

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, June 15, 2023

Time: **6:00 pm**

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

Zoom login information

<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. Approval of Minutes

3.a Minutes from May 11, 2023

[Library Board Meeting Minutes 20230511_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 June 2023

[Financial 2023 June Executive Summary 20230615.pdf](#)

[Financial 2023 June Invoices 20230615.pdf](#)

6. Committee Reports

6.a Building & Grounds Committee - last met April 13, 2023

6.b Finance Committee - last met June 1, 2023

[Finance Committee Minutes 20230601_unapproved.pdf](#)

6.c Grutzmacher Collection Committee - last met May 15, 2023

[Grutzmacher Collection Committee Meeting 20230515_unapproved.pdf](#)

6.d Personnel Committee - next meets June 29 @ 5:00pm

6.e Policy Committee - next meets June 29 @ 11:00am

7. Library Director Report

- 7.a Library Director Report for June
Director Report is for information only.
[06 Library Director Report June 2023.pdf](#)

8. Discussion/Action Items

- 8.a Presentation by MetaSpace 511 Lead Innovator
Informational presentation by the MetaSpace 511 Lead Innovator on her job duties and day-to-day responsibilities to provide context to the Library Board as they consider the goals of the Strategic Plan.
- 8.b 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 20230615.pdf](#)
- 8.c Grutzmacher Collection Management Policy
Discussion and possible action on final draft of the Grutzmacher Collection Management Policy that has undergone review by Village legal counsel.
[DRAFT Grutzmacher Collection Management Policy_v2 reviewed by legal_for LB 20230615.pdf](#)
- 8.d Outgoing Loan Agreement
Discussion and possible action regarding the final draft of the Outgoing Loan Agreement with the Mukwonago Historical and Museum Society that has undergone review by Village legal counsel.
[DRAFT Outgoing Loan MHMS_v6 reviewed by legal_for LB 20230615.pdf](#)
- 8.e Materials Selection Policy
Discussion and possible action on revisions to the Materials Selection Policy that has undergone review by Village legal counsel.
[DRAFT Materials Selection Policy_v2 from legal_for LB 20230615.pdf](#)
- 8.f Public Behavior Policy
Discussion and possible action on revisions to the Public Behavior Policy that has undergone review by Village legal counsel.
[DRAFT Public Behavior Policy_v2 reviewed by legal_for LB 20230615.pdf](#)
- 8.g Resolution 2023-03
Discussion and possible action on approving Resolution 2023-03 Capital Funding Transfer for Capital Improvements.

8.h Resolution 2023-04

Discussion and possible action on approving Resolution 2023-04 Funding Transfer for Bernstein and Associates and Driftless Pathways.

[RESOLUTION 2023-04 Funding Transfer for Bernstein and Associates and Driftless Pathways_unapproved 20230615.pdf](#)

8.i Officer Nominations

Nominations for the offices of Vice President and Treasurer to be voted on at the next full Library Board meeting.

8.j Trustee Essentials Chapter 14

Discussion on the questions found at the end of Trustee Essentials Chapter 14.

[Trustee Essentials Chapter 14.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

The next Library Board meeting is scheduled for July 13, 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.

DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, May 11, 2023

Time: **6:00 p.m.**

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

Call to Order

The President H. Pringle called the meeting to order at 6:03 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Board Members Present

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

Excused

M. Penzkover
D. Whalen

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

M. Lacock/J. Darin motioned to approve the minutes from the Board of Trustees meeting on April 13, 2023. Unanimously carried.

Audit and Approval of Monthly Expenditures

S. Kaufmann/M. Lacock motioned to approve the monthly expenditures. Unanimously carried.

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

Building & Grounds Committee - last met on April 13, 2023

Finance Committee - November 1, 2023

Grutzmacher Collection Committee - last met on May 4, 2023 - items related to that meeting are on the agenda

Personnel Committee - last met on April 24, 2023

Policy Committee - last met on April 27, 2023

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

A. Armour shared information about the electrician who is currently working on the festival outlet as well as updating some outlets within the library. Waukesha County is ordering O.A.K. (Overdose Aid Kit) boxes and the Village Police Chief has acquired several kits to distribute throughout the Village and brought one to MCL to be displayed in a location that is easily accessible.

Discussion/Action Items

Presentation by Technical Services Librarian

Informational presentation by the Technical Services Librarian on her job duties and day-to-day responsibilities to provide context to the Library Board as they consider the goals of the Strategic Plan.

Strategic Plan 2023-2025 Updates

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

A. Armour noted that things are moving along smoothly.

Waukesha County Library Plan Minimum to Exempt Certification

Discussion and possible action on certifying and approving the Waukesha county Library Plan Minimum to Exempt Standards.

H. Pringle noted that MCL must comply with standards for certification purposes and for funding. This certification is something that is completed annually.

J. Gasser/M. Lacock motioned to approve the necessary signature on the Minimum to Exempt Certifications. Unanimously carried.

Grutzmacher Collection Expert Review

Discussion and possible action on proposed contract from Driftless Pathways to engage the services of Robert "Ernie" Boszhardt to review the Native American items in the Grutzmacher Collection in order to provide professional guidance on whether there are unidentified items that may be NAGPRA compliant.

A. Armour noted that when the items were cataloged the people helping didn't have specific expertise in NAGPRA compliant items but gave advice as they could. R. Boszhardt is an archeologist with 40 years of experience. The Wisconsin State Historical Society recognizes him as the prominent expert in this area.

M. Lacock/J. Gasser motioned to move forward with the contract of Robert “Ernie” Boshardt to review the Native American items in the Grutzmacher Collection to provide professional guidance on NAGPRA compliant items. Unanimously carried.

Review Trustee Essentials - chapter 13

Discussion on the questions found at the end of Trustee Essentials Chapter 13 in conjunction with the United for Libraries “Public Library Trustee Ethics Statement” and “Twelve Golden Rules for Board Members.”

Trustee Essentials Chapter 13: Library Advocacy - H. Pringle and A. Armour reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials* as well as other provided materials.

Publicizing the Grutzmacher Collection

Discussion and possible action regarding Grutzmacher Collection Committee’s recommendation to publish the prepared FAQs document on the Grutzmacher Collection.

H. Pringle noted that this compilation of FAQs will aid both board members and MCL staff if any specific questions regarding the Grutzmacher Collection were to arise from community members or those outside the community.

H. Pringle/D. Magolan motioned for the MCL Board to adopt the FAQ for the Grutzmacher Collection, these may be published on the website and be distributed to the community in response to questions that they may have on this project. Unanimously carried.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on June 15, 2023 at 6:00 p.m.

Adjournment

M. Lacock/E. Pautz motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:03 p.m.

Mukwonago Community Library Executive Summary 2023

AS OF 6/15/2023

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	631,652.00	233,832.78	397,819.22	37.0%
5112 - Social Security	49,149.00	17,821.27	31,327.73	36.3%
5152 - Retirement	46,345.00	17,687.05	28,657.95	38.2%
5154 - Health	59,782.00	30,838.96	28,943.04	51.6%
5158- OPEB Payout	5,000.00	0.00	5,000.00	0.0%
5159 - Other Fringe Benefits	4,323.00	671.19	3,651.81	15.5%
5219 - Professional Services	4,000.00	4,671.43	(671.43)	116.8%
5220 - Contractual Services	30,000.00	16,811.40	13,188.60	56.0%
5221 - Water & Sewer	3,000.00	677.23	2,322.77	22.6%
5222 - Electric	33,000.00	12,905.97	20,094.03	39.1%
5224 - Gas	12,000.00	6,931.96	5,068.04	57.8%
5225 - Telephone	5,700.00	3,289.81	2,410.19	57.7%
5226 - Insurance	9,000.00	489.36	8,510.64	5.4%
5310 - Outside Services	15,270.00	7,053.85	8,216.15	46.2%
5311 - Operational Supplies	11,500.00	4,435.22	7,064.78	38.6%
5312 - Printing	1,400.00	532.91	867.09	38.1%
5314 - MetaSpace 511 Equip & Fixtures	1,000.00	0.00	1,000.00	0.0%
5315 - Postage	500.00	252.45	247.55	50.5%
5316 - Collection Maintenance & Repair	6,000.00	4,209.85	1,790.15	70.2%
5317 - MetaSpace Maintenance	8,300.00	2,119.33	6,180.67	25.5%
5318 - Thingery Maintenance	3,500.00	1,041.16	2,458.84	29.7%
5326 - Periodicals	1,200.00	1,015.09	184.91	84.6%
5327 - Newspapers	1,800.00	1,149.63	650.37	63.9%
5328 - Books	70,000.00	30,880.22	39,119.78	44.1%
5329 - AV Materials	11,000.00	5,105.52	5,894.48	46.4%
5330- Thingery Collection	1,000.00	0.00	1,000.00	0.0%
5331 - Programming	10,000.00	3,624.55	6,375.45	36.2%
5332 - Mileage	500.00	73.30	426.70	14.7%
5333 - Outreach	3,000.00	1,301.34	1,698.66	43.4%
5335 - Training & Travel	5,000.00	4,019.31	980.69	80.4%
5340 - Electronic Tools & Services	9,600.00	3,913.02	5,686.98	40.8%
5341 - Cafe	24,742.00	24,742.00	0.00	100.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	3,954.00	3,954.00	0.00	100.0%
5349 - Digital Collections	14,665.00	12,131.16	2,533.84	82.7%
5395 - Repairs & Maintenance	12,000.00	1,683.28	10,316.72	14.0%
5399 - Other	544.00	126.60	417.40	23.3%
5810 - Furniture & Fixtures	1,000.00	661.53	338.47	66.2%
581100 - Equipment<\$5,000	-	0.00	0.00	
511105 - Equipment >\$5,000	-	0.00	0.00	

TOTAL Budget Accounts	1,111,626.00	460,653.73	650,972.27	41.4%
<i>Donation Accounts</i>				
Balance from 2022	41,438.93			
4890 - Donations Revenue 2023			22,683.79	
5806 - Donation Expenditures 2023			(65,438.51)	
TOTAL Donation Accounts	(1,315.79)		(42,754.72)	
OVERALL TOTAL			608,217.55	

**Mukwonago Community Library
REVENUE 2023**

Department Name	2023 Budget	As of 5/31/2023	
Property tax	518,315	428,672	83%
Inter Gov Revenue	569,811	287,511	50.5%
Copies & Faxes	5,500	2730	50%
Material Replacement	1,000	909	91%
Book Sale Revenue	3,500	2,112	60%
Fines	13,000	7,494	58%
Misc. Revenue	0	3,092	*SEE NOTE
Interest Revenue	500	7,630	1526%
 Total Revenue	 1,111,626	 740,149	 66.6%

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

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
June 15, 2023

Account	Vendor	Memo	Amount
5219 Professional Services	Baker Tilly US	Progress Bill	1096.43
5219 Professional Services	BS&A Software	Annual Maintenance	321.48
5219 Professional Services	Crivello Carlson	Legal Services	2540.00
5219 Professional Services	Crivello Carlson	Legal Services	320.00
5220 Contracted Services	Envisionware	Verifone Terminal	1058.40
5220 Contracted Services	Envisionware	Maintenance Contracts	3821.30
5220 Contracted Services	Great America Financial Services	7/10/23-8/9/23	353.14
5220 Contracted Services	Impact	3/10/23-6/9/23 Copies	520.32
5220 Contracted Services	United States Alliance Fire Protection	Annual Wet/Dry Sprinkler Inspection	815.00
5222 Electric	WE Energies	4/21/23-5/23/23	3006.52
5224 Gas	WE Energies	4/21/23-5/23/23	443.45
5225 Telephone	Spectrum/ Charter Communications	4/28/23-5/27/23	293.90
5225 Telephone	Vonage- Village Charge	5/11/23-6/10/23	248.90
5310 Outside Services	Alsco	Mats & Dusters	29.16
5310 Outside Services	America Aquaria	Fish Tank Maintenance	85.00
5310 Outside Services	Credit Card Monthly Service Fee	May	9.95
5310 Outside Services	Credit Card Processing Fee	4/28/23-5/12/23	1.78
5310 Outside Services	Credit Card Processing Fee	5/12/23-5/26/23	8.07
5310 Outside Services	Klassy Kleaners	Weekend Cleaning	960.00
5311 Operational Supplies	Amazon Business	Supplies general	53.98
5311 Operational Supplies	Demco	Bookshelf dividers	205.08
5311 Operational Supplies	Demco	Bookshelf dividers	86.86
5311 Operational Supplies	Dollar General - Village Credit Card	Potting Soil	17.00
5311 Operational Supplies	Dynamic Awards	Name Tags	25.00
5311 Operational Supplies	Hahn Ace- Village Charge	Silicone	11.69
5311 Operational Supplies	Home Depot- Village Charge	Hardware	18.55
5311 Operational Supplies	Home Depot- Village Credit Card	Locks	38.78
5311 Operational Supplies	Home Depot- Village Credit Card	Flags	29.76
5311 Operational Supplies	Home Depot- Village Credit Card	Flowers	76.30
5311 Operational Supplies	Impact	Toner shipping	20.48
5311 Operational Supplies	Office Pro- Village Charge	copy paper	20.34
5311 Operational Supplies	Quill	copy paper	128.22
5311 Operational Supplies	Walmart- Village Credit Card	Office Supplies (MAY)	55.63
5311 Operational Supplies	Walmart- Village Credit Card	General Supplies	19.66
5312 Printing	Bayside Printing- Village Charge	Newsletter	6.02
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	1/30/23-4/29/23 copies	132.79
5315 Postage	Postage Used- Village Charge	May-23	11.64
5315 Postage	Quadient Leasing- Village Charge	Postage Lease Payment	52.96
5316 Collection Maint. & Repair	Amazon Business	DVD Cases	197.70
5316 Collection Maint. & Repair	Quill	Tape	540.35
5317 MetaSpace Maintenance	Amazon Business	MetaSpace Program Supplies	308.74
5317 MetaSpace Maintenance	Apple- Village Credit Card	Procreate APP	13.64
5317 MetaSpace Maintenance	Sign Up Genius- Village Credit Card	Monthly fee/ May	11.99
5317 MetaSpace Maintenance	Tiffany Knopow	Relief Printing Class	150.00
5318 Thingery Maintenance	EBay	Battery Door	14.60
5318 Thingery Maintenance	Netflix- Village Credit Card	5/1/23-5/31/23 (MAY)	19.99
5318 Thingery Maintenance	Netflix- Village Credit Card	6/1/23-6/30/23	19.99
5327 Newspapers	Wall Street Journal- Village Credit Card	subscription (MAY)	164.97
5328 Books	Abe Books- Village Credit Card	Books (MAY)	22.19
5328 Books	Amazon Business	Books	38.98
5328 Books	Amazon Business	Books	205.18
5328 Books	Baker & Taylor	Books	219.54
5328 Books	Baker & Taylor	Books	99.84
5328 Books	Baker & Taylor	Books	181.79
5328 Books	Baker & Taylor	Books	71.55
5328 Books	Baker & Taylor	Books	151.31
5328 Books	Baker & Taylor	Books	208.86
5328 Books	Baker & Taylor	Books	74.11
5328 Books	Baker & Taylor	Books	164.96
5328 Books	Baker & Taylor	Books	27.35
5328 Books	Baker & Taylor	Books	494.16

Account	Vendor	Memo	Amount
5328 Books	Baker & Taylor	Books	787.91
5328 Books	Baker & Taylor	Books	1048.07
5328 Books	Baker & Taylor	Books	154.45
5328 Books	Baker & Taylor	Books	302.03
5328 Books	Baker & Taylor	Books	104.95
5328 Books	Brodart	Books	181.71
5328 Books	Brodart	Books	378.96
5328 Books	Brodart	Books	215.13
5328 Books	Cengage Learning	Books	343.88
5328 Books	Cengage Learning	Books	20.79
5328 Books	Cengage Learning	Books	59.98
5328 Books	Center Point Large Print	Large Print Books	167.82
5328 Books	Center Point Large Print	Large Print Books	57.34
5329 AV Material	Amazon Business	DVDs	378.80
5329 AV Material	Amazon Business	DVDs	998.43
5329 AV Material	Midwest Tape	Audio Books	60.98
5331 Programming	Amazon Business	Adult Program Supplies/ CREDIT	-24.25
5331 Programming	Amazon Business	YS Program Supplies	238.61
5331 Programming	Amazon Business	Adult Program Supplies	53.46
5331 Programming	Landscape Ministries LLC	Cathedrals Program	75.00
5331 Programming	Metro Market- Village Credit Card	YA Program Supplies	27.48
5331 Programming	Oconomowoc Historical Society & Museum	Train Show 5/11 & 5/13	150.00
5331 Programming	Randy Peterson	6/21/23 Performance	325.00
5331 Programming	Tanya Hinz	Painting Class	60.00
5331 Programming	Walmart- Village Credit Card	Adult Program Supplies	43.47
5332 Mileage	Eric Huemmer	Book Delivery	8.65
5332 Mileage	Jane DeAngelis	School Visits	26.20
5333 Outreach	4Imprint- Village Credit Card	Pens	616.08
5333 Outreach	Canva- Village Credit Card	Eric Huemmer Business cards	28.50
5333 Outreach	Canva- Village Credit Card	MetaSpace Business cards	50.00
5335 Training & Travel	Empathia	Stress or Success Training	750.00
5335 Training & Travel	Qdoba- Village Credit Card	Staff Training Day(MAY)	181.60
5335 Training & Travel	Qdoba- Village Credit Card	Grutmacher Meeting (MAY)	58.75
5335 Training & Travel	UW Madison- Village Credit Card	Play. Make. Learn Conference(MAY)	75.00
5340 Electronic Tools & Services	Interactive Services, Inc.	Wowbrary 5/16/23-5/15/24	497.27
5340 Electronic Tools & Services	Taylor Computer Services	Network Setting & Test	162.50
5340 Electronic Tools & Services	UKG- Village Charge	W2 Printing	91.45
5340 Electronic Tools & Services	UKG- Village Charge	Payroll Processing	324.24
5340 Electronic Tools & Services	Velocity- Village Charge	Endpoint Security/ May	8.00
5349 Digital Collections	Midwest Tape	Hoopla	739.07
5395 Repairs & Maintenance	Emcor Services	Troubleshoot AHU2 not cooling	925.53
5810 Furniture & Fixtures	EBay- Village Credit Card	Wall Shelf	183.96
TOTAL REGULAR ACCOUNTS			\$ 31,318.86

5806 Donation Expense General	Amazon Business	SLP Prizes	141.68
5806 Donation Expense General	Amazon Business	SLP Kickoff	150.01
5806 Donation Expense General	Fork In The Road- Village Credit Card	Gift card/ SLP Prize	50.00
5806 Donation Expense General	Jays Lanes- Village Credit Card	Gift Card/ SLP Prize	50.00
5806 Donation Expense General	Metro Market- Village Credit Card	Gift Card/ SLP Prize	50.00
5806 Donation Expense General	Walmart- Village Credit Card	SLP Prizes	150.67
5806 Donation Expense General	Zoozort	Mini Zoo	825.00
Donation Expense Designated	Bernstein & Associates	NAGPRA Consultant/ WCCF Funds	270.00
Donation Expense Designated	FeltRight- Village Credit Card	YA area acoustic panels (MAY)	602.60
Donation Expense Designated	Roman Electric	Library updates & Repairs/ WCCF Funds	4930.52
Donation Expense Designated	SchoolsIn	Kids Area Furniture/ WCCF	4373.98
Donation Expense Designated	Signs & Lines By Stretch- Village Credit Card	Downpayment/ McAdams sign WCCF	745.32
Donation Expense Designated	Uline	Sign Holders/WCCF	331.95
Donation Expense Designated	Zoological Society Of Milwaukee	Zoo Pass/PD by Friends	1000.00

		Total Donation Expenses	\$ 13,671.73
Director	Treasurer	To Be Reimbursed	11,922.42
		Regular Donation Expenses	1,749.31

Secretary		Total Expenses	\$ 44,990.59
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Village of Mukwonago
DRAFT MINUTES OF THE LIBRARY BOARD MEETING
FINANCE COMMITTEE
Thursday, June 1, 2023

Time: **11:00 am**

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

1. Call to Order

Meeting called to order at 11:04am by Chairperson S. Kaufman

2. Roll Call and Introduction of Guests

Board Members Present

J. Gasser
S. Kaufman

Absent and Excused

H. Pringle
C. Stienstra

Also Present

A. Armour, Library Director

3. Approval of Minutes

J. Gasser moved to approve the minutes of November 1, 2022 as presented. S. Kaufman seconded the motion. Unanimously carried.

4. Discussion/Action Items

4.a Audit Results

Discussion and possible action on the results of the Village audit.

Director Armour presented information on the outcome of the Village's annual audit. The Library had a surplus of \$4,625, which the Village automatically deposited into the Library's general fund balance. Director Armour explained to the Committee that the Library Board could allocate these funds however they see fit and recommended starting to develop more long-range financial plans. The Committee directed Director Armour to draft a list of her recommendations for possible designated accounts to be added and present to the Finance Committee at their next meeting.

4.b Preliminary Budget Planning

Discussion and possible action regarding preliminary budget planning for FY 2024.

Director Armour requested initial input from the Committee as she begins to prepare the next budget. S. Kaufman brought up her concerns about how to budget for bonuses as it isn't a dedicated expenditure line. J. Gasser brought up compensation levels and expressed concern that the Library needs to stay in alignment with similarly sized libraries to retain personnel. The Committee determined that they could not continue

discussing the budget until they received answers from the Personnel Committee and referred exploration of personnel considerations to them.

4.c WCCF Funds

Discussion and possible action on referral from the Building & Grounds Committee to examine the Waukesha County Community Foundation funds for sustainability, especially regarding capital improvements.

J. Gasser, a member of the Building & Grounds Committee, explained the concerns that lead to the referral. Director Armour shared a policy from a similarly sized library that shows how they manage their funds. Discussion centered around the finiteness of the accounts and the need for clear guidelines for spending. The Committee directed Director Armour to draft a policy for the WCCF funds and present it at the next Finance Committee meeting.

5. Referral Items

The Finance Committee is referring to the Personnel Committee consideration of compensation levels to be commensurate with comparable libraries and examination of annual wage advancement and bonus structures.

6. Confirm Next Meeting Date

This committee meets as needed.

7. Adjourn

S. Kaufman adjourned the meeting at 12:15pm.

Minutes submitted by A. Armour

Village of Mukwonago

**DRAFT MINUTES OF THE GRUTZMACHER COLLECTION COMMITTEE MEETING
Monday, May 15, 2023**

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:05 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

Committee Members Present

E. Brill
E. Pautz
H. Pringle
C. Stienstra

Excused

D. Magolan

Also Present

A. Armour, Library Director
D. Benden, Driftless Pathways

Comments from the Public

None.

Approval of Minutes

C. Stienstra/E. Brill motioned to approve the minutes from the Grutzmacher Collection Committee meeting on May 4, 2023. Unanimously carried.

Discussion/Action Items

Grutzmacher Collection Management Policy

Discussion and possible action on the final draft of the Grutzmacher Collection Management Policy.

H. Pringle noted that this incorporates the changes and discussion from the last meeting including the appendices with template forms.

E. Brill/C. Stienstra motioned for the Grutzmacher Collection Management Policy to go to the library board for approval pending final legal review. Unanimously carried.

Outgoing Loan Agreement

Discussion and possible action regarding the final draft of the Outgoing Loan Agreement with the Mukwonago Historical and Museum Society.

H. Pringle noted that this also incorporates the changes and discussion from the last meeting.

E. Brill/H. Pringle motioned for the outgoing loan agreement with Mukwonago Historical and Museum Society to go to the library board for approval pending final legal review. Unanimously carried.

Referral Items

None.

Confirm Next Meeting Date

To Be Determined

Adjournment

E. Brill/E. Pautz motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:37 p.m.

Library Director Report: June 2023

Director Meetings and Activities

On May 17 I attended the first Farmer's Market with our Community Engagement Coordinator, Eric. Each of the Library's leadership team will be attending one Farmer's Market this summer and talking about something specific to their department. I brought bookmarks promoting the Strategic Plan and put another couple miles on the book bike.

After experiencing issues with the HVAC again, Ilingworth-Kilgust discovered that the air conditioning unit that was installed in the summer of 2021 wasn't wired properly and therefore we have been missing on the third stage of cooling, creating a sharp on/off cycle with extremes on either side instead of smooth transitions when temperatures change. Now that it is fixed, we have noticed a difference, especially in the administrative offices and the MetaSpace where there is little air flow. Ilingworth-Kilgust is also examining our current configuration to see if we can get more and better air flow to the MetaSpace to respond to the unique needs of all that specialized equipment.



Most of the updates to our spaces have been completed: the felt tiles in the teen area (pattern designed by me!) have been installed by Terry (see photo); the slatwalls are up and promoting programs in a customer-friendly way; the standing signs are in place to direct people to the Community Room events; the festival electric "turtle" worked perfectly to run the two inflatables during the SLP Kick Off; and the children's area furniture (including reading house, benches, and train table) just arrived. I've had several people comment on these improvements.

Our SLP Kick Off was a huge success. I invited Senator Julian Bradley to the event and he had a great time volunteering with the MetaSpace and Woosh! sending off air rockets. We approximate 600 people attended this three-hour event which resulted in 23 new library cards and 652 items being checked out—my staff was super busy and did a fantastic job! The Friends of the Library generously handed out 400 ice cream treats and several Friends volunteered at the different events. Eight teens from the Teen Advisory Board (TAB) helped with everything from setup to takedown to monitoring the inflatables. We received many compliments about the event and it was fun to see so many people excited about summer reading.

Circulation (Emily Ceithamer)

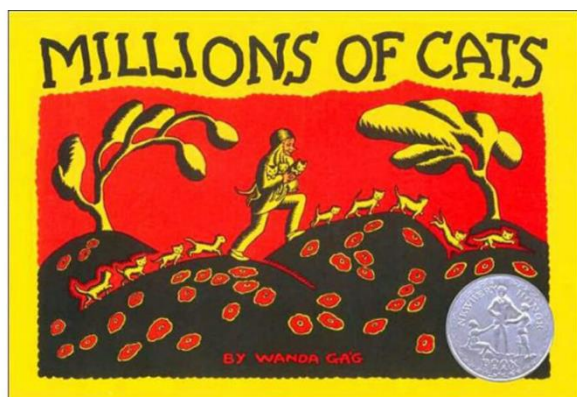
In May we hired a new circulation clerk, Haley! She's learning things very quickly and started at the perfect time where she was able to join us for staff development day and met everyone on staff in one day. We also hired a summer shelfer, Nick, who will be working 20 hours a week to help us keep up with the increase of materials being circulated during the summer months. He will be not only shelving, but also helping the circulation clerks unpack our delivery bins and put

out holds. I'm excited to get him trained and have him help us out during these busy next few months.

On our staff development day, we also had our portable hearing loops set up at the circulation desk. We now have one at each upper desk and I think it will be a great resource for patrons to use.

We are now into our first full month of using the smart lockers! I believe it's been a successful month as we have been putting items in them every single day for patrons. We've had great feedback, especially from one of our homeschool families who check out hundreds of books each month. Overall, it's been a great success and I hope to keep increasing use as the months go on.

Children's Department (Jane DeAngelis)



The month of May was filled with visiting the schools and promoting the Summer Library Kick-Off, the Summer Library Program, and especially, the Summer Reading Challenge to millions, and billions, and trillions of cats...er, I mean, students. They were most excited about winning Beanie Babies, going on a PokeWalk, and handling snakes. I was happy to see most kids raise their hands when asked if they have visited the Mukwonago Community Library and if they own a library card. There was a sense of

awe when they were told that their library card worked at 24 libraries in our system. I told them all to stop in and say "hi" and show me the stack of books they plan to check out.

Shared from the Circulation Desk: "Just wanted to share that we had a family come into the library tonight because of your presentation at Clarendon! Mom and two kids all got library cards! The kids couldn't stop talking about your presentation and how excited they were for Saturday. Mom said they couldn't stop talking about it at home too. She brought them in because the kids insisted on get their first library cards. It made me smile so I thought I'd share too. 😊"

Reference and Adult Services (Chris Stape)

May is one of the most "behind-the-scenes-busy" months of the year, and this May was no exception. Getting things prepared in time for the Summer Library Program can get a little nerve-wracking, but it's still fun. We've got the Beanstack Challenge, a bingo challenge for those who'd prefer to avoid the computer, scratch-off tickets, a photo contest, cooking

competition, and assorted presentations (among other activities.) This should be a good summer.

One interesting program we offered was about...antiques irons. I thought it was unusual too, but attendance was great and with audience questions and discussion, it ran almost 2 full hours.

Our very popular food truck, the Sandwich Sisters, is back and in full swing. The community really loves them, and they seem to bring some folks into the Library. Another interesting development is the growth of our two main book clubs—Page Turners and Cover to Cover. Page Turners has about 25 active members now who regularly meet in the Community Room. It's always tricky to tell how popular our Memory Lab will be at any given time, but it was in high demand in May with more appointments being made almost daily it seems. Other than that, the usual weeding of nonfiction and adding new titles continues.

Technical Services and Thingery (Mary Jo Isely)

424 new items were processed and cataloged in May. Continued the reviewing & editing of the troubleshooting manual for Thingery items as well as the Tech Services Manual. The Explore Passes are checking out like crazy. Predictably the new State Historical Society Passes are in high demand. The Deremer-Horwitz Planetarium pass is moving forward. The planetarium has not offered a library subscription pass in the past and they are finalizing the design and procedures. Snap Circuits Light was added to the S.T.E.A.M. kits. Additional S.T.E.A.M. kits to be added are Snap Circuits My Home and Explore the Night Sky which are currently in processing. Rearranged the New Fiction display to allow for more faced out covers and more room for new items. The never-ending weeding of fiction continues.

MetaSpace 511 & Technology (Nancy Aycock)

MetaSpace 511 is gearing up for summer and the Summer Library Program (SLP) Kick-Off in June! There will be lots of rockets! We 3D printed 200 rocket nose cones, forms, jigs, and a push-button grip. We built an air rocket launcher with help from volunteer Mark and construction plans from the Wisconsin Organization Of Spacemodeling Hobbyists (WOOSH).

WOOSH will be at the SLP Kick-Off with their air launcher and examples of other rockets. We tested out the air rocket launcher in the park, and it was so much fun we could've done it all afternoon!



Lead Innovator Nancy is bringing in teachers for classes, like Tiffany Knopow, a printmaking artist who recently taught block printing and will teach bookbinding. The Teen Film Club finished their production, made a clever comedic horror film (with little horror but lots of laughs in the blooper reel), and shared it with staff who enjoyed it. Unfortunately, the HVAC had some difficulties maintaining cool temperatures for a few days, and due to it being up to 81 degrees at times in the makerspace, we had to cancel makerspace appointments and one class due to it being too warm to run machines and for our patrons. We're grateful to the admin and the HVAC repair team that got us back to more comfortable temperatures.

MetaSpace 511 was the site for the Bridges Makerspace Meetup in May, which includes maker staff from different libraries in the Bridges Library System along with Bridges Library System staff. The group shared maker ideas and brainstormed solutions; it was an excellent opportunity to network. We also 3D printed three dragonflies for Library's scavenger hunt for the Library Passport Challenge, so keep your eye out for them on the shelves!



Community Engagement Coordinator (Eric Huemmer)

Community Engagement: Summer is upon us, and that means hitting the pavement for SLP sponsorships and prizes. We've received a great response thus far and I intend on making a few more trips to visit some businesses in person. This year I am working with those who have donated either funds or prizes to collect their correct logos and branding so that we can list those local business partners in a few places in thanks.

We're also back at the Mukwonago Farmers' Market every other week – Abby joined me when it was 52 degrees and Chris joined me when it was in the 90's and storming, but we're still out there rain or shine! We interacted with over 200 residents in May and covered everything from our Summer Library Program, the Kick-Off, and our regular offerings. One visitor shared her thoughts about the new Smart Lockers: "I love it! It's really convenient if I can't make it in during regular hours and I think it's a great addition."

SOAR (alternative education) classes both visited us at the end of May – it was an opportunity to take a tour of the facility, share the collection and services open to them, and how they can attend programs and/or get involved.

Finally, kudos goes to Emily & Jane as we've coordinated volunteers to help with the Summer Reading Challenge! These volunteers will help adults and families get registered as well as hand out prizes during peak traffic times (before and after programs and performances, etc.)



Events & Programs: Earlier in May, we had the Milwaukee Northwestern Model Train Group from the Oconomowoc Historical Society host a Memory Café (which had a great turnout for that program!) and a Model Train Showcase that had over 150 individuals brave the rain marvel at the displays and set-ups they had.

Everything is coming together for the SLP Kick-Off event happening Saturday, June 10. Ahead of the event, I'll be inviting/alerting our immediate neighbors about the event so they aren't caught off guard with the traffic and noise. We'll have volunteers from the Friends of the Library, the Teen Advisory Board, as well as individuals like Senator Bradley helping out this year, so it should be fun!

The Kick-Off is just that – the kick-off to the rest of the programming this summer! I'm working hard to have a fun line-up for Teen Tuesdays, Family Movies, and Teen D&D, as well as fun one-off events like a Beginner's Dungeons & Dragons and more. I'll continue to juggle outreach visits at LindenGrove and potentially another facility in July.

Statistics (see next page)

STATISTICS May 2023

Physical Item Circulation



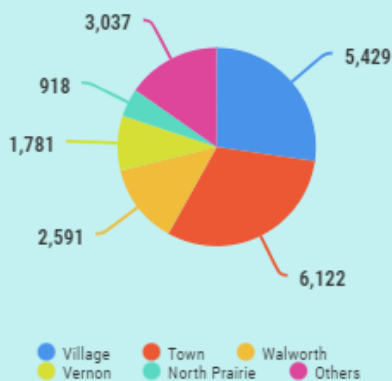
19,878

MAY CIRCULATION 4%
INCREASE OVER 2022

101,100

YEAR-TO DATE CIRCULATION

Circulation by Area



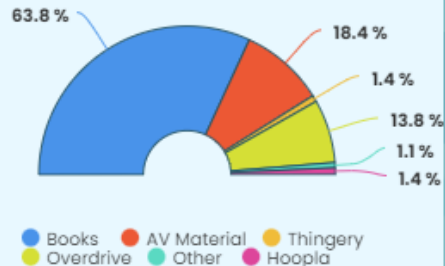
Circulation Trends



92

new library
cards this
month

All Circulation



Programs This Month

70

ATTENDANCE:

General 720
Kids 1711
Young Adult 55



291

People used the
Community and
Study Rooms

Locker Pick up

305

New Items Added

424

Renewals

6627

Items loaned to
other Libraries

2279



8263

patron
visits

Peak times

11:00 - 12:00 PM Saturdays Avg 127 Checkouts

Slowest times

8:00 - 8:30 PM Thursdays Average 6 Checkouts

Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour

Updated for Library Board June 15, 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 Library Director	2023	0
		<ul style="list-style-type: none"> Library staff successfully completed time study between January 30 and February 25. Library Director compiled the data into Time Study Analysis shared with Personnel Committee on April 24, 2023. Personnel Committee considered proposed reorganization chart and requested Director Armour get feedback from staff. Committee will next meet on June 29 to consider approval and next steps. 			
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 Library Director	2023	0
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 Library Director	2023	0
		<ul style="list-style-type: none"> Library Director directed Youth Services Librarian to begin gathering data and recording reflections on the use of the Youth Services desk. Library Director and Circulation Supervisor examined data on amount of time needed for shelving. Director hired two more shelvers in May. Hired Summer Shelver in June 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. 			
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 Library Director	Continuous	1
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 Library Director	Continuous	1

		<ul style="list-style-type: none"> • Grutzmacher Collection Committee met May 15 to finalize the Grutzmacher Collection Management Policy and Loan Agreement with MHMS. MHMS Board is invited to each meeting. MHMS Board President gave tour of Red Brick Museum to Danielle Benden of Driftless Pathways and Director Armour on May 4. • Have engaged in four (5) consultations with Tribes this year. One upcoming on June 19. Another two to be scheduled soon. • Adult Services Librarian is continuing follow-up calls to Tribes regarding NAGPRA Summary. Anticipate to finish before summer. • First ever repatriation on April 11. Transfer of control and care-and-trust agreements signed and in place. Working on physical retrieval. • Committee approved FAQs document for Library Board to consider with intention of creating an informational piece for the community as well as talking points for Board members. Published to website, shared in newsletter. • Robert "Ernie" Boszhardt to review the Native American items in the Grutzmacher Collection July 6 to identified previously unidentified NAGPRA eligible items and fakes. 			
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 Library Director	2023	1
		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.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Invest in marketing and outreach materials	Library Board and Library Director	Continuous	1
		Purchased new branded pens for use at upcoming Farmer's Markets and other outreach. Director Armour tasked Community Engagement 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 Library Director	2023	1
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 Library Director	Continuous	1
		<ul style="list-style-type: none"> • Library Board closed library on January 20 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 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 shelveers to Director - is on the same page, knows what to expect, and how to promote it. 			
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 Library Director	Continuous	1
		Library Director working with Village Administrator and Village contracted IT professional on upcoming internet connectivity issues in 2024 posed by a Village infrastructure project.			
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 Library Director	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. 			
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 Library Director	2023	1
		Library Director 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 Library Director	2023	1
		Library Director 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 Library Director	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 Library Director	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 Library Director	Continuous	1
		• MetaSpace 511 Lead Innovator began class "Thread And Circuits: A Guide to Electro-Textiles." Plans to bring circuit-based textile exploration to the MetaSpace.			
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 Library Director	Continuous	1
		Library Director 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.			
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 Library Director	Continuous	2
		Library Director 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.			
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 Library Director	2024	2

		<ul style="list-style-type: none"> • McAdams family portrait to be relocated near front door. Awaiting signage to go above photo. Electrical outlet relocated lower and now with USB ports. • Entryway painted, slatwall installed. MetaSpace entryway painted and slatwall installed. Staff is assessing needs for sign holders and signage for interest groupings. 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 Library Director	2024	2
		Library Director 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			
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 Library Director	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 Library Director	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 Library Director	2024	2
		Library Director directed Lead Innovator to begin collecting data on programs and appointments in the MetaSpace.			
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 Library Director	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 Library Director	2023	2
		New children's play area fixtures purchased. Awaiting delivery. Will include a reading house, repurposing the unused light table from the teen area, child-size reading benches, and a new train table.			
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 Library Director	2024	2
		<ul style="list-style-type: none"> • Technical Services Librarian rearranged storage of Thingery items in work area and repurposed old fixtures. Flow is improved, but still not enough space. • Technical Services Librarian worked with Communication Team to update Explore Pass brochures and boxes; now uniform, attractive, and highlights the Friends of the Library's sponsorship of those items. 			
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 Library Director	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 Library Director	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 Library Director	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 Library Director	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 Library Director	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 Library Director	Continuous	2
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 Library Director	Continuous	3
		<ul style="list-style-type: none"> Library Director directed Communications Team to install a display and handouts at April election. Plans with Village Clerk to make this a regular occurrence. Community Engagment Coordinator attends regular Rotary Club meetings. Library Director attended school district focus groups for facilities studies throughout April and May 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 Library Director	Continuous	3
		<ul style="list-style-type: none"> 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 engagment platform since before the COVID-19 pandemic. Senator Bradley volunteered at the 2023 Summer Library Program Kick Off Event and met constituents. 			
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 Library Director	Continuous	3
		<ul style="list-style-type: none"> Café App upgrades pending. Library Director acting as point person to improve app experience for Mukwonago portal. Library Director advocating for discovery layer at Café Council. Bridges arranged for three (3) demos; Director Armour provided feedback to Bridges on recommendation to proceed. Finalized rollout of using LibraryAware as email newsletter platform in April. 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. Director Armour and Circulation Supervisor proposed 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 Library Director	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 Library Director	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 Library Director	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 Library Director	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 Library Director	2025	3

Mukwonago Community Library
DRAFT Grutzmacher Collection Management Policy
Reviewed by Legal Counsel – For Library Board June 15, 2023

The purpose of the Mukwonago Community Library's (the "Library") Grutzmacher Collection Management Policy is to establish best practices and guidelines for the preservation, care, management, and use of the Grutzmacher Collection ("the Collection") and to delegate authority for implementation. This policy shall not replace any Library policy or regulation, nor local, state, or federal law, statute, or regulation under which the Library is legally or ethically bound to operate.

- I. Introduction
- II. Standards of Conduct and Ethics
- III. Scope of Collection
- IV. Acquisitions and Accessioning
- V. Deaccessions
- VI. Loans
- VII. Care of Collections
- VIII. Inventories and Records
- IX. Use of and Access to the Collection
- X. Insurance and Risk Management
- XI. Implementation and Revision
- Appendix A: Native American Graves Protection and Repatriation Act (NAGPRA) Policy
- Appendix B: Deaccession Record
- Appendix C: Outgoing Loan Agreement
- Appendix D: Loan Renewal Agreement
- Appendix E: Guidelines for Handling and Using the Grutzmacher Collection
- Appendix F: Request for Access to the Grutzmacher Collection
- Appendix G: Rights and Reproduction

I. Introduction

A. Background

The Mukwonago Community Library is a municipal public library located in Mukwonago, Wisconsin. It was founded in 1883 when interested residents started a "Library and Reading Room" in the Unitarian and Universalist Church. In 1917, the Library moved to the north wing of the McNulty House. In 1921, the Library moved to the Village Hall (present-day Police Department) and, in 1961, to the McKenzie House on Grand Avenue. In 1995, the Library moved to its current location at 511 Division Street in Mukwonago, between Washington and Park Avenues. The Library underwent a major renovation and expansion that opened to the public in 2011.

Upon his death in 1965, local resident Arthur D. 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 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 items have been on display at the Red Brick Museum under the care of the Mukwonago Historical and Museum Society (MHMS). Culturally sensitive items remain in secure storage on the Library premises.

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 NAGPRA Consultants was hired to guide the Library through compliance with the Native American Graves Protection and Repatriation Act ([NAGPRA] Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048; the NAGPRA Regulations 43 CFR Part 10, Dec. 4, 1995 and all subsequent amendments and regulation updates). NAGPRA is a federal law that establishes the rights of Native American Tribes and their lineal descendants to obtain repatriation of certain cultural items including ancestral remains, funerary objects, sacred objects, and objects of cultural patrimony from federal agencies and museums. Under the law, museums are defined as any institution or State or local government agency that receives Federal funds and has possession of or control over Native American cultural items. The Mukwonago Community Library is considered a museum under NAGPRA because it receives federal funds and has control over Native American cultural items. Appendix A of this document outlines the Library’s NAGPRA policy and procedures for complying with the law.

In August 2022, a inventory of every Native American item in the Collection was completed. A definitive collection catalog was produced, and consultation with Native American Tribes helped to determine which items in the Grutzmacher Collection fall under NAGPRA. 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 the National NAGPRA Program, in accordance with the Law.

B. Mission of the Grutzmacher Collection

In 2023, the Mukwonago Community Library Board of Trustees adopted the following mission statement particularly for the Grutzmacher Collection:

To care for and manage the Grutzmacher Collection in accordance with current legal and ethical standards and to cultivate a better understanding of and appreciation for the human story by making the Collection available for exhibit, research, and education.

C. Statement of Respect

The Mukwonago Community Library Board of Trustees recognizes the sovereignty of all federally recognized Native American Tribes. As caretaker of Native American items in

the Grutzmacher Collection, the Library Board of Trustees is committed to the legal and ethical principles of NAGPRA.

The Library is actively working with Native American Tribes to identify and repatriate cultural items covered by NAGPRA. The Library Board of Trustees values open communication and respectful relationships with Tribal communities and aims to appropriately preserve Native American cultural items, work with Tribes towards repatriation under NAGPRA and promote public education about Indigenous groups. 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 a Native American 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.

D. Governance

The Mukwonago Community Library is governed by the Library Board of Trustees through Wis. Stat. § 43.58 and has control of and responsibility for the preservation and protection of the Collection. Subject to state and federal law, the Library Board has the power and duty to determine rules and regulations governing the Library’s operations and services.

- i. The Mukwonago Community Library Board of Trustees consists of eleven members. The President is responsible for appointing committees promptly after the July meeting and shall make recommendations to the Library Board of Trustees.
- ii. The Library Board of Trustees created the Grutzmacher Collection Committee as a standing committee consisting of current members of the Library Board of Trustees. At the direction of the Library Board, the Library Director administers the work of the Grutzmacher Collection Committee. The role of the Committee is to ensure overall care and management of the Collection and advise on specific matters related to the Collection.
- iii. The Grutzmacher Collection Committee is an advisory committee and cannot take action on its own. All recommendations from the Committee will be presented to the full Library Board of Trustees for final approval.
- iv. The Committee is tasked with:
 - a. Annual review of compliance with NAGPRA and any other applicable laws and regulations.
 - b. Annual review of any contracted services, tools, personnel, or other considerations regarding NAGPRA compliance.

- c. Annual review of any existing loan agreements and as-needed review of any new loan requests.
- d. Annual review of insurance coverage and investigations into any necessary changes or updates.
- e. Annual review of collection catalog, appraisals, and other museum standards for proper collection maintenance.
- f. Annual review of the physical storage and location of all items in the Collection and recommendations for needed changes or updates.
- g. Annual review of any collaborations or contracts with other individuals or organizations regarding the care and custody of the Collection.
- h. Review of this policy at least every five years.
- i. As-needed review and investigations in response to or in anticipation of fiscal, legal, or other considerations that might impact the Collection including deaccessions.
- v. The Library Director recognizes and accepts the responsibility of ensuring the proper care, management, preservation, and use of the Collection under the policies and direction of the Library Board. The Library Director has the authority to appoint staff to assist with day-to-day management of the Collection.

II. Standards of Conduct & Ethics

The Library is committed to upholding the highest standards of professional conduct. The standards of conduct and ethics upheld by the Library are based on the provisions of Chapter 43 of the Wisconsin Statute. The Library Board of Trustees and staff shall uphold and perform their duties in good faith and due diligence. They will carry out their work with honesty and integrity.

A. Personal Gain

The Library Board of Trustees, staff, and volunteers must refrain from personal collecting of Native American items similar in scope to or in competition with those held in the Collection. Care must be taken to assure that no conflict, or appearance of conflict, arises with regard to the Collection. The Board of Trustees, staff, and volunteers must not use their Library affiliation to promote their personal collecting activities. The Collection is not available to any individual for personal use, either on or off the premises, or for any other purpose contrary to the Library and Collection's mission and purpose.

B. Appraisals and Authentications

- i. "Appraisals" are those assessments made regarding the financial value of an object, whether for insurance or fair market value.
 - a. The Library Board or Trustees and Library staff may not appraise the Collection.
 - b. The Library Board of Trustees and Library staff will not offer legal or tax advice for its Collection.

- c. Appraisals must be performed by qualified persons for internal use, such as for insurance evaluations or loans.
- ii. “Authentications” are those statements made that validate the genuine-ness of a given object, based on the expertise of that individual making the statement.
 - a. The identification, authentication, and assessment of the scientific and/or aesthetic quality and conditions of specimens, artifacts, and works of art must be completed by a qualified person.

III. Scope of Collection

The Grutzmacher Collection, under the Library’s care and custody, consists of approximately 12,450 Native American items originating from across the contiguous United States and includes chipped stone artifacts such as finished projectile points, knives, scrapers, drills, and flaking debris; ground stone objects such as bird stones, discoidals, chisels/gouges, grinding stones (metates), gorgets, grooved and ungrooved axes or celts, hammerstones, pendants, pestles, plummets; clay, copper, and glass beads; earthen (clay) pottery vessels and pottery sherds; clay pipes and pendants; and bone and copper implements and adornments. The Collection also consists of 69 Americana items including Civil War era money and medals, family trees, and photographs; and an archive containing Grutzmacher’s own catalogs and drawings.

The Library supports the use of the Collection for exhibition at the Red Brick Museum, public education, and research. These objects and records are held in the public trust for future generations.

IV. Acquisitions and Accessioning

- A. “Acquisitions” are items that are obtained by an institution through gift, donation, bequest, or purchase and involves a legal transfer of ownership to the institution.
 - i. The Library acquired the Grutzmacher Collection in 1965 as a singular collection, at a time when the Library was the only local repository. The Library remains committed to caring for and preserving the Grutzmacher Collection.
 - ii. ~~The Library will not acquire additional objects that pertain to the Grutzmacher Collection nor will it acquire other museum collections. The Library currently has no plans to acquire additional objects that pertain to the Grutzmacher Collection, and currently has no plans to acquire other museum collections. However, if an opportunity to do so that the Board of Trustees deems appropriate, it shall proceed as laid out in part “B” herein.~~
- B. “Accessioning” is the process of creating a permanent record of an object, assemblage, or lot received from one source at one time for which the Library has custody, right, or title, and assigning a unique control number to the object, assembly, or lot.

- i. If, in the future, the Library decides to actively acquire museum objects, the Library Board of Trustees will establish accession criteria, as well as procedures for carrying out accessioning activities, including identifying responsible parties. This policy would be updated accordingly.

V. Deaccessions

"Deaccessioning" is the process used to permanently remove an object from the collection or to document the reasons for an involuntary removal (one required by law or due to circumstances not controlled by the museum). "Disposal" is the official mode of transferal. Deaccessioning, when carried out in an appropriate manner and with thoughtful consideration, is an integral part of responsible collections management. This view is endorsed by the Library Board of Trustees and is based on the ethical codes of professional museum organizations.

A. Deaccessioning Criteria

Only objects accessioned and with clear title held by the Library can be deaccessioned. No object in the Collection shall be deaccessioned unless it meets at least one of the following criteria. Deaccession criteria are ranked in order of importance, 1 being the most important and 7 being the least:

1. The object has been approved for repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA).
2. The Library is instructed to deaccession the object by the owner (e.g., a federal agency that owns archaeological collections from land it manages).
3. Condition renders the object valueless for purposes of research, teaching, and exhibition or presents hazardous conditions that may threaten the stability of the Collection, Library staff and/or visitors, or others who may come in contact with the object.
4. The object lacks authenticity or proper documentation, rendering it valueless for purposes of research, teaching, and exhibition.
5. The object is a duplicate or of inferior quality to another identical or similar objects in the Collection.
6. The object cannot be adequately stored or cared for.
7. The retention of the object would be inconsistent with the Library's current mission and scope of collections.

B. Deaccession Due to Repatriation

An object may be deaccessioned from the Library through repatriation if it is of Native American origin and is claimed by a Native American Tribe with standing under NAGPRA (Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048; the NAGPRA Regulations 43 CFR Part 10, Dec. 4, 1995 and all subsequent amendments and regulation updates); or other relevant laws (e.g., Wisconsin's Burial Sites Law, Wis. Stats. 157.70). Appendix A establishes NAGPRA procedures. Once a repatriation request has been formally approved by the Library Board of Trustees and the tribe

or requesting party has been notified, the Library Director will initiate formal deaccession procedures prior to transfer and removal.

C. Disposal Methods

- i. Any object that has been selected and approved by the Library Board of Trustees for deaccessioning for reason other than repatriation should be disposed of using the following priority order, with 1 being the most desired and 4 being the least:
 1. Transfer to another appropriate institution. Consideration will be given to placing the object in educational institutions in the region.
 2. Donation. Museums or educational institutions should be contacted regarding the suitability of the items for donation depending on the nature of the items. The Library may donate items to another institution whose mission better serves to care for the object.
 3. Sale. An item may be sold privately or at a public sale or auction. Proceeds of the sale must be used for the direct care of the collections or future acquisitions.
 4. Destruction. If the object cannot be disposed of in any of the methods described above, it shall be destroyed. Destruction is defined as the obliteration of an object or specimen by physical or mechanical means. The Library Board of Trustees, staff, or affiliated parties may not retain any portion of the object. Prior to destruction, the object will be evaluated to ascertain whether it contains any hazardous materials. If any hazardous materials exist, the object will be destroyed in accordance with all federal or state laws and/or environmental health and safety procedures. This disposal method must be both documented and witnessed.
- ii. Deaccessioned objects will not be given or sold privately to employees, members of the governing authorities or their representatives, members of support groups or volunteers.

E. Deaccession and Disposal Procedures

- i. In consultation with community partners, Library staff, and/or experts, the Library Director may identify an object for deaccession and disposal based on the criteria above. If an object is being examined for deaccessioning, these steps must be followed:
 1. The Library Director will alert the Grutzmacher Collection Committee that the object should be considered for deaccessioning.
 2. The Grutzmacher Collection Committee will meet to consider the recommendation as well as all legal and ethical considerations of deaccessioning.
 3. If the Committee determines that the object should be deaccessioned, the Committee will make a recommendation to the full Library Board to consider at the next regular meeting.

4. The Library Board will hear the recommendation and reasoning, then vote on whether the object should be retained or deaccessioned.
- ii. If the proposed deaccession is approved by majority vote of the Library Board of Trustees, the Library Director will:
 1. Prepare all required paperwork and clearly document the deaccessioning process and disposal method. Appendix B of this document contains the Deaccession Record Form that must be completed as part of the deaccession process.
 2. Approve and obtain signatory authorization from the Library Board President following approval of the deaccession.
 3. Document the method of disposal, taking into account the reason for deaccessioning.
 4. Update records to reflect the deaccession as appropriate. This includes modifying the inventory/catalog, any accession records, applicable database entries, loan agreements, and monetary values for insurance purposes. Records will not be deleted or removed but maintained intact for future reference (e.g., to document NAGPRA compliance).

VI. Loans

“Loans” are temporary transfers of objects from one institution to another in which there is no transfer of ownership. The Library sends loans for the purposes of exhibition, research, or education.

The Library facilitates outgoing loans for scholarly research, educational or community outreach, and exhibition. The Library does not accept incoming museum collection loans. Loans broaden public access to the Collection and are generally made only to recognized museums or educational, cultural, or scientific institutions and not to individuals. They are not made for commercial or for-profit purposes. All outgoing loans must have associated paperwork that specifies the intended purpose of the loan and beginning and end dates. All outgoing loan requests must be approved by the Library Board of Trustees.

A. Responsible Parties

- i. Any community group, museum, or educational institution may request a loan of objects from the Grutzmacher Collection by contacting the Library Director and following the “Outgoing Loan Procedures” below.
- ii. The Grutzmacher Collection Committee has the responsibility to review the loan request and make a recommendation to the full Library Board on whether the request should be granted.
- iii. The authority to approve an outgoing loan rests solely with the Library Board of Trustees.
- iv. The authority to recall any loan prior to the noted end date rests with Library Board of Trustees.

- v. The Library Board of Trustees reserves the right to deny a loan request for any reason.

B. Criteria for Outgoing Loans

- i. The Library only loans Collection items to public or non-profit cultural, historical, or educational institutions. The Library does not loan objects to individuals.
- ii. All requests for outgoing loans must be brought before and approved by the Library Board of Trustees before any movement of objects will be permitted.
- iii. The Library must have clear title to all items being considered for loan.
- iv. No item shall be loaned unless the borrower guarantees its security during travel and exhibition.
- v. All loans must be for a specified period of time, agreed upon by both parties. The object(s) may be renewed for another specified period if agreed upon by both parties (see Appendix D for a Loan Renewal Form).
- vi. An outgoing loan agreement must accompany each loan.
- vii. In addition to containing a description of the item(s), including its physical condition, the period of the loan, the insured value, and the method of transportation, the agreement may contain other case-specific terms agreed to by the Library and the borrower.
- viii. Loaned objects must be stable enough to withstand travel, shipping and handling, and environmental change. All transportation charges and fees for loan items will be paid for by the borrower unless otherwise agreed upon. Unless otherwise specified, objects will be returned to the Library using the same packing materials provided and using, where practical, the same mode of transportation.
- ix. The borrower will insure all loaned objects at the value stated by the Library against risk of physical loss and/or damage from any external cause whatsoever, whether in transit or upon the borrower's premises. Damage to loaned items, whether in transit or upon the borrower's premises, will be reported to the Library Director within twenty-four (24) hours of the occurrence.
- x. The borrower will not transfer possession, repair, clean, alter, or restore objects it has received on loan without express written approval of the Library Board of Trustees.
- xi. The borrower will assume full responsibility for any loss of or damage to the objects.
- xii. The borrower is permitted to photograph and otherwise reproduce graphically loaned objects for publicity, record-keeping, education, and other noncommercial purposes subject to copyright law. All publicity and publications that include loaned objects must credit the Mukwonago Community Library with the statement "On loan from the Mukwonago Community Library's Grutzmacher Collection". The borrower will provide the Library with a complimentary copy of all publicity announcements and catalogs.

C. Outgoing Loan Procedures

All outgoing loan requests must follow these procedures in order.

1. The borrower requesting the loan must contact the Library Director in writing. The formal written request must indicate:
 - a. the nature of the object(s) requested (catalog numbers, specimen types, etc.).
 - b. the purpose of the loan.
 - c. the proposed start date of the loan.
 - d. any special conditions of the requested use.
 - e. the location of the proposed activity.
2. The Library Director will submit the loan request to the Grutzmacher Collection Committee. The Committee will review the loan request at their next meeting, determining potential legal, ethical, or professional reasons why it should or should not be approved. The Committee will make a recommendation to the Library Board of Trustees via a proposed Outgoing Loan Agreement (Appendix C) with complete terms for consideration at their next regular meeting.
3. The Library Board will hear the recommendation and reasoning, then vote on whether the terms presented in the Outgoing Loan Agreement should be approved or denied.
4. If the Outgoing Loan Agreement is approved by majority vote of the Library Board of Trustees, the Library Director will be responsible for administering the loan. The borrower must agree and adhere to the conditions of the loan, established by the Library Board of Trustees.
5. Copies of the Outgoing Loan Agreement are to be signed by the Library Board President as well as the designated representative from the borrowing institution. Electronic and paper copies of the signed loan paperwork will be filed accordingly.
6. Upon the end date of the loan, the borrower must return all objects in the manner stipulated in the Outgoing Loan Agreement. Under the supervision of the Library Director, the designated Library staff will unpack, inventory, assess condition, and safely reintegrate the objects into the collections and update records accordingly. Upon the successful return of all objects, the Library Board President will sign the paperwork to close out the Outgoing Loan Agreement.
7. If the loan has not been returned by the date indicated on the Outgoing Loan Agreement, the Library Director or their designee will contact the borrower to initiate return. The Library Board reserves the right to pursue legal recourse if necessary.
8. If the items are returned in poor, damaged, or otherwise unacceptable condition, the Library Board reserves the right to pursue legal recourse if necessary.

VII. Care of Collections

The purpose of collections care is to preserve individual objects and associated records for the long-term. The goal is to slow the process of deterioration. The Library Director is directly responsible for the day-to-day care of the Collection, but the Library Board of Trustees recognize that collections care is a shared responsibility.

A. Preventative Care

The Library Board of Trustees subscribes to a policy of preventive care for the Collection. “Preventive care” is a facet of conservation that functions to mitigate deterioration and damage of cultural property through the formulation and implementation of holistic policies and procedures. The Library Board of Trustees and Library staff implements preventive care as best they can by providing and maintaining storage facilities and materials, inventorying and surveying the condition of the Collection, and implementing emergency preparedness plans and security procedures to protect against theft.

- i. Environment - The Library has a robust HVAC system that controls for temperature and relative humidity. The Library Director monitors HVAC controls although temperature and relative humidity readings are not regularly recorded and kept on file.
- ii. Storage Facilities and Materials - The Library maintains permanent facilities for the long-term storage of the Collection. Museum quality storage hardware and materials for housing are essential for the long-term preservation of Collection items. When possible, the Library strives to replace non-museum quality furniture and utilize inert, archival materials for manage of the Collection.
- iii. Integrated Pest Management - Integrated pest management is a method of pest control that does not rely on the use of pesticides, but rather works to reduce access and remove the factors that pests require for survival. The Collection storage areas shall be monitored for pest activity. The Library Director will watch for signs of rodent or insect infestations and will mitigate appropriately by the least harmful means possible (i.e., without the use of harsh chemicals).
- iv. Emergency Preparedness - An emergency preparedness plan prepares for and mitigates damage from catastrophic events that endanger people and collections. The Library’s current emergency preparedness plan outlines which items in the Grutzmacher Collection should receive priority in the event of an emergency as well as a contact chain of command. The Library Director has communicated this information to official Village of Mukwonago personnel who have added these details to the Village’s Preparedness Plan. The Library Director will physically identify (e.g., with labels/signs on cabinets) the cabinets in the Grutzmacher Collection that contain the most important items that should be saved first in the event of a disaster.
- v. Security - Security of the Collection is an important aspect of preventive care. The Library Board of Trustees is ultimately responsible for security of the Collection and tasks the Library Director with carrying out security procedures to ensure the Collection is safe. The Library Director is responsible for monitoring

storage areas, authorizing and overseeing collections access and use, and ensuring communication and publicity of the Collection does not compromise the security of the Collection. Key access to storage areas is restricted to persons authorized by the Library Director on a day-to-day basis. Visiting researchers and members of the public are allowed access to the Collection storage areas upon advanced agreement by the Library Board of Trustees. All visitors to the Collection storage area will be supervised during their visit.

B. Conservation

“Conservation” is the profession devoted to the preservation of cultural property for future generations.

- i. Collection items may be treated by professional conservators if damage threatens the physical, biological, or chemical integrity of the item.
- ii. Conservation treatment and restoration shall be undertaken only by professional conservators.

C. Care and Handling

- i. The Library Director, their designee, and others authorized to interact with the Collection agree to abide by the Guidelines for Handling and Using Collections outlined in Appendix E.
- ii. The Library has consulted with Native American Tribal representatives about how culturally sensitive items are stored and cared for. The Library will update its care and handling of culturally sensitive items, as necessary, with Tribal input

VIII. Inventories and Records

An “inventory” is defined as a complete list of items in the Grutzmacher Collection, legally controlled by the Library. A current, reconciled inventory of the Collection is the primary tool for maintaining accountability and providing access to the Collection. Regular, periodic comparisons between inventory records and the physical collections is necessary for prudent collections management.

A. Types of Inventories

The Grutzmacher Collection Committee is responsible for developing a routine of inventorying the Collection and will task the Library Director to carry out the inventory and report back the results. The Library conducts two different types of inventories of the Collection to ensure consistency and accuracy of record keeping.

- i. Random spot-check inventories - The Library Director or their designee will select a random sampling of the Collection to examine. Verification includes but is not limited to the item’s location, description, condition, and completeness of its catalog records. Spot-check inventories shall be conducted every three (3) to five (5) years.

- ii. Complete (wall-to-wall) inventories - The Library Director or their designee will document the location and verify the condition of every object within the Collection. Wall-to-wall inventories shall be conducted every ten (10) years.

B. Missing Objects

While conducting a spot-check or a complete inventory, if an object is not found, the authorized Library staff member conducting the inventory will record this information in all paper and digital registration files and notify the Library Director immediately. A thorough search for the object will take place. The Grutzmacher Collection Committee will be informed at its next meeting and will report this information to the Board of Trustees as appropriate.

C. Records

The Library maintains Collection records and agrees to create them in a timely fashion, house them in secure locations, create duplicate copies for safeguarding (including electronic and paper derivations), and ensures that records are kept regardless if the object that correlates with a particular document is still in the Library's custody.

- i. Records help establish the Library's right to legally retain objects within the Collection.
- ii. Record keeping allows the Library to easily retrieve an object from its location, and documents its condition, history, and legal status, as well as a means to classify and catalog individual objects.

IX. Use of and Access to the Collection

The Library encourages the use of the Collection for exhibition, research, and educational programming through loans and on-site visits. Collection items are available for study based upon reasonable requests. However, the Library must balance access to the Collection with long-term preservation, personnel availability, and compliance with all federal, state, and local regulations. Use must not compromise the physical integrity of the Collection and will follow handling guidelines articulated in this policy.

A. Access to the Collection

Access to the Collection and associated data is available for scholarly, scientific, and educational purposes.

- i. Access to the Collection is by appointment only.
- ii. The Library Board reserves the right to deny access to the Collection for any reason including, but not limited to, the condition of the material, applicable state and federal laws (including copyright), and cultural restrictions.
- iii. The Library allows only non-destructive means of scientific analysis.
- iv. All requests for access must follow these procedures in order:
 - 1. All requests must be submitted to the Library Director in writing on a Request for Access to the Grutzmacher Collection form (Appendix F).

Requests should be made in writing at least six (6) weeks in advance to allow for the approval process. The request should include:

- a. Summary of the requestor's background
 - b. Research interest or proposed use of the Collection
 - c. A list of items they wish to access
 - d. Dates and times they are available for a Collection visit
- B. The Library Director will submit the access request to the Grutzmacher Collection Committee. The Committee will review the access request at their next meeting, determining potential legal, ethical, or professional reasons why it should or should not be approved. The Committee will make a recommendation to the Library Board of Trustees for consideration at their next regular meeting.
- C. The Library Board will hear the recommendation and reasoning, then vote on whether the access request should be approved or denied.
- D. If the access request is approved by majority vote of the Library Board of Trustees, the Library Director will be responsible for administering the access.
- B. Rights and Reproduction
- The Library may provide images of its Collection for research, exhibit, publication, programming, and publicity. When used appropriately, such images serve to share the Collection with a wider audience.
- i. The Library offers researchers the right to take original photography of objects that are not deemed culturally sensitive.
 - ii. Availability of images and the option of original photography is subject to the condition of the material, applicable state and federal laws (including copyright), and cultural restrictions.
 - iii. Text and image files, audio and video clips, and other content on the Library's website or other virtual publications, are the property of the Library and may be protected by copyright and other restrictions. Copyrights and other proprietary rights in the content and design of the website may also be owned by individuals and entities other than, and in addition to, the Library. The Library expressly prohibits the copying of any protected materials on its website, except for the purposes of fair use as defined in copyright law.
- i. Images (whether taken by the Library, an outside researcher, or a professional photographer) may not be reproduced without specific written permission from the Library. To obtain permission, a requester must follow this procedure in order:
 - 1. All requests must be submitted to the Library Director in writing on a Rights and Reproduction Request (Appendix G) Requests should be made in writing at least six (6) weeks in advance to allow for the approval process.
 - 2. The Library Director will submit the rights and reproduction request to the Grutzmacher Collection Committee. The Committee will review the request

at their next meeting, determining potential legal, ethical, or professional reasons why it should or should not be approved. The Committee will make a recommendation to the Library Board of Trustees for consideration at their next regular meeting.

2. The Library Board will hear the recommendation and reasoning, then vote on whether the rights and reproduction request should be approved or denied.
3. If the request is approved by majority vote of the Library Board of Trustees, the Library Director will be responsible for administering it.

X. Insurance and Risk Management

As a department of the Village of Mukwonago, insurance coverage for the Library is provided and managed by R&R Insurance under the Village's insurance policy. The insurance provider requires an up-to-date inventory of all collections owned by the Library.

The Library takes responsibility for the safety of its visitors and personnel. The Library will do the following:

- I. Consider all safety risks to collections both on site and prior to an outgoing loan.
- II. Deaccession items in the Collection that may pose a potential safety risk.
- III. Design exhibits to facilitate the safest possible display of the items.
- IV. Provide safety equipment such as nitrile or cotton gloves and surgical masks, to staff and researchers who work with any potentially hazardous collections items.
- V. Safely dispose of any materials found to be hazardous to human health.
- VI. Properly house and maintain all items within the Collection.
- VII. Regularly monitor the Collection.
- VIII. Appropriately label and maintain hazardous materials and train designated staff members in handling hazardous materials within the collections.
- IX. Adhere to all local requirements for standards of safety and health concerns.

XI. Implementation and Revision

The implementation of this policy is essential to its success. Members of the Library Board of Trustees, the Library Director, and Library staff will be expected to read, understand, and abide by this policy.

The Grutzmacher Collection Management Policy should be reviewed and updated for accuracy at least every five (5) years. The Grutzmacher Collection Committee will conduct a first review and make a recommendation to the Policy Committee. The Policy Committee will then refer the Grutzmacher Collection Management Policy to the Library Board of Trustees for final approval.

Adopted by the Board of Trustees of the Mukwonago Community Library on June 15, 2023

Revision History

November 10, 2022 Policy created

June 15, 2023 Policy rewritten by Driftless Pathways to align with museum standards and include template forms.
Reviewed by Village legal counsel.

DRAFT

Appendix A

Native American Graves Protection and Repatriation Act (NAGPRA) Policy

- I. Introduction
- II. NAGPRA
- III. Repatriation
- IV. Collaborative Relationships: Memoranda of Agreement or Understanding
- V. Policy on Culturally Sensitive Materials
- VI. Legal Counsel
- VII. Board of Trustees Approval

I. Introduction

The Mukwonago Community Library ("Library") is committed to respecting the values and beliefs of the Native American Tribes with ancestral ties to its Grutzmacher Collection and to developing mutually beneficial partnerships and open dialogue with Indigenous groups.

A. Purpose

The purpose of this Policy is to provide guidelines and information to Tribes, Native American lineal descendants, Library Board of Trustees, Library staff, and the general public about the Library's compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) and management of culturally sensitive items. By establishing guidelines and providing information about how the Library handles repatriation requests, the Library aims to promote mutually productive, cooperative consultations and to consider all repatriation requests equally and impartially.

B. Governance and Authority

- i. The Mukwonago Community Library is governed by the Library Board of Trustees. The Library Board is the only authority to grant requests for repatriation.
- ii. The Grutzmacher Collection Committee is a standing committee of the Library Board and consists of current members of the Library Board of Trustees. The Committee is responsible to considering requests for repatriation, sitting in on consultations with Tribes, and making recommendations and reports to the Library Board. This Committee is advisory and has no decision-making power.
- iii. The Library Director is responsible for sitting in on consultations with Tribes and administering the policies and decisions of the Library Board.

II. NAGPRA

The Native American Graves Protection and Repatriation Act (NAGPRA) (Public Law 101-601, 25 U.S.C. §§3001-3013, 104 Stat. 3048-3058) became law on November 16, 1990. NAGPRA requires Federal agencies and museums that receive federal funds and have possession of, or control over, Native American cultural objects, to repatriate, if formally requested by lineal descendants, federally recognized Indian tribes, and Native Hawaiian organizations cultural items defined as human remains, funerary objects, objects of cultural patrimony, and sacred objects. NAGPRA also requires agencies and museums to consult with Native American Tribes, organizations, and lineal descendants about collections that are or may be culturally affiliated with the Tribes. Implementing regulations, 43 CFR Part 10, were published on December 4, 1995, and have been updated periodically.

A. Definitions of Terms

The following definitions derive from NAGPRA rules and regulations (43 CFR Part 10).

- i. “Lineal descendant” means an individual tracing his or her ancestry directly and without interruption by means of the traditional kinship system of the appropriate Indian tribe or Native Hawaiian organization or by the common law system of descentance to a known Native American individual whose remains, funerary objects, or sacred objects are being claimed (§ 10.2 b(1)).
- ii. “Indian tribe” means any tribe, band, nation or other organized Indian group or community of Indians, including any Alaska Native village or corporation, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (§ 10.2 (2)).
- iii. “Native Hawaiian organization” means any organization that serves and represents the interests of Native Hawaiians, has a primary and stated purpose the provision of services to Native Hawaiians, and has expertise in Native Hawaiian affairs (§ 10.2 (3)(i)).
- iv. “Human remains” means the physical remains of the body of a person of Native American ancestry. The term does not include remains or portions of remains that may reasonably be determined to have been freely given or naturally shed (§ 10.2 (1)).
- v. “Funerary objects” mean items that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains (§ 10.2 (2)).
- vi. “Associated funerary objects” means those funerary objects for which the human remains with which they were placed intentionally are also in the possession or control of a museum or Federal agency (§ 10.2 (2)(i)).
- vii. “Unassociated funerary objects” mean those funerary objects for which the human remains with which they were placed intentionally are not in the possession or control of a museum or Federal agency (§ 10.2 (2)(ii)).
- viii. “Objects of cultural patrimony” means items having ongoing historical, traditional, or cultural importance central to the Indian tribe or Native Hawaiian

organization itself, rather than property owned by an individual tribal or organization member. These objects are of such central importance that they may not be alienated, appropriated, or conveyed by any individual tribal or organization member. Such objects must have been considered inalienable by the culturally affiliated Indian tribe or Native Hawaiian organization at the time the object was separated from the group (§ 10.2 (4)).

- ix. “Sacred objects” mean items that are specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions by their present-day adherents (§ 10.2 (3)).
- x. “Museum” means any institution or State or local government agency (including any institution of higher learning) that receives Federal funds and has possession of, or control over, Native American cultural items. Such term does not include the Smithsonian Institution or any other Federal agency (§ 10.2 (8)).

B. NAGPRA Collections Summaries

NAGPRA requires museums and federal agencies to have completed Summaries of Native American sacred objects, objects of cultural patrimony, and unassociated funerary objects by November 16, 1993. As a matter of transparency, the Library created a complete listing of all Native American items in the Grutzmacher Collection. The Library submitted this catalog and the NAGPRA Summary of potential sacred objects, objects of cultural patrimony, and unassociated funerary objects in October of 2022 to all 347 federally recognized Indian Tribes in the contiguous United States as well as to the National NAGPRA Program.

C. NAGPRA Collections Inventories

NAGPRA requires museums and federal agencies to have completed Inventories of culturally affiliated Native American human remains and associated funerary objects and culturally unidentifiable human remains and associated funerary objects by November 16, 1995. The Library does not have ancestral human remains or associated funerary objects in its custody or control and has therefore never submitted a NAGPRA Inventory.

D. NAGPRA Consultation Process

Communication and collaboration with Native American Tribes is essential to the repatriation process.

- i. The Library’s NAGPRA Summary letters notified federally recognized Indian Tribes that the Library controls cultural objects that may be affiliated with their Tribal group and provided the Library’s contact information.
- ii. The Library, working with Bernstein and Associates NAGPRA Consultants, formally documented and continues to document consultations.
- iii. The Library Director organizes and manages NAGPRA files and related documentation.
- iv. The Library Board of Trustees and Director worked with Bernstein and Associates to assist in the identification of consultation contacts.

- v. The Library encourages and welcomes consultation and will supply the Summary, itemized list, and catalog images when requested.
- vi. Continuing consultation, which may include Tribal access to museum records and reports, photography of specific items if requested by the Tribe, and on-site visits to view and examine collections—provide Tribal representatives with information necessary to make decisions about potential repatriations, to prepare formal repatriation requests, and to share information about the collections with the Library when appropriate.
- vii. The Library supports Tribal efforts to secure National Park Service consultation grants and may supply letters of support to accompany tribal grant applications.
- viii. With advance notice, Tribal representatives are welcome to visit and examine the Collection items associated with their Tribe or region. Tribal visitors are welcome to photograph or videotape collection items, if they feel it is appropriate, to allow wider distribution of information among Tribal members. An application form is required only if images will be published or commercially distributed as specified in the Library's Rights and Reproduction Form.

III. Repatriation

A. Repatriation Requests

- i. Formal requests for repatriation can be made by lineal descendants and federally recognized Indian Tribes, with delegated authority from a Tribal chairperson or a Tribal council resolution to conduct repatriation negotiations.
- ii. Lineal descendants may request unassociated funerary, objects from the graves of known individuals, and sacred objects personally owned by lineal ancestors. Requests from lineal descendants need not come from delegated tribal authorities or from federally recognized tribes.
- iii. Tribes may request unassociated funerary objects from graves of unknown individuals, objects of cultural patrimony, and sacred objects not linked to known individuals.
- iv. For sacred objects, objects of cultural patrimony, and unassociated funerary objects the Library must lack right of possession for each item requested. "Right of possession" means possession obtained with the voluntary consent of an individual or group that had authority of alienation. The original acquisition of a Native American unassociated funerary object, sacred object or object of cultural patrimony from an Indian tribe or Native Hawaiian organization with the voluntary consent of an individual or group with authority to alienate such object is deemed to give right of possession of that object (§ 10.10 (2)).
- v. Formal repatriation requests should be addressed to the Library Director. Formal repatriation requests must include a list of catalog numbers of objects being requested. Blanket requests for categories of objects will not be recognized as formal requests. Formal repatriation requests must demonstrate the following, as stipulated in the law:

1. Claimant has standing to make a claim. Claimant is either a lineal descendant or has authority delegated from a tribal chairperson or tribal council resolution to make repatriation claims. A copy of this authorization must be included in the repatriation request.
2. Assignment of listed objects to one or more statutory categories under NAGPRA. Definitions of statutory categories should be considered carefully and addressed fully in the repatriation request.
3. Evidence of cultural affiliation. Cultural affiliation must be established for each item requested. For requests from lineal descendants, information on appropriate genealogical links should be included.
- vi. Information used to support any of the above requirements of a formal repatriation request to the Library may include oral traditions, histories, linguistic evidence, archaeological evidence, and other evidence.
- vii. The Library may request additional information during the review process to clarify points made in the request.
- viii. At any point during the consultation process, Indian Tribes may request additional information from the Library.
- ix. The responsibility to provide evidence supporting repatriation claims rests with the tribes and lineal descendants.

B. Repatriation Request Review Process

- i. The Library will carefully evaluate all repatriation requests expeditiously and use due diligence to ensure that they are acted upon in an informed and timely manner. The Library has 90 days from the date the formal completed repatriation request is received to make a repatriation decision.
- ii. The Library recognizes that NAGPRA does not prohibit repatriation of objects for which the Library has right of possession (43 CFR Part 10.10 (c)(3)).
- iii. All requests for repatriation must follow these procedures in order.
 1. The Library Director will acknowledge receipt in writing of a complete repatriation request to the requesting Tribe.
 2. The Library Director will submit request for repatriation to the Grutzmacher Collection Committee. The Committee will review the request at their next meeting to determine if the cultural object(s) meet the NAGPRA definition of the statutory category to which they were assigned, if the claimant is a lineal descendant or the Indian tribe has established cultural affiliation, whether the Library has right of possession, and whether the request is supported by a preponderance of evidence. Published and archival works, other Library staff and Board members, and experts may be called upon if necessary to evaluate the claim. The Committee will make a recommendation to the Library Board of Trustees for consideration at their next regular meeting.
 3. The Library Board will hear the recommendation and reasoning, then vote on whether to approve or deny the request for repatriation.
 4. If the request for repatriation is approved by majority vote of the Library Board of Trustees, the Library Board President will be given the power to sign

all documentation necessary and the Library Director will be responsible for administering the repatriation. Including:

- a. Submitting a Notice of Intent to Repatriate to the National NAGPRA office. The Indian Tribe or lineal descendant may take control of the item(s) 31 days from the date of publication in the Federal Register.
 - b. Drafting a letter of transfer of control to the Indian Tribe or lineal descendant.
 - c. Drafting a care and trust agreement until the object can be physically reclaimed.
5. If the Library Board of Trustees deems the request to be incomplete, the Library Director will return the request with a statement explaining which necessary information is lacking.

C. Repatriation Procedures

Once a repatriation request has been formally approved and the lineal descendant, Indian Tribe, or requesting party notified, the Library will begin the formal process of deaccession.

- i. The Library Director will document the item(s) to be repatriated. Documentation includes a physical examination and description of the items and drawings and/or photographs in order to preserve a record of the object as it existed in the Grutzmacher Collection.
- ii. Unless otherwise agreed upon and documented in a formal agreement, repatriated material will be returned in the condition in which the Library has stored and cared for it, and no conservation treatments, repairs, or cleaning will be conducted unless mutually agreed upon in a written document by the Library and the Tribe or lineal descendant.
- iii. Unless otherwise agreed upon and documented in a formal agreement, the physical repatriation should occur within one (1) calendar year after the publication of the Notice in the Federal Register.
- iv. Repatriated objects can be received by authorized Tribal representatives or lineal descendants.
- v. All arrangements for the actual transfer of objects will be coordinated by the Library Director. The Library strives to work with Tribes to ensure that appropriate arrangements to physically move or ship repatriated material are made in consultation with the tribe or lineal descendant.
- vi. The Library will provide copies of documentation resulting from repatriation at no expense to requesting Tribes.
- vii. The Library supports Tribal efforts to secure National Park Service NAGPRA grants to offset the cost of physical repatriation and may supply letters of support to accompany Tribal grant applications.

D. Exceptions to Repatriation

Requirements for repatriation do not apply in the following situations (43 CFR Part 10.10(c)):

- i. Where the cultural items are indispensable to the completion of a specific scientific study, the outcome of which is of major benefit to the United States.
- ii. Where there are multiple requests for repatriation and the Library cannot determine by a preponderance of the evidence which is the most appropriate claimant.
- iii. Where a court of competent jurisdiction had determined that the repatriation would result in a taking of property without just compensation within the meaning of the Fifth Amendment of the Constitution.

E. Competing Claims

If the Library receives a counterclaim repatriation request from a Tribe or lineal descendant other than the one who submitted the original claim, the Grutzmacher Collection Committee will undertake a review of the competing claims. The Library Board of Trustees will review competing claims expeditiously and with due diligence.

- i. If the competing claim identifies the object under the same statutory category, the competing claims will be referred to the Federal Advisory Review Committee established under NAGPRA for a decision.
- ii. If the competing claims are essentially different, the Library will make a decision based on the information provided in the formal requests.
- iii. If one or more of the competing claims are to be repatriated, the Library will notify both parties and ask them to discuss the matter and try to determine whether one party will withdraw its claim or whether the parties can develop a joint-ownership arrangement between themselves or the Library.
- iv. If the matter cannot be resolved, the Library will refer the claims to the Federal Advisory Review Committee established under NAGPRA.

F. Contamination of Repatriated Items

Effective since January 3, 1996, museums and Federal agencies are required to inform recipients of repatriated items of any known treatment with pesticide, preservatives, or other substances that represent a potential hazard to the object or person handling the object (43 CFR Part 10.10 (e)). The Library has no knowledge that any potentially harmful substances were used to prevent deterioration of objects while in its care. However, if the Library receives a request from a lineal descendant or Indian tribes to perform a test on an object(s) that it has agreed to repatriate to ascertain if any substances were used, the Library may engage the services of a consultant to identify substances and the risk to the repatriating lineal descendant or Indian tribe.

IV. Collaborative Relationships: Memoranda of Agreement or Understanding

As an alternative to the physical return of repatriated objects, the Library may develop other relationships including memoranda of agreement or understanding and loans which assure Tribes and the Library mutual access to collections. Memoranda of understanding or agreement and loans can be beneficial to both parties and serve the long-term collections care needs of the objects concerned.

Memoranda of agreement or understanding can be developed on a case-by-case basis to facilitate access to an object or set of objects which a Tribe believes may ultimately be repatriated, but for which they cannot yet accept full responsibility. Under these circumstances, objects may be physically held in trust by the Library and covered under Library insurance while the tribe maintains ongoing rights and interests in the items. Under such situations, tribes can limit particular types of research, exhibition loans, or the publication of photographs of the agreed upon set of items.

V. Policy on Culturally Sensitive Materials

The Library recognizes that it may hold cultural objects that are significant to Native American communities and other originating communities and cultures to which it may not hold rightful ownership or rightful access to intellectual property rights, which may have been unrightfully removed from its place of origin, or which may be needed by religious leaders for the performance of present-day, ongoing religious ceremonies.

Financial and staff resources permitting, the Library will:

- i. Enter into discussions with Native American communities and other originating communities and cultures as to the proper care, display, access to, and storage of sensitive materials.
- ii. Within the constraints of financial resources and adherence to its mission, implement restrictions about the proper care, display, access to, and storage of sensitive materials.
- iii. Refrain from releasing photographs or allow new images to be made of any object for publication purposes that is the subject of a repatriation request under consideration at that time without the permission of the lineal descendant or Indian Tribe concerned.
- iv. Not allow research or loan of any object that is the subject of a repatriation request or an item that has been approved for repatriation without the permission of the lineal descendant or Indian tribe concerned.

VI. Legal Counsel

The Library reserves the right to seek and obtain legal counsel regarding repatriation or culturally sensitive material.

Appendix B

Deaccession Record

Deaccession Request initiated by: _____ Date: _____

The object(s) listed below are recommended for deaccession

Catalog #	Description

Are more items listed on a separate sheet attached? ☐ Yes ☐ No

Is the object(s) free of restrictions that would prohibit deaccessioning? ☐ Yes ☐ No

If no, explain: _____

Reason for deaccession (check one)

- | | |
|---|--|
| <input type="checkbox"/> approved for repatriation on _____ | <input type="checkbox"/> deteriorated/health hazard |
| <input type="checkbox"/> duplicate/inferior object | <input type="checkbox"/> cannot be adequately care for |
| <input type="checkbox"/> inconsistent with mission | <input type="checkbox"/> other (specify): _____ |

Attach a detailed narrative that further justifies the reason for the proposed deaccession. Include additional documentation that clearly supports the proposed deaccession (e.g., repatriation request, consultation documentation, expert review of collection).

Proposed Method(s) of Disposition

- | | |
|---|--|
| <input type="checkbox"/> transfer to another institution/organization | <input type="checkbox"/> exchange/donation |
| <input type="checkbox"/> sale | <input type="checkbox"/> destruction |

Attach a detailed narrative that further details and justifies the disposition method. Include additional paperwork that clearly documents disposition (e.g., transfer of control/custody agreements for repatriation).

Library Board President Name _____

Signature _____ Date _____

Library Director Name _____

Signature _____ Date _____

Appendix C

Outgoing Loan Agreement

The following object(s) from the Mukwonago Community Library's (MCL) Grutzmacher Collection listed on the attached inventory are loaned to:

Borrowing Institution: _____

Address: _____

Representative's Name: _____

Telephone: _____ **Email:** _____

Evaluation for Insurance Purposes: \$ _____

Insured By: _____

Purpose of the Loan (check one):

☐ research

☐ instruction

☐ exhibition

☐ other (specify): _____

Briefly Describe the Purpose of the Loan: _____

Duration of the Loan (dates): From _____ To _____

Indicate which items are attached to this Outgoing Loan Agreement:

☐ Loan Inventory ☐ Condition Report ☐ Other (specify): _____

This Outgoing Loan Agreement has been approved by the Library Board of Trustees in a majority vote on this date: _____

Library Board President Name _____

Signature _____ **Date** _____

The Borrower accepts the terms of the terms and conditions of this agreement.

Borrower Representative Name _____

Signature _____ **Date** _____

Procedures of the Outgoing Loan Agreement

1. Items are released

The items described herein are loaned by the MCL to the borrower named above. These items have been securely packed and are released for transportation.

Library Director Name _____

Signature _____ Date _____

2. Items are transported

The items described above have been received by the person responsible for bringing the items to the borrowing institution. The terms of the loan listed on page 2 of this form are hereby accepted by the transporter named below:

Borrower Representative Name _____

Signature _____ Date _____

3. Items are received

The items listed have been received in the condition described on page 2, and the terms of the loan are hereby accepted by the chief administrative officer of the borrowing institution:

Borrower Representative Name _____

Signature _____ Date _____

4. Items are returned

The items listed on page 2 of this form (or in a separate attachment) have been returned to the MCL.

Library Director Name _____

Signature _____ Date _____

Borrower Representative Name _____

Signature _____ Date _____

5. Items are received and the loan is terminated

The items listed in the attached inventory have been received in the condition described, thus terminating the loan agreement between the MCL and the borrowing institution. This termination is authorized by:

Library Director Name _____

Signature _____ Date _____

Conditions Governing the Loan of the Mukwonago Community Library's Grutzmacher Collection

Care, Preservation, and Exhibition

1. Except as otherwise provided in this agreement, it is understood that the Mukwonago Community Library (hereafter MCL) retains all other rights with respect to the loaned items. The Borrower shall take no other action with respect to the items without the prior written consent of the Lender, unless otherwise authorized by this agreement.
2. The Borrower will give borrowed items the same care as it does comparable property of its own. Borrower shall take reasonable precautions to protect items from fire, theft, loss, mishandling, dirt, insect, and extremes of light, temperature, and humidity while in its possession.
3. It is understood by the MCL and the Borrower that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
4. Items covered by this loan agreement shall remain in the condition described in the attached paperwork. They shall not be cleaned, retouched, repaired, or otherwise altered without written permission from MCL Director.
5. Any damage to loaned items, whether received in transit or on the premises of the Borrower, shall be reported immediately and in writing to the MCL Director.
6. The MCL Board of Trustees or its delegate may request to view the items covered by this loan agreement provided they give the Borrower ten (10) days' written notice and the Borrower can arrange for a volunteer to assist.
7. The Borrower may photograph or scan the loaned items for education, research, catalog, or recording purposes, but such photographs or scans may not be reproduced in any publication for sale, except in an exhibit catalog, without written permission of MCL Board of Trustees. The public may take photographs using non-flash photography for non-commercial purposes.
8. Loaned items shall be properly identified, catalogued, and credited as belonging to the MCL when on exhibition, reproduced in publications, or used for publicity using the following credit line: "Item(s) on loan from the Mukwonago Community Library's Grutzmacher Collection."
9. The cost of special storage containers or mountings for exhibition, security, and/or any other incidental costs created by the loan shall be paid by the Borrower.
10. It is understood that the loaned items will remain on the premises of the Borrower for the duration of the loan and cannot be removed from the premises without the written permission and approval of the full vote of the MCL Board of Trustees.
11. The MCL retains the right to determine how items can be used. The Borrower must contact the MCL Library Director prior to making any changes to the method(s) and way(s) in which items are used than otherwise specified herein.

Packing and Transportation

1. Packing and transportation shall be by safe methods approved in advance by the MCL.
2. The cost of packing and transporting of the loaned items shall be the responsibility of Borrower.

Insurance

1. The cost of insurance, special communications, security provisions, special packing or mountings for exhibition, and/or any other incidental costs created by the loan shall be paid by the Borrowing institution.
- ~~2. Each party shall procure and provide a certificate of insurance, evidencing the policies and coverages required by this section, and provide the certificate of insurance to the other party. Each party agrees to require that the insurer list the other party as an Additional Insured and to provide adequate evidence of said status through the liability insurance endorsement. The Borrower shall provide a certificate of insurance demonstrating adequate property loss coverage insuring the borrowed portions of the Collection against all perils, in an adequate amount to cover the value of the borrowed portion of the Collection. The Borrower is also required to have the Library named as an additional insured on said policy.~~

Return/Extension/Cancellation

1. Loan objects must be returned to the MCL in satisfactory condition by the stated termination date. Unless otherwise agreed in writing, the loan terminates on the date specified on the first page of this agreement.
2. Loan extensions must be clearly documented with a Loan Renewal Form and agreed to by both parties.
3. When returning loaned items, the Borrower shall pack the items exactly as they were packed when received, using the same packing materials and containers. Any changes must be authorized in advance by Library Director. Borrowers shall be billed for the cost of the original packing materials if the items are returned in anything other than the original materials unless changes were authorized in advance by Library Director.
4. At the end of the loan period specified on the first page of this agreement, all loaned items will be returned to the Lender of record at the address of record. Upon receipt, the Lender shall review the condition of the returned items and acknowledge that the items have been received in the condition described, thus terminating the loan agreement between the MCL and the Borrower. A copy of the completed loan paperwork will be provided to the Borrower.
5. If the Lender finds that the returned items are not in satisfactory condition, the MCL must provide the Borrower written notice of damage to the returned items.
6. The MCL or its agent shall notify the Borrower in writing if there is any change of ownership of the items specified in this loan agreement or if there is a change in the MCL's identity or address. The Borrower reserves the right to require proof of title if there is a change in

ownership of items. The Lender is responsible for paying the increased cost of delivery due to an address change.

- ~~7. If the efforts of the Borrower to return borrowed items to the MCL within a reasonable period following termination of the loan are unsuccessful, the Borrower maintains the right to charge storage fees or to dispose of said items in any manner it may elect as allowed by applicable law. After seven years, said items are considered abandoned property under WI Stat § 171.32 and become the property of the Borrower provided the Borrower follows the procedures in 171.32 to obtain title.~~
- 8.7. Copies of basic object/archive inventories, reports, publications, or other documents that are a product of researching the loaned objects should be provided by the Borrower upon termination of this agreement.
- ~~9. Either party may cancel this agreement before expiration of the agreed upon loan period and shall give thirty (30) days' written notice to the other party. The Library may cancel this Agreement for cause at any time if it feels that the Borrower is not properly handling the Collection materials in the manner proscribed herein. For cancellation not based upon "cause," the Library may cancel on 30 days notice. The Borrower may cancel on 30 days written notice.~~

Appendix D

Loan Renewal Agreement

The object(s) in the attached list, which are currently on loan to the Borrower listed below, are approved for an extension of the original loan period. An updated condition report must accompany this loan renewal and is attached herein.

Borrowing Institution: _____

Address: _____

Representative's Name: _____

Telephone: _____ **Email:** _____

Original loan period (dates): From _____ To _____

Documentation that must be attached to this Loan Renewal Agreement:

___ Loan Inventory ___ Updated Condition Report conducted on _____

Purpose of the original loan: _____

Purpose of extension: _____

Loan extension dates: From _____ To _____

This Loan Renewal Agreement has been approved by the Library Board of Trustees in a majority vote on this date: _____

Library Board President Name _____

Signature _____ **Date** _____

I have read and understand the conditions and agree to abide by the original loan terms.

Borrower Representative Name _____

Signature _____ **Date** _____

Appendix E

Guidelines for Handling and Using the Grutzmacher Collection

Proper object handling and careful movement of items in the Grutzmacher Collection is an integral part of preventive conservation. When items are moved, they are at an increased the risk of damage and loss. The less museum items are handled, the better.

Before you move any items in the Grutzmacher Collection, know and follow the following procedures to help reduce the risk of damage. Plan before handling or moving any items. Think through your plan so that you lift and move items properly. With advanced planning, you can keep movement of items to a minimum.

1. Wear gloves when handling items or work with clean, dry hands, depending on the material.
2. Only handle items when necessary.
3. If you are going to handle an item, gently hold it by its most stable or solid component. Never pick up an item by its handle, rim, or projecting part.
4. If an item has two parts (e.g., a teapot and a lid), move each part separately.
5. Use both hands to support items.
6. Stop and think before handling an item. If you intend to move the item, plan a route and clear a path before moving. Know where the item is going to go. Consider how you will pick it up and what parts of it you will handle.
7. Use a cart and supporting trays or boxes to transport items long distances.
8. Do not hurry.
9. Do not smoke, eat, or drink in the Grutzmacher Collection area.
10. Use only pencil to document (no pens or sharp items).
11. Handle each item as though it were irreplaceable.
12. If an item is heavy or extremely delicate to handle on your own, request assistance to move it.
13. If a mishap occurs, report damage immediately to the Library Director, who will document the damage.
14. Ask the Library Director prior to handling any items that are marked as culturally sensitive.

I have read and will comply with the procedures and conditions listed above.

Your Name _____

Signature _____ **Date** _____

Appendix F

Request for Access to the Grutzmacher Collection

Instructions: Complete all applicable areas and submit any other requested materials to the Mukwonago Community Library Director. Read all conditions on the back of this form before signing.

Person Requesting Access: _____ **Date:** _____

Address: _____

Telephone: _____ **Email:** _____

Describe as explicitly as possible the Grutzmacher Collection items you wish to access.

Type of Access Requested (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> examine items | <input type="checkbox"/> photography for research |
| <input type="checkbox"/> examine documentation | <input type="checkbox"/> photography for other purposes |
| <input type="checkbox"/> photocopy documentation | <input type="checkbox"/> other (specify): _____ |

Requested Date(s) of Access: _____

Amount of Time Required: _____

Reason for Request (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> publication | <input type="checkbox"/> independent research |
| <input type="checkbox"/> student research/class project | <input type="checkbox"/> identification/comparison |
| <input type="checkbox"/> local history or family relationship | <input type="checkbox"/> other (specify): _____ |

Do Not Write Below This Line - For Internal Use Only

Date of Library Board Action: _____ **Approved** **Denied**

Library Board President Name _____

Signature _____ **Date** _____

Associated Forms Needed: ☐ Guidelines for Handling and Using Collections
☐ Other (specify): _____

Policies Governing Access to the Grutzmacher Collection

Collection Access

Requests for access should be made at least six (6) weeks in advance of an on-site visit. A written description of the proposed project must be submitted along with this application to the Library Director who will bring the request for a vote to Library Board of Trustees.

Applications for access should address the following criterion.

1. The applicant's request shall be for access to a particular item or group of items.
2. The request must identify item(s) and records for which the applicant is seeking access; preferred dates the applicant wishes to access the collection; and the length of time required to complete his/her research.
3. When requested, the applicant will submit additional information outlining the research or project in more detail.

Conditions Governing Access to the Grutzmacher Collection

1. If granted access, the applicant agrees to abide by the MCL's Grutzmacher Collection Management Policy and Guidelines for Handling and Using the Grutzmacher Collection.
2. The applicant agrees to provide full acknowledgement of the MCL in any publication, report, film, photograph, etc., which utilizes material or information derived from any use of the Grutzmacher Collection.
3. The applicant agrees to provide the MCL with copies of basic collection inventories, drawings, etc. that are a product of researching the Grutzmacher Collection.
4. Upon completion of the research or project, a copy of any report resulting from the research shall be filed with the MCL Library Director.
5. All catalog, accession, and archival records that are the property of the MCL shall be treated as public information unless the data are excluded under state and federal freedom of information acts, state and federal antiquities laws, or copyright.
6. No researcher is permitted to, in any way, alter items or documents without written permission of the MCL. This includes conservation, cleaning, casting, or sampling for testing.
7. Prior written permission is required before photographs are taken and, in the case of commercial projects, are subject to publication fees. These fees must be negotiated with the MCL before photography occurs. Permission to photograph items does not imply permission to publish or reproduce such materials. Requests for permission to publish or reproduce must be submitted in writing and approved by the MCL.

I have read and will comply with the terms and conditions set forth and outlined herein.

Requester's Name _____

Signature _____ **Date** _____

Appendix G

Rights and Reproduction Request

Name of Requester: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Permission is requested to photograph/reproduce the materials listed below.

Catalog #	Description

Are more items listed on a separate sheet attached? ☐ Yes ☐ No

Intended Use (check all that apply)

☐ publication ☐ independent research
☐ student research/class project ☐ identification/comparison
☐ dissertation/thesis ☐ other (specify): _____

Why do you need the right to reproduce items from the Collection? _____

I affirm that the information provided on this form is correct. I agree to pay fees for any reproduction or duplication of research material within 30 days of invoicing. I have read and agree to abide by the Reproduction Policy on the reverse of this form if my request is approved.

Signature _____ Date _____

Do Not Write Below This Line - For Internal Use Only

Date of Library Board Action: _____ Approved _____ Denied _____

Library Board President Name _____

Signature _____ Date _____

Policies Governing Rights and Reproduction of the Grutzmacher Collection

1. The Mukwonago Community Library (MCL) retains the sole copyright to its Grutzmacher Collection and all images and digital depictions of its holdings. Photographic images which are in the care of or are the property of the MCL, or photographs, photocopies, or artistic renderings of collection items which are in the care of or are the property of the MCL, shall not be reproduced, resold, or commercially used without the specific written permission of the MCL. The MCL may not hold literary or other copyrights to some items, and it is the user's responsibility to secure those rights where necessary.
2. Permission for reproduction is granted for one-time use, unless specified. Requests for reproduction must be submitted using the Reproduction Permission form on the reverse of this document.
3. No images may be used to show or imply that the MCL endorses any commercial product or enterprise or concurs with the opinions expressed in or the accuracy of any text used with the images. The MCL may refuse permission to reproduce images if they are used in a way which conflicts with the purposes of the MCL, or if their use would be detrimental to the Grutzmacher Collection items or the reputation of the MCL.
4. Commercial use of Grutzmacher Collection items or archives may incur a reproduction use fee for reproduction of a photograph in scholarly, museum, or non-profit publications, as determined by the Mukwonago Library Board of Trustees. Reproduction use fees are generally waived for non-profit agencies with IRS 501(c)(3) status and governmental agencies. Permission to publish is contingent upon receipt of the appropriate fees and a signed Reproduction Request form on the reverse of this page. Fees are not refundable.
5. All reproduced images must be given a credit line, preferably at the picture's edge. In the case of filmstrips or videotapes, credit may be listed in any accompanying brochure and/ or in the film's credits. Unless otherwise specified, please credit: "Courtesy of the Mukwonago Community Library's Grutzmacher Collection."
6. As part of the agreement to grant reproduction permission, the MCL requires that, immediately upon publication, one copy of the publication (book, audio or videotape, film, computer presentation, etc.) be furnished at no cost to the MCL.
7. It is the general policy of the MCL to preclude the reproduction of culturally sensitive items or records.

I have read and will comply with the terms and conditions set forth and outlined herein.

Requester's Name _____

Signature _____ **Date** _____

The Mukwonago Community Library Board of Trustees (MCL) hereby agrees to lend to the Mukwonago Historical and Museum Society (MHMS) the object(s)/archive(s) from its Grutzmacher Collection described herein for the purposes described below, and subject to the terms and conditions set forth on the reverse and in the attached paperwork. The signatories below acknowledge that they are the authorized agents for their institutions.

Lender Institution: The Mukwonago Historical and Museum Society (MHMS) at the Red Brick Museum

Address: 103 Main St, Mukwonago, WI 53149

Contact Person: Henry Hecker

Telephone: (262) 363-6413

Email: president@mukwonagohistoricalsociety.org

Evaluation for Insurance Purposes: \$ _____ Insured By: _____

Briefly Describe the Purpose of the Loan: exhibition and education

Duration of the Loan (dates): From _____ To _____
Year/Month/Day Year/Month/Day

Owner Release of Items

1. The items described herein are loaned by the MCL to the MHMS. To the best of their ability, the MCL Board or Trustees President has verified in person that the items in the attached inventory are in the condition visually represented in the photographic inventory and catalog prepared by the MCL in 2022. This loan has been authorized by:

MCL Board of Trustees President Name

Signature

Date

Property Owner Agreement

2. As the owner of the property that the Mukwonago Historical and Museum Society operates on, the Village of Mukwonago acknowledges that these historical items will be stored and displayed at the Red Brick Museum. The Village recognizes the historical importance and value of these items and agrees to ensure that the property and building will be maintained to in such a manner that will be conducive to the safety and security of the collection.

Village Board of Trustees President Name

Signature

Date

Borrower Acceptance of Items and Loan Terms

3. The items in the attached paperwork have been received in the condition visually represented in the photographic inventory and catalog prepared by the MCL in 2022. The terms of the loan are hereby accepted by the MHMS representative.

MHMS Board President Name

Signature

Date

See reverse for item return and loan termination

Associated Documentation (check if attached)

☐ Loan Inventory

☐ Condition Report

☐ Other (specify): _____

Return of Items to Owner

4. The items listed in the attached inventory have been returned to the MCL.

MCL Board of Trustees President Name Signature Date

MHMS Board President Name Signature Date

Received Items and Loan Termination

5. The items listed in the attached inventory have been received in the condition described, thus terminating the loan agreement between the MCL and the MHMS. This termination is authorized by:

MCL Board of Trustees President Name Signature Date

Property Owner Acknowledgement

6. As the owner of the property that the Mukwonago Historical and Museum Society operates on, the Village of Mukwonago acknowledges that it has been notified that the loan has been terminated and that the items are no longer in the Red Brick Museum or on the property.

Village Board of Trustees President Name Signature Date

CONDITIONS GOVERNING THE LOAN
MUKWONAGO PUBLIC LIBRARY'S (MCL, Lender) GRUTZMACHER COLLECTION LOANED TO
THE MUKWONAGO HISTORICAL AND MUSEUM SOCIETY (MHMS, Borrower)

Care, Preservation, and Exhibition

1. Except as otherwise provided in this agreement, it is understood that the Mukwonago Community Library (hereafter MCL) retains all other rights with respect to the loaned items. Mukwonago Historical and Museum Society (hereafter MHMS) shall take no other action with respect to the items without the prior written consent of the Lender, unless otherwise authorized by this agreement.
2. MHMS will give borrowed items the same care as it does comparable property of its own. MHMS shall take reasonable precautions to protect items from fire, theft, loss, mishandling, dirt, insect, and extremes of light, temperature, and humidity while in MHMS possession.
3. It is understood by the MCL and MHMS that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
4. Items covered by this loan agreement shall remain in the condition described in the attached paperwork. They shall not be cleaned, retouched, repaired, or otherwise altered without written permission from MCL Director.
5. Any damage to loaned items, whether received in transit or on the premises of the MHMS Red Brick Museum, shall be reported immediately and in writing to the MCL Director.
6. The MCL Board of Trustees or its delegate may request to view the items covered by this loan agreement provided they give the MHMS ten (10) days' written notice and the MHMS can arrange for a volunteer to assist.
7. The MHMS personnel may photograph or scan the loaned items for education, research, catalog, or recording purposes, but such photographs or scans may not be reproduced in any publication for sale, except in an exhibit catalog, without written permission of MCL Board of Trustees. The public may take photographs using non-flash photography for non-commercial purposes.
8. Loaned items shall be properly identified, catalogued, and credited as belonging to the MCL when on exhibition, reproduced in publications, or used for publicity using the following credit line: "Item(s) on loan from the Mukwonago Community Library's Grutzmacher Collection."
9. The cost of special storage containers or mountings for exhibition, security, and/or any other incidental costs created by the loan shall be paid by MHMS.
10. The parties acknowledge that the items covered by this loan agreement have been in the possession of the MHMS at the Red Brick Museum, a building owned by the Village of Mukwonago, prior to the date of this agreement. As such, the parties agree that the attached inventory and condition assessment accurately reflects the condition of the items at the effective date of this agreement.

11. It is understood that the loaned items will remain on the premises of the MHMS Red Brick Museum, owned by the Village of Mukwonago, for the duration of the loan and cannot be removed from the premises without the written permission and approval of the full vote of the MCL Board of Trustees.
12. The MCL retains the right to determine how items can be exhibited. MHMS personnel must contact the MCL Director prior to moving items from their current locations.
13. The MCL and MHMS are of the opinion that all cultural items that fall under the Native American Graves Protection and Repatriation Act ([NAGPRA] Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048; the NAGPRA Regulations 43 CFR Part 10, Dec. 4, 1995 and all subsequent amendments and regulation updates have been removed from exhibit and are in the custody and control of the MCL. In the event that an object(s) under this loan agreement is ever identified as a cultural item under NAGPRA, the object(s) will be promptly returned to the MCL and the loan inventory will be updated to reflect this change.
14. MCL's "Outgoing Loan Agreement," a copy of which is attached hereto, is incorporated herein by reference.

Packing and Transportation

1. Packing and transportation shall be conducted by safe methods approved in advance by the MCL. Since the loaned objects have been in the possession of the MHMS prior to this agreement, the MCL Director will coordinate with the MHMS personnel 30 days prior to the return of the loan to establish an agreed upon plan for repacking and transport back to the MCL.
2. The cost of packing and transporting of the loaned items shall be the responsibility of MHMS.

Insurance and Other Associated Costs

1. Lender (Mukwonago Community Library Board of Trustees) shall obtain applicable insurance coverage for the loaned items in the amount determined by an appraisal of the loaned items. An appraisal of the material must be conducted by a qualified appraiser in order to determine the fair market value of the loaned items. The appraisal shall be attached to this agreement and fully incorporated herein. In order to maintain adequate insurance coverage, any appraisal incorporated in this agreement must have been completed within ten (10) years of the date of this agreement.
2. During the loan term, ~~MHMS will ensure the applicable property, risk and liability insurance are secured and maintained related to any premises where the loaned items are stored or displayed. MHMS may work with the Village of Mukwonago to obtain the proper insurance at levels and coverages consistent with commercially prevalent standards.~~ MHMS shall obtain adequate property loss coverage insuring the borrowed portions of the Collection against all perils, in an adequate amount to cover the value of the borrowed portion of the Collection. MHMS is also required to have MCL named as an additional insured on said policy.

3. Each party is responsible for procuring and providing their own certificate of insurance, evidencing the policies and coverages required by this section, and provide the certificate of insurance to the other party. Each party agrees to require that the insurer list the other party as an Additional Insured and to provide adequate evidence of said status through the liability insurance endorsement.
4. The cost of insurance, special communications, security provisions, special packing or mountings for exhibition, and/or any other incidental costs created by the loan shall be paid by MHMS.

Return/Extension/Cancellation

1. Loan objects must be returned to the MCL in satisfactory condition by the stated termination date. Unless otherwise agreed in writing, the loan terminates on the date specified on the first page of this agreement.
2. Loan extensions must be clearly documented with a Loan Renewal Form and agreed to by both parties.
3. At the end of the loan period specified on the first page of this agreement, all loaned items will be returned to the Lender of record at the address of record. Upon receipt, the Lender shall review the condition of the returned items and acknowledge that the items have been received in the condition described, thus terminating the loan agreement between the MCL and the MHMS. A copy of the completed loan paperwork will be provided to the MHMS and the Village of Mukwonago.
4. If the Lender finds that the returned items are not in satisfactory condition, the MCL must provide MHMS written notice of damage to the returned items.
5. The MCL or its agent shall notify the MHMS in writing if there is any change of ownership of the items specified in this loan agreement or if there is a change in the MCL's identity or address. MHMS reserves the right to require proof of title if there is a change in ownership of items. The Lender is responsible for paying the increased cost of delivery due to an address change.
- ~~6. If the efforts of the MHMS to return borrowed items to the MCL within a reasonable period following termination of the loan are unsuccessful, MHMS maintains the right to charge storage fees or to dispose of said items in any manner it may elect as allowed by applicable law. After seven years, said items are considered abandoned property under WI Stat § 171.32 and become the property of the MHMS provided the MHMS follows the procedures in 171.32 to obtain title.~~
7. Copies of basic object/archive inventories, reports, publications, or other documents that are a product of researching the loaned objects should be provided by MHMS upon termination of this agreement.
8. ~~Either party may cancel this agreement before expiration of the agreed upon loan period and shall give thirty (30) days' written notice to the other party.~~ MCL may cancel this Agreement for cause at any time if it feels that MHMS is not properly handling the Collection materials in the manner proscribed herein. For cancellation not based upon "cause," MCL may cancel on 30 days written notice. MHMS may cancel on 30 days written notice

Mukwonago Community Library
DRAFT Materials Selection Policy
Reviewed by Legal Counsel – For Library Board June 15, 2023

This materials selection ~~statement policy reflects is a reflection of~~ Mukwonago Community Library's ongoing commitment to providing a great collection on diverse topics in various formats. This policy is needed to provide structure and consistency for meeting our commitment to provide a well-rounded collection. A This policy document stating sets forth the goals, objectives, and background of the library collection, along with policies for MCL's selection and maintenance of the collection. ~~is needed to provide the structure for meeting our commitment to provide a well-rounded collection.~~

The Mission, Vision, and Values statements as well as the Strategic Plan of the Mukwonago Community Library guide the selection of materials as well as the development of collections and allocation of resources.

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: Innovation, Collaboration, Equity, Inclusion and Integrity

~~I. Right to Read~~

I. Collection Objectives

~~II. Right to Read~~

~~III.~~

III. Responsibility for Selection

IV. Criteria for Selection

V. User Requests

VI. Donations and Gifts

VII. Donations from Local and Self-published Authors

VIII. Withdrawal of Materials

IX. Requests for Reconsideration

I. Collection Objectives

Mukwonago Community Library's primary objectives are to acquire, organize, and make available a wide variety of print, non-print, and digital materials which that include works of contemporary significance and enduring value. MCL also recognizes an immediate duty to offer materials for

enlightenment and recreation, even though such materials may not have enduring interest or value.

- A. MCL staff is guided by a sense of responsibility to the library user to offer materials which that inform, educate, entertain, and enrich. The library also recognizes an immediate duty to offer materials for enlightenment and recreation, even though such materials may not have enduring interest or value.
- B. The MCL's collection is not archival. It is reviewed and revised on an ongoing basis to meet contemporary needs.
- C. Any new format shall be considered for the collection when national surveys and local requests indicate a significant portion of the Mukwonago Community Library's users express an interest in it. Professional staff will consider the community's access to any new technologies in order to make use of the new format, the Library's ability to circulate and handle the items, costs associated with obtaining and maintaining the items, and other relevant factors when determining if a new format is appropriate to add to the collection. Similar considerations will influence deletion of a format from the collection.

II. Right To Read

The Library MCL supports the library user's user's right to have access to ideas and information representing all points of view. MCL does not promote or endorse any specific beliefs or viewpoints through its collection or collection-related decisions. MCL does not select or withdraw materials from the collection based on the personal beliefs, opinions, or ideologies of any MCL staff member or member of the Library Board of Trustees.

- A. MCL recognizes that many materials may be considered controversial by certain people, groups, or standards, and that any given item may offend a user. However, MCL supports library user's right to access ideas and information representing all points of view.
- B. Every library user has the sole right and responsibility to choose or not choose materials for themselves and their family. Parents and/or legal guardians have the right to choose or not choose materials for their children. See the "Circulation Policy" for more information.

A.

- C. In keeping with the American Library Association's *Library Bill of Rights* (Addendum 1), *Freedom to Read* (Addendum 2) statements, Mukwonago Community Library does not restrict access to library materials.

~~D.~~ Libraries-MCL uses professional tools and expertise to organize ~~their~~ its collections by approximate age range, interests, media format, and other factors in order to help library users find what they are looking for. These organizational tools are no substitute for a library user's own judgement on what is right for themselves or their family. Library users are welcome to request, view, and check out items from all parts of the collection **without restriction based on the item's content or the library user's ability or age.**

~~B.~~

~~E.~~ In furtherance of library users' right to access ideas and information representing all points of view, all Library users have access to the entire Mukwonago Community Library collection, the collections of the library system's member libraries, a nationwide interlibrary loan system, and digital collections. Library-MCL staff do not restrict library users' ~~requests to access to~~ **any of these collections based on the collection's content or the library user's ability or age.**

~~C.~~

~~D.F.~~ The library recognizes that many materials are controversial and that any given item may offend a user.

~~E.G.~~ Collection development decisions are not made on the basis of any anticipated approval or disapproval, but solely on the title in relation to building the collection and serving user interests.

~~F.H.~~ In keeping with the American Library Association's *Library Bill of Rights* (Addendum 1), *Freedom to Read* (Addendum 2) statements, Mukwonago Community Library does not restrict access to library materials.

~~II.L. Objectives~~

~~Mukwonago Community Library's primary objectives are to acquire, organize, and make available print, non print, and digital materials which include works of contemporary significance and enduring value.~~

~~A.~~ MCL staff is guided by a sense of responsibility to the library user to offer materials which inform, educate, entertain and enrich. The library also recognizes an immediate duty to offer materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

~~B.A.~~ The collection is not archival. It is reviewed and revised on an ongoing basis to meet contemporary needs.

~~C.A.~~ Any new format shall be considered for the collection when national surveys and local requests indicate a significant portion of the Mukwonago Community Library's users express an interest in it. Professional staff will consider the community's access to any new technologies in order to make use of the new format, the Library's ability to circulate and handle the items, costs associated with obtaining and maintaining the items, and other relevant factors when determining if a new

~~format is appropriate to add to the collection. Similar considerations will influence deletion of a format from the collection.~~

III. Responsibility for Selection

III.

Ultimate responsibility for the selection of library materials for inclusion in MCL's collection rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. ~~These staff~~Certain MCL staff members ~~who~~ are designated as ~~collection~~Collection developers~~Developers~~ by the Library Director based on their education and training. Collection Developers share this responsibility under the oversight of the Library Director~~share this responsibility.~~

A. Selection for the collection and selection for individual use are two distinctly different domains.

B. Collection ~~d~~Developers have a duty to select materials that inform, educate, entertain, and enrich. Collection Developers have a duty to curate a varied collection that serves the entire community. Collection ~~d~~Developers constantly examine their personal biases, utilize analytics tools, and engage in professional development in order to curate a well-rounded collection offering a wide variety of materials that individual library users may select from to suit their needs or interests.

A.C. Physical materials held ~~by the Library~~in MCL's collection are selected and maintained by Collection Developers who, as professional librarians, ~~who~~ use their experience, judgment, subject-area expertise, data, and reviews to inform their decisions, which are ~~curate a balanced collection appropriate for the community based on the selection criteria set forth in Section IV.~~

B.D. Additionally, ~~The e~~Collection ~~developers~~Developers use a variety of selection tools, materials vendor tools, and budgeting tools to ensure a flow of new materials throughout the year, according to budget allocation.

C.E. Suggestions from staff members who are not directly involved with selection and suggestions from library users are encouraged and given serious consideration in the selection process.

D.F. ~~Selection for the collection and selection for individual use are two distinctly different domains. Collection developers have a duty to select materials that serve the entire community. Collection developers constantly examine their biases, utilize analytics tools, and engage in professional development in order to curate a well-rounded collection offering a wide variety of materials that individual library users may select from to suit their needs.~~

~~E.G.~~ MCL's Digital materials are provided through state-wide collections, library system cooperative purchases, and/or bundled products to which the Mukwonago Community Library contributes funds. The Mukwonago Community Library has no direct control over this selection other than to recommend titles.

IV. Criteria for Selection

~~IV.~~

Selection is a discerning and interpretive process, involving a librarian's general knowledge of the subject and its important literature, a familiarity with the materials in ~~the~~ MCL's collection, and recognition of needs and interests of the community.

~~A. The Library~~ MCL recognizes that some materials may be considered controversial by some members of the community. A ~~Through a balanced collection, MCL strives attempts to represent a variety of perspectives, to entertain, educate, and expand the whole person and the whole community. A balanced collection is not defined as an equality of numbers but of representation. The selection of any title does not constitute endorsement of its contents by MCL.~~

~~A.B.~~ The ~~collection~~ Collection developers ~~Developers~~ must consider each type of material individually and on-in terms of its own merits. No single standard can apply to all acquisition decisions. The criteria outlined in this policy are simply guidelines and do not replace the judgement of library professionals. Some materials may be selected primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy the recreational and entertainment needs ~~for or~~ interests of the community.

~~B.C.~~ The Library MCL selects materials of varying complexity and format to serve because it serves a public that includes made up of a wide range of ages, educational backgrounds, abilities, sensory preferences, ~~and~~ reading skills, needs, and interests.

~~C.D.~~ Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

~~D.E.~~ The Library recognizes that materials may be controversial. A balanced collection attempts to represent a variety of perspectives, to entertain, educate, and expand the whole person and the whole community. A balanced collection is not defined as an equality of numbers but of representation. The selection of any title does not constitute endorsement of its contents.

F. The evaluation and ~~S~~ selection and evaluation of materials, whether purchased or donated to the Library, ~~is done from~~ is a process that utilizes reviews in professional

journals, popular magazines, newspapers, the nonprint media, subject bibliographies and recommended lists, publishers' catalogs, staff and user requests, and professional websites. Criteria also include professional reviews, author qualifications, and community demand. Standard tools used may include but are not limited to *Library Journal*, *Booklist*, Baker and Taylor's Forecast, *The New York Times* Book Review, *School Library Journal*, Horn Book, and *BookPage*. For nonfiction books, collection developers may consider the factual accuracy of ordinary historical facts. Reader reviews on Amazon or similar sites are not generally considered as part of the review process.

E.G. Collection development decisions are made solely on the title in relation to building MCL's collection and serving user interests as set forth herein. Collection decisions are not made on the basis of any anticipated approval or disapproval, controversy, or objections by or from library users. Collections decisions are made solely on the basis of the principles stated in this policy.

V. User Requests

~~V.~~

~~The library~~ MCL encourages and welcomes library user suggestions, comments, and ideas about the collection and its development.

- A. High priority will be given to purchase requests from library users.
- B. All user requests are subject to the same selection criteria and review process as those applicable to materials ~~purchased~~ selected by library staff.

VI. Reasons for not purchasing items include obsolescence, lack of availability, narrowness of subject area, price, and promotion or inclusion of misinformation. The professional library staff determines where the item will be located in the collection. The "Purchase Request" sample form is included in this plan as Addendum 3.

~~VI.~~VII. Donations and Gifts

Donations of materials are gratefully accepted by MCL with the understanding that all donated items become property of ~~the Library~~ MCL according to Wis. Stat. § 43.58(7) and will not be returned to the donor.

- A. ~~The Library~~ MCL has no obligation to add donations or gifts to the collection and has the right to use or dispose of the donated item(s) as it sees fit.
- B. All donations and gifts added to the collection must be donated without ~~no~~ restrictions and must be available for public use.

- C. If a donation or gift is not selected for ~~the inclusion in MCL's~~ collection, at the discretion of MCL staff, it may be placed in the book sale, used as a prizes and-or incentives for a reading program, or used or disposed of by other means.
- D. If a donation or gift is added to ~~the MCL's~~ collection, it ~~may will~~ not necessarily remain there in perpetuity. ~~It-and~~ may be moved or removed as part of ongoing collection maintenance as the collection is reviewed and revised on an ongoing basis to meet contemporary needs.
- E. ~~The library~~MCL cannot place a monetary value on donations or gifts for tax purposes, but receipts are provided upon request.
- F. All donations and gifts are subject to ~~Collection developers will apply~~ the same selection criteria and review process as those applicable to materials selected by library staff. to donations and gifts as to materials purchased by staff. Among other considerations ~~Additionally, Collection Developers put,~~ specific emphasis ~~is given to on~~ the currency and physical condition of donated materials and the needs of MCL, ~~physical condition, and need.~~
- G. A magazine subscription represents an ongoing commitment for a library and as such does not lend itself to being acquired on a gift basis. For this reason, MCL does not accept magazine subscriptions ~~are not accepted~~ as gifts, but MCL will ~~be considered them~~ for purchase by the ~~library~~Library.
- H. Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, ~~collection~~Collection developers ~~Developers~~ will make the determination of what titles to buy, using the same criteria as for all other purchases.
- I. Ordinarily, gifts of non-library items including but not limited to paintings, portraits, or art objects will not be accepted. If accepted, the items become the property of the Library, and will not be returned to the donor. ~~There is~~MCL has no obligation ~~for the Library~~ to retain ownership of the item in perpetuity, and MCL reserves the right to use, sell, or dispose of any such item in its sole discretion.

VIII. Donations from Local and Self-published Authors

VII.

MCL defines "local authors" ~~are defined~~ as current residents of Waukesha County and Walworth County, Wisconsin. In general, ~~the library~~MCL does not collect self-published materials from non-Waukesha County or non-Walworth County residents.

- A. Mukwonago Community Library greatly appreciates local authors who are willing to support the Library by donating their works. However, the Library is not able to add

all donated material to the collection. Works must meet the selection standards as established in this policy. ~~Criteria includes professional reviews, author qualifications and community demand. Reader reviews on Amazon or similar sites are not considered as part of the review process.~~ The Library MCL does not purchase unsolicited materials.

- B. ~~Attempts MCL generally attempts are made~~ to acquire titles by local authors who are published by mainstream publishers. Titles by local authors that are self-published may be added to the collection if there is a compelling reason to do so. This may include community interest, professional reviews, or ~~publicized~~ publicity via local media.

IX. Withdrawal of Materials

VIII.

An up-to-date, attractive, ~~and~~ useful, and useable collection ~~is~~ can only be maintained through a continual discarding and replacing process. This includes examining the regular collection as well as the Thingery collection and other specialty loan items to identify items to be withdrawn from MCL's collection.

- A. Materials may be withdrawn from the library MCL's collection if, after consideration of any of or all of the following factors, professional library staff determines withdrawal is appropriate:

A.

- i. physical condition
- ii. currency and accuracy of information
- iii. lack of use
- iv. newer editions or better material on the same subject
- v. superseded by newer technology

v.

- B. ~~Although It is MCL's policy that~~ every effort will be made to replace ~~needed withdrawn~~ materials ~~which are withdrawn that are still needed by library users, considering budget and space constraints. It is also the Library's policy, the Library takes the position~~ that it is better to have no information on a subject than to have materials ~~which available that~~ are inaccurate, obsolete, or in poor physical condition.
- C. MCL retains the right to dispose of withdrawn materials through ~~aterials withdrawn from the regular collection may be given to~~ the book sale or ~~disposed of by~~ other means.
- D. Materials withdrawn from the Thingery may be sold to the public for a fair market price as determined by the Technical Services Supervisor or Library Director.

X. Requests for Reconsideration

~~IX.~~

~~MCL does not promote or endorse beliefs or viewpoints. Rather, it provides materials from a wide variety of points of view so that an individual can examine issues freely, form their own opinions, judgments, and beliefs, and make their own decisions. The MCL's selection of library materials is predicated on the individual user's right to read as set forth herein, along with every user's right to access a collection that is free and their freedom from censorship by others. The choice of library materials by library users is an individual matter. While an individual user may select or reject materials for oneself/him/herself or family, one cannot library users may not exercise censorship to or otherwise prevent or limit the freedom of others to access MCL's collection.~~

~~the materials by others. The Library MCL recognizes that a diversity of materials may result in some user requests for reconsideration of decisions regarding the selection or withdrawal of items from the collection. The following criteria and procedures have been developed to ensure that such requests, objections, or complaints are handled in a timely and attentive and consistent manner.~~

A. Library users are welcome to share their viewpoint in a respectful manner. At all times during any such discussion, both library staff and library users must follow MCL's Public Behavior Policy.

A.B. Parent(s) and/or legal guardian(s) have the sole right and responsibility to restrict access of their own children's access to library resources as they see fit. For this reason, MCL does not reconsider collections decisions based on objections or complaints regarding children's access to materials or age appropriateness of materials.

B.C. Items will not be automatically removed from the collection upon request or if an objection is made. Instead, items will remain in the collection as the process set forth herein is followed to conclusion. Once an item has been approved for purchase, based on the criteria laid forth in this policy, the item will not be automatically removed upon request.

D. Any library user objecting to library material may use the following process to share his or her concerns.

i. ~~should~~ First, library users may speak with any library staff member directly. Any library user wishing to share concerns or objections about materials in MCL's collection will receive respectful attention from the staff members first approached. The staff member should contact an one of MCL's in-house librarians or the Library Director for assistance in discussing the user's concerns, as MCL's in-house librarians and the Library Director are ultimately

responsible for receiving and reviewing such objections and Requests for Reconsideration pursuant to this policy. ~~Library users are welcome to share their viewpoint in a respectful manner and at all times during the discussion both library staff and library users must follow the Public Behavior Policy.~~

~~C.ii.~~ If the library user is not satisfied with the explanation provided by the in-house librarian or the Library Director; if no in-house librarian or the Library Director is available; or if the user would prefer to share his or her concerns or objection in writing, the library user should be offered themay obtain a “Request for Reconsideration” form (Addendum 4) available at the Circulation Desk or Info Desk. A library user must have an up-to-date library card valid at the Mukwonago Community Library in order to submit a Request for Reconsideration

~~D. If the library user is not satisfied with the explanation, the library user should be offered the “Request for Reconsideration” form (Addendum 4) available at the Circulation Desk or Info Desk. A library user must have an up-to-date library card valid at the Mukwonago Community Library in order to submit a Request for Reconsideration.~~

iii. One “Request for Reconsideration” form per item must be fully completed, signed, and routed to the Library Director.

a. The Library Director will notify the library user in writing within five (5) business days of receipt, confirming that the ~~request~~ Request has been received and inviting the library user to schedule an in-person meeting with the Library Director.

b. ~~regarding their request to be held within the next ten (10) business days. The Library Director will enclose~~ The meeting between the user and the Library Director should be held within ten (10) business days of the Library Director’s confirmation of receipt of the Request. The Library Director will provide the user with a copy of the Materials Selection Policy of the Mukwonago Community Library at the meeting.

c. ~~After the meeting with the user, the Library Director will meet with the appropriate collection~~ Collection developer ~~Developer~~ to review the complaint Request and obtain the Collection Developer’s recommendation. The Library Director ~~will~~ may also appoint an ad hoc committee of Mukwonago Community Library ~~Collection developers~~ Developers to review the item in question. The ad hoc committee will provide the Library Director with a recommendation regarding the Request within four (4) weeks of the Library Director’s meeting with

the user. Staff review will occur within four (4) weeks of receiving the initial request.

d. Within five (5) business days of receiving the ~~collection~~ Collection developers' Developer's recommendation or the ad hoc committee's recommendation (if one is appointed), the Library Director will decide whether ~~or not~~ the item should be ~~retained~~ added to, withdrawn from, or retained in the collection and will notify the requester in writing with the decision and reasons for it.

e. The requester may appeal the Library Director's decision by submitting a written request to the President of the Library Board ~~President of~~ Trustees for a hearing before the Library Board of Trustees at its next regularly scheduled meeting. This request must be submitted within sixty (60 days) of receipt of the Library Director's decision.

a. To allow staff sufficient time to respond to this appeal and prepare the agenda, appeals received less than seven (7) business days before that month's meeting may be postponed to the next month's meeting.

b. If a hearing is granted, the requester will be notified in advance as to the date and time when they may address the Library Board.

c. The Board reserves the right to limit the length of the requester's presentation at the hearing. ~~To allow staff sufficient time to respond to this appeal and prepare the agenda, appeals received less than seven (7) business days before that month's meeting may be postponed to the next month's meeting.~~

f. The Library Board of Trustees does not substitute its judgment for that of the Library Director. ~~The Library Board's responsibility is to determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Mukwonago Community Library. As a non-partisan, quasi-governmental body, the Library Board cannot base its determination on personal views, isolated passages or sections of the material, or whether the material and/or its author/creator may be viewed as controversial or objectionable. Items are selected for inclusion in MCL's collection based on the whole of their work; similarly, items are considered throughout the reconsideration process as the whole of their work.~~

a. The Library Board's responsibility upon hearing an appeal is limited to determining whether the Library Director handled the Request for Reconsideration has been handled in accordance with these stated policies and procedures of the Mukwonago Community Library. If the Library Board determines that the Library Director followed MCL's policies and procedures, it must affirm the Library Director's decision.

b. and will be considered throughout the request for reconsideration process as the whole of their work. After the Library Board has heard the requester's presentation and heard from the Library Director, the Board will conduct a vote to determine if the Director followed all policies and procedures in addressing the request Request for reconsideration Reconsideration.

ii.

g. The Library Board President will communicate the Library Board's decision in writing to the requester within five (5) business days of the vote.

iii.

iv-h. The Mukwonago Community Library Board of Trustees serves as the final authority and arbiter on matters of reconsideration and their its decision is final. Repeated or redundant requests by an individual or a group to reconsider materials already determined to remain within the collection or materials with differing titles but similar content will not be considered within five (5) years of the last request. The Library Director will notify in writing each requester asking for repeated or redundant reconsideration of materials of the Board's decision and then will notify the Library Board.

Adopted by the Board of Trustees of the Mukwonago Community Library on June 15, 2023

Revision History

March 2014

Policy updated/created but not formally approved

December 15, 2016

Policy reviewed and reformatted to standard policy format. Content revised throughout by MCL staff. "Freedom to Read" and "Library Bill of Rights" statements were not changed.
"Patron" and "Patrons" changed to "User" and "Users" throughout document
Paragraph 1 of "Objectives" completely rewritten

Mukwonago Community Library
DRAFT Materials Selection Policy

Reviewed by Legal Counsel – For Library Board June 15, 2023

Page 12 of 21

Paragraph 5 of the Request for Reconsideration was updated with the sentence “The Mukwonago Community Library Board of Trustees serves as the final authority and arbiter on matters of reconsideration.”
Addendum numbering corrected
Grammatical errors corrected

December 21, 2017 Reviewed and approved with one typographical correction

January 17, 2019 Change the Mission and Goals to correlate with MCL’s 2018-2021 Strategic Plan.
Change language under Section ‘Responsibility for Selection’ to “The Adult Services, Youth Services and Technical Services Librarians”.
Eliminate the following language in second paragraph under Section ‘Donations and Gifts’: “Gifts of non-library materials ordinarily will not be accepted.”

August 12, 2021 Update “Withdrawal of Materials” section to include specific policies regarding Thingery items.

June 15, 2023 Updated the mission, vision, and values
Policy updated for clarity and consistency throughout.
Section I “Collection Objectives” created
Section II “Right to Read” created
Section III “Responsibility for Selection” expanded to include statement clarifying duties of Collection Developers
Section IV “Donations and Gifts” expanded and clarified to include statements on how materials from memorials are selected, not accepting art and other similar donations, and denote selection criteria for all gifts
Section IX “Requests for Reconsideration” expanded to include specific timelines for requests, guidelines for the Board’s reconsideration process, and statute of limitations on redundant or repeated requests
Library Bill of Rights updated to latest version
Reviewed by Village legal counsel

Addendum 1

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

Addendum 2

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- (1) It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested, Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- (2) Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- (3) It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- (4) There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- (5) It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- (6) It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

(7) It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972', January, '16, 1991', July 12, 2000; June 30, 2004.

Addendum 3

Purchase Request

Date: _____ Staff initials: _____

_____ Book

_____ DVD

_____ CD

Author/Artist: _____

Title: _____

Year published/released/edition: _____

ISBN: _____

User Name: _____

Library Card #: _____

Phone #: _____

Email: _____

Addendum 4

Request for Reconsideration

Your opinion is important to us. If you have an objection to library material, please complete this form, indicating as clearly and legibly as possible the nature of your objection. The request is valid only if the entire form is completed, signed, and routed to the Library Director.

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Library Card Barcode*: _____

*per MCL's Materials Selection Policy: "A library user must have an up-to-date library card valid at the Mukwonago Community Library in order to submit a Request for Reconsideration."

(1) Resource of concern (circle one):

Book

DVD/Blu-ray

Audiobook

Magazine

Library Program

Display

Other _____

(2) Title of the resource: _____

(3) Author/Producer of the resource: _____

(4) What brought this resource to your attention? _____

(5) Have you read/listened/viewed the entire resource? Yes No

(6) Please comment on the resource as a whole as well as being specific about those issues that concern you. (Please continue on back of this form if you need more space or attach additional pages) _____

(7) What action do you recommend the library take regarding this item? _____

(8) Explain how this action would improve the Library's service to the community and if it aligns with the Material Selection Policy approved by the Library Board. _____

(9) Are there any resources you would suggest to provide additional information and/or other viewpoints on this topic? _____

(continue on the next page)

(10) What materials would you suggest as possible replacements for this item?

I acknowledge that once submitted, this form becomes a matter of public record per Wis. Stat. § 19.32

Signature: _____ Date: _____

* * * * *

Staff Use Only

Received by:

Date:

Received by Library Director:

Date:

Collection Developer Review and/or Committee:

Date:

Decision Sent to Requester:

Date:

Staff Action

**Mukwonago Community Library
Public Behavior Policy
Reviewed by Legal Counsel – For Library Board June 15, 2023**

The purpose of this policy is to provide clear guidelines of conduct to ensure a safe, orderly, and comfortable atmosphere in the Mukwonago Community Library. Library staff and MCL users share the responsibility to always maintain this atmosphere. To that end, the following guidelines define those behaviors and activities that are and are not allowed on Library property. Sections include:

- I. Library Staff Responsibilities
- II. Library User Responsibilities and Code of Conduct
- III. Policy on Filming, Photographing, and Recording in the Library
- IV. Safe Child Guideline
- V. Theft
- VI. Enforcement of this Policy
- VII. Emergency Numbers

Appendix A: User Expulsion Staff Report

Appendix B: Process for Appealing Expulsion

Appendix C: Accident/Incident Report

I. Library Staff Responsibilities

- A. The Library Board has established this policy in accordance with Wis. Stat. § 43.52(1) and the Waukesha County Library Services Plan to ensure that MCL is a safe and welcoming place that provides equitable access to materials and services for all Library users.

B. Library Staff Will:

- i. Be an example of calm and safe behavior when representing the Library;
- ii. Provide courteous and knowledgeable assistance;
- iii. Guarantee equitable access to Library resources;
- iv. Ensure a reasonably quiet environment;
- v. Furnish a clean and safe physical environment; and
- vi. Enact appropriate and equitable intervention when users do not observe the Library Code of Conduct and other Library policies.

II. Library User Responsibilities and Code of Conduct

- A. These general rules of behavior are designed to protect the rights of all library users and to outline acceptable and unacceptable behavior while inside the Library building. The rules and responsibilities set forth in this policy are intended to ensure that all users are able to use MCL and its collection for its designated purposes without interference by or

Commented [MSC1]: I don't think this statute applies. It doesn't pertain to the establishment of policies by the Board. It only has to do with auditing and approving expenditures and paying bills. I'm not sure if this was taken from an older version of the statutes, but I looked back at the legislative history of that particular statute and I don't see anything mentioning the establishment of policies or of any duties to ensure safety. It looks like there was a somewhat substantial overhaul in 1997 that repealed statutory standards for administrative rules regulating public library systems

Commented [AA2R1]: I updated the relevant statute. § 43.52(1) reads "Any municipality may establish, equip and maintain a public library, and may annually levy a tax or appropriate money to provide a library fund, to be used exclusively to maintain the public library. The municipality may enact and enforce police regulations to govern the use, management and preservation of the public library."

Commented [MSC3]: I don't know that you want to say that staff will "guarantee access" to resources. They can't guarantee that a patron has access to the latest blockbuster novel if it's already checked out. Maybe it makes more sense to say that staff will guarantee equitable access to library resources?

from the conduct of others. When these rules are violated, MCL reserves the right to notify parent(s)/legal guardian(s) of minors, engage the assistance of law enforcement, or take steps up to and including banning library users to ensure the safety of everyone on MCL property and to preserve MCL materials and facilities.

B. Library Users Must:

- i. Conduct themselves appropriately, within the limits of the Library's rules, all applicable laws, and common sense.
- ii. Follow all MCL policies and Library staff direction.
- iii. Interact respectfully with other users and MCL staff.
- iv. Be mindful of their surroundings to ensure a reasonably quiet environment while inside the building.
- v. Take cell phone calls and conduct conversations in study rooms or in the foyer.
- vi. Use headphones to listen to music or other audio recordings.
- vii. Wear appropriate attire at all times, including shoes and shirts.

C. Library Users Will NOT:

- i. Unreasonably disturb others through disruptive or overly loud behavior, including but not limited to using offensive, threatening, harassing, or abusive language and/or gestures; snoring; and using personal electronics inappropriately or without headphones.
 - i. Users may not solicit, panhandle, beg, or attempt to sell anything, including but not limited to selling items for personal gain or charitable causes, while inside the building.
 - ii. Users may not circulate petitions inside the Library building.
 - iii. Users may not engage in surveying inside the Library building unless it is done as part of an approved MCL group function.
 - iv. Personal hygiene that is offensive to the point of disturbing or otherwise interfering with other Library users' reasonable use and enjoyment of MCL, or to the point of interfering with the maintenance of a sanitary and attractive building, is not allowed.
- ii. Bring food into the Library building. Drinks are allowed inside the building if in tightly covered containers.
- iii. Bring animals into the Library. Users may not leave animals unattended outside of the building. Service animals, as defined by Title II and Title III of the Americans with Disabilities Act, are welcome. Service animals do not include emotional support animals.
- iv. Run inside the Library.
- v. Litter.
- vi. Use another person's Library account or lie to Library staff.
- vii. Use or move Library furniture and fixtures for purposes other than intended.

- viii. Enter the teen or children's areas unless they are with a child or teen or are retrieving materials for a child or teen. These areas are meant for the use and enjoyment of children and their guardians and the presence of solo adults is often uncomfortable and disruptive. [See the Public Space Usage Policy for more information.](#)
- ix. Carry or possess firearms or other weapons, except by authorized law enforcement agents.
- x. Vandalize, destroy, deface, steal, or otherwise abuse Library property.
- xi. Violate federal, state, or local laws and ordinances, such as smoking, possessing controlled substances including alcohol, public intoxication, public indecency, or acts of violence.
- xii. Violate local ordinances such as possessing a weapon or firearm, skateboarding, or rollerblading.

D. Library User Code of Conduct While Outside of the Building

MCL recognizes that library users may spend time outside of the library building on MCL property. While outdoors on Mukwonago Community Library property, the following rules apply:

- i. No loitering at or otherwise blocking entrances, exits, and/or walkways.
- ii. Users may not solicit, panhandle, beg, or attempt to sell anything, including but not limited to selling items for personal gain or charitable causes, and may not circulate petitions or engage in surveying anywhere on MCL property.
- iii. Users may not leave children or animals unattended in vehicles or other public areas.
- iv. No parking bicycles and scooters at the front entrance. Bikes and scooters must be parked in the bike racks provided.
- v. No carrying or possessing firearms or other weapons on any MCL property, except by authorized law enforcement agents.
- vi. Users may not vandalize, destroy, deface, steal, or otherwise abuse Library property.
- vii. Users may not violate federal, state, or local laws and ordinances such as smoking, possessing controlled substances including alcohol, public intoxication, public indecency, or acts of violence.
- viii. Users may not violate local ordinances such as skateboarding or rollerblading where prohibited.

Commented [MSC4]: just make sure that you post that no weapons are allowed as required under Wis. Stat. s. 943.13(1m)

III. Filming, Photographing, and Recording Policy

The primary purpose of the Mukwonago Community Library is to provide a forum for community members to engage in the receipt of information. MCL recognizes that all people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Protecting user privacy and confidentiality while engaged in the receipt of information is therefore an integral part of MCL's mission. To that end, it is MCL's policy that all library users

have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.

Each public library is unique. Different public libraries may have different missions or purposes unique to their communities, collections, or facilities. Those differences may result in recording policies at other public libraries that differ from MCL's policy. MCL further recognizes that legal interpretations of laws pertaining to filming, photographing, and recording in public spaces vary. This recording policy was developed to specifically serve the Mukwonago Community Library's mission and purpose. It reflects the Village attorney's interpretation and opinion of current applicable laws and MCL's commitment to protecting library users' privacy and confidentiality.

A. MCL Recordings. To enhance the physical security of the library, its property, staff, and library users, Mukwonago Community Library reserves the right to use surveillance cameras in high-traffic areas such as the library entrance and collection shelving.

- i. MCL does not use surveillance cameras to monitor, track, or profile library user's use of library resources beyond operational needs related to safety and security.
- ii. MCL does not share users' personally identifiable information with third parties or vendors that provide resources or library services, unless MCL obtains explicit permission from the user or if required by law or existing contract.
- iii. Relatedly, all footage recorded by MCL surveillance cameras is considered a "record" under Wis. Stat. § 19.32(2) and is subject to Wisconsin's Public Records Law in Chapter 19 of the Wisconsin Statutes. Footage is retained according to the applicable Records Disposition Authorizations approved by the Wisconsin Public Records Board, FAC00082 and FAC00082A.

B. Recording Library Users. Library users may not film, photograph, videorecord, or audiorecord in any manner or form (hereinafter "record," "recorded," or "recording") other library users while on MCL property unless the subject of the recording has given explicit permission to be so recorded prior to the beginning of any recording.

- i. Any library user who wishes to obtain permission from another library user to be recorded may not unreasonably disturb or harass the user or any other library users in the process of seeking such permission. Any requests for permission to record are subject to MCL's Code of Conduct, above.
- ii. Users may not record minors (age 17 or younger) regardless of whether the minor consents to being recorded.
- iii. Even where a user has consented to be recorded by another user, any recording on MCL premises is prohibited if it is disruptive to other users or interferes with the purpose and/or operation of the Mukwonago Community Library.

- iv. Absent exceptional circumstances, any such recording should take place in a study room or the foyer to minimize disruptions to other library users.

C. Recording Library Staff. Library users need not obtain permission to record MCL staff members at the Library. However, library users may not record MCL staff members if such recording is harassing, monopolizes staff members' time, interferes with the performance of staff members' duties, or otherwise violates any part of MCL's Code of Conduct.

- i. Users may not record library staff if doing so unreasonably disturbs or disrupts other library users' reasonable use of the library.
- ii. Recording of staff members is prohibited in any private areas in the library that are reserved for use by MCL staff, not open to the public, and designated as such.
- iii. If the recording becomes harassing, disruptive, or otherwise violates these rules or the Code of Conduct, MCL staff reserves the right to ask the recording user to stop recording or to move to a more appropriate location to minimize any disturbance of other library users. If the recording user refuses to stop recording upon such a request, MCL staff reserves the right to contact law enforcement as needed to ensure the safety and comfort of other library users.

III. Safe Child Guideline

All children must follow MCL's Code of Conduct while on library premises. MCL is not equipped—and it is not the Library's role—to provide long-or short-term childcare. 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. The following age restrictions provide parents and/or legal guardians rules applicable to minors in the Library.

- A. Minors ages 0 to 7 – Must be accompanied by a parent or designated responsible individual aged twelve (12) or older, and be in sight of that person, while in the Library and/or while attending Library programs. This responsible individual must supervise, guide, and control the behavior of their charge(s) at all times.
- B. Minors ages 8 to 11 – May visit the Library on their own and may be left alone to participate in Library programs. They are not allowed to supervise other minors.
- C. Minors ages 12 to 18 – May visit the Library on their own and may be left alone to participate in Library programs. They are allowed to supervise other minors and must supervise, guide, and control the behavior of their charge(s) at all times.

IV. Theft

Mukwonago Community Library
DRAFT Public Behavior Policy

Reviewed by Legal Counsel – For Library Board June 15, 2023

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- A. Theft of Library Materials – Theft of MCL materials or other property is a crime. Library staff will make every effort to talk to the individual and clear up misunderstandings before assuming a theft has occurred. If an individual intentionally takes and carries away, uses, conceals, or retains possession of materials belonging to the Library, MCL reserves the right to detain the individual for a reasonable amount of time until contact law enforcement and to pursue legal action to recover any losses.
- B. Theft of Personal Belongings – Library users are responsible for their belongings at all times. In the event that a library user believes s/he is the victim of theft, the user should report this to library staff as soon as possible. Library staff will then ask the individual if s/he wishes to file a report with the police and a Library phone will be made available to file the report if requested. MCL staff cannot file a police report on behalf of a library user. Additionally, MCL staff will identify and preserve any surveillance footage that may contain information relevant to the alleged theft for 120 days, as required by Records Disposition Authorization FAC00082A approved by the Wisconsin Public Records Board.

V. Enforcement of this Policy

- A. Library users who fail to follow this policy and/or who engage in conduct deemed inappropriate by Library staff are subject to removal from Library property and/or restriction or revocation of Library privileges. Depending on the severity of the conduct at issue, Library staff will follow this procedure:
- i. Library staff will issue a verbal warning to anyone not following the Library rules, including to anyone being disruptive.
 - ii. Library staff will give a second verbal warning if the offending behavior persists.
 - iii. If the behavior continues after two warnings, Library staff will ask the user to leave the Library for the rest of the day.
 - iv. Recurring or extreme incidents could result in immediate expulsion from the Library. At their discretion, MCL staff may expel a library user for up to one (1) week without first providing verbal warning(s) when the conduct at issue involves a more serious infraction, including but not limited to conduct that violates any federal, state, or local laws. See Appendix A for “User Expulsion Staff Report.”
 - v. All expulsions will be immediately forwarded to the Library Director for review. Adjustment of the expulsion, further expulsion from using the Library for a period of time, or affirmation of the library staff’s decision will be made by the official ruling of the Library Director. Written notice of an expulsion from using the Library will be mailed to the last known address of the violator when possible.

- vi. Library users may appeal an expulsion decision of the Library Director to the Library Board within 30 days by filling out the “Process for Appealing Expulsion” form in Appendix B and mailing it to MCL or dropping it in the outside book return. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board. The Board may rescind, adjust, extend, or affirm the expulsion. The Board’s decision will be final.
- B. Library staff may summon law enforcement at any time for assistance with enforcing this policy.
- C. Library Staff will follow these guidelines when handling behavior issues or concerns.
 - i. Be consistent and fair in enforcement.
 - ii. Maintain a calm, nonjudgmental demeanor when dealing with a situation.
 - iii. Explain the consequences clearly to the offending individual and the steps that will be taken if the problem persists.
 - iv. Never touch a Library user (unless it is necessary to defend yourself).
 - v. If the behavior is determined to be illegal, Library staff are to immediately notify the police.
 - vi. If there are dangerous or illegal activities occurring on property adjacent to or near the Library (i.e. situation occurring on the playground equipment, the baseball field, or of illegal activity in the street), Library staff are to immediately notify the police.

VI. Emergency Numbers

Emergency Number: 911

Police Department (Non-Emergency): 262-363-6434 or ext. 1221

Fire / Ambulance Department (Non-Emergency): 262-363-6426 or ext. 3401

Department of Public Works: 262-363-6447 or ext. 7100

Mukwonago Village Hall: 262-363-6420 or ext. 2104

Appendix A

Mukwonago Community Library User Expulsion Staff Report

This form documents an expulsion of a Library user. The Library Staff member who expelled the user must immediately complete this form and submit it to the Library Director.

User Name: _____

Date: _____

Describe the reason for expulsion. Detail what happened, where it happened, how it happened, and the factors leading to the event. Be as specific as possible and list only the facts.

Name of staff member completing form: _____

Days banned (circle one): 1 2 3 4 5 6 7

Banned Until: _____

Library Director name: _____

Library Director final decision: _____

Date notice was mailed: _____

Appendix B

Mukwonago Community Library Process for Appealing Expulsion

Because of your behavior, you have just been banned from the Mukwonago Community Library for an extended amount of time. If you wish to appeal this action, please fill out the form below. You must mail it to the Library or drop it in the outside book return within 30 days of the expulsion. The Mukwonago Community Library Board of Trustees will convene within a reasonable amount of time to consider your request. You may be asked to appear before the Mukwonago Community Library Board of Trustees.

Mailing Address: Attn: Library Director
 Mukwonago Community Library
 511 Division St.
 Mukwonago, WI 53149

User Name: _____

Date: _____

Reason expulsion should be voided:

Signature _____

Appendix C

**Mukwonago Community Library
Accident / Incident Report**

Date of Accident / Incident: _____ Time it Occurred: _____ am/pm

Library Staff Name Filling out Report: _____

Description of Accident / Incident: _____

What Action was taken?

Names / Addresses / Phone Numbers of Person / Persons involved in the incident:

Names / Addresses / Phone Numbers of Person / Persons witnessing the incident:

Signature _____ Date _____

----- LIBRARY DIRECTOR OR SUPERVISOR IN CHARGE TO COMPLETE SECTION BELOW -----

What, in your opinion, caused the accident / incident? What, in your opinion, can be done to prevent a reoccurrence of this accident / incident again?

Signature _____ Date _____

Revision History

September 7, 2017

Problem Behavior Procedures draft presented to the Policy Committee. Note that Problem Behavior Policy is being

Mukwonago Community Library
DRAFT Public Behavior Policy

Reviewed by Legal Counsel – For Library Board June 15, 2023

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considered more procedural and to be titled Problem Behavior Procedures.

October 12, 2017

Problem Behavior Procedures draft #2 presented to the Policy Committee.

October 16, 2017

Updated Problem Behavior Procedures replace Problem Behavior Policy as motioned by the Mukwonago Community Library Board.

June 21, 2018

Revised Section II, User Responsibilities and Code of Conduct Guidelines to include no personal bathing or laundering activities in the Library's public restroom facilities. No other changes recommended. Approved by Library Board.

June 6, 2022

Policy updated for clarity and consistency throughout. Integrated "Theft of Materials Policy." Updated appendices to match updates in policy.

RESOLUTION 2023-03
CAPITAL FUNDING TRANSFER FOR CAPITAL IMPROVEMENTS

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 has committed to improving the Library facilities and user experience as outlined in the Strategic Plan 2023-2025;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$32,270.10 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 following capital items.

Item	Cost
Patching and painting (Dale Painting)	\$6,900.00
Slatwalls for entryway and MetaSpace	\$1,469.68
Teen area update (Felt Right tiles)	\$602.60
Removing old electrical and data outlets and installing festival electric	\$18,178.52
New McAdams donor sign	\$745.32
Children's play area fixtures	\$4,373.98
Total	\$32,270.10

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 15th day of June, 2023.

Library Board President

RESOLUTION 2023-04
FUNDING TRANSFER FOR BERNSTEIN AND ASSOCIATES AND DRIFTLESS PATHWAYS

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; and:

WHEREAS, the Library Board of Trustees has contracted the services of Driftless Pathways to write a policy and loan agreement and to conduct an archaeological review of the Native American items in the Grutzmacher Collection to ensure the Library is operating in accordance with museum standards and any applicable laws;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$12,257.12 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 and Driftless Pathways between November 10, 2022, and June 15, 2023.

Item	Cost
Bernstein and Associates NAGPRA Consultants	\$9,357.12
Driftless Pathways	\$2,900.00
Total	\$12,257.12

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 15th day of June, 2023.

Library Board President

The Library Board and the Open Meetings Law

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Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

Email, “Walking Quorums” and Other Potential Open Meetings Violations

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [*Trustee Essential #15: The Library Board and the Public Records Law*](#).

Meeting Minutes

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a

roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

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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