

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, November 10, 2022

Time: **6:00 pm**
Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149**
OR via Zoom

Zoom Login

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

Meeting ID: 874 0704 0519

Passcode: 242560

1. Call to Order

2. Roll Call and Introduction of Guests

3. Comments from the Public

Information and comment may be received from the public by the Library Board, but solely as to matters that appear on the Agenda for that meeting. The public comment session shall last no longer than 15 minutes and individual presentations are limited to (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Library Board may have limited discussion on the information received, however, no action will be taken on issues raised during the public comment session unless they are otherwise on the agenda for that meeting. Public comments should be addressed to the Library Board as a body. Presentations shall not deal in personalities or personal attacks on members of the Board, the applicant for any project, or Village employees. Comments, questions and concerns shall be presented in a respectful and professional manner. Any questions to an individual member of the Library Board or Staff will be deemed out of order by the Presiding Officer.

4. Approval of Minutes

4.a Minutes from October 13, 2022

[Library Board Minutes 20221013_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for November 2022

[Financial 2022 November Executive Summary 20221110.pdf](#)

[Financial 2022 November Invoices 20221110.pdf](#)

6. Committee Reports

6.a Finance Committee - last met November 1, 2022

6.b Building & Grounds Committee - last met September 13, 2022

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

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

6.e Grutzmacher Collection Committee - last met August 4, 2022

6.f Strategic Planning Committee - last met November 7, 2022

7. Library Director Report

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

8. Discussion/Action Items

8.a 2023 Annual Addendum to the Bridges Library System Member Library & CAFE Agreements
Discussion and possible action on the annual addendum to the Bridges Library System agreement.
[2023 Annual Addendum MUK.pdf](#)

8.b Resolution 2022-02
Discussion and possible action on Resolution 2022-02 requesting a Capital Funding Transfer for Community Room AV System upgrade.
[RESOLUTION 2022-02 Capital Funding Transfer for Community Room AV System_unapproved 20221110.pdf](#)

8.c Resolution 2022-03
Discussion and possible action on Resolution 2022-03 requesting Funding Transfer for Bernstein and Associates.
[RESOLUTION 2022-03 Funding Transfer for Bernstein and Associates_unapproved 20221110.pdf](#)

8.d 2023 Open Hours, Closures, and Library Board Meeting Dates
Discussion and possible action on 2023 open hours, closure dates, and Library Board meeting dates.
[Hours and Closures for 2023_unapproved 20221110.pdf](#)

8.e Budgeting for 2023
Discussion and possible action regarding final budget for 2023.
[DRAFT Budget FY 2023 presented to Library Board 20221110.pdf](#)
[Library Budget Narrative FY2023_DRAFT.pdf](#)

8.f Strategic Planning
Discussion and possible action on final version of Strategic Plan 2023-2025.
[DRAFT MCL Strategic Plan 2023-2025_for Library Board 20221110.pdf](#)

8.g Grutzmacher Collection Policy

Discussion and possible action on approving the new Grutzmacher Collection Policy.
[DRAFT Grutzmacher Collection Policy 20221110.pdf](#)

8.h Trustee Essentials Chapter 9

Discussion on the questions found at the end of Trustee Essentials Chapter 9.
[Trustee Essentials Chapter 09.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

11. Adjourn

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

Village of Mukwonago
DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, October 13, 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 and via Zoom

Roll Call and Introduction of Guests

Board Members Present

E. Brill
J. Darin
J. Gasser
S. Kaufman
M. Lacock
E. Pautz
H. Pringle
C. Stienstra

Excused

D. Magolan
M. Penzkover
D. Whalen

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

M. Lacock/C. Stienstra motioned to approve the minutes from the Board of Trustees meeting on Thursday, September 15, 2022. Unanimously carried.

Audit and Approval of Monthly Expenditures

S. Kaufman/E. Brill 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 September 13, 2022 - items related to that meeting are on the agenda

Finance Committee - last met on September 12, 2022

Grutzmacher Collection Committee - last met on August 4, 2022

Personnel Committee - last met on June 2, 2022

Policy Committee - last met on May 26, 2022

Strategic Planning Committee - last met on October 10, 2022 - items related to that meeting are on the agenda

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

In addition to the report A. Armour shared that staff were appreciative to have a closure date so they could focus on important training. The Bridges Trustee Appreciation dinner was last week, and staff created a poster for the event highlighting all of MCLs accomplishments from last year and is now hanging in the entry.

Discussion/Action Items

ABC Technologies Group, Inc. Final Quote for Community Room AV System
Discussion and possible action on final quote for the Community Room AV system as provided by ABC Technologies Group, Inc.

A. Armour noted that at the last meeting the library board approved moving forward with ABC Technologies Group, Inc. This is the final quote given the budget and needs of Mukwonago Community Library.

J. Gasser/E. Brill motioned to approve the final quote from ABC Technologies Group Inc. for the Community Room AV System. Unanimously carried.

NAGPRA Summary of Grutzmacher Collection

Discussion and possible action on approving the NAGPRA Summary prepared by Bernstein & Associates for the Grutzmacher Collection.

A. Armour noted that this was prepared by Bernstein & Associates. The Summary starts with the letter and then completes with a list of all Native American items in the Collection. There are still foundational pieces that need to be put into place regarding MCL policy creation for NAGPRA, the collection and repatriation. Further questions centered around NAGPRA.

S. Kaufman/J. Darin motioned to approve this Summary to be sent to the Tribes and National NAGPRA with the recommended edit. Unanimously carried.

Strategic Planning

Discussion and possible action on draft outline of Strategic Plan 2023-2025

A. Armour noted that the committee last met on Monday and asked to have a rough draft outline be brought forward to see if the compiled objectives are in line with what the full Board is also envisioning for the future of MCL. Questions and comments

centered around a possible Mission Statement adjustment as well as the current outline.

H. Pringle/E. Brill motioned to approve the draft outline and direction the Strategic Planning Committee is moving towards for the 2023-2025 Strategic Plan.

Unanimously carried.

Regular Meeting Times for 2023

Discussion and possible action on selecting different regular meeting times for 2023.

A. Armour noted that per the poll Mondays at 5:00 pm was the most convenient for 10 of the 11 Board members. As this date/time doesn't coincide with all member's schedules, further discussion centered around the calendar. The possibility of adjusting the meetings for the months that have early meeting dates as well as leaving open the option of having a separate "signing of the bills and invoices" meeting when necessary was also mentioned. At this time the meeting will remain on the 2nd Thursday of every month at 6:00pm, but will again be discussed at the November meeting.

2023 Open Hours and Closures

Discussion and possible action on 2023 open hours and closure dates.

A. Armour noted that she will be bringing hours of operation and observed holiday dates for MCL to the November meeting. Several questions were discussed regarding 2023 holidays as well as MCL open hours with the possibility for adjustment in the future.

Review Trustee Essentials - chapter 9

Tabled until the November Board meeting

Referral Items

None.

Confirm Next Meeting Date

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

Adjournment

E. Brill/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:37 pm.

Mukwonago Community Library Executive Summary 2022

11/10/2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	559,332.00	455,911.41	103,420.59	81.5%
5112 - Social Security	44,355.00	34,438.05	9,916.95	77.6%
5152 - Retirement	41,145.00	32,791.12	8,353.88	79.7%
5154 - Health	64,788.00	58,754.08	6,033.92	90.7%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,880.00	2,135.21	1,744.79	55.0%
5219 - Professional Services	4,000.00	4,852.00	(852.00)	121.3%
5220 - Contractual Services	16,000.00	24,665.79	(8,665.79)	154.2%
5221 - Water & Sewer	3,500.00	1,971.59	1,528.41	56.3%
5222 - Electric	30,000.00	26,042.43	3,957.57	86.8%
5224 - Gas	15,000.00	8,994.04	6,005.96	60.0%
5225 - Telephone	9,000.00	5,722.70	3,277.30	63.6%
5226 - Insurance	8,000.00	8377.11	(377.11)	104.7%
5310 - Outside Services	20,000.00	20,407.58	(407.58)	102.0%
5311 - Supplies	20,000.00	14,755.44	5,244.56	73.8%
5312 - Printing	500.00	1,085.90	(585.90)	217.2%
5314 - MetaSpace 511 Equip/supplies	5,000.00	4,092.34	907.66	81.8%
5315 - Postage	500.00	267.81	232.19	53.6%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	1,243.37	556.63	69.1%
5328 - Books	70,000.00	55,469.88	14,530.12	79.2%
5329 - AV Materials	12,000.00	10,973.72	1,026.28	91.4%
5330- The Thingery	4,900.00	2,926.49	1,973.51	59.7%
5331 - Programming	10,000.00	8,056.50	1,943.50	80.6%
5332 - Mileage	2,000.00	274.86	1,725.14	13.7%
5333 - Outreach	2,000.00	1,832.72	167.28	91.6%
5335 - Training & Travel	5,000.00	3,150.27	1,849.73	63.0%
5340 - Digital Materials	10,000.00	8,707.32	1,292.68	87.1%
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	18,637.80	1,362.20	93.2%
5399 - Other	5,000.00	3,445.31	1,554.69	68.9%
5811 - Technology Equipment	18,904.00	11,896.69	7,007.31	62.9%
TOTAL Budget Accounts	1,066,989.00	871,689.75	195,299.25	81.7%
<i>Donation Accounts</i>				
Balance from 2021	53,164.45			
4890 - Donations Revenue 2022			47,422.89	
5806 - Donation Expenditures 2022			(104,942.32)	

TOTAL Donation Accounts	(13,811.24)		(66,975.69)	
OVERALL TOTAL			128,323.56	

Mukwonago Community Library

REVENUE 2022

Department Name	2022 Budget	Collected as of 11/10/22	
Property tax	474,105	474,105	100%
Inter Gov Revenue	569,484	568,430	99.8%
Copies	5,000	3881	78%
Material Replacement	1,000	1,338	134%
Book Sale Revenue	3,500	3,883	111%
Faxes	500	276	55%
Fines	13,000	16,729	129%
Meeting Room Fees	0	934	
Interest Revenue	500	2,242	448%
 Total Revenue	 1,067,089	 1,071,818	 100.4%

End of October Goal	83%
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MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
November 10, 2022

Account	Vendor	Memo	Amount
5219 Professional Services	Hippenmeyer, Reilly & Blum	Museum Agreement	180.00
5220 Contracted Services	Johnson Controls Security	11/1/22--1/31/23	1742.04
5220 Contracted Services	Schindler Elevator Corp.	Contract 11/1/22-10/31/23	1337.34
5221 Water-Sewer	Village Of Mukwonago	Q3 Bill	706.97
5222 Electric	WE Energies	Sep	3097.78
5224 Gas	WE Energies	Sept	444.18
5225 Telephone	Century Link -Village Charge	9/21/22-10/20/22	189.42
5225 Telephone	Charter Communications- Village Charge	9/27/22-10/26/22	295.31
5225 Telephone	Vonage- Village Charge	10/11/22-11/10/22	248.82
5310 Outside Services	AlSCO	Mats & Dusters	72.62
5310 Outside Services	America Aquaria	Fish Tank Maintenance October	85.00
5310 Outside Services	Credit Card Processing Fee		1.71
5310 Outside Services	Credit Card Processing Fee		3.86
5310 Outside Services	Monthly Credit Card Service Fee		9.95
5310 Outside Services	Great America Financial Services	12/10/22-10/9/23	353.14
5310 Outside Services	Klassy Kleaners	October Cleaning	1080.00
5311 Supplies	Amazon Business	General Supplies	234.49
5311 Supplies	Horn Feeds- Village Charge	Salt	145.00
5311 Supplies	OfficePro- Village Charge	copy paper	27.35
5311 Supplies	Walgreens- Village Credit Card	Cards/ OCT	9.88
5312 Printing	Bayside Printing- Village Charge	Newsletter	88.20
5312 Printing	Central Offices- Village Charge	10/1/22-10/31/22	22.64
5312 Printing	De Lage Landen Financial- Village Charge	9/15/22-10/14/22	21.95
5312 Printing	James Imaging	7/1/22-9/30/22	69.76
5314 MetaSpace 511 Equip-S	Schuett Farms- Village Credit Card	Program supplies	75.00
5315 Postage	Postage Used October		13.11
5328 Books	Amazon Business	Books	376.75
5328 Books	Amazon Business	Books	23.62
5328 Books	Baker & Taylor	Books	49.17
5328 Books	Baker & Taylor	Books	15.26
5328 Books	Baker & Taylor	Books	286.81
5328 Books	Baker & Taylor	Books	69.42
5328 Books	Baker & Taylor	Books	124.30
5328 Books	Baker & Taylor	Books	1305.26
5328 Books	Baker & Taylor	Books	745.29
5328 Books	Baker & Taylor	Books	101.60
5328 Books	Baker & Taylor	Books	115.76
5328 Books	Baker & Taylor	Books	62.19
5328 Books	Baker & Taylor	Books	207.12
5328 Books	Baker & Taylor	Books	597.44
5328 Books	Baker & Taylor	Books	879.01
5328 Books	Brodart Co.	Books	98.55
5328 Books	Brodart Co.	Books	77.95
5328 Books	Brodart Co.	Books	103.36
5328 Books	Brodart Co.	Books	129.06
5328 Books	Brodart Co.	Books	32.47

Account	Vendor	Memo	Amount
5328 Books	Brodart Co.	Books	166.03
5328 Books	Brodart Co.	Books	98.03
5328 Books	Brodart Co.	Books	336.59
5328 Books	Brodart Co.	Books	311.99
5328 Books	Brodart Co.	Books	91.02
5328 Books	Brodart Co.	Books	175.97
5328 Books	Cengage	Books	59.98
5328 Books	Cengage	Books	22.39
5328 Books	Cengage	Books	30.39
5328 Books	Cengage	Books	24.80
5328 Books	Cengage	Books	30.39
5328 Books	Center Point	Books	28.67
5328 Books	Michael Frederick	Books	48.00
5328 Books	Splash 5	Book	30.00
5329 AV Material	Amazon Business	DVD	732.94
5329 AV Material	Midwest Tape	Audio Books	79.98
5329 AV Material	Midwest Tape	Audio Books	129.97
5329 AV Material	Walmart- Village Credit Card	DVD/ OCT	68.92
5330 Thingery	Mobile Beacon- Village Credit Card	Hotspot renewal	1200.00
5330 Thingery	Music Cafe- Village Credit Card	Restrning & Tune Ukulele/OCT	16.79
5330 Thingery	Netflix- Village Credit Card	10/1/22-10/31/22/OCT	19.99
5331 Programming	Amazon Business	Program Supplies	64.87
5331 Programming	Amazon Business	Program Supplies/ CREDIT	-7.01
5331 Programming	Amazon Business	Program Supplies	171.06
5331 Programming	Amazon Business	Program Supplies	453.22
5331 Programming	Hahn Ace- Village Charge	Spray Paint	23.97
5331 Programming	Hahn Ace- Village Charge	Spray Paint	23.97
5331 Programming	Tanya Hinz	Painting Class/ Nov	60.00
5331 Programming	Walmart- Village Credit Card	Program Supplies/OCT	203.56
5331 Programming	Walmart- Village Credit Card	Spray paint/OCT	9.66
5331 Programming	Walmart- Village Credit Card	DIY Program supplies	170.40
5331 Programming	Walmart- Village Credit Card	DIY Supplies Credit	-29.57
5332 Mileage	Eric Huemmer	Outreach Mileage	16.50
5335 Training & Travel	Qdoba- Village Credit Card	Staff Training Day Meal/OCT	267.75
5340 Digital Materials	Formstack- Village Credit Card	Teams 9/24/22-10/23/22/OCT	99.00
5340 Digital Materials	Library Market	Library Calendar	1500.00
5340 Digital Materials	MailChimp- Village Credit Card	Newsletter-November	69.99
5340 Digital Materials	Midwest Tape	Hoopla October	535.48
5395 Repairs & Maintenance	Bob's Glass Service Inc.	Replace window	998.00
5395 Repairs & Maintenance	Illingworth-Kilgust	Repair Exhaust fan in MetaSpace	1453.51
5395 Repairs & Maintenance	Illingworth-Kilgust	Repair Leak & Add Refrigerant	1758.00
5399 Other	UKG Payroll Processing		344.50
5399 Other	WI Department Of Revenue	Copies	59.68
5399 Other	WI Department Of Revenue	Book Sale	67.04
5399 Other	WI Department Of Revenue	Faxes	2.25
TOTAL REGULAR ACCOUNTS			\$ 27,974.58
5806 Donation Expenditure	Blick- Village Credit Card	MetaSpace Updates	741.64
5806 Donation Expenditure	Home Depot- Village Credit Card	Metaspace updates	385.90

Account	Vendor	Memo	Amount
5806 Donation Expenditure	Home Depot- Village Credit Card	Metaspace Tables	867.00
5806 Donation Expenditure	Home Depot- Village Credit Card	Metaspace	278.00
5806 Donation Expenditure	Menards- Village Credit Card	Jack-o-Lantern Jaunt Boards/ OCT	177.82
Donation Designated Funds	ABC Technologies Group	Audio System	24955.00
Donation Designated Funds	Amazon Business	Bridges Grant items	379.68
Donation Designated Funds	Bernstein & Associates	NAGPA / WCCF Funds	4350.00
Donation Designated Funds	Dropbox- Village Credit Card	Cloud Storage/ October	11.99
Donation Designated Funds	East Troy Electric Railroad	Membership pass/PD by Friends	120.00
Donation Designated Funds	East Troy Electric Railroad	Membership pass/PD by Friends	120.00
Donation Designated Funds	East Troy Electric Railroad	Membership pass/PD by Friends	160.00
Donation Designated Funds	East Troy Electric Railroad	Membership pass/PD by Friends	160.00
Total Donation Expenses			32,707.03
Director	Treasurer	To Be Reimbursed	30256.67
		Regular Donation Expenses	2450.36
Secretary		Total Expenses	\$ 60,681.61

Library Director Report: November 2022

Director Meetings and Activities

On October 31 and November 1 Bernstein & Associates submitted our NAGPRA Summary to all 347 federally recognized Indian Tribes in the contiguous 48 states. They have also submitted the Summary to National NAGPRA and we are now officially in compliance with this federal law. Within 48 hours, we received unprecedented amount of contact from interested Tribes. I spent a significant portion of my time at the WLA Conference consulting with Claire at B&A to learn that they, too, were not expecting the massive (and fast!) response we have already received and quickly game-planning handling and documenting the contact, something we thought we would have significantly more time for. It is very exciting to have so much interest in our Collection and I look forward to working with Tribes on Consultation and Repatriation. On a related note, I spent a significant part of time this last month creating the Grutzmacher Collection Policy to govern the entire Collection.

The other major time commitment for me was writing the Strategic Plan. After the Library Board approved the outline, I workshopped the Mission Statement and Values with my staff, who had excellent conversations and produced statements they feel invested in. I cannot emphasize enough of how proud of my ENTIRE staff I am for this effort; part-time staff and Department Heads alike provided thoughtful feedback and were deeply invested in expressing all the pride that they SHOW in their work into meaningful phrases to share with the rest of the community. As I finished writing the full Strategic Plan, their work helped me hone the over document to be more cohesive.

Thanks to a SEWI grant, Eric Huemmer and I attended the WLA Conference in Lake Geneva. Though I spent a not-insignificant amount of that time dealing with NAGPRA contact and finishing writing the Strategic Plan, I was inspired by Thursday keynote speaker who presented on materials challenges. I also was a presenter this year along with three other people, on the topic of "Dressing for Maximum Performance" wherein we discussed how powerful dressing and feeling your best are to your job.

Our new AV system for the Community Room was installed on October 31 and November 1. Unfortunately, the DBX mixer was faulty, and we are waiting on a replacement. However, Chris from ABC Technologies ensured we still have full functionality of the system, if not all the fancy bells and whistles, in the meantime. The AV rack was relocated to the (locked) kitchenette and now everything is wireless and can be controlled by a touch panel at the front. We've already had positive feedback from customers that the movies look a look sharper on the new screen.

Circulation (Emily Ceithamer)

For the month of October there were some highs and lows. Unfortunately, one of our circulation clerks we hired last month took another job that was closer to her home and that paid more. Since I started in February, I've trained five new circulation clerks, so it's been difficult. We find some great people but it's hard to hold onto them with other jobs paying

more competitive wages. I feel very lucky to have the team that I do have though and their dedication to the library shows.

I was privileged enough to attend a circulation conference in Madison at the beginning of the month. I attended seminars about leadership, team building, going fine free, serving underserved parts of communities, and more. It was a great opportunity and I connected with people from all over the state and even people throughout the country. I already implemented a new form we are using at the desk because of someone I met at the conference who recommended it. I am hopeful I can attend again next year as I really learned a lot and it was great learning from so many others who work in circulation. I really enjoy connecting with other circulation supervisors in our system, but there are only 18 or so of us while there were over 200 in attendance at the conference. It was a great opportunity and I look forward to using what I learned to continue to make our department better!

Children's Department (Jane DeAngelis)



NEW! to our Paws to Read family: Hank the Maltese Mix—visiting on select Mondays from 4:00-5:00 pm

Upcoming special events:

- Wednesday, November 9, 3:30-4:30 pm

Dance Athleticism with the Milwaukee Ballet

Join us for a ballet fitness challenge. Flex those muscles through exercises focused on flexibility, balance, strength, coordination, agility and speed. Learn that a dancer's job is just as demanding as a professional athlete's — and it's tougher than it looks! Grades 1 through Adult.

- Saturday, November 12, 11:00 am-12:00 pm
Identifying Dinosaurs with Nick Wiersum
Traveling back to the Mesozoic Period, there's a lot of interesting and exciting animals to see and talk about—but not all of them are dinosaurs! Explore with your class what dinosaurs actually are and compare them with other prehistoric reptiles. Recommended for PreK-grade 2.

November contests include:

- Name that Golden Books book character for a chance to win a bundle of Golden Books.
- Autumn Leaves In-library Scavenger Hunt featuring a poem by Chief Dan George.
Complete the challenge and earn a free book from the Prize Book Collection.

The month also features regularly scheduled Bubble Boogie, Paws to Read with Skye, Family Storytime, and Discovery Time.

Reference and Adult Services (Chris Stape)

October was the start of our partnership with Educators Credit Union doing several financial literacy workshops. We had two events, neither of which was well attended. I do think there is demand for that type of programming though, so maybe we'll try evening times rather than afternoons. We had author Rod Vick back who presented a "Murder Mystery" program which was fantastic and drew well. Rod is always a hit in our community. The last week in October was our first "Seed Library Drop-Off Week" where patrons could bring in their harvested seeds for a chance at winning a Garden Mart gift card. We weren't overwhelmed with donations but did receive quite a few. Our ongoing programs (Friday movies, adult Bingo, Spice of the Month Club, etc) continue to do well. We are now consistently providing about 70 spice kits throughout the month. Based on its success, in January we'll be starting a "Seed of the Month Club" during which we will be highlighting one specific seed from our Seed Library intended to be sown during that month.

Technical Services and Thingery (Mary Jo Isely)

396 new items were processed and catalogued in October. The following item was added to the Thingery:

- TOOL TIME now has Jumper Cables for checkout. Awaiting packaging for multi-purpose air inflator.

Removed YA DVD collection due to poor circulation. The area will be used as a display for TAB recommendations. A nice number of YA DVDs merged with the Adult DVDs – the YA genre label will remain on the containers to further assist patrons in determining the appropriateness of the movie for potential viewers. Last Thingery order in development. Many well-worn items will be replaced. A few new items will be added, but there is major concern regarding future storage needs. Thingery had high circulation in October, particularly Games, Outdoor Fun, and What's Cooking items. Returns were constant and very demanding. Not at all un-usual for T.S. staff to spend as much as 4 hours in one morning to clean and trouble-shoot returned items. The extensive time spent on Thingery maintenance reduces time spent weeding or attending to actual Technical Services related duties, subsequently Adult Fiction continues.... slowly. Adult Services Librarian will begin cataloging new nonfiction titles. Training in progress. Children's Librarian began downloading OCLC records to the CAFÉ catalog. Training in progress. Technical Services librarian will oversee and review quality of cataloging and review with both librarians.

MetaSpace 511 & Technology (Nancy Aycok)

October has been a fun and busy month in MetaSpace 511 with maker programs to create laser cut fall decorations, spooky screen printing on canvas bags, and laser engraving pumpkins right in time for Halloween. Lead Innovator Nancy provided a relaxing creative break for library staff during Staff Development Day with printmaking using LEGO flat tiles. Screen printing and printmaking have been added to MetaSpace 511 through the Bridges Competitive Grant with patrons and staff enjoying these new creative opportunities.

There have been more Homeschool groups and families interested in having meetups and programs in MetaSpace 511. Homeschool programs in October included making handmade paper from recycled materials, making t-shirts using the Cricut Maker machine, and laser

engraving pumpkins. Homeschool families have also been making 1:1 appointments for parents and kids to learn the laser machine and 3D printing.

The MetaSpace 511 Innovator in Residence Interns have been providing programs for children that promote computational thinking through learning how to code and creating 3D designs, they also continue to provide Tech Tutoring for patrons and technical support for library staff. Lead Innovator Nancy and Innovator in Residence Intern Jack attended Maker Faire Milwaukee for professional development and came back with several ideas for STEAM programs and projects to make in the makerspace.



Staff printing during Staff Development Day



Homeschool ~~organized chaos~~ papermaking

Community Engagement Coordinator (Eric Huemmer)

Community Engagement

Last month, we partnered with the Village to organize the “I Voted” Sticker Design Contest. We had a total of 14 submissions (6 under age 18 and 8 adults) that patrons of all ages can now vote on through Nov. 8 to get people engaged with the voting process. The Village is very happy with the response they’ve received!

Working with local businesses, service groups, and business organizations still remains a priority for my role as it opens up new opportunities, connections, and resources for the Library. More importantly, it helps address the needs of our patrons by providing services like the Job Center, Autism Support Group, and the AARP Tax Aide Program, while serving local groups like the Haas House and Mukwonago Rotary.

Events & Programs

October was an incredibly busy time for larger community events and programs. The first Jack-O-Lantern Jaunt with the Library coordinating the Community Art Project was a big hit for the people attending and the Rotary; we had over 815 participants in our Free Community Art Project, with half of the participants expressing variations of “that’s a neat idea” throughout the two nights. We brought the three Post-It Collage back to the Library for everyone to admire the art and continue to add their own additions.

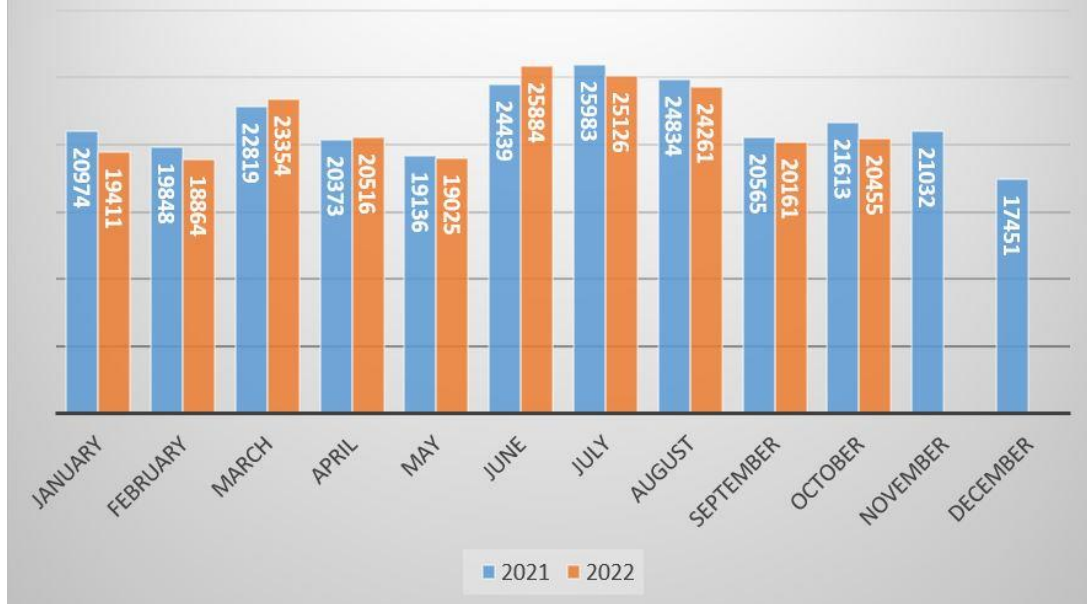
We were also one of the locations for the Chamber's Business Trick-or-Treat, which took place on Friday, Oct 28, and had over 100 adults and 185+ children visit multiple stops throughout the Library; we have visitors coming all the way from Watertown and Waukesha, so we try to make the visit worth the trip!

Finally, the next upcoming community events will be the Annual Holiday Tree Lighting and our brand-new Sensory Friendly Holiday Tree Lighting. These are in partnership with the Mukwonago Area Chamber of Commerce, with the latter Sensory Friendly event stemming from a partnership with the Autism Society of Southeastern Wisconsin. This is a one-of-a-kind opportunity for adults and children with Autism or developmental disorders to still take part in a community event while being mindful to not overwhelm them by tailoring activities, crafts, and volunteers to work with that population.

Statistics (see next page)

Mukwonago Community Library								
STATISTICS OCTOBER 2022								
Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	6,244	6,357	-2%	62,484	Friday Movies	86		
Town of Mukwonago	5,668	6,238	-9%	61,572	Book Clubs	20		
Eagle	778	1,001	-22%	10,300	Bingo	39		
Genesee	918	660	39%	7,743	Othe Adult Programs	110		
North Prairie	833	961	-13%	11,005	Bubble boogie		168	
Vernon	1,859	1,703	9%	20,259	Storytimes		172	
All other Waukesha County	1,054	1,207	-13%	10,957	Paws to Read		33	
Jefferson County	78	120	-35%	1,517	Contests		146	
<i>Subtotal Bridges System</i>	17,432	18,247	-4%	185,837	Maker Programs General	82		
Other Wisconsin Counties				-	Maker Programs Kids		78	
Milwaukee County	14	83	-83%	713	Teen programs			30
Racine County	224	392	-43%	2,570	Trick or Treat	272		
Walworth County	2,738	2,831	-3%	27,496	Jack-O-Lantern Jaunt	817		
All other Wisconsin Counties	47	60	-22%	440	Totals	1426	597	30
<i>Subtotal Wisconsin Counties</i>	3,023	3,366	-10%	31,219	Total Childrens Programs		26	
Total All Counties	20,455	21,613	-5%	217,056	Total YA Programs		4	
YTD ALL COUNTIES	217,056	220,584	-2%		Total General Programs		34	
Facility Usage				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	/	
Study Room Users	105	87	20.7%	Flipster (System Wide)	2105	3922	-46.3%	
History Room Users	77	14	450.0%	Overdrive Circulation (Mukwonago)	2823	2644	6.8%	
Community Room Use	140	N/A		Gale Courses Verified (System Wide)	109	92	18.5%	
Patron Visits	8,528	7,333	16.3%	Interlibrary Loans Borrower	9	8	12.5%	
Curbside Pick Ups	13	32	-59.4%	Interlibrary Loans Lender	38	32	18.8%	
				New Items Added	396	312	26.9%	
				New Cards Added	56	65	-13.8%	

Circulation by Month



PATRON VISITS



Mukwonago Community Library									
Time Study									
October 2022									
Row Labels	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total		
8AM-9AM	6	31	6	4	7	1	55		
9AM-10AM	235	182	162	179	94	279	1131		
10AM-11AM	387	313	162	211	147	407	1627		Top 10
11AM-12PM	257	204	157	184	189	587	1578		Above Average
12PM-1PM	265	275	207	215	150	280	1392		Below Average
1PM-2PM	228	106	149	134	176	329	1122		Bottom 10
2PM-3PM	364	165	339	156	120	195	1339		
3PM-4PM	291	266	385	183	123	216	1464		
4PM-5PM	349	270	389	183	166	1	1358		
5PM-6PM	330	278	291	201	155		1255		
6PM-7PM	218	233	134	104	5		694	Average	188.9722222
7PM-8PM	109	145	132	80			466	Median	182.5
8PM-9PM	49	47	9	20			125	Max	587
Grand Total	3088	2515	2522	1854	1332	2295	13606		

**2023 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements**

Subject to the terms and conditions of the member and CAFÉ agreements between the Library System and the member library, both parties agree to make the payments listed in the charts below. County reimbursement funds will be made in two equal payments no later than April and October. Hoopla grant funds will be distributed in March.

MUKWONAGO COMMUNITY LIBRARY

	Waukesha County	Lakeshores Library System (for Walworth & Racine Counties)	Hoopla Grant
Paid to Library	\$486,624	\$77,976	\$2,732

	Databases	Movie License	Digital Magazines	WI Digital Library Content*	Advantage Program	Gale Courses	CAFÉ Fee
Paid by Library	\$1,244	\$602	\$825	\$3,475	\$4,325	\$2,710	\$24,742

*WI Digital Library fee is invoiced by and paid by library directly to WiLS.

LIBRARY

President, Board of Trustees

Date

Secretary, Board of Trustees

Date

BRIDGES LIBRARY SYSTEM



President, Board of Trustees



Date



Secretary, Board of Trustees



Date

RESOLUTION 2022-02
CAPITAL FUNDING TRANSFER FOR COMMUNITY ROOM AV SYSTEM

THE BOARD OF TRUSTEES OF THE MUKWONAGO COMMUNITY LIBRARY, WAUKESHA COUNTY, WISCONSIN, DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the Library Board of Trustees has exclusive control of library funds pursuant to Wisconsin Statute 43.58(1), and,

WHEREAS, the Library Board of Trustees maintains the Mukwonago Community Library Capital Endowment Fund (MCLCEF) exclusively to cover the costs of capital improvements; and:

WHEREAS, the Library Board of Trustees defines capital improvements based on the Wisconsin Accounting Manual Section 06-04; and:

WHEREAS, the Library Board of Trustees understands that the audio/visual system in the Community Room is a vital tool for programs;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$24,955 from the Mukwonago Community Library Capital Endowment Fund (MCLCEF) and deposit it in the Library's Operational Donation Account in the Village of Mukwonago in order to cover the costs of the AV system upgrade from ABC Technologies.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 10th day of November, 2022.

Library Board President

RESOLUTION 2022-03
FUNDING TRANSFER FOR BERNSTEIN AND ASSOCIATES

THE BOARD OF TRUSTEES OF THE MUKWONAGO COMMUNITY LIBRARY, WAUKESHA COUNTY, WISCONSIN, DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the Library Board of Trustees has exclusive control of library funds pursuant to Wisconsin Statute 43.58(1), and,

WHEREAS, the Library Board of Trustees maintains the Mukwonago Community Library Endowment Fund (MCLEF) to fund unexpected costs in excessive of the typical operating budget; and:

WHEREAS, the Library Board of Trustees has committed to ensuring the Grutzmacher Collection is in compliance with the federal Native American Graves Protection and Repatriation Act (NAGPRA); and

WHEREAS, the Library Board of Trustees has contracted the services of Bernstein and Associates to ensure accurate and respectful compliance;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$21,841.49 from the Mukwonago Community Library Endowment Fund (MCLEF) and deposit it in the Library's Operational Donation Account in the Village of Mukwonago in order to cover the costs of invoices for services from Bernstein and Associates as received thus far.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 10th day of November, 2022.

Library Board President

Holidays		
Holiday	Date	Day of the week
New Years	1/1/2023	Sunday
Holiday for New Years	1/2/2023	Monday
Staff Development	1/20/2023	Friday
Easter	4/9/2023	Sunday
Staff Development	5/12/2023	Friday
Memorial Day	5/29/2023	Monday
Fourth of July	7/4/2023	Tuesday
Staff Development	8/18/2023	Friday
Labor Day	9/4/2023	Monday
Thanksgiving	11/23/2023	Thursday
Christmas Eve	12/24/2023	Sunday
Christmas Day	12/25/2023	Monday
Holiday for Christmas	12/26/2023	Tuesday
New Years Eve	12/30/2022	Sunday
New Years	12/31/2023	Monday
Holiday for New Years	1/1/2024	Tuesday

From The Personnel Policy:

If a holiday falls on a Saturday, the preceding Friday will be the holiday.

If a holiday falls on a Sunday, the following Monday will be the holiday.

Regular Hours		
Monday - Thursday	9:00 am - 8:30 pm	
Friday	9:00 am - 6:00 pm	
Saturday	9:00 am - 4:00pm	
Sunday	closed	

Saturdays between Memorial Day and Labor Day: 9:00 am - 2:00 pm

Library Board Meetings		
Date	Time	Proposed Alternate
January 12	6:00 PM	
February 9	6:00 PM	
March 9	6:00 PM	
April 13	6:00 PM	
May 11	6:00 PM	
June 8	6:00 PM	June 15
July 13	6:00 PM	
August 10	6:00 PM	
September 14	6:00 PM	
October 12	6:00 PM	
November 9	6:00 PM	
December 14	6:00 PM	

DRAFT BUDGET FY 2023 - Nov 1 Finance Committee

REVENUES	FY 2022	Finance Committee 11/1	
411100 - General Property Taxes	\$ 474,105.00	\$ 518,315.00	
434300 - County Grant (Hoopla from Bridges)	\$ 3,398.00	\$ 2,732.00	593,311.00 <--(total non-village)
436500 - County Taxes (WK)	\$ 443,227.00	\$ 486,624.00	
436600 - County Taxes (LK)	\$ 121,147.00	\$ 77,976.00	
436800 - County Taxes (other)	\$ 1,712.00	\$ 2,479.00	
430700 - COPIES & FAXES	\$ 5,000.00	\$ 5,500.00	Faxes added into this line
430800 - LIBRARY MATERIAL REPLACEMENT	\$ 1,000.00	\$ 1,000.00	
431700 - BOOK SALE REVENUE	\$ 3,500.00	\$ 3,500.00	
431200 - FINES	\$ 13,000.00	\$ 13,000.00	
487100 - INTEREST REVENUE	\$ 500.00	\$ 500.00	
TOTAL REVENUE	1,066,589.00	\$ 1,111,626.00	

Bank Accounts

4890 Donation Revenue	8,000.00	(used for Summer Library Program)
5806 Donation Expenditure		
WCCF Capital Endowment as of 9/9/2022		\$ 685,040
WCCF Library Endowment as of 9/9/2022		\$ 319,777
TOTAL Bank Accounts		

EXPENDITURES

Cash Accounts	2022 Budget	ASK 11.1.22	increase over 2022
5110 Salaries & Wages	559,332.00	631,652	12.93%
5112 Social Security	44,355.00	49,149	10.81%
5152 Retirement	41,145.00	46,345	12.64%
5154 Health	64,788.00	59,782	-7.73%
5158 OPEB Payout	5,000.00	5,000	0.00%
5159 Other Fringe Benefits	3,880.00	4,323	11.42%
5219 Professional Services	4,000.00	4,000	0.00%
5220 Contracted Services	16,000.00	30,000	87.50%
5221 Water-Sewer	3,500.00	3,000	-14.29%
5222 Electric	30,000.00	33,000	10.00%
5224 Gas	15,000.00	12,000	-20.00%
5225 telephone	9,000.00	5,700	-36.67%
5226 Insurance Premiums	8,000.00	9,000	12.50%
5310 Outside Services	20,000.00	15,270	-23.65%
5311 Operational Supplies	20,000.00	11,500	-42.50%
Collection Maintenance & Repair		6,000	
5312 Printing	500.00	1,400	180.00%
5314 MetaSpace Equipment & Fixtures	5,000.00	1,000	-80.00%
MetaSpace Maintenance		8,300	
5315 Postage	500.00	500	0.00%
5326 Periodicals	2,700.00	1,200	-55.56%
5327 Newspapers	1,800.00	1,800	0.00%
5328 Books	70,000.00	70,000	0.00%
5329 AV Material	12,000.00	11,000	-8.33%
5330 Thingery Collection	5,000.00	1,000	-80.00%
Thingery Maintenance		3,500	
5331 Programming	10,000.00	10,000	0.00%
5332 Mileage	2,000.00	500	-75.00%

5333 Outreach	2,000.00	3,000	50.00%
5335 Training & Travel	5,000.00	5,000	0.00%
5340 Electronic Tools & Services	10,000.00	9,600	-4.00%
Digital Collections		14,665	
5341 Café	23,713.00	24,742	4.34%
5343 Data Lines	1,200.00	1,200	0.00%
5344 Shared County Databases	22,772.00	3,954	-82.64%
5395 Repairs	20,000.00	12,000	-40.00%
5399 Other	5,000.00	544	-89.12%
Furniture & Fixtures		1,000	
581100 Equipment (under \$5000)	18,904.00		-100.00%
581105 Equipment (over \$5000)	-	-	

TOTAL EXPENDITURES	1,062,089.00	1,111,626.00
	What we need from village:	518,315

DRAFT Library Budget Narrative FY 2023

Prepared by Abby Armour

Presented at Library Board meeting November 10, 2022

5110 Salaries & Wages

This line contains all the full-time, part-time, and seasonal worker wages. This cost reflects a 7.48% CPI increase for all employees in the Village. It also includes paying some wages for the Clerk's office and Department of Public Works for work they do for the Library. Bonuses and overtime are not budgeted. This year there are some adjustments:

- Add 15 manhours to circulation to handle increased post-pandemic circulation; non-circulation staff have been spending 15+ hours per week to help keep up with shelving and essential circulation tasks, so correctly staffing the circulation department will get all the other staff back to their real jobs, many of whom who have tasks that only they are qualified to do, such as Youth Services book selection, caring for The Thingery, and paying invoices.
- Circulation Supervisor up to 40 hours per week (from 35 hours in 2022) to provide enough time for training, supervising, and acting as back-up for emergency Circulation Clerk absences. This would also allow time to start pulling circulation-related duties (such as Inter-Library Loan) from other departments, allowing for smoother succession planning.

5112 Social Security

Social Security costs increased by over 10% this from 2022 to 2023.

5152 Retirement

This is the monthly payroll allocation for retirement benefits to the Wisconsin Retirement System (WRS). Employees must work for at least one year and work for at least 1,200 hours (calculated on a rolling 12-month basis) to qualify for employer contribution.

5154 Health

This is the employer contribution to an employee's health insurance. All full-time employees (30 hours or higher) qualify for single or family health insurance (and if under 40 hours a week, this amount is pro-rated). Despite inflation, this number is less because a staff member has changed their health insurance coverage for 2023.

5158 OPEB Payout

This is for Other Post-Employment Benefits (OPEB). Typically the Library Board has set aside a certain amount every year to be transferred to the separate OPEB account which contains funds designated to pay the benefits, other than pension distributions, that employees may begin to receive once they retire. The OPEB of a retiring employee must be pre-funded before the retirement. Under the current Village and Library policies, there are few employees left that will receive OPEB. We have funded about 2/3 of the expected retirement costs and can slow

down on the annual contributions to this fund, which is why this number is half of last year's amount.

5159 Other Fringe Benefits

The Library, at its discretion and according to the Personnel Policy, may provide additional benefits to its employees. Typically, these are TASC cards and life insurance.

5219 Professional Services

This line is mainly used by the Village to charge the Library for services such as attorney's fees, costs for the general ledger software BS&A, and Village IT services.

5220 Contracted Services

This line specifically delineates services that are under a contract. Many costs were relocated to this line for 2023 to more accurately represent services that are under contract. This budget line includes:

- copier leases (Impact/Great America) - \$5,225
- HVAC seasonal equipment maintenance (Illingworth-Kilgust) - \$4,526
- HVAC seasonal controls maintenance (Emcor) - \$3,688
- Security and cameras (Johnson Controls) - \$7,223
- Digital tools for staff including PC Reservation, RFID Link, and STS Terminal for cash drawers (Envisionware) - \$4,700
- Faronics (Deep Freeze) - \$650
- Schindler (elevator maintenance) - \$1,260
- Wisconsin Elevator (inspection contract) - \$95
- Walworth Security (autodialer for fire emergency) - \$540
- USA Alliance (fire system maintenance) - \$1,525
- Taylor Computer Services (SonicWall firewall maintenance) - \$300

5221 Water-Sewer

This amount budgeted for 2022 seems to closely reflect usage. The estimate was minorly reduced to try to more accurately pinpoint this cost.

5222 Electric

This amount budgeted for 2022 seems to closely reflect usage. The estimate was minorly increased to try to more accurately pinpoint this cost and balance it against the other utility costs.

5224 Gas

This amount budgeted for 2022 seems to closely reflect usage. The estimate was minorly reduced to try to more accurately pinpoint this cost and balance it against the other utility costs.

5225 Telephone

Mid-year 2022, the Village switched phone service to Vonage. This was a cost savings of approximately \$3,300 for 2023. This did not change the charges for Centurylink service.

- Vonage - approximately \$3,500 for extensions and cordless phones
- Centurylink- approximately \$2,200 annually for patron fax line and security hardlines

5226 Insurance Premiums

Beginning in 2022, insurance premiums now include a Fine Arts rider on the Village's general property insurance policy to cover the entire Grutzmacher Collection.

5310 Outside Services

These are non-contracted services that are performed by outside companies. Some costs previously from this line have been relocated to more appropriate lines. Recurring costs include:

- Fish tank maintenance (America Aquaria) - \$1,020
- Weekend cleaning (Klassy Kleaners) - \$12,480
- Credit cards processing fees - \$1,050
- Collection agency for fines and replacement items (Unique) - \$120
- Cleaning dusters, rags, and rugs (AlSCO) - \$600

→ Operational Supplies

This line was formerly just "Supplies" which had an unhelpful variety of staff-oriented and collection-oriented costs jumbled together. In this new line, "Operational Supplies" would strictly be supplies needed to run the Library. It would be internally subdivided into four categories:

- Cleaning (consumables, cleaners, etc.) - \$3,000
- General Office (copy paper, pens, toner, etc.) \$7,000
- Landscape (gloves, weed trimmer line, etc.) - \$500
- Building (furnace filters, softener salt, water bottle filler filter, etc.) - \$1,000

***Collection Maintenance & Repair**

Formerly lumped in with "Supplies," this new line helps clearly delineate the costs related to protecting, preparing for circulation, and upkeeping the physical circulating Library collections accessed by the public. It would be internally subdivided into three categories:

- Thingery Maintenance (specialty packaging, specialty stickers, etc.) - \$1,000
- Book Maintenance (mylar coverings, book tape, RFID tags, barcodes, etc.) - \$4,000
- AV maintenance (cases, labels, etc.) - \$1,000

5312 Printing

This line is primarily used by the Village to charge the Library for costs associated with their copier. The Village has a shared cost formula that charges the Library 13.72% of each all-Village-departments shared costs like this.

→ **MetaSpace Equipment & Fixtures**

This was formerly just “MetaSpace” but is now broken down to delineate the permanent costs of the MetaSpace from the consumables and programming. Examples of costs in this line are replacing equipment at End of Life (EOL), purchasing more accessible furniture as programming needs evolve, and getting new/different software to offer new programs or functionalities to users. This line would be considered the “growth” line as these items are all related to improving or expanding the MetaSpace.

***MetaSpace Maintenance**

Formerly lumped in with “MetaSpace,” this new line is now broken apart to show the costs inherent in running this space. These would include professional maintenance services on the laser machine, programming costs, and consumables like wood for engraving and filament for the 3D printers. This line would be considered the “maintain services” line as all the costs are geared at keeping the equipment and programs maintained at the same level as last year. Some significant costs for FY 2023 include:

- Replace failing laser tube on laser machine - \$1,720
- Adding in annual professional maintenance of laser machine, sewing machines, 3D printers, and other expensive equipment
- Purchasing software licenses for new computers to enable multiple users to work simultaneously
- Increasing consumables such as wood, 3D filament, and other supplies to match increased usage of MetaSpace

5315 Postage

This line is primarily used by the Village to charge the Library for costs incurred in mailing checks and letters on our behalf. This line remained flat.

5326 Periodicals

This line is for all of the magazines purchased for the circulating Library collections accessed by the public. For 2023, the subscriptions for *Booklist*, *Library Journal*, and *Kirkus Reviews* are relocated to the “Training & Travel” line as they are not for the public and are used by the librarians for collection development. The periodical subscriptions were further reduced to reflect patron usage.

5327 Newspapers

We offer several local and national print newspapers to the public.

5328 Books

This budget line is for purchasing all the books in the children’s, teen, and adult circulating Library collections accessed by the public. Physical item circulation continues to increase post-pandemic. We added 4,372 new books to the collection in 2022, and customers consistently ask to get items faster, which means purchasing duplicate copies of materials.

5329 AV Material

Users are looking for more Playaways (single-book MP3 players) and video games, so collection development is shifting dollars from the less expensive DVDs and CD audiobooks (which are in declining demand) to these more expensive items. By keeping this budget line relatively flat, we are purchasing less items for the same amount of money. A small amount of this line has been shifted to “Digital Collections” to meet the increasing demand for digital materials.

→Thingery Collection

This was formerly just “Thingery” but has been renamed to emphasis that items in this line are additions to the circulating Library collections accessed by the public. This line would be considered the “growth” line as everything in this line is new items to expand our offerings. Typical costs would be updating equipment to newer versions or adding items customers are requesting.

***Thingery Maintenance**

Formerly in the “Thingery” line, this new line is broken out to reflect the costs inherent to “maintain” the wide variety of items already available in the Thingery. These costs aren’t about repair or replacement (see “Collection Maintenance”) but rather reflect the costs associated with providing an item. Common costs include:

- Kindle books for the loanable e-readers
- Hostpot wifi subscription plan
- Netflix, Acorn, and other streaming services for the Rokus
- Sewing machine service

A cost this is NOT reflected in our budget is the Explore Passes for the zoo, botanical gardens, train museum, etc. These passes are almost always checked out and cost about \$4,300 each year. The Friends of the Library generously purchase them for us.

5331 Programming

This line consists of all the costs inherent in programming, including paying performers and purchasing supplies. Performers have gotten significantly more expensive post-pandemic and keeping this budget line flat purchases less programs for the same amount of money. It is internally subdivided into the target age ranges:

- Youth Services Programming
- Teen & Outreach Programming
- Adult Programming
- Collaborative Programming (such as the Holiday Tree Lighting where all departments work together)

5332 Mileage

These are mileage reimbursements to employees for using their own vehicles when conducting Library business. This may include trips to deliver books to the schools, conducting outreach like at the farmer’s market, or attending professional development.

5333 Outreach

This line is for anything related to marketing and promoting the Library. Outreach and communication are emphasized in the current strategic plan and are thus a high priority to ensure we have ample funds to pursue those goals. Common costs include:

- Printing brochures, fliers, bookmarks, etc.
- Table skirts, banners, etc.
- Branded items for welcome bags and handouts (i.e. branded pens, logo stickers, etc.)
- Membership fees to Rotary and other service organizations
- Promotions and “boosts” on digital platforms (Google) and social media (Facebook)

5335 Training & Travel

This line includes all costs associated with professional development, staff training, and travel for conferences. Common costs include:

- WLA, ALA, or other membership dues to professional organizations
- Professional resources such as *Library Journal*, resources for strategic planning, etc.
- Conference fees
- Hotel, travel, and food costs associated with professional development
- Staff training for CPR, AED, etc.

→Electronic Tools & Services

Formerly under just “Digital Materials,” this line now just shows the costs to maintain the digital tools necessary to run a 21st century library. Common costs include:

- Emergency Wifi or computer services (Taylor Computer Services) - \$1,000
- Online event and room registration (LibraryCalendar) - \$1,500
- Website development (Wowbrary, Elegant Themes, Sticky Elements) \$630
- Website domain (GoDaddy) - \$62
- Website platform (Presidium, through Bridges) - free
- Virtual Meetings (Zoom) – free
- Marketing Materials (Canva pro) - free
- Server licensing and backups - \$500
- Asset Management (Asset Tiger) - \$120
- Movie License (through Bridges bulk purchase) - \$602
- Email newsletters (MailChimp) - \$840
- Civic Plus (village’s website) - \$728
- Dropbox (NAGPRA compliance) - \$120
- UKG (payroll processing fees) - \$3,600

***Digital Collections**

Formerly lumped in with “Digital Materials” and “Shared County Databases,” this new line now clearly delineates purchases that are circulating Library collections accessed by the public. Starting in 2023, the Waukesha County Library Services Plan will now use ebook circulation as

well as physical item circulation in calculating the county funding reimbursement formula. Internally, we will have subdivisions:

- Reimbursable – These are costs for digital items that WILL count in the 2023 county funding formula.
 - OverDrive/Libby (Wisconsin’s Digital Library) - \$7,800
- Not Reimbursable – These are costs for digital items that will NOT count in the FY 2023 county funding formula. As of now, these vendors do not provide granular enough detail in their reporting to accurately allow the Bridges Library System to determine if a usage is by someone who is a True Non-Resident (TNR) or one who lives in a librariad municipality.
 - Hoopla - \$6,000
 - Flipster - \$865

5341 Café

These are the costs for using the Bridges Library System shared catalog. This is one lump sum charged by Bridges annually. This cost is shared amongst all libraires in the system and is divided out based on our service area and population.

5343 Data Lines

As a public library, we qualify for deeply discounted high-speed internet through the Wisconsin Department of Administration’s TEACH Program which provides subsidized Category One broadband circuits via the WiscNet contract. It is only \$100 per month for 100GB.

5344 Shared County Databases

These are the costs of the databases purchased by the Bridges Library System and are shared by the member libraries based on a formula using population and service area. These databases are not considered part of the regular circulating Library collection because their usage does not count as circulation. This budget line is drastically different from previous years because costs such as Overdrive/Libby, hoopla, and Flipster have been moved to the new “Digital Collections” line to accurately reflect this difference.

- Shared database: \$1,244
- Gale: \$2,710

→Repairs

Formerly “Repairs & Maintenance” this line has been renamed to accurately reflect that these are unexpected costs, as opposed to the expects costs in the “Contract Services” line which is clearly for maintenance contracts. We have worked hard in 2022 to permanently fix chronic HVAC issues, so this budget line has been reduced to reflect the potential for less emergency work. Typical costs include:

- Electrical work (Roman Electric)
- Doors and ADA access (Rhindler)
- HVAC (Illingworth/Kilgust and Emcor)

5399 Other

These are the taxes we need to pay on any sellable items such as faxes, copies, and book sales.

***Furniture & Fixtures**

This new budget line would add a much-needed designation for the various non-consumable purchases for the good or maintenance of the Library that have been previously dumped into "Supplies." Unlike supplies, though, the common expenditures in this account are items that we will retain for a long time, such as:

- Book carts
- Chairs, tables, desks
- Replacement lights, windows, etc.
- Shelving for basement organization, closet organization, etc.
- Replacing light fixtures, bathroom door locks, book cart wheels, etc.

581100 Equipment (under \$5000)

This line is for any individual items or equipment that are considered "capital" items (i.e. will last for 5+ years) but cost less than \$5,000 apiece. Usually for the Library this is technology such as new computers. This year we do not have money to fund this line and any capital needs would have to be examined on an individual basis.

581105 Equipment (over \$5000)

The Village capitalizes any one item that costs \$5,000 or more.

Date: November 10, 2022

Written by: Abby Armour, Library Director

Presented: November 10, 2022 to Library Board

Purpose: This document is the final draft of the complete Mukwonago Community Library Strategic Plan 2023-2025. The Strategic Planning Committee has considered this document on November 7, 2022 and this is their recommendations to the full Library Board. If the wording is approved, the document will be developed into a visually engaging final document for the Library Board to consider at their December meeting.

**Mukwonago Community Library
DRAFT Strategic Plan 2023-2025**

Mission
Serving the diverse needs of the community by meeting the unique needs of the individual.
Vision
Inspire Creativity, Embrace Community, and Cultivate Connections
Values
<p>We value...</p> <p>Innovation We embrace a culture of exploration, experimentation, and reflection to improve services, anticipate needs, and manage change. We do this by:</p> <ul style="list-style-type: none">• Encouraging staff to pursue professional development to keep them on the cutting edge of library services and bring forward-thinking ideas to the Library• Creating a culture of openness to alternative solutions and empowering staff to propose new ideas that address shared challenges• Accepting and commending failures, understanding that innovation comes with risk• Allocating time and resources to seek out new and creative ideas <p>Collaboration We invest in sustained and intentional partnerships both internally and externally to achieve shared goals that increase the impact of our services and resources. We do this by:</p> <ul style="list-style-type: none">• Working closely with the Bridges Library System and the Village of Mukwonago to provide the maximum amount of services and resources for the least amount of cost• Providing spaces, services, resources, and tools that facilitate interactivity and creativity for our staff and our users

- Combining expertise and resources with community partners to amplify and extend the impact of the work done at the Library

Equity

We actively seek opportunities to remove barriers to access and reflect on current practices to determine how we can better meet the needs of every individual in the community.

We do this by:

- Providing equitable services and resources as well as supportive spaces to all users and staff members, regardless of race, age, sex, creed or religion, color, socio-economic status, handicap or disability, sexual orientation, gender identity or expression, arrest or conviction records, marital status, citizenship status, military or veteran's status, national origin, or ancestry.
- Continuously engaging in addressing our personal and organizational biases in order to transform our practices and achieve real change that benefits the community
- Fostering an inclusive and respectful environment by listening and responding to the needs of our user communities and Library staff

Inclusion

We commit to pursuing deliberate efforts to ensure that our Library is a welcoming place for all staff and users.

We do this by:

- Creating spaces, procedures, and policies that are user-friendly and accessible to all
- Striving to build collections that represent the diverse life experiences and viewpoints of our local and global community
- Seeking feedback and input from staff and community members with different identities, backgrounds, and perspectives to identify gaps in need and improve our facilities and services

Integrity

We seek to advocate for and protect the values of a public library.

We do this by:

- Upholding the rights guaranteed by the [First Amendment](#) and the tenets of the American Library Association's "[Freedom to Read Statement](#)"
- Being proactive about finding and addressing problems, then working closely as a unified team to brainstorm and implement solutions
- Participating in advocacy efforts at the local, state, and national level to ensure libraries receive the funding and attention they deserve
- Listening and communicating openly and effectively with each other and our user communities
- Adhering to our Mission, Vision, and Values and following the Library Board's policies and Strategic Plan to provide the services, resources, and improvements we promise to our community

Strategic Priority #1: Inspire Creativity

We INSPIRE CREATIVITY by providing unique programs, services, and collections.

Goal 1 to INSPIRE CREATIVITY: We focus on providing early literacy collections, services, and programs for our growing community.

Services and Actions

Strategy	Strategy Owner	Time Frame
Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens	Library Board and Library Director	2023
Examine the usage and available staffing of the Youth Services desk	Department Heads and Library Director	2024
Analyze youth program offerings to determine if we are meeting the needs of the community	Department Heads and Library Director	Continuous
Use data to analyze the youth collections to identify and address needs and weaknesses	Youth Services Librarian and Library Director	Continuous
Present regularly scheduled storytimes and programs built around early literacy concepts	Youth Services Librarian and Library Director	Continuous

Possible Measures of this Goal's Success

- Number and percentage of youth in the community who have a library card
- Circulation statistics of children's materials

Goal 2 to INSPIRE CREATIVITY: We focus on providing programs and services to meet the wide variety of interests and needs of older adults.

Services and Actions

Strategy	Strategy Owner	Time Frame
Assess the capacity of the Adult Services Department to meet the needs of adults, retirees, and older adults	Library Board and Library Director	2023
Examine the usage and available staffing for services available to adults	Department Heads and Library Director	2024
Analyze adult program offerings to determine if we are meeting the needs of the community	Adult Services Librarian and Library Director	2024

Possible Measures of this Goal's Success

- Number of adult users who utilize available services
- Number and percentage of adults who try new programs
- Percent of adults users in a survey who say that they find programs and services that are valuable to them

Goal 3 to INSPIRE CREATIVITY: We strive to build collections in all formats that enhance our community and satisfy their information, education, and entertainment needs.

Services and Actions

Strategy	Strategy Owner	Time Frame
Assess The Thingery circulation, costs, and demands	Technical Services Librarian and Library Director	2024
Use data to analyze the shifting demands between physical items and digital items	Selectors and Library Director	2025
Use data to develop procedures for selection, deselection, and collection maintenance	Selectors and Library Director	2025
Encourage staff to seek out professional development that shows them cutting-edge collection development techniques and fresh ideas for new collections	Department Heads and Library Director	Continuous

Possible Measures of this Goal's Success

- Cost per circulation of Thingery items
- Implementation of new ideas brought back from Professional Development
- Percentage of users in a survey who say that they find the materials they are looking for

Goal 4 to INSPIRE CREATIVITY: We listen to our users and stakeholders on what they need and value in the Library.

Services and Actions

Strategy	Strategy Owner	Time Frame
Develop workflow internally to share user suggestions and survey data amongst staff and close the loop on delivering outcomes in alignment with the data	Department Heads and Library Director	2025
Provide short surveys for attendees of programs, then utilize that data to determine future program needs.	Programmers and Library Director	Continuous
Offer ways for users to recommend resources, programs, and services	Department Heads and Library Director	Continuous
Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction	Community Engagement Coordinator and Library Director	Continuous

Possible Measures of this Goal's Success

- Public engagement with surveys and other data gathering tools
- Implementation of ways for public to voice their recommendations and needs
- Percentage of users in a survey who say they find value in what the Library offers

Strategic Priority #2: Embrace Community

We EMBRACE COMMUNITY by being a welcoming, safe space for all. We understand that we are one part of a vibrant, thriving community and seek to meet our users where they are, delivering services and resources tailored to the needs of each individual.

Goal 1 to EMBRACE COMMUNITY: We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.

Services and Actions

Strategy	Strategy Owner	Time Frame
Examine staffing levels to determine what is needed to meet the demands of providing timely circulation, help at the Information Desk, and help at the Youth Services Desk	Library Board and Library Director	2023
Use data to analyze open hours and availability of staff to appropriately provide programs and services	Library Board and Library Director	2023
Conduct staff time study to determine gaps in needs and identify more efficient use of skills and talent	Library Board and Library Director	2023
Provide, promote, and enable staff development opportunities that improve customer service and professional skills	Library Board and Library Director	Continuous

Possible Measures of this Goal's Success

- Customer service desks provide consistently high quality service
- Library offers consistent level of service during all open hours
- Number of users in a survey who respond that they received timely, accurate service
- Number of staff who are able to complete professional development opportunities

Goal 2 to EMBRACE COMMUNITY: We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.

Services and Actions

Strategy	Strategy Owner	Time Frame
Revisit the space needs plan considering post-pandemic needs such as more study rooms	Library Board and Library Director	2023
Conduct noise evaluation and explore solutions	Library Board and Library Director	2024
Use data to determine needs for youth and teen areas	Library Board and Library Director	2024
Examine the needs and location of the MetaSpace 511	Library Board and Library Director	2024
Work in partnership with the Village to ensure Library improvements fulfill mutual goals of providing welcoming, equitable spaces that are accessible to the whole community	Library Board and Library Director	Continuous

Possible Measures of this Goal's Success

- Creation of a capital plan

Goal 3 to EMBRACE COMMUNITY: We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.

Services and Actions

Strategy	Strategy Owner	Time Frame
Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility	Department Heads and Library Director	2023
Conduct study to determine which geographic areas and demographics do not currently use the Library	Community Engagement Coordinator and Library Director	2023
Explore the possibility of going fine free	Library Board and Library Director	2024
Explore options for displaying and storing The Thingery items	Technical Services Librarian, Library Board, and Library Director	2024
Explore technologies that help users find and get what they need faster and more efficiently	Department Heads and Library Director	Continuous

Possible Measures of this Goal's Success

- Number and percentage of users in a survey who respond that they find the Library facilities user-friendly
- Number of new library card holders from under-served areas
- The Thingery is able to be properly cared for and expanded

Strategic Priority #3: Cultivate Connections

We CULTIVATE CONNECTIONS by making it easy for users to find the materials, services, and other community resources they need through strategic marketing and communications.

Goal 1 to CULTIVATE CONNECTIONS: We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the Library's presence in the community.

Services and Actions

Strategy	Strategy Owner	Time Frame
Provide, promote, and enable staff engagement at key community events	Library Board and Library Director	Continuous
Embed Library staff and programs in major events and influential organizations that already provide service to the community	Programmers and Library Director	Continuous
Encourage other organizations to see the Library as a platform and hub for presenting, connecting, and sharing with the rest of the community	Community Engagement Coordinator and Library Director	Continuous
Examine staffing levels needed to build and sustain this level of integration into the community	Library Board and Library Director	Continuous
Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community	Adult Services Librarian, Library Board, and Library Director	Continuous

Possible Measures of this Goal's Success

- Number and percentage of unique community organizations collaborating with the Library
- Number of community events the Library actively participate in
- Staff participation in offsite community collaborations and events

Goal 2 to CULTIVATE CONNECTIONS: We provide user-friendly and appealing ways to learn about the Library.

Services and Actions

Strategy	Strategy Owner	Time Frame
Examine current website and determine if it meets the needs of users seeking information about the Library	Library Board and Library Director	2023
Explore options to utilize entryway for better communication of Library and community events and resources	Department Heads and Library Director	2024
Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly	Community Engagement Coordinator and Library Director	2024
Provide, promote, and enable staff development opportunities that focus on serving underserved and marginalized populations	Library Board and Library Director	Continuous
Invest in marketing and outreach materials	Library Board and Library Director	Continuous

Possible Measures of this Goal's Success

- Usage statistics on website views
- Number and percentage of users on a survey who said they found what they were looking for easily on our website

Mukwonago Community Library
DRAFT Grutzmacher Collection Policy
Presented to Library Board on November 10, 2022

The purpose of this policy is to dictate the overall care, custody, and control of the Grutzmacher Collection (the “Collection”). The Mukwonago Community Library Board of Trustees is committed to respecting the rights of Tribes, complying with all laws regarding Native American objects, and ensuring the availability of the Collection to the local and research communities. Sections include:

- I. Overview
- II. Statement of Respect
- III. Native American Graves Protection and Repatriation Act (NAGPRA)
- IV. General Authority
- V. NAGPRA Authority
- VI. NAGPRA Compliance

I. Overview

In 1965 Arthur Grutzmacher, a decades-long artifact collector and dealer, willed his “Indian relics, arrowheads and show cases” as well as \$25,000 to the Mukwonago Community Library “to be administered as the Library Board sees fit and proper.” The Collection contains about 12,450 Native American objects; 69 Americana objects including Civil War era money and medals, family trees, and photographs; and an archive containing Grutzmacher’s own catalogs and drawings. The Collection as a whole has colloquially often been referred to as the “Grutzmacher Collection” for the decades since the gift to the Library. Since 1970, many of the Native American objects have been on display at the Red Brick Museum under the care of the Mukwonago Historical and Museum Society (MHMS) and some objects are in secure storage.

Throughout 2021 and 2022, the Library Board of Trustees focused their efforts on investigating the history, status, and legal considerations of the Grutzmacher Collection. During that time, a formal loan agreement was established with MHMS, appropriate insurance was procured, and Bernstein & Associates was hired to guide the Library through complying with the federal Native American Graves Protection and Repatriation Act (NAGPRA). In August 2022 a complete inventory of every Native American object in the Collection was completed. In October 2022, the Library submitted its NAGPRA Summary to all 347 federally recognized Native American Tribes in the contiguous United States as well as to National NAGPRA.

II. Statement of Respect

The Library Board of Trustees recognizes the sovereignty of all federally recognized Indian Tribes and openly seeks to work with them to not only repatriate the objects in their possession but to develop lasting and meaningful relationships. The Library invites all Indian Tribes to share their unique cultural heritage with the Library and the surrounding community.

The broadness of a policy such as this necessitates broad language when encompassing all federally recognized Indian Tribes. The Library Board of Trustees understands that there is no single Native American culture and that every Tribe has the right to be called by their specific tribal name. The Library and its representatives will make every effort to refer to an Indian Tribe as they would like to be addressed on an individual basis.

Though the languages of NAGPRA, insurance, and other legal necessities require the use of terms such as “culturally affiliated” and “cultural objects,” the Library Board of Trustees recognizes and respects the people to whom such terms refer are the ancestors of many with whom we are working on these issues. The Library intends no disrespect from the necessary use of legal language.

III. Native American Graves Protection and Repatriation Act (NAGPRA)

NAGPRA is a human rights law in that it gives lineal descendants, Native Americans, and Native Hawaiians the same rights over disposition of the dead, which were denied to them prior to the passage of NAGPRA. It is primarily codified as Indian Law (25 U.S.C 3001 et seq.), with the exception of one provision, which is codified as Criminal Law (18 U.S.C. 1170). It recognizes the special relationship between the United States Government (and, by extension, the museums that must comply with the Act) and Indian Tribes. NAGPRA recognizes that lineal descendants, Indian Tribes, and Native Hawaiian organizations must be afforded the same rights to property--personal and communally controlled property-- that has been afforded to all others.

NAGPRA is administrative law in that it establishes a process for repatriation of culturally affiliated human remains, funerary objects, sacred objects, and objects of cultural patrimony held by museums and federal agencies, as well as disposition of culturally unidentifiable human remains held by museums and federal agencies.

The Library Board of Trustees understands that their control of Native American objects and their acceptance of federal money requires them to comply with this law. Furthermore, the Library Board recognizes the deeply human right of Indian Tribes to reclaim their cultural objects and views themselves as mere caretakers of the objects until Consultation can provide guidance on respectful and appropriate action.

IV. General Authority

The Grutzmacher Collection contains a wide variety of items, spanning Native American objects to non-Native American objects, that creates a unique and challenging undertaking for the Library. This section is intended to outline the authority to govern all items in the Collection, and Section V will outline the specific authorities needed to govern the Native American objects in consideration of NAGPRA.

- A. The Library Board of Trustees has complete control of the entire Grutzmacher Collection. Control indicates two parts:

- i. Rights – The Library Board of Trustees has the right to do whatever it pleases with the Collection. All due diligence will be made to ensure the Library is controlling the Collection in a fair, respectful manner, in compliance with all laws, and with respect to the original gift intention. If they so choose, the Library Board of Trustees may:
 - a. Repatriate, dispose of, sell, donate, or otherwise handle and move objects in the Collection
 - b. Loan objects from the Collection to an individual or institution for educational purposes
 - c. Display or store objects from the Collection on its premises or offsite
 - d. Engage other individuals or organizations to assist with the care of the Collection
 - e. Engage other individuals or organizations to assist with the custody of the Collection
 - ii. Responsibilities – The Library Board of Trustees recognizes that control of a collection, specifically one that contains Native American objects, comes with significant responsibilities. They commit to ensuring appropriate policies, procedures, resources, and staff are provided to meet these responsibilities:
 - a. Compliance with NAGPRA for all applicable objects in the Collection
 - b. Appropriately insure the entire Collection and guarantee any individuals or organizations with loaned items are appropriately insured
 - c. Ensure secure and appropriate storage and/or display
 - d. Care, inventory, and appraisals in accordance with standard museum practice
 - e. Communicate with stakeholders such as the Village of Mukwonago and MHMS
 - f. Negotiate loan and display agreements that protect the rights of Indian Tribes
- B. All movement of objects in the Collection must be conducted by two designees and documented appropriately. This includes, but is not limited to, shifting the Collection in storage or on display, cleaning, installing/removing displays, re-packaging items in storage, inventory, and appraisals.
- i. The Library Director must be notified of and approve any movement before it happens.
 - ii. Designees may include the Library Director, a Grutzmacher Committee member, a designated staff member, or a contracted consultant.
 - iii. Documentation of movement must include:

- a. Both designees completing and signing the “Movement of Objects in Grutzmacher Collection” form (Appendix A)
 - b. Noting change in location in the inventory
- C. The Library Board or Trustees has created the Grutzmacher Collection Committee, consisting of current members of the Library Board of Trustees and the Library Director, and directs it to ensure overall adherence to policies and procedures regarding the Collection as well as advise on specific matters related to the Collection. All recommendations will be presented to the full Library Board of Trustees for final approval. The Committee is tasked with:
 - i. Annual review of compliance with NAGPRA and any other applicable laws and regulations
 - ii. Annual review of any contracted services, tools, personnel, or other considerations regarding NAGPRA compliance
 - iii. Annual review of any existing loan agreements and as-needed review of any new loan requests
 - iv. Annual review of insurance coverage and investigations into any necessary changes or updates
 - v. Annual review of inventory, appraisals, and other museum standards for proper collection maintenance
 - vi. Annual review of the physical storage and location of all items in the Collection and recommendations for needed changes or updates
 - vii. Annual review of any collaborations or contracts with other individuals or organizations regarding the care and custody of the Collection
 - viii. Annual review of this policy
 - ix. As-needed review and investigations in response to or anticipation of fiscal, legal, or other considerations that might impact the Collection

V. NAGPRA Authority

The Library Board of Trustees puts the utmost emphasis on complying with NAGPRA and building respectful relationships with Indian Tribes. To that end, the Library Board has delegated authority to ensure timely communication and action.

- A. Communication with Indian Tribes – All communication from the Library, and on behalf of the Library, relating to NAGPRA must be made through the Library Director or under their direction. The Library Board may engage an outside consultant and/or the Library Director may direct other Library staff to assist, but the Library Director is ultimately responsible for ensuring the privacy and security of all communication and documentation.
 - i. For the purposes of record keeping, emails must go through or be duplicated in the legacy email

- ii. For the purposes of record keeping, all contact with Indian Tribes must be documented in a centralized and secure digital repository, such as Wrike
 - iii. For the purposes of record keeping and to ensure privacy of sensitive information, all digital photographs and information documenting the Native American objects in the Collection must be stored on a secure, cloud-based site, such as DropBox
- B. NAGPRA Summary – If additional NAGPRA-eligible objects or information concerning NAGPRA-eligible objects are discovered at any point, the Library will report any required updates to the National NAGPRA Office in accordance with federal regulations. The Library Board of Trustees may engage a consultant to guide compliance and will empower the Library Board President and the Library Director together to ensure completion of all necessary work needed.

VI. NAGPRA Compliance

Authorized Tribal Representatives or lineal descendants will contact the Library to request further information on items listed in the Summary. This will begin with initial levels of interest and may result in repatriation. Consequently, the levels of direct Library Board involvement increase as the process intensifies.

- A. Request for Information – The Library Director is ultimately responsible for replying to all requests from Indian Tribes for further information, but they may direct staff or contracted consultants to assist. All requests must be documented appropriately (see section V. NAGPRA Authority).
- i. Information – The Library Director or their designee(s) may share additional information about items in the Collection via email, in person, over the phone, or via electronic video conferencing
 - ii. Photographs – To protect the sensitivity and privacy of Native American objects, the Library Director or their designee(s) may share photographs only of items requested and only in a secure manner.
- B. Consultation – Indian Tribes may request a Consultation to exchange information, establish a dialogue, and/or discuss the next steps in the Repatriation process. Topics typically discussed during Consultation meetings include establishing the Indian Tribe's geographic area of interest or priority areas, gathering relevant information regarding cultural affiliation, discussing the designation of funerary objects, and other topics.
- i. Any Consultation, whether conducted in person or via electronic conferencing, must be, at minimum, attended by the Library Director and their designated staff member. If no staff member is designated, a member of the Grutzmacher Committee must be present.
 - ii. Contracted consultants may guide and advise on the Consultation.
 - iii. Indian Tribes are encouraged to provide recommendations on the care and display of objects, even if they will not go on to submit a claim.

- C. Submission of Claim – Object(s) meeting the definitions of cultural items under NAGPRA can be formally claimed by Authorized Tribal Representatives at any time.
- i. A formal written Request for Repatriation is required prior to any transfer. Request for Repatriation letters should be addressed to the Library Director and include the following: the accession number, the relevant NAGPRA category the items are being claimed under with supporting information, and supporting evidence demonstrating cultural affiliation (if not already established).
 - ii. Upon the receipt of a Request for Repatriation letter, if the object in question is on loan or otherwise not in the custody of the Library Board of Trustees, the object will be immediately repossessed and relocated to secure storage onsite at the Library. The object will be stored with and in the manner of other sensitive objects.
- D. Request for Repatriation Review – The Grutzmacher Committee will convene within two (2) weeks of receipt of a written claim. They may request the attendance of any contracted consultants or Library staff knowledgeable of the topic. Repatriation must take place within 90 days of a valid request.
- i. If a claim needs more information, the Committee will direct the Library Director to contact the Authorized Tribal Representative to obtain what information is needed to continue.
 - ii. If a claim is considered valid, they will empower the Library Director and one member of the Grutzmacher Committee to together carry out the Repatriation process, both of whom need to be present at each of the final steps. The Committee will inform the Library Board of Trustees of this decision at the next full Library Board meeting.
- E. Notice to Federal Register - Upon approval from the Grutzmacher Committee, the Library Director and designated Grutzmacher Committee member will submit a Notice of Intent to Repatriate to National NAGPRA for review and publication in the Federal Register. A Federal Register notice must be published at least 30 days prior to Repatriation.
- F. Repatriation - Upon successful completion of NAGPRA requirements and within the timeline outlined in law, the Library Director and designated Grutzmacher Committee member will coordinate with the claimant Indian Tribe or Tribes to arrange transfer of control and physical transfer.
- i. At their discretion, the Library Director and Grutzmacher Committee member together may engage the services of a consultant to ensure a respectful and legal fulfillment of this final step.
 - ii. The Library Board acknowledges that arranging reburial can be a difficult task requiring appropriate timing and coordination. The Library will consider and aim to accommodate requests from claimant Indian Tribes for the Library to continue to house objects until a physical transfer can be made.

- iii. National NAGPRA Grants are available to help fund repatriations. The Library may engage a consultant to help pursue NAGPRA Grant funding.

Adopted by the Board of Trustees of the Mukwonago Community Library on _____

DRAFT

Appendix A

**Mukwonago Community Library
Movement of Objects in Grutzmacher Collection**

Date of Movement _____

Name of Designee 1 _____

Role of Designee 1 _____

Name of Designee 2 _____

Role of Designee 2 _____

Number of Objects Being Moved _____

Accession Number(s) of Object(s) _____

Current Location of Object(s)

Address _____

Case _____ Shelf _____

Other Identifying Information _____

Reason for Movement

How Are the Objects Being Moved? (i.e. vehicles, by hand, in boxes, etc.)

New Location

Address _____

Case _____ Shelf _____

Other Identifying Information _____

Signature of Designee 1 _____

Signature of Designee 2 _____

I certify that this movement was necessary and securely carried out. The inventory was updated with the change in location information.

Signature of Library Director _____

Date signed _____

Managing the Library's Money

9

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see [Trustee Essential #8: Developing the Library Budget](#)).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See [Trustee Essential #8: Developing the Library Budget](#).)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A [*Sample Trust/Gift Fund Report*](#) is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- [*Sample Trust/Gift Fund Report*](#)
- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

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

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Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
Yearly total for all accounts		\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350