**
- 6. Adjournment**

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.

Update to Personnel Policy
Recommended addition of "L. Library Property Issuance" to Section IV
(Employment Practices and Procedures)
For Joint Personnel/Policy Committee – November 6, 2025

P. Library Property Issuance

The Library may issue various items of property to employees to facilitate the performance of their job duties, including but not limited to keys, identification badges, electronic devices, equipment, uniforms, and other materials necessary for Library operations. All Library-issued property remains the sole property of the Mukwonago Community Library at all times, regardless of the length of time in the employee's possession.

- i. **Property Accountability** - Each employee who receives Library property will be required to sign a Library Property Issuance Form (Appendix K) acknowledging receipt and accepting responsibility for all items issued to them. This form will include specific identifying information for each item, such as serial numbers, key numbers, or other unique identifiers.
- ii. **Care and Use** - Employees are responsible for the proper care, maintenance, and appropriate use of all Library property issued to them. Library property shall be used solely for official Library business and shall not be used for personal purposes unless specifically authorized by the Library Director.
- iii. **Security Requirements** - All Library property must be kept secure when not in use. Keys issued by the Library are marked "Not to be Duplicated" and employees are strictly prohibited from duplicating any Library keys. Lost keys may result in re-keying costs based on security requirements. Electronic devices and equipment should be secured according to Library technology policies and procedures and protected from damage or theft if removed from Library property.
- iv. **Loss or Damage Reporting** - Any loss, theft, or damage to Library property must be reported to the employee's immediate supervisor and the Library Director immediately upon discovery. The employee may be held responsible for replacement costs if the loss or damage is determined to be due to negligence, misuse, or violation of Library policies.
- v. **Return of Property** - All Library property must be returned to the Library Director or their designee upon termination of employment, transfer to a position that no longer requires the property, or upon demand by the Library Director. Failure to return Library property may result in the cost of replacement being deducted from the employee's final paycheck, to the extent permitted by law.
- vi. **Replacement Costs** - Employees who lose or fail to return Library property will be responsible for all costs associated with replacement, including but not limited to the cost of new items, re-keying locks, reprogramming electronic systems, and administrative fees. The Library reserves the right to pursue legal action to recover unreturned property and associated costs.

- vii. Final Paycheck - The Library may withhold the employee's final paycheck until all Library property has been returned and accounted for, or until arrangements have been made for reimbursement of replacement costs.

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Appendix K

**Mukwonago Community Library
Library Property Issuance Form**

Employee Name _____
Position _____
Date of Issuance _____
Issued By _____

Property Issued

Item Type	Description	ID Number	Condition and Notes	Value
Key				
Key				
Electronic Device				
Equipment				
Other				
Other				
Other				

Employee Acknowledgment and Agreement

By signing below, I acknowledge receipt of the Library property listed above and certify that I have read and understand the Library's Personnel Policy section regarding Library Property Issuance. I agree to comply with all terms and conditions set forth in that policy, including my responsibility to care for, secure, and return all Library property. I understand that I am financially responsible for replacement costs of lost or unreturned property and that the Library may pursue legal action to recover unreturned property and associated costs.

Signature of Employee _____
Date signed _____

Signature of Library Director _____
Date received _____

* * * * *

Return Record

Final Return Processed By _____ Date _____

All items returned satisfactorily: Yes No

If No, specify missing/damaged items and costs:

Employee Signature (acknowledging return/charges): _____
Date signed _____

IV. EMPLOYMENT PRACTICES AND PROCEDURES

- A. Orientation and Training
- B. Work Week and Pay Periods
- C. Paydays
- D. Work Schedules
- E. Time Sheets
- F. Meal and Break Periods
- G. Overtime/Compensatory Time
- H. Absence/Tardiness
- I. Personal Calls and Cellphone Use
- J. Personal Appearance
- K. Personnel Records
- ~~K.~~ L. Library Property Issuance
- ~~L.~~ M. Work Performance and Employee Evaluations
- ~~M.~~ N. Salary Increases
- ~~N.~~ O. Employee Training, Development, and Reimbursement
- ~~O.~~ P. Meetings
- ~~P.~~ Q. Mileage
- ~~Q.~~ R. Meal Reimbursements
- ~~R.~~ S. Lodging Reimbursements
- ~~S.~~ T. Residency
- ~~T.~~ U. Safety
- ~~U.~~ V. Emergency Closings
- ~~V.~~ W. Library Position Compensation and Performance Evaluation Program Policy