

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, November 9, 2023

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>

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.a Minutes from October 12, 2023

[Library Board Meeting Minutes 20231012_unapproved.pdf](#)

4. Comments from the Public

The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The 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 Board as a body. Presentations shall not deal in personalities personal attacks on members of the Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for November 2023

[Financial 2023 November Executive Summary 20231109.pdf](#)

[Financial 2023 November Invoices 20231109.pdf](#)

[Financial 2023 November Invoices Addendum 20231109.pdf](#)

6. Committee & Community Reports

6.a Village Board Representative Report

6.b Friends of the Library Report

6.c Building & Grounds Committee - next meets November 13 @6:30pm

6.d Finance Committee - last met October 5, 2023

6.e Grutzmacher Collection Committee - last met June 28, 2023

6.f Policy Committee - last met October 31, 2023

[Policy Committee Meeting Minutes 20231031_unapproved.pdf](#)

6.g Personnel Committee - last met October 2, 2023

7. Library Director Report

7.a Library Director Report for November

[11 Library Director Report November 2023.pdf](#)

8. Discussion/Action Items

8.a Strategic Plan 2023-2025 Updates

Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025.

[Strategic Plan 2023-2025_Operational Priorities and Implementation Updates 20231109.pdf](#)

8.b Resolution 2023-05

Discussion and possible action on approving Resolution 2023-05 Funding Transfer for Bernstein and Associates to pay for services rendered in complying with the Native American Graves Protection and Repatriation Act (NAGPRA).

[RESOLUTION 2023-05 Funding Transfer for Bernstein and Associates_unapproved 20231109.pdf](#)

8.c Resolution 2023-06

Discussion and possible action on approving Resolution 2023-06 2024 Wages Ranges.

[RESOLUTION 2023-06 2024 Wage Ranges_unapproved 20231109.pdf](#)

8.d 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.

[2024 Annual Addendum Bridges Contract 20231109.pdf](#)

8.e Hours and Closures for 2024

Discussion and possible action on approving hours, meeting dates, and closure dates for 2024.

[Committee Schedule for 2024 20231109_unapproved.pdf](#)

[Hours and Closures for 2024 20231109_unapproved.pdf](#)

8.f Public Computers and Internet Access Policy

Discussion and possible action on recommendation from Policy Committee to approve and adopt the updated draft of the Public Computers and Internet Access Policy that has been reviewed by Village legal counsel.

8.g Trustee Essentials Chapter 16

Discussion on the questions found at the end of Trustee Essentials Chapter 16.

[Trustee Essentials Chapter 16.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

The next regularly scheduled Library Board meeting is on December 14, 2023, at 6:00pm.

11. Adjourn

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

Village of Mukwonago
DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, October 12, 2023

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

Call to Order

The Treasurer S. Kaufman called the meeting to order at 6:02p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Board Members Present

E. Brill
J. Darin
D. Magolan
S. Kaufman
E. Pautz
M. Penzkover
C. Stienstra arrived at 6:05pm

Excused

J. Gasser
M. Lacock
H. Pringle
D. Whalen

Also Present

A. Armour, Library Director

Approval of Minutes

E. Brill/D. Magolan motioned to approve the minutes from the Board of Trustees meeting on September 14, 2023. Unanimously carried.

Comments from the Public

None.

Audit and Approval of Monthly Expenditures

M. Penzkover/J. Darin 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.*

Village Board Representative Report - Budget season currently is in progress and there hasn't been any glaring issues seen on the Village side with what the library has

presented in draft form. At this point the water tower repainting that could affect the library internet service has been postponed for several years. The Village is also in the works of creating a lease agreement with the Mukwonago Historical Society and Museum which houses many items on loan from MCL's Grutzmacher Collection.

Friends of the Library Report - nothing to report for this meeting.

Building & Grounds Committee - last met September 19, 2023 - M. Penzkover explained that there were three main topics on the agenda. The water tower painting and subsequent internet connection, landscaping and mowing for 2024, as well as the space needs analysis were discussed.

Finance Committee - last met October 5, 2023 - items related to that meeting are on the agenda

Grutzmacher Collection Committee - last met June 28, 2023 - there will be a meeting in the near future to discuss appraisal information

Personnel Committee - last met October 2, 2023 - items related to that meeting are on the agenda

Policy Committee - last met September 26, 2023 - items related to that meeting are on the agenda

Library Director Report

The Library Director Report is for information only.

A. Armour shared information regarding B93.3 radio station and their partnership with the Bridges Library System. Initially B93.3 radio hosts were coming in and doing story times, while in the libraries they discovered all the amazing resources and are now doing video segments with local libraries. Today MCL was visited; the smart lockers, seed library, Thingery, and MetaSpace 511 were highlighted in their segment.

Discussion/Action Items

Strategic Plan 2023-2025

Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025

Confidentiality, Privacy, and Surveillance Policy

Discussion and possible action on the recommendation from the Policy Committee to approve and adopt the updated Confidentiality, Privacy, and Surveillance Policy.

A. Armour noted that this policy currently stands as the Confidentiality and Privacy Policy and the separate Surveillance Procedures as a stand alone procedure. All three were combined to create one cohesive policy rather than having a separate procedure. Village legal counsel has looked at this and has approved.

C. Stienstra/D. Magolan motioned to approve and adopt the updated Confidentially, Privacy, and Surveillance Policy. Unanimously carried.

Job Descriptions & Wage Ranges

Discussion and possible action on the Personnel Committee's recommendation to approve and adopt the new job descriptions and accompanying wage ranges to take effect January 1, 2024.

A. Armour noted that these have been reviewed by the Personnel Committee and staff. These job descriptions as well as wage ranges were created to take effect on January 1, 2024. Per Village staff the auditors will also look at these descriptions to see who is exempt and nonexempt.

M. Penzkover/E. Brill motioned to approve the new Job Descriptions & Wage Ranges to take effect January 1, 2024. Unanimously carried.

Draft Budget for FY 2024

Discussion and possible action approving a draft budget for FY 2024.

A. Armour noted that this budget is very close to what is going to be in effect for 2024, though there may be some adjustments within health insurance as open enrollment ends at the end of October. Further discussion centered around the budget as well as capital endowment funds.

Penzkover/E. Brill motioned to approve the drafted budget for fiscal year 2024 as presented. Unanimously carried.

Review Trustee Essentials - Chapter 16

Trustee Essentials Chapter 16: Ethics and Conflict of Interest Laws Applying to Trustees - This item has been tabled until next month's MCL Board meeting.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on November 9, 2023 at 6pm.

Adjournment

E. Brill/E. Pautz motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:44 pm.

Mukwonago Community Library Executive Summary 2023

AS OF 11/09/2023

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	631,652.00	499,220.93	132,431.07	79.0%
5112 - Social Security	49,149.00	38,066.80	11,082.20	77.5%
5152 - Retirement	46,345.00	37,120.21	9,224.79	80.1%
5154 - Health	59,782.00	54,060.47	5,721.53	90.4%
5158- OPEB Payout	5,000.00	0.00	5,000.00	0.0%
5159 - Other Fringe Benefits	4,323.00	3,017.42	1,305.58	69.8%
5219 - Professional Services	4,000.00	12,547.20	(8,547.20)	313.7%
5220 - Contractual Services	30,000.00	32,418.69	(2,418.69)	108.1%
5221 - Water & Sewer	3,000.00	2,275.23	724.77	75.8%
5222 - Electric	33,000.00	28,501.65	4,498.35	86.4%
5224 - Gas	12,000.00	7,869.79	4,130.21	65.6%
5225 - Telephone	5,700.00	7,588.84	(1,888.84)	133.1%
5226 - Insurance	9,000.00	9,694.47	(694.47)	107.7%
5310 - Outside Services	15,270.00	14,299.11	970.89	93.6%
5311 - Operational Supplies	11,500.00	7,637.16	3,862.84	66.4%
5312 - Printing	1,400.00	1,030.95	369.05	73.6%
5314 - MetaSpace 511 Equip & Fixtures	1,000.00	659.75	340.25	66.0%
5315 - Postage	500.00	459.69	40.31	91.9%
5316 - Collection Maintenance & Repair	6,000.00	4,696.37	1,303.63	78.3%
5317 - MetaSpace Maintenance	8,300.00	7,261.92	1,038.08	87.5%
5318 - Thingery Maintenance	3,500.00	1,716.78	1,783.22	49.1%
5326 - Periodicals	1,200.00	1,015.09	184.91	84.6%
5327 - Newspapers	1,800.00	1,314.60	485.40	73.0%
5328 - Books	70,000.00	61,262.55	8,737.45	87.5%
5329 - AV Materials	11,000.00	8,890.42	2,109.58	80.8%
5330- Thingery Collection	1,000.00	708.79	291.21	70.9%
5331 - Programming	10,000.00	7,974.59	2,025.41	79.7%
5332 - Mileage	500.00	417.57	82.43	83.5%
5333 - Outreach	3,000.00	1,839.01	1,160.99	61.3%
5335 - Training & Travel	5,000.00	6,630.91	(1,630.91)	132.6%
5340 - Electronic Tools & Services	9,600.00	7,731.93	1,868.07	80.5%
5341 - Cafe	24,742.00	24,742.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	3,954.00	3,954.00	0.00	100.0%
5349 - Digital Collections	14,665.00	16,327.95	(1,662.95)	111.3%
5395 - Repairs & Maintenance	12,000.00	20,474.73	(8,474.73)	170.6%
5399 - Other	544.00	406.91	137.09	74.8%
5810 - Furniture & Fixtures	1,000.00	876.00	124.00	87.6%
581100 - Equipment<\$5,000	-	0.00	0.00	
511105 - Equipment >\$5,000	-	0.00	0.00	

TOTAL Budget Accounts	1,111,626.00	935,310.48	176,315.52	84.1%
<i>Donation Accounts</i>				
Balance from 2022	41,438.93			
4890 - Donations Revenue 2023			69,816.47	
5806 - Donation Expenditures 2023			(93,848.85)	
TOTAL Donation Accounts	17,406.55		(24,032.38)	
OVERALL TOTAL			152,283.14	

**Mukwonago Community Library
REVENUE 2023**

Department Name	2023 Budget	As of 10/31/2023	
Property tax	518,315	518,315	100%
Inter Gov Revenue	569,811	569,811	100%
Copies & Faxes	5,500	5464	99%
Material Replacement	1,000	1,755	176%
Book Sale Revenue	3,500	3,950	113%
Fines	13,000	14,958	115%
Misc. Revenue	0	3,563	*SEE NOTE
Interest Revenue	500	17,366	3473%
 Total Revenue	 1,111,626	 1,135,183	 102.1%

* NOTE: Received \$2,526.53 in Spectrum civil settlement

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
November 9, 2023

Account	Vendor	Memo	Amount
5219 Professional Services	Crivello Carlson	Policy Reviews	900.00
5220 Contracted Services	Great America Financial Services	12/10/23-01/09/24	353.14
5220 Contracted Services	Johnson Controls	11/1/23-1/31/24	1742.04
5220 Contracted Services	Schindler Elevator Corp.	11/1/23-10/31/24	1462.86
5220 Contracted Services	Taylor Computer Services	Sonic Wall Support	65.00
5221 Water-Sewer	Village Of Mukwonago	Q 3 Bill	839.11
5222 Electric	WE Energies	9/22/23-10/18/23	2614.08
5224 Gas	WE Energies	8/28/23-9/19/23	231.75
5225 Telephone	Brightspeed	9/21/23-10/20/23	187.68
5225 Telephone	Spectrum/ Charter Communications	9/28/23-10/27/23	295.13
5225 Telephone	Vonage- Village Charge	10/11/23-11/10/23	400.20
5226 Insurance Premiums	Municipal Property Insurance	Insurance Premium	361.00
5226 Insurance Premiums	Municipal Property Insurance	Insurance Premium	9360.25
5310 Outside Services	America Aquaria	Fish Tank Maintenance/ October	85.00
5310 Outside Services	Civic Plus	Annual Website Maintenance	315.00
5310 Outside Services	Credit Card Processing Fee	10/6/23-10/13/23	4.86
5310 Outside Services	Credit Card Monthly Service Fee	Cantaloupe October	9.95
5310 Outside Services	Credit Card Processing Fee	10/13/23-10/27/23	9.17
5310 Outside Services	Credit Card Processing Fee	10/27/23-11/3/23	2.71
5310 Outside Services	Elevon Credit Card Fees October	10/1/23-10/31/23	77.32
5310 Outside Services	Klassy Kleeners	Weekend Cleaning October	960.00
5310 Outside Services	Steven Pautz	Landscaping Services October	160.00
5311 Operational Supplies	Hahn Ace- Village Charge	Hardware	50.36
5311 Operational Supplies	Impact	Toner shipping	20.48
5311 Operational Supplies	Quill	Cleaning Supplies	124.61
5311 Operational Supplies	Quill- Village Charge	Copy Paper	20.34
5311 Operational Supplies	Quill- Village Charge	Copy Paper	22.98
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning Supplies, Candy	99.01
5312 Printing	Central Offices- Village Charge	Copier Lease	18.65
5312 Printing	De Lange Landen Financial- Village Charge	Lease	18.08
5312 Printing	James Imaging- Village Charge	Copier Supplies	15.84
5312 Printing	James Imaging- Village Charge	copies	62.93
5315 Postage	Postage Used- Village Charge	September	15.36
5317 MetaSpace Maintenance	Schuett Farms- Village Credit Card	Pumpkins for Program	100.00
5317 MetaSpace Maintenance	Sign Up Genius- Village Credit Card	Monthly fee/October	11.99
5318 Thingery Maintenance	Netflix- Village Credit Card	11/1/23-11/30/23	19.99
5328 Books	Baker & Taylor	Books	16.42
5328 Books	Baker & Taylor	Books	196.22
5328 Books	Baker & Taylor	Books	294.99
5328 Books	Baker & Taylor	Books	756.08
5328 Books	Baker & Taylor	Books	83.71
5328 Books	Baker & Taylor	Books	193.90
5328 Books	Baker & Taylor	Books	847.69
5328 Books	Baker & Taylor	Books	53.77
5328 Books	Baker & Taylor	Books	937.83
5328 Books	Baker & Taylor	Books	1319.55
5328 Books	Baker & Taylor	Books	1981.54
5328 Books	Baker & Taylor	Books	19.92
5328 Books	Baker & Taylor	Books	853.68
5328 Books	Brodart	Books	766.76
5328 Books	Brodart	Books	383.29
5328 Books	Brodart	Books	276.04
5328 Books	Cengage Learning	Books	215.13
5328 Books	Center Point Large Print	Large Print Books	28.67
5329 AV Material	Amazon- Village Credit Card	DVDs OCT	149.81
5329 AV Material	Amazon- Village Credit Card	DVDs OCT	6.09
5329 AV Material	Amazon- Village Credit Card	DVDs OCT	11.89
5329 AV Material	Amazon- Village Credit Card	DVDs OCT	123.87
5329 AV Material	Amazon- Village Credit Card	DVDs	39.92
5329 AV Material	Amazon- Village Credit Card	DVDs	13.99
5329 AV Material	Amazon- Village Credit Card	DVDs	11.89
5329 AV Material	Amazon- Village Credit Card	DVDs	27.99
5329 AV Material	Amazon- Village Credit Card	DVDs	33.99
5329 AV Material	Amazon- Village Credit Card	DVDs	81.84
5329 AV Material	Amazon- Village Credit Card	DVDs	64.88
5329 AV Material	Amazon- Village Credit Card	DVDs	49.99
5329 AV Material	Amazon- Village Credit Card	DVDs	34.91
5331 Programming	Adagio Teas- Village Credit Card	Tea	32.75
5331 Programming	Dollar General - Village Credit Card	Adult Program Supplies/ Bingo	30.35

Account	Vendor	Memo	Amount
5331 Programming	Hobby Lobby -Village Credit Card	DIY Supplies	10.84
5331 Programming	Oriental Trading- Village Credit Card	Halloween Toys OCT	90.26
5331 Programming	Temu- Village Credit Card	Adult Program Material	35.67
5331 Programming	Walmart- Village Credit Card	Program supplies OCT	47.16
5331 Programming	Walmart- Village Credit Card	Program Supplies	25.48
5332 Mileage	Eric Huemmer	School Drop Off	20.44
5333 Outreach	Jiffy Shirts- Village Credit Card	TAB Shirts	56.61
5333 Outreach	Walmart- Village Credit Card	TAB T-Shirts	18.88
5335 Training & Travel	Milwaukee Public Museum	Accessibility & Inclusion Training	337.99
5335 Training & Travel	Noodles & Company- Village Credit Card	Staff Development Lunch	222.60
5335 Training & Travel	Noodles & Company- Village Credit Card	Tax Credit	-10.60
5335 Training & Travel	Noodles & Company-Village Credit Card	Staff Lunch	13.13
5340 Electronic Tools & Services	Library Market	Annual Subscription	1500.00
5340 Electronic Tools & Services	UKG- Village Charge	September	351.26
5349 Digital Collections	Midwest Tape	Hoopla	1004.14
5395 Repairs & Maintenance	Emcore Services	Repair various Controls that were not working correctly	3071.00
5395 Repairs & Maintenance	Illingworth- Kilgust	Troubleshoot set points & fix leak	713.00
5395 Repairs & Maintenance	Illingworth- Kilgust	Repair leak AH1	3116.03
5395 Repairs & Maintenance	Illingworth- Kilgust	Replace Motor on AH1 & fix pipes	7001.47
5399 Other	WI Depart. Of Revenue	Copies Tax	70.14
5399 Other	WI Depart. Of Revenue	Book Sale Tax	54.66
TOTAL REGULAR ACCOUNTS			\$ 48,726.38

Donation Expense			
5806 Donation Expense General	METRO MARKET- VILLAGE CREDIT CARD	Friends Meeting snacks	44.64
Donation Expense Designated	Bernstein & Associates	NAGPRA Consultant/ WCCF Funds	1520.00
Donation Expense Designated	East Troy Railroad- Village Credit Card	2 Family and 2 Family +2 passes	560.00
Total Donation Expenses			\$ 2,124.64
Director	Treasurer	To Be Reimbursed	2,080.00
		Regular Donation Expenses	44.64
Secretary		Total Expenses	\$ 50,851.02

MUKWONAGO COMMUNITY LIBRARY**ACCOUNT #440-5511 LIBRARY****11/9/2023 Added invoices**

Date	Account	Number	Vendor	Memo	Amount
11/8/2023	5311 Operational Supplies	11f7m1m47r7	Amazon Business	General Supplies	465.35
11/8/2023	5316 Collection Maint. & Repair	1jdlycgr719y	Amazon Business	Collection Supplies	239.90
11/8/2023	5317 MetaSpace Maintenance	17hxcv4f9jp1	Amazon Business	Metaspace Supplies	36.08
11/8/2023	5328 Books	1fn9c7gy7466	Amazon Business	Books	248.70
11/8/2023	5329 AV Material	1jyjvklk7r36	Amazon Business	DVD Credit	-0.33
11/8/2023	5329 AV Material	11vkljnt4ptp	Amazon Business	DVD	64.84
11/8/2023	5330 Thingery Collection	19lq1yj96xyr	Amazon Business	Thingery Credit	-50.00
11/8/2023	5331 Programming	16fk1hlv4k3m	Amazon Business	Program Supplies	411.45
11/8/2023	5331 Programming	1n9k1jlr414t	Amazon Business	Program Supplies	37.92
11/8/2023	5333 Outreach	11pjmjcm9m1h	Amazon Business	outreach program supplies	34.90
					1488.81

Mukwonago Library Board
Policy Committee DRAFT Meeting Minutes
Meeting of Tuesday, October 31, 2023

1. Call To Order

The meeting was called to order at 12:08 p.m., October 31, 2023 by Policy Chair Howard Pringle.

2. Roll Call and Introduction of Guests

In attendance were committee members Trustees Diane Magolan, Howard Pringle, Carol Stienstra, and Donna Whalen. Also in attendance was Library Director Abby Armour. There were no guests.

3. Approval of Minutes

- 3.a The minutes of the September 26, 2023 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Whalen, second by Magolan. Motion approved.

4. Discussion/Action Items

- 4.a Public Computers and Internet Access Policy

Library Director Armour explained and detailed the changes to the Public Computers and Internet Access Policy which had been reviewed by Village legal counsel and which was being presented to the Committee for final review. Director Armour spent some time explaining the interrelationship between E-Rate, TEACH, WiscNet and the federal CIPA requirements but that due to the funding mechanism used by Bridges and MCL, CIPA was not a factor locally. The Committee recommends that the revised policy incorporating the language from legal counsel and the modifications suggested by Director Armour be incorporated into the policy and be forwarded to the Board for approval and adoption at the November 9 Board meeting.

Motion by Whalen, second by Magolan. Approved unanimously.

- 4.b Emergency Procedures

Library Director Armour presented a slightly revised set of Emergency Procedures for review. The only change to the existing policy was to update the emergency contact listings in the procedure. The Committee discussed whether, as has been done with other procedures, the procedures need to be wrapped into a new policy as an appendix to provide a consolidated product and the Committee felt that this was an advisable course of action.

Motion by Pringle, second by Stienstra to approve the procedure and changes and to have Director Armour develop a corresponding policy incorporating the procedures. The new consolidated policy product is to be presented for review at the next Policy Committee meeting in January. Approved unanimously.

5. Referral Items

To review the new consolidated Emergency Policy and Procedures at the January 2024 meeting of the Policy Committee.

6. Confirm Next Meeting Date

The next meeting of the Policy Committee is tentatively scheduled for Monday, January 15, 2024 at 11 am. Planned for discussion are a final review of the new Emergency Policy and Procedures product and a discussion and establishment of the schedule of policy reviews for 2024.

7. Adjourn

Whalen moved, second by Magolan that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 12:58 p.m.

Minutes submitted by Howard Pringle, October 31, 2023

Library Director Report: November 2023

Director Meetings and Activities

On October 20 we held the final Staff Development Day of the year. Our main speaker was Dawn Koceja, Community Engagement & Advocacy Officer for the Milwaukee Public Museum. She presented on the topic “Creating Accessible Experiences for Visitors with Disabilities.” We will be doing some minor updates in response to some of the things she pointed out, including purchasing a wheelchair for the Library and rearranging the entryway so that the walkers are near the door and not 60 feet inside by the shelves. It was also a great foundation for the afternoon’s exercise where I *walked* the staff through a brainstorming around priorities in facilities updates—literally, we *walked* around the library and the staff did an excellent job of “putting on their customer hats” and identifying issues as a customer, then “putting on their staff hats” and identifying issues from a staff perspective. I will be reviewing and condensing these ideas for the Building & Grounds Committee next week per their request. It’s vital to have these staff development days to reinvigorate the staff, learn about how we can better serve the community, and to have uninterrupted time to think which is a must for innovation and improvement. I thank the Library Board for providing the means to hold these Staff Development Days—both financial and time—as it makes the Library a better place for both staff and users.

The equipment for our WiscNet is finally finished being updated. As we get all of our internet via a TEACH line from the state (except for phone service which is hosted by the Village’s internet), we needed to get our infrastructure updated when the state contract was bought by AT&T. Over the course of the last 6-months, various technicians have come in and prepared for the update and on October 18 Mellanie Mercier, the Assistant Director of the Bridges Library System, and I spent a couple hours in the server room with an AT&T technician for the final switchover. There was no interruption in service and we are now updated.

The Bridges Library System has been working for many months with the tech team at Waukesha County to develop a data dashboard for all member libraries to use. When finalized in the next couple of weeks, this will supplant the deluge of excel spreadsheets Mellanie Mercier generates for us about circulation, usage, and other important data. Instead, we will have a modern, user-friendly dashboard that updates daily and provides a variety of filters to help us sort and cross-reference data including historical data comparisons. I am extremely excited for this and very appreciative of the county and Bridges for pursuing this. Having high-quality data available any time will make it easier to make good, data-driven decisions. I anticipate with our reorganization emphasizing collection development, this dashboard will be used heavily to help us identify more accurately what is being used, how often it’s circulating, and where we should be spending our time and money—or not.

Circulation (Emily Ceithamer)

This month Abby and I have signed up for a professional development course called Library Management Training that is offered through Library Journal. This is an eight-week course where we hear from guest speakers and have assignments and resources based on the topics

each week. Topics so far have included foundational management, equity-centered leadership, how to manage team meetings and reviews, and how to manage people in difficult situations. The speakers and assignments have been very helpful so far and I look forward to the class each week. I'm still in grad school too, but taking extra courses and training is always a high priority for myself. I always like to have a full schedule!

As for circulation, when we had staff development day, we went over new training and reminders in our circulation meeting. Along with the excellent training in the morning, the circ team all got together in the afternoon to bounce ideas around and learn from each other. I always enjoy our staff development days and this one was another success in my eyes.

Children's Department (Jane DeAngelis)

Upcoming programs:

Wednesdays at 10:00 am—Family Storytime

Thursdays at 10:00 am—Discovery Time

Wednesday, November 1—Dino-Vember Storytime

Friday, November 3—Outreach to YMCA preschool

Wednesday, November 15—Thanksgiving Storytime

Wednesday, November 29—Storytime at the Tree Lighting

Thursday, November 30—Storytime at the Sensory Tree Lighting

In-Library Scavenger Hunt—Dinosaur Tracks: complete the hunt and earn a free book

Card for Vets: create handmade card for a chance to win a hatful of military Beanie Babies

Veterans Day Beanstack Activity Challenge

Craft bag—make a 'Thank You Veterans' pennant

Also—prepare book orders for school requests; finish spending the book budget; continue weeding the chapter book section.

Reference and Adult Services (Chris Stape)

Several fun programs in October. A local garage band came for a performance and the turnout was great. They offered to play for no charge but the feedback was so positive, I think we'll have them back next year. Author Rod Vick returned for another of his "Murder Mystery" presentations. He always draws well, and the crowd loved it. October marked the end of our weekly visits from The Sandwich Sisters food truck, but they will return next spring. One interesting program was how to conduct online genealogy research. That type of program is one of our most requested. Unfortunately, not too many folks attended and ironically, that's been consistent for quite some time. Coming up we have a new adult book club starting as well as a monthly ukulele group that will meet here.

Technical Services and Thingery (Mary Jo Isely)

404 new items were processed and cataloged in October. Kayaks & Paddleboards were pulled from the Thingery in early October. Additional seasonal items will be pulled in early November. New additions to the Thingery are the Knife Sharpener and a Scrapbooking Tool Kit. The Little

Sprouts collection added a Busy Fingers backpack which allows parent and child to develop fine motor skills using snaps, buckles, buttons, tying and lacing. There is finally some light at the end of the Fiction Weeding Project-- 2 alpha areas to be completed and then a shifting of the entire collection.

The Cataloging & Thingery manuals remain works in progress. Succession training continues-- reviewed vendor accounts, their websites and purchasing practices.

MetaSpace 511 & Technology (Nancy Aycock)

We welcomed our new MetaSpace 511 Innovator in Residence Intern Cameron who started working in MetaSpace 511 at the beginning of October. We are excited to have them as part of our team! Cameron has been a familiar face in MetaSpace 511 for quite a while. They have been 3D printing, sewing, using the Cricut, learning how to make things on the laser, creating earrings with polymer clay, and they volunteered at several makerspace summer programs. We are excited for all the creative ideas and skills that Cameron brings to the makerspace.

One of the projects Cameron has been working on is creating 3D printed texture cubes for students who need a quiet fidget toy. Cameron is already working on helping to develop drop-in activities for teens to explore their creativity in the makerspace. With the addition of Cameron to the team we are looking forward to being able to add back some of our kids programs like LEGO Club and STEAM Design Lab.



We had fun and creative maker projects during October. We had 58 in attendance for the Homeschool Maker Program where adults, kids, and teens learned about the process of screen-printing, and then the kids and teens screen-printed and

decorated their own Trick-or-Treat bags.



Another annual favorite is Family Maker Day where we had 31 attendees come in on a Saturday to laser engrave pumpkins.



Community Engagement Coordinator (Eric Huemmer)

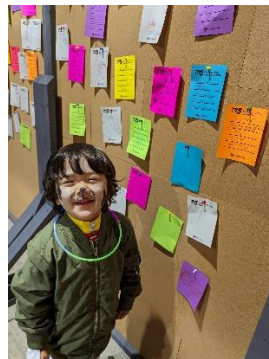
Community Engagement: We were interviewed by The Waukesha Freeman at the beginning of the month and featured in a piece about the PokeWalk and Open Play program that Ms. Jane runs, which is open to families, and gave us the opportunity to highlight how our Library keeps tabs on what's popular in the community and how we'll tailor our collection and program around that. (See below)

Events & Programs: This was the second year the Library planned the community activity at the **Jack-o-Lantern Jaunt and Halloween Haunt**. Collaborating with the event organizers and the Mukwonago Rotary, we set up a "Top 5" writing activity for the community, encouraging people to share their favorites while reading recommendations from others on everything from Top 5 Books to Top 5 Places to Visit in Mukwonago. (Shout-out to the DPW crew for helping with transporting the boards!) The event unfortunately was rained out Friday, but reconvened Saturday. While the layout this year was not the best for the pavilion, we still had over 500 visitors.

Shortly afterward, was our third annual **Trick-or-Treat in the Library** as part of the Business Trick-or-Treat promoted by the Mukwonago Area Chamber. We set up seven stations around the Library for families to visit, helping the parents and kids explore the Library for those visiting for the first time. This year we had over 100 families totaling over 345 attendees, significantly growing from last year!

For both the JOL Jaunt and the Trick-or-Treat event, the Teen Advisory Board stepped up and these events would not have been successful without their support.

Partnering with the Mukwonago Area Chamber and the Autism Society of Southeastern Wisconsin, we have two events coming up in November: The **Annual Holiday Tree Lighting** (Nov. 29) and the **Sensory Friendly Tree Lighting** (Nov. 30). Like last year, the Sensory Friendly event will feature the same crafts and activities, but provide special considerations for neurodivergent attendees, such as a sensory room and trained Santa/helpers.



STATISTICS OCTOBER 2023

Physical Item Circulation



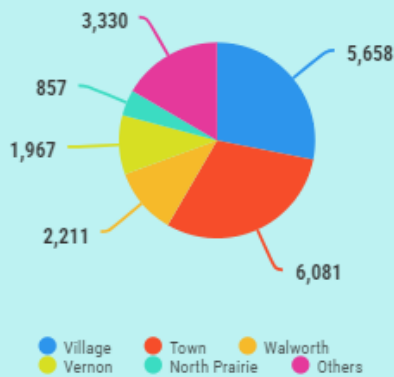
20,104

OCTOBER CIRCULATION 2%
DECREASE OVER 2022

217,056

2023 YEAR-TO DATE
CIRCULATION

Circulation by Area



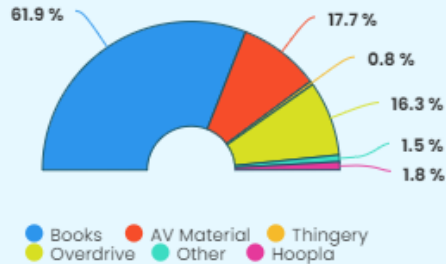
Circulation Trends



88

new library
cards this
month

All Circulation



PROGRAMS

69

ATTENDANCE
Adult 791
Kids 622
Young Adult 30



296

People used the
Community and
Study Rooms

Locker Pick up

1,800

New Items
Added

404

Renewals

6230

Items loaned to
other Libraries

3,265



9,254

patron
visits

Peak times

10:00 - 11:00 PM Tuesdays: Avg 119 Checkouts

Slowest times

6:00-7:00 PM Wednesdays: Average 18 Checkouts

Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour

Updated for Library Board November 9, 2023

Purpose: This document takes the individual goals of the Strategic Plan and ranks them hierarchically based on importance and timeliness. Updates are provided to show progress on each goal.

Order of Operations Numbering Hierarchy:

0 - this must be in place before we can even think about anything else

1 - this is foundational to completing other goals

2 - this uses foundational work from "1" hierarchy to address a goal

3 - this uses information and/or findings from "1" and "2" hierarchy to complete a goal

Strategic Priority	Strategic Goal	Strategy	Strategy Owner	Time Frame	Order of Operations
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.	Conduct staff time study to determine gaps in needs and efficient use of skills and talent	Library Board and Director Armour	2023	0
		<ul style="list-style-type: none"> Library staff successfully completed time study between January 30 and February 25. Director Armour compiled the data into Time Study Analysis shared with Personnel Committee on April 24, 2023 with proposal for a staff reorganization. Library Board approved moving forward with staff reorganization on July 13, 2023. Director Armour has completed writing job description and gathering wage comparison data from comparable libraries. Is currently working on classification and 2024 budgeting. Circulation Clerks have begun cross-training on Thingery maintenance. Kayaks/SUPs relocated outside to make space for new workstation built to accommodate special duties. Director Armour, Circulation Supervisor, and Administrative Assistant began working with Bridges Library System to be one of the first libraries in the system to implement new NCIP integration to WisCat. NCIP rolled out on September 11, 2023. Efforts will make ILL more efficient, faster, and easier to cross-train. Director Armour wrote job descriptions for staff reorganization to address issues identified by time study. Consulted with Village HR September 2023 to ensure compliance with Village standards of practice. Conducted Compensation Study in summer 2023 with comparable libraries for wage comparisons. Participated in Wisconsin Library Survey and received information on wage comparisons for library workers across the state in August 2023. Attempted to class jobs against the Village classification but wage ranges too low to accurately class. Developed wage ranges based on averages of commensurate library wages. Library Board approved job descriptions and wage ranges in October 2023. Director Armour began working with staff to identify duty changes and establish times for cross-training. 			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Revisit the space needs plan considering post-pandemic needs such as more study rooms	Library Board and Director Armour	2023	0
		<ul style="list-style-type: none"> Alexandra Ramsey of Engberg Anderson Architects to re-present the Spaces Needs Analysis and Expansion Study at the September 2023 Library Board meeting. Building & Grounds Committee discussed revisit of Space Needs Analysis end of September 2023 and decided that the plan no longer aligned with the vision for the library and the cost was very high; directed Director Armour to consult with staff and bring back list of priorities they think need to be addressed During Staff Development Day in October 20, Director Armour lead all staff through brainstorming exercises to identify priorities of facilities upgrades. Director Armour is working on compiling responses to share with the Building & Grounds Committee November 13. 			

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.	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 Director Armour	2023	0
		<ul style="list-style-type: none"> • Director Armour directed Youth Services Librarian to begin gathering data and recording reflections on the use of the Youth Services desk. • Director Armour and Circulation Supervisor examined data on amount of time needed for shelving. Director hired two more shelvers in May 2023. Hired Summer Shelver in June 2023 to help with increase in circulation during summer months. Consistently have no extra carts that need to be shelved. Info Desk librarians and Circulation Clerks can focus on serving customers instead of helping with shelving. Director Armour is utilizing un-used budgeted wages to begin increasing Circulation Clerk hours to facilitate cross-training. The 2024 budget will be built with increased hours, but increasing now as the opportunity has presented itself will allow for a more efficient and smoother transition of duties as well as increased confidence in the newly trained Circulation Clerks who will have more time to learn the new tasks. • Director Armour, Technical Services Team, and Circulation Team began implementing Thingery maintenance by Circulation Clerks in September 2023 to increase turnaround time of Thingery items back into circulation and decrease workload on Technical Services Librarian. Director Armour built separate workspace for Thingery work and other dedicated tasks the Circulation Team is being cross-trained on. • Director Armour and Adult Services Librarian implemented new Info Desk schedule October 2023. New schedule will give the Adult Services Librarian and Program Assistant more desk hours which would free up desk hours for other specialists and therefore allow for an increase in programming and services elsewhere. 			
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.	Examine staffing levels needed to build and sustain this level of integration into the community	Library Board and Director Armour	Continuous	1
		<ul style="list-style-type: none"> • Director Armour provided schedule of community events the Library will participate in and required each Department Head to sign up for one. Extreme planning allows staff to plan around these events and to give plenty of notice for shift coverage. • Unspent personnel budget dollars (due to absences and turnover) in 2023 being spent on extra hours for Circulation Team to attend outreach events such as the Jack-O-Lantern Jaunt. 			
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.	Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community	Adult Services Team, Library Board, and Director Armour	Continuous	1

		<ul style="list-style-type: none"> • Outgoing Loan Agreement with MHMS finally executed on July 19, 2023. Director Armour created and attached Loan Inventory and Loan Condition Report as well as the latest appraisal. Certificates of Insurance were exchanged. Director Armour created and posted signage at the Red Brick Museum denoting ownership of the Collection, as per the Loan Agreement. • Grutzmacher Collection Management Policy updated and published on June 15, 2023. Danielle Benden of Driftless Pathways drafted the policy and accompanying forms utilizing museum standards of practice. • Director Armour created composite catalog that includes Collection metadata along with embedded photos taken at the time of cataloging. Makes it easier to find and identify items as well as create paperwork needed for loan agreements. • Have engaged in seven (7) consultations with Tribes this year. One still awaiting rescheduling. • Adult Services Librarian is continuing follow-up calls to Tribes regarding NAGPRA Summary. Anticipate to finish by end of summer. • First ever repatriation on April 11. Transfer of control and care-and-trust agreements signed and in place. Working on physical retrieval. • Library Board approved FAQs on Collection May 10, 2023. Published to website, shared monthly in newsletters. FAQs have been updated monthly to include time investment totals and to accurately reflect where the Library Board is in creating policies, complying with NAGPRA, etc. • Robert "Ernie" Boszhardt reviewed the Native American items in the Grutzmacher Collection July 6, 2023, to identify previously unidentified NAGPRA eligible items and fakes. Report identified two (2) potential NAGPRA eligible items on display. Director Armour following up with Tribes that may be interested in this new information. Grutzmacher Collection Committee will discuss Ernie's recommendations for display curation at next meeting. • Director Armour presented at the national American Library Association (ALA) Conference in Chicago on June 25, 2023. The topic of the session was "Implementing the Native American Graves Protection and Repatriation Act (NAGPRA) in a Public Library: Real Life Experiences and Practical Advice" and was presented with Claire Wilbert of Bernstein & Associates NAGPRA Consultants. • At the invitation of the Village Administrator, Director Armour presented at the Mukwonago Rotary Club on July 27, 2023, about the history of the Grutzmacher Collection and how the Library Board has been complying with NAGPRA. • September 2023 As a result of consultation, Director Armour and MHMS quickly removed from display items identified for repatriation. 			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Examine current website and determine if it meets the needs of users seeking information about the Library	Library Board and Director Armour	2023	1
		<ul style="list-style-type: none"> • Adult Services Librarian developed and deployed survey on library's website. Have received quality feedback so far; will run through May. This will determine a benchmark prior to any changes made to the website. Post-change data will be collected to determine if easy fixes solved the issue or if we need to recommend contracting out for bigger work. • Director Armour and Adult Services Librarian discussed outcomes of survey in August 2023. Adult Services Librarian made minor changes to website to reflect improvements suggested by website visitors and his own research. Work to be completed by the end of September 2023 in anticipation of shifting this duty to the Marketing & Outreach Specialist's position. 			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Invest in marketing and outreach materials	Library Board and Director Armour	Continuous	1
		Purchased new branded pens for use at upcoming Farmer's Markets and other outreach June 2023. Director Armour tasked Community Engagment Coordinator with developing MCL-centered water bottle stickers for on-trend promotion.			
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.	Use data to analyze open hours and availability of staff to appropriately provide programs and services	Library Board and Director Armour	2023	1
		<ul style="list-style-type: none"> • Library Board approved new hours for fall 2023 based on data presented by Director Armour. The Library will now close at 8:00pm on weeknights as the final half hour of opening was not busy. The change will concentrate professional staff during the busiest hours of the day and save money on Circulation staffing while customers can still get materials in the smartlockers. Director Armour will bring other options to the Library Board for future considerations of operating hours. 			

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.	Provide, promote, and enable staff development opportunities that improve customer service and professional skills	Library Board and Director Armour	Continuous	1
		<ul style="list-style-type: none"> Library Board closed library on January 20, 2023, for Staff Development Day. Staff learned about customer service from presentation by Inspired Training and Consulting. Angela Meyers of the Bridges Library System also presented on hearing loops and accessibility and came back later to train newest staff. Library Board closed library on May 12, 2023, for Staff Development Day. Staff learned about Safe Spaces and how to address customers in an inclusive way as well as how to handle stress in the workplace. The programming team shared information on the Summer Library Program so that everyone - from shelvers to Director - is on the same page, knows what to expect, and how to promote it. Library Board closed library on August 18, 2023 for Staff Development Day. Staff learned about providing dementia-friendly service from Waukesha County ADRC. The programming team shared the results of the Summer Library Program and collected feedback from staff for future improvements. Director Armour and Circulation Supervisor attended ALA Annual Conference in Chicago in June 2023. Director Armour presented on NAGPRA and Emily attended numerous educational sessions about cataloging, collection development, making libraries accessible, and general patron services. Lead Innovator and Community Engagement Coordinator attended Play, Make, Learn Conference in Madison in July 2023. LI learned about integrating STEAM concepts in programs, CEC spoke about using Dungeons & Dragons in a learning context. Library Board closed library on October 20, 2023 for Staff Development Day. Staff learned about "Creating Accessible Experiences for Visitors with Disabilities" from Dawn Kocaja of the Milwaukee Public Museum. The staff brainstormed priority needs for facilities updates at request of Building & Grounds Committee 			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Work with Village to ensure Library building needs help fulfill Village goals	Library Board and Director Armour	Continuous	1
		<ul style="list-style-type: none"> Director Armour working with Village Administrator and Village contracted IT professional on upcoming internet connectivity issues in 2024 posed by a Village infrastructure project. Now consistently working with Village DPW to get Library items into the Village's routine of posting to the state auction. Working to not duplicate efforts on getting rid of old items, integrates into DPW's timeline, and provides easy revenue. September 2023 Added report from Village Board representative as a standing agenda item on all Library Board meetings. 			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Provide, promote, and enable staff development opportunities that focus on serving underserved and marginalized populations	Library Board and Director Armour	Continuous	1
		<ul style="list-style-type: none"> People with Hearing Impairment - Training on using hearing loops and accessibility during Staff Development Day on January 20, 2023. LGBTQ Community - Safe Spaces training during Staff Development Day May 12, 2023. People with dementia - training from Waukesha County ADRC during Staff Development Day August 18, 2023 People with disabilities - training from Milwaukee Public Museum during Staff Developmentn Day October 20, 2023 			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Conduct study to determine which geographic areas and demographics do not currently use the Library	Community Engagement Team and Director Armour	2023	1
		Director Armour directed Community Engagement Coordinator to begin consulting with other libraries on how they gather this data and investigating potential sources for this data.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens	Library Board and Director Armour	2023	1

		Director Armour directed Youth Services Librarian to begin gathering data and recording reflections on the use of the Youth Services desk.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Present regularly scheduled storytimes and programs built around early literacy concepts	Youth Services Team and Director Armour	Continuous	1
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Assess the capacity of the Adult Services Department to meet the needs of adults, retirees, and older adults	Library Board and Director Armour	2023	1
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Encourage staff to seek out professional development that shows them cutting-edge collection development techniques and fresh ideas for new collections	Leadership Team and Director Armour	Continuous	1
		<ul style="list-style-type: none"> • MetaSpace 511 Lead Innovator began class "Thread And Circuits: A Guide to Electro-Textiles." Plans to bring circuit-based textile exploration to the MetaSpace. • Circulation Supervisor attended ALA Annual Conference in Chicago and attended numerous educational sessions about cataloging, collection development, making libraries accessible, and general patron services. 			
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction	Community Engagement Team and Director Armour	Continuous	1
		<ul style="list-style-type: none"> • Director Armour directed Community Engagement Coordinator to identify multiple access points for data gathering (i.e. at programs, at desks, at community events, local businesses). Gathered data via "Library Lovers Month" survey on website February 2023. • Conducted post-SLP survey via digital form during August 2023. Data compiled by Community Engagement Coordinator and shared with staff. • Programmers and Director Armour working on developing sign-in sheet for all programs in 2024 to begin gathering data on how users are finding out about programs. Work is based on Director Armour's sign in sheet for Bubble Boogie. Roll out in January 2024. 			
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.	Provide, promote, and enable staff engagement at key community events	Library Board and Director Armour	Continuous	2
		<ul style="list-style-type: none"> • Director Armour directed Community Engagment Coordinator to develop a list of dates for 2023 outreach opportunities at the Farmer's Market, SLP Kick Off, Jack-o-Lantern Jaunt, and Holiday Tree Lighting. Everyone on the Leadership Team had to select two dates. Provides time to plan for desk shift coverage. Farmer's Market planned for every other week throughout summer; Info Desk schedule rearranged so Community Engagment Coordinator can attend. • Director Armour sent Community Engagment Coordinator to National Night Out for the first time August 2023. Will determine if this event if worth devoting more staff time and increased engagement for future years. • Unspent personnel budget dollars (due to absences and turnover) being spent on extra hours for Circulation Team to attend outreach events such as the Jack-O-Lantern Jaunt. • Director Armour allocated personnel budget dollars to allow Circulation Team members to attend Jack-O-Lantern Jaunt. Anyone interested was welcome to help run the community art project. 			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Explore options to utilize entryway for better communication of Library and community events and resources	Leadership Team and Director Armour	2024	2

This goal has been met.		<ul style="list-style-type: none"> • McAdams family portrait and new, professional signage relocated to point of prominence next to front door. Electrical outlet relocated lower and now with USB ports. • Entryway painted, slatwall installed. MetaSpace entryway painted and slatwall installed. Sign holders and signage for interest groupings purchased. Directives to staff to improve organization and user-friendliness of flier presentation, unused mobile display relocated to entry for marketing purposes. • Brochure holder repurposed and relocated to below community board for easier discovery of community resources. • Standing signs now in use for permanent identification of what is happening in the Community Room. 			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly	Community Engagement Team and Director Armour	2024	2
		<ul style="list-style-type: none"> • Director Armour directed Community Engagement Coordinator to begin developing, implementing, and compiling survey data on where customers get their information on the Library and what they find is the most useful information types/mediums • Director Armour has been conducting survey at Bubble Boogie throughout spring and summer 2023; data shows that most participants rely on the events calendar and word of mouth to learn about programs. Data shared with Community Engagement Coordinator to drive future decisions. 			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Conduct noise evaluation and explore solutions	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Use data to determine needs for youth and teen areas	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Examine the needs and location of the MetaSpace 511	Library Board and Director Armour	2024	2
		<ul style="list-style-type: none"> • Director Armour directed Lead Innovator to begin collecting data on programs and appointments in the MetaSpace. Lead Innovator shared outcomes of survey and observations in August 2023; data shows that users prefer programs on Tuesday nights and Wednesday mornings; Director Armour worked with Lead Innovator to adjust her work schedule to reflect this. • Lead Innovator implementing uniform schedule for fall 2023 with routine open times, program slots, and sign up via LibraryCalendar (as opposed to a separate platform that has hitherto been used). Anticipating consistency in availability will improve user experience as well as new user discoverability. 			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore the possibility of going fine free	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility	Leadership Team and Director Armour	2023	2
		<ul style="list-style-type: none"> • New children's play area fixtures purchased and installed spring 2023. Includes a reading house, repurposing the unused light table from the teen area, child-size reading benches, and a new train table. Area re-arranged to group noisier hands-on exploration as far from the adult area as possible and provide multiple areas for families to sit and read together. • Outlets in Community Room replaced with child-proof outlets. • Kayaks and Stand-Up Paddleboards (SUPs) relocated outside August 2023. Easier for customers to pick up and unload these items directly on the new rack, decreases likelihood of staff injuring themselves brining these bulky items out through two doors, and created space in the workroom for a dedicated Thingery maintenance area. Initial feedback from staff and customers is positive and more customers are aware that we offer them for checkout. 			

EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore options for displaying and storing The Thingery items	Technical Services Team, Library Board, and Director Armour	2024	2
		<ul style="list-style-type: none"> • Technical Services Librarian rearranged storage of Thingery items in work area and repurposed old fixtures spring 2023. Flow is improved, but still not enough space. • Technical Services Librarian worked with Communication Team to update Explore Pass brochures and boxes spring 2023; now uniform, attractive, and highlights the Friends of the Library's sponsorship of those items. • Kayaks and Stand-Up Paddleboards (SUPs) relocated outside August 2023. Easier for customers to pick up and unload these items directly on the new rack, decreases likelihood of staff injuring themselves brining these bulky items out through two doors, and created space in the workroom for a dedicated Thingery maintenance area. Initial feedback from staff and customers is positive and more customers are aware that we offer them for checkout. 			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Analyze youth program offerings to determine if we are meeting the needs of the community	Leadership Team and Director Armour	Continuous	2
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Examine the usage and available staffing of the Youth Services desk	Leadership Team and Director Armour	2024	2
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Examine the usage and available staffing for services available to adults	Leadership Team and Director Armour	2024	2
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Analyze adult program offerings to determine if we are meeting the needs of the community	Adult Services Team and Director Armour	Continuous	2
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Assess The Thingery circulation, costs, and demands	Technical Services Team and Director Armour	2024	2
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Provide short surveys for attendees of programs, then utilize that data to determine future program needs.	Programming Team and Director Armour	Continuous	2
		<ul style="list-style-type: none"> • Programmers and Director Armour working on developing sign-in sheet for all programs in 2024 to begin gathering data on how users are finding out about programs. Work is based on Director Armour's sign in sheet for Bubble Boogie. Roll out in January 2024. 			
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.	Embed Library staff and programs in major events and influential organizations that already are providing service to the community	Programming Team and Director Armour	Continuous	3
		<ul style="list-style-type: none"> • Director Armour directed Communications Team to install a display and handouts at April 2023 election. Plans with Village Clerk to make this a regular occurrence. • Community Engagment Coordinator attends regular Rotary Club meetings. Director Armour gave presentation on NAGPRA to Rotary July 2023. • Director Armour attended school district focus groups for facilities studies throughout April and May 2023. • Director Armour, Youth Services Librarian, and Community Engagement Coordinator all attended different schools for open house August 2023. 			
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.	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 Team and Director Armour	Continuous	3

		<ul style="list-style-type: none"> • Rotary held annual State of the Village Address at Library January 2023. • State Representative Nik Rettinger held listening session at the Library on May 5, 2023. Rettinger's office plans to hold more in the future. This is the first elected official to use the library as an engagement platform since before the COVID-19 pandemic. • Senator Bradley volunteered at the 2023 Summer Library Program Kick Off Event and met constituents. • Worked with Village Clerk to have Wisconsin Election Commission get feedback from Library visitors on new voting envelopes • Updated Circulation Policy April 2023 to include fine-free cards to the Mukwonago Area School District to further encourage and enable supplemental curricular material help 			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore technologies that help users find and get what they need faster and more efficiently	Leadership Team and Director Armour	Continuous	3
		<ul style="list-style-type: none"> • Café App upgrades launched July 2023. Director Armour updated Mukwonago portal to improve user experience; worked with Bridges to identify deployment issues. • Director Amrour advocated for and made motion to approve discovery layer at Café Council. In June 2023, Bridges will start pursuing an RFP for a discovery layer. The website survey conducted by the Adult Services Librarian showed that the top complaint of website visitors was actually the catalog interface. • Finalized rollout of using LibraryAware as email newsletter platform in April 2023. Platform is free. Customer feedback is positive. • Smartlockers officially launched on May 1, 2023. Circulation Supervisor has done a lot of work to develop procedures and train staff for a smooth user experience. April 2023 approved Circulation Policy changes to ensure transparency and standards for this new service. Reception to new service is positive, especially for homeschool families. 			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Use data to analyze the youth collections to identify and address needs and weaknesses	Youth Services Team and Director Armour	Continuous	3
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to analyze the shifting demands between physical items and digital items	Selectors and Director Armour	2025	3
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to develop procedures for selection, deselection, and collection maintenance	Selectors and Director Armour	2025	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Offer ways for users to recommend resources, programs, and services	Leadership Team and Director Armour	Continuous	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Develop workflow internally to share user suggestions and survey data amongst staff and close the loop on delivering outcomes in alignment with the data	Leadership Team and Director Armour	2025	3

RESOLUTION 2023-05
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 excess 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 \$5,080 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 between July 6, 2023, and November 6, 2023.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 9th day of November, 2023.

Library Board President

**RESOLUTION 2023-06
2024 WAGE RANGES**

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

WHEREAS, the Library Board adopted the 2024 Library Budget on October 12, 2023; and,

WHEREAS, the Library Board has approved a new staff organization chart with accompanying job descriptions and wage ranges to begin in January 2024;

WHEREAS, the Library Board has developed the new wage ranges based on data collected from the state and comparatively sized libraries to determine competitive salaries;

WHEREAS, the Library Budget included the following wage ranges for the calendar year 2024:

A. Salaried Positions (Exempt)

Library Director	\$65,750 – \$88,950
Associate Director of Collections & Programs	\$53,125 – \$71,885
Associate Director of Circulation & Customer Service	\$53,125 – \$71,885

B. Hourly Positions (Non-Exempt)

Business Manager	\$21.28 – \$28.78
Adult Services Librarian	\$22.05 – \$29.84
Youth Services Librarian	\$22.05 – \$29.84
MetaSpace 511 Lead Innovator	\$20.70 – \$28.00
Circulation Specialist	\$20.35 – \$27.53
Marketing & Outreach Specialist	\$18.08 – \$24.46
Materials Specialist	\$15.42 – \$20.86
Library Associate	\$16.32 – \$22.08
Public Service Associate	\$13.33 – \$18.04
Library Page	\$9.40 – \$12.72
Custodian	\$13.53 – \$18.30

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted; and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2024 for the 2024 Fiscal Year.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 9th day of November, 2023.

Library Board President

**2024 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements**

Subject to the terms and conditions of the general agreement 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	Prairie Lakes Library System (for Racine & Walworth Counties)	Hoopla Grant
Paid to Library	\$513,751	\$72,285	\$4,913

	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
Paid by Library	\$1,256	\$465	\$3,575	\$4,467	\$25,687

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

LIBRARY

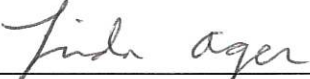
President, Board of Trustees

Date

Secretary, Board of Trustees

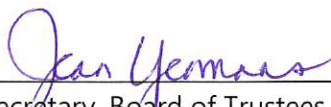
Date

BRIDGES LIBRARY SYSTEM



President, Board of Trustees

10-26-23
Date



Secretary, Board of Trustees

10/26/2023
Date

Tentative Committee Schedule for 2024												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Building & Grounds Committee		3rd Mon. @6:30pm				3rd Mon. @6:30pm					3rd Mon @6:30pm	
Finance Committee							3rd Mon. @6:30pm	3rd Mon. @6:30pm	3rd Mon @6:30pm			
Grutzmacher Collection Committee			3rd Thur @6:00pm					3rd Thur @6:00pm				
Personnel Committee	3rd Thur @6:00pm						3rd Thur @6:00pm					
Policy Committee	3rd Mon. @ 11am				3rd Mon @ 11am				3rd Mon @11am			

Weekend Rotation	
Date	Saturday Hours
1/6/2024	9:00 - 4:00
1/13/2024	9:00 - 4:00
1/20/2024	9:00 - 4:00
1/27/2024	9:00 - 4:00
2/3/2024	9:00 - 4:00
2/10/2024	9:00 - 4:00
2/17/2024	9:00 - 4:00
2/24/2024	9:00 - 4:00
3/2/2024	9:00 - 4:00
3/9/2024	9:00 - 4:00
3/16/2024	9:00 - 4:00
3/23/2024	9:00 - 4:00
3/30/2024	9:00 - 4:00
4/6/2024	9:00 - 4:00
4/13/2024	9:00 - 4:00
4/20/2024	9:00 - 4:00
4/27/2024	9:00 - 4:00
5/4/2024	9:00 - 4:00
5/11/2024	9:00 - 4:00
5/18/2024	9:00 - 4:00
5/25/2024	9:00 - 2:00
6/1/2024	9:00 - 2:00
6/8/2024	9:00 - 2:00
6/15/2024	9:00 - 2:00
6/22/2024	9:00 - 2:00
6/29/2024	9:00 - 2:00
7/6/2024	9:00 - 2:00
7/13/2024	9:00 - 2:00
7/20/2024	9:00 - 2:00
7/27/2024	9:00 - 2:00
8/3/2024	9:00 - 2:00
8/10/2024	9:00 - 2:00
8/17/2024	9:00 - 2:00
8/24/2024	9:00 - 2:00
8/31/2024	9:00 - 2:00
9/7/2024	9:00 - 4:00
9/14/2024	9:00 - 4:00
9/21/2024	9:00 - 4:00
9/28/2024	9:00 - 4:00
10/5/2024	9:00 - 4:00
10/12/2024	9:00 - 4:00
10/19/2024	9:00 - 4:00
10/26/2024	9:00 - 4:00
11/2/2024	9:00 - 4:00
11/9/2024	9:00 - 4:00
11/16/2024	9:00 - 4:00
11/23/2024	9:00 - 4:00
11/30/2024	9:00 - 4:00
12/7/2024	9:00 - 4:00
12/14/2024	9:00 - 4:00
12/21/2024	9:00 - 4:00
12/28/2024	9:00 - 4:00

Holidays 2024		
Holiday	Date	Day of the week
New Years	1/1/2024	Monday
Holiday for New Years	1/2/2024	Tuesday
Easter	3/31/2024	Sunday
Staff Development	1/19/2023	Friday
Staff Development	5/3/2023	Friday
Memorial Day	5/27/2024	Monday
Fourth of July	7/4/2024	Thursday
Labor Day	9/2/2024	Monday
Staff Development	8/16/2023	Friday
Staff Development	10/18/2023	Friday
Thanksgiving	11/28/2024	Thursday
Christmas Eve	12/24/2024	Tuesday
Christmas Day	12/25/2024	Wednesday
New Years Eve	12/31/2024	Tuesday
New Years	1/1/2025	Wednesday

Library Board Meeting 2024	
January	1/11/2024
February	2/8/2024
March	3/14/2024
April	4/11/2024
May	5/9/2024
June	6/13/2024
July	7/11/2024
August	8/8/2024
September	9/12/2024
October	10/10/2024
November	11/14/2024
December	12/12/2024

Tentative Committee Schedule for 2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Building & Grounds Committee		3rd Mon. @6:30pm				3rd Mon. @6:30pm			
Finance Committee							3rd Mon. @6:30pm	3rd Mon. @6:30pm	3rd Mon @6:30pm
Grutzmacher Collection Committee			3rd Thur @6:00pm					3rd Thur @6:00pm	
Personnel Committee	3rd Thur @6:00pm						3rd Thur @6:00pm		
Policy Committee	3rd Mon. @ 11am				3rd Mon @ 11am				3rd Mon @11am

Oct	Nov	Dec
	3rd Mon @6:30pm	

Mukwonago Community Library
DRAFT Public Computers and Internet Access Policy
Approved Policy Committee Oct 31, 2023 – For Library Board Nov 9, 2023

The Mukwonago Community Library (“MCL”) endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the community. This policy provides rules and guidance for anyone who utilizes the Library’s network, software, and hardware (“Users”). This includes but is not limited to: public computers, laptops and mobile devices using the Library’s wireless network, and personal laptops and mobile devices on other networks inside the library.

- I. Responsible Use
- II. Confidentiality and Security of Electronic Information
- III. Public Computer Use
- IV. Wireless (Wi-Fi) Use
- V. Printing and Copyright Disclaimer
- VI. Library’s Rights Reserved

I. Responsible Use

The Internet is a worldwide network of information for many people and cultures and is continually expanding. Users may find that some sites are controversial, offensive, imprecise, or unverified. However, the use of Internet filters to block otherwise-constitutionally protected speech compromises First Amendment freedoms and the core values of librarianship. Therefore, Mukwonago Community Library does not censor or otherwise filter access to Internet materials or protect users from information they may judge offensive. Just as MCL does not endorse any of the various viewpoints in its physical and digital collections, the Library also does not endorse the accuracy of information or diverse viewpoints accessed through the Internet. Therefore, it is the responsibility of the User to choose and evaluate the content and accuracy of sources accessed via the Internet.

- A. Parents and/or legal guardians assume all responsibility for their child’s use of, and exposure to, the Internet through the Library’s connection.
- B. Use of the Library’s public computers and/or network for illegal or inappropriate purposes is strictly prohibited. Improper use will result in immediate termination of use and may result in termination or suspension of Library privileges. Examples of unacceptable uses include, but are not limited to: accessing files, passwords, or data belonging to others without their permission; damaging or altering hardware or software; unauthorized reproducing of copyrighted, licensed, or other protected material; misrepresenting oneself as another User; accessing materials defined as

“harmful to children” by Wis. Stat. § 948.11(1)(b); harassing or interfering with other Users; and violating applicable local, state, federal, or international laws.

- C. MCL assumes no responsibility for damage, theft, corruption, or loss of a User’s personal equipment, software, data files, or other personal property brought into or used at the Library’s facilities.
- D. MCL prohibits damaging or modifying the Library’s computer equipment, hardware, software, or network whether in use at the Library, on loan, or offsite. Users will not deliberately propagate computer viruses and malware. Users will be charged to fix any damage they cause.
- E. MCL does not take responsibility for any viruses, malware, or other attacks on or changes made to a User’s personal device while utilizing the Library’s network. The Library cannot make any guarantee about the compatibility of personal equipment with the Library’s network, printers, or other devices.

II. Confidentiality and Security of Electronic Information

Library Users have the right to confidentiality and privacy. However, Internet Users should be advised that because security is technologically difficult to achieve, electronic transactions and files could become public. The Internet is not a secure medium and third parties may be able to obtain information about Users’ activities regardless of any protections in place through the Library’s network and regardless of the Library’s efforts to maintain security. Please use caution before providing any personal information over the Internet. See the Library’s Confidentiality, Privacy, and Surveillance Policy for more information.

- A. Users are responsible for ensuring that personal devices have security protection against viruses and other malware. Users access the Library’s network at their own risk.
- B. Parents and/or legal guardians are responsible for the actions of their children under the age of eighteen (18) at all times, including while children are utilizing the Library’s network, software, or hardware. The Library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors while on MCL property. Parents and/or legal guardians are responsible for the actions and behaviors of minors whether they are directly supervising the minor or not. See the Library’s Public Behavior Policy for more information.
- C. Users have the right to confidentiality and privacy. However, if the MCL staff has reason to believe that a User is not using the Library’s computers or network responsibly, they may internally review files, logs, and/or communications to maintain system integrity and ensure adherence to policy. In accordance with the Library’s Confidentiality,

Privacy, and Surveillance Policy, the USA Patriot Act, and corresponding Wis. Stat. § 43.30, the Library will release records to authorities only as required by the law.

III. Public Computer Use

MCL provides public computers for educational and informational purposes. These computers have unfiltered access to the Internet as well as basic productivity software. These computers are only available inside the Library during business hours.

- A. Users must have their library card number and PIN to use the public library computers or to print from any computer.
 - a. Minors under the age of eight (8) must be accompanied by a guardian at all times while using the Library's public computers to ensure proper use of the equipment.
 - b. Minors under the age of eighteen (18) must have their library card and PIN to use the public computers. Minors with expired library cards will not be allowed to use the Library's public computers.
 - c. Adults aged eighteen (18) and older may use their library card and PIN, or they may request a guest pass to use the public computers. Library staff may ask for identification to verify age.

Public library computers are available on a first come, first served basis. Library staff may ask Users to log out after three (3) hours of use to allow others to use the computer.

- B. MCL's public computers contrast from personal computers in that they are used by many different people throughout the day. To guard against unintentional abuse, Library computers contain software that limits some functionality as well as clears all recent changes and data upon logging off.

IV. Wireless (Wi-Fi) Use

MCL offers free wireless access (Wi-Fi) to the Internet via its network both inside the building and on the Library property to all Users.

- A. All Library policies and rules, and all local, state, and federal laws apply to the use of MCL wi-fi on personal devices.
- B. Users are responsible for connecting their personal device to MCL wi-fi. Library staff are only able to provide basic support.
- C. Wi-fi access and bandwidth are not guaranteed.

V. Printing and Copyright Disclaimer

MCL provides access to printing, scanning, and faxing as a convenience to Users.

- A. Some services may require a fee to use. The Library Board sets the fees, and they are posted in the Library. Users are responsible for all costs associated with using these services.
- B. MCL is not responsible for errors in printing, faxing, or scanning.
- C. Printing is available on the Library's public computers and via a mobile printing option accessible via a User's mobile device. MCL does not guarantee compatibility between a User's device and this software.
- D. Copyright law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of the Fair Use Act, 17 U.S.C. § 107. Any responsibility for consequences arising from copyright infringement or any other illegal use lies with the User.

VI. Library's Rights Reserved

Violation of this policy may result in loss of Internet and/or Library privileges. Illegal uses of public access Internet computers may also be subject to prosecution by local, state and/or federal authorities. In the event that a User violates any Library policy or rule or is suspected of violating any local, state, and/or federal law, the Library reserves the right to:

- A. Terminate a User's session, without notice.
- B. To limit the amount of a User's computer time at any one sitting.
- C. To erase any and all of a Users' files stored on library equipment, without notice.
- D. To deny or limit a User's access to computer operating systems, files, and/or programs.
- E. To deny or revoke Internet or Library privileges for a specified amount of time.

Revision History

May 18, 2017	Policy Created. Replaces Internet Access Policy.
March 1, 2018	Reviewed by Policy Committee. No changes found necessary.
May 15, 2018	Approved by Library Board.
March 21, 2019	Removed Section IV, Paragraph E from the policy which stated "Children less than 18 years of age must have written parental / guardian permission on file prior to computer usage".
November 9, 2023	Policy updated for clarity and consistency throughout. Section III added guest pass access and clarified minors' access; removed fines block to access computers; removed time limit to access computers Added Section V "Printing and Copyright Disclaimer" Added Section VI "Library's Rights Reserved" Reviewed by Village legal counsel

Ethics and Conflict of Interest Laws Applying to Trustees

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Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section [19.59](#)), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the "incompatibility doctrine" prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board *and* the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

In This Trustee Essential

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section [946.13\(1\)\(b\)](#) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your **private** capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin's criminal law (Section [946.12](#)) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and “Incompatible” Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section [43.17\(1\)](#), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin's code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the “private interests in public contracts” law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

- Your municipal attorney, local ethics board, or county corporation counsel.
- The Wisconsin Ethics Board overview of ethics and conflict of interest laws for local officials at ethics.state.wi.us/LocalOfficials/LocalOfficial1.htm

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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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