

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, July 13, 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 June 15, 2023

[Library Board Meeting Minutes 20230615_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 July 2023

[Financial 2023 July Executive Summary 20230713.pdf](#)

[Financial 2023 July Invoices 20230713.pdf](#)

6. Committee Reports

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

[Grutzmacher Collection Committee Meeting Minutes 20230628_unapproved.pdf](#)

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

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

6.d Policy Committee - last met June 29, 2023

[Policy Committee Meeting Minutes 20230629_unapproved.pdf](#)

6.e Personnel Committee - last met June 29, 2023

[Personnel Committee Meeting Minutes 20230629_unapproved.pdf](#)

7. Library Director Report

7.a Library Director Report for July

Director Report is for information only.

[07 Library Director Report July 2023.pdf](#)

8. Discussion/Action Items

8.a Officer Elections

Discussion and possible action on voting for the positions of Vice President and Treasurer.

8.b Presentation by Adult Services Librarian

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

8.c 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 20230713.pdf](#)

8.d Public Behavior Policy

Discussion and possible action on recommendation from Policy Committee to approve and adopt revisions to the Public Behavior Policy that has undergone review by Village legal counsel.

[DRAFT Public Behavior Policy_for LB 20230713.pdf](#)

8.e Organization Chart

Discussion and possible action on Personnel Committee's recommendation to approve and adopt the proposed staffing organization chart prepared by Director Armour and direct her to move on with next steps in the reorganization process.

8.f Deaccession Grutzmacher Collection item G01124

Discussion and possible action on approving the formal deaccessing of item G01124 from the Grutzmacher Collection. This item has been repatriated to Wilton Rancheria.

[Deaccession Grutzmacher Collection G001124_unsigned.pdf](#)

8.g Outgoing Loan Agreement

Discussion and possible action regarding the Grutzmacher Collection Committee's recommendation to approve and adopt the amended final draft of the Outgoing Loan Agreement with the Mukwonago Historical and Museum Society.

[Outgoing Loan Agreement between MCL and MHMS_final 20230713.pdf](#)

8.h Trustee Essentials Chapter 15

Discussion on the questions found at the end of Trustee Essentials Chapter 15.

[Trustee Essentials Chapter 15.pdf](#)

8.i Wisconsin Trustee Training Week

Discussion and possible action on annual Wisconsin Trustee Training Week opportunities from August 21 through August 25.

[Trustee Training Flier_2023.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

The next Library Board meeting will be on August 10, 2023 @ 6:00pm.

11. Adjourn

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

Village of Mukwonago
DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, June 15, 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 6:02 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149 and via electronic means.

Roll Call and Introduction of Guests

Board Members Present

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

Excused

E. Pautz

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

M. Lacock/D. Magolan motioned to approve the minutes from the Board of Trustees meeting on May 11, 2023. Unanimously carried. D. Whalen abstained.

Audit and Approval of Monthly Expenditures

S. Kaufmann/J. Gasser 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 – June 1, 2023

Grutzmacher Collection Committee - last met May 15, 2023

Personnel Committee – next meets June 29 @5:00pm

Policy Committee – next meets June 29 @ 11:00am

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

A. Armour reminded the Board that she will be attending and presenting at the ALA Conference in Chicago on June 25.

Discussion/Action Items

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.

Lead Innovator Nancy Aycock shared a presentation that detailed her duties, shared challenges including space and time constraints, and showed a video with testimonials from patrons who love the MetaSpace.

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.

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.

A. Armour shared the recommendation by the Grutzmacher Collection Committee to approve the revised policy which was drafted by Danielle Benden of Driftless Pathways.

D. Magolan/J. Darin motioned to approve and adopt the Grutzmacher Collection Management Policy as presented. 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 that has undergone review by Village legal counsel.

President Pringle noted that the Grutzmacher Collection Committee has been working on this all spring and the draft has museum-standard language as recommended by Danielle Benden of Driftless Pathways. J. Darin/D. Magolan motioned to approve and adopt the Outgoing Loan Agreement and forward it immediately to the MHMS Board for their adoption. Unanimously carried. D. Whalen abstained.

Materials Selection Policy

Discussion and possible action on revisions to the Materials Selection Policy that has undergone review by Village legal counsel.

President Pringle noted that this policy was updated by the Policy Committee to align the language with updates to previous policies as well as provide clear guidance as to how requests for reconsiderations should be handled. D. Whalen/H. Pringle motioned to approve and adopt the revised version of the Materials Selection Policy. Unanimously carried.

Public Behavior Policy

Discussion and possible action on revisions to the Public Behavior Policy that has undergone review by Village legal counsel.

A. Armour stated that the Policy Committee had sent the Public Behavior Policy to the village counsel to get their advice on how to incorporate language regarding filming and recording in the library. She noted that the village counsel included almost one whole page of new content in this draft and recommended that the Board not approve the draft and instead send it back to the Policy Committee for further discussion. D. Whalen/H. Pringle motioned to table the Public Behavior Policy until the Policy Committee can review the changes. Unanimously carried.

Resolution 2023-03

Discussion and possible action on approving Resolution 2023-03 Capital Funding Transfer for Capital Improvements.

President Pringle noted that all the items on the Resolution were previously approved by the Board and that this is just the transfer of money from WCCF to pay for them. J. Gasser/M. Penzkover motioned to approve Resolution 2023-03. Unanimously carried.

Resolution 2023-04

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

A. Armour noted that the Library Board has previously approved payment for these invoices, but this is the funding transfer from WCCF to cover them. C. Stienstra/S. Kaufman motioned to approve Resolution 2023-04. Unanimously carried.

Officer Nominations

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

S. Kaufman accepted the nomination to stay Treasurer. D. Whalen accepted the nomination to stay Vice President. No other nominations were at this time. Elections will be held during the July meeting.

Trustee Essentials Chapter 14

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

President Pringle stated that the topic of this chapter, open meetings law, is one of the most important things for a Board to understand and abide by. Discussion centered around the questions posed at the end of the chapter.

Referral Items

The Library Board is referring the Public Behavior Policy to the Policy Committee for further review.

Confirm Next Meeting Date

Regular Library Board on July 13, 2023 at 6:00 p.m.

Adjournment

J. Darin/E. Brill motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:25 p.m.

Minutes submitted by Abby Armour

Mukwonago Community Library Executive Summary 2023

AS OF 7/13/2023

| Account | Amended Budget | Amount Used | Account Balance | % of Budget Used |
|--|----------------|-------------|-----------------|------------------|
| 5110 - Salaries & Wages | 631,652.00 | 281,852.63 | 349,799.37 | 44.6% |
| 5112 - Social Security | 49,149.00 | 21,477.95 | 27,671.05 | 43.7% |
| 5152 - Retirement | 46,345.00 | 21,195.83 | 25,149.17 | 45.7% |
| 5154 - Health | 59,782.00 | 35,511.27 | 24,270.73 | 59.4% |
| 5158- OPEB Payout | 5,000.00 | 0.00 | 5,000.00 | 0.0% |
| 5159 - Other Fringe Benefits | 4,323.00 | 908.20 | 3,414.80 | 21.0% |
| 5219 - Professional Services | 4,000.00 | 8,264.45 | (4,264.45) | 206.6% |
| 5220 - Contractual Services | 30,000.00 | 17,164.54 | 12,835.46 | 57.2% |
| 5221 - Water & Sewer | 3,000.00 | 677.23 | 2,322.77 | 22.6% |
| 5222 - Electric | 33,000.00 | 16,079.39 | 16,920.61 | 48.7% |
| 5224 - Gas | 12,000.00 | 7,154.52 | 4,845.48 | 59.6% |
| 5225 - Telephone | 5,700.00 | 4,205.07 | 1,494.93 | 73.8% |
| 5226 - Insurance | 9,000.00 | (265.25) | 9,265.25 | -2.9% |
| 5310 - Outside Services | 15,270.00 | 8,340.16 | 6,929.84 | 54.6% |
| 5311 - Operational Supplies | 11,500.00 | 5,275.64 | 6,224.36 | 45.9% |
| 5312 - Printing | 1,400.00 | 569.64 | 830.36 | 40.7% |
| 5314 - MetaSpace 511 Equip & Fixtures | 1,000.00 | 0.00 | 1,000.00 | 0.0% |
| 5315 - Postage | 500.00 | 277.02 | 222.98 | 55.4% |
| 5316 - Collection Maintenance & Repair | 6,000.00 | 4,209.85 | 1,790.15 | 70.2% |
| 5317 - MetaSpace Maintenance | 8,300.00 | 2,714.65 | 5,585.35 | 32.7% |
| 5318 - Thingery Maintenance | 3,500.00 | 1,502.32 | 1,997.68 | 42.9% |
| 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 | 37,454.96 | 32,545.04 | 53.5% |
| 5329 - AV Materials | 11,000.00 | 5,332.67 | 5,667.33 | 48.5% |
| 5330- Thingery Collection | 1,000.00 | 0.00 | 1,000.00 | 0.0% |
| 5331 - Programming | 10,000.00 | 5,719.04 | 4,280.96 | 57.2% |
| 5332 - Mileage | 500.00 | 73.30 | 426.70 | 14.7% |
| 5333 - Outreach | 3,000.00 | 1,651.31 | 1,348.69 | 55.0% |
| 5335 - Training & Travel | 5,000.00 | 4,710.72 | 289.28 | 94.2% |
| 5340 - Electronic Tools & Services | 9,600.00 | 4,408.02 | 5,191.98 | 45.9% |
| 5341 - Cafe | 24,742.00 | 24,742.00 | 0.00 | 100.0% |
| 5343 - Data Lines | 1,200.00 | 600.00 | 600.00 | 50.0% |
| 5344 - Shared County Databases | 3,954.00 | 3,954.00 | 0.00 | 100.0% |
| 5349 - Digital Collections | 14,665.00 | 12,973.54 | 1,691.46 | 88.5% |
| 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 | 661.07 | 338.93 | 66.1% |
| 581100 - Equipment<\$5,000 | - | 0.00 | 0.00 | |
| 511105 - Equipment >\$5,000 | - | 0.00 | 0.00 | |

| | | | | |
|-----------------------------------|---------------------|------------|--------------------|-------|
| TOTAL Budget Accounts | 1,111,626.00 | 543,370.34 | 568,255.66 | 48.9% |
| <i>Donation Accounts</i> | | | | |
| Balance from 2022 | 41,438.93 | | | |
| 4890 - Donations Revenue 2023 | | | 23,014.14 | |
| 5806 - Donation Expenditures 2023 | | | (79,791.51) | |
| TOTAL Donation Accounts | (15,338.44) | | (56,777.37) | |
| OVERALL TOTAL | | | 511,478.29 | |

**Mukwonago Community Library
REVENUE 2023**

| Department Name | 2023 Budget | As of 6/30/2023 | |
|------------------------|----------------------|----------------------------|------------------|
| Property tax | 518,315 | 428,672 | 83% |
| Inter Gov Revenue | 569,811 | 287,511 | 50.5% |
| Copies & Faxes | 5,500 | 3146 | 57% |
| Material Replacement | 1,000 | 968 | 97% |
| Book Sale Revenue | 3,500 | 2,513 | 72% |
| Fines | 13,000 | 8,882 | 68% |
| Misc. Revenue | 0 | 3,116 | *SEE NOTE |
| Interest Revenue | 500 | 10,306 | 2061% |
| Total Revenue | 1,111,626 | 745,113 | 67.0% |

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

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
July 13, 2023

| Account | Vendor | Memo | Amount |
|----------------------------|---|-----------------------------|---------|
| 5219 Professional Services | Baker Tilly US | Audit Progress Billing #6 | 281.07 |
| 5219 Professional Services | Crivello Carlson | Legal Services | 3251.95 |
| 5219 Professional Services | Crivello Carlson | Legal Services | 60.00 |
| 5220 Contracted Services | Great America Financial Services | 8/10/23-9/09/23 | 353.14 |
| 5222 Electric | WE Energies | 5/24/23-6/21/23 | 3173.42 |
| 5224 Gas | WE Energies | 5/30/23-6/21/23 | 222.56 |
| 5225 Telephone | Brightspeed | 4/21/23-5/20/23 | 186.12 |
| 5225 Telephone | Brightspeed | 5/21/23-6/20/23 | 186.34 |
| 5225 Telephone | Spectrum/ Charter Communications | 5/28/23-6/27/23 | 293.90 |
| 5225 Telephone | Vonage- Village Charge | 6/11/23-7/10/23 | 248.90 |
| 5226 Insurance Premiums | League Of Wisconsin Municipalities | 2022 Dividend | -879.16 |
| 5226 Insurance Premiums | R & R Insurance | Audit Credit | -113.92 |
| 5226 Insurance Premiums | R & R Insurance | Q3 Workers Comp | 229.07 |
| 5226 Insurance Premiums | R & R Insurance | Vehicle & Cyber Policy | 9.40 |
| 5310 Outside Services | Alsco | Mats & Dusters | 29.16 |
| 5310 Outside Services | America Aquaria | Fish Tank Maintenance/ June | 85.00 |
| 5310 Outside Services | Credit Card Monthly Service Fee | 6/2/23-6/9/23 | 2.43 |
| 5310 Outside Services | Credit Card Monthly Service Fee | June | 9.95 |
| 5310 Outside Services | Credit Card Monthly Service Fee | Elavon June | 59.99 |
| 5310 Outside Services | Credit Card Processing Fee | 5/2023 Cantelope | 90.99 |
| 5310 Outside Services | Credit Card Processing Fee | 5/26/23-6/2/23 | 5.65 |
| 5310 Outside Services | Credit Card Processing Fee | 6/09/23-6/16/23 | 3.19 |
| 5310 Outside Services | Credit Card Processing Fee | 6/16/23-6/30/23 | 2.76 |
| 5310 Outside Services | Credit Card Processing Fee | 6/1/23-6/30/23 Elevon | 27.34 |
| 5310 Outside Services | Klassy Kleaners | Weekend Cleaning | 960.00 |
| 5310 Outside Services | Unique Management Services | Placements | 9.85 |
| 5311 Operational Supplies | Amazon Business | Cardboard Scissors | 79.80 |
| 5311 Operational Supplies | Amazon- Village Credit Card | Batteries(JUN) | 26.97 |
| 5311 Operational Supplies | Bear Graphics- Village Charge | AP Checks | 54.09 |
| 5311 Operational Supplies | Hahn Ace- Village Charge | Snap Bolt | 8.98 |
| 5311 Operational Supplies | Lakeshore- Village Credit Card | floor seats for Play house | 136.85 |
| 5311 Operational Supplies | Quill | CREDIT for missing item | -91.43 |
| 5311 Operational Supplies | Quill | CREDIT for paper dispenser | -26.48 |
| 5311 Operational Supplies | Quill | Paper Dispenser | 26.48 |
| 5311 Operational Supplies | Quill | Cleaning Supplies | 443.33 |
| 5311 Operational Supplies | Quill | Paper Dispenser | 44.09 |
| 5311 Operational Supplies | Quill | Replacement towels | 91.43 |
| 5311 Operational Supplies | Walmart- Village Credit Card | General Supplies | 46.31 |
| 5312 Printing | Central Offices- Village Charge | copier lease | 18.65 |
| 5312 Printing | De Lange Landen Financial- Village Charge | Lease 6/15/23-7/14/23 | 18.08 |
| 5315 Postage | Postage Used- Village Charge | Jun-23 | 16.44 |
| 5315 Postage | USPS- Village Credit Card | Certified Mail | 8.13 |
| 5317 MetaSpace Maintenance | Alice Konkol | Polymer Clay class | 150.00 |
| 5317 MetaSpace Maintenance | Amazon Business | MetaSpace Program supplies | 199.84 |
| 5317 MetaSpace Maintenance | Sign Up Genius- Village Credit Card | Monthly fee/ June | 11.99 |
| 5317 MetaSpace Maintenance | Tiffany Knopow | Bookbinding Class | 150.00 |
| 5317 MetaSpace Maintenance | Walmart- Village Credit Card | Programming Supplies | 83.49 |
| 5318 Thingery Maintenance | Amazon Business | Thingery Supplies | 431.98 |
| 5318 Thingery Maintenance | EBay_ Village Credit Card | Power Cord | 9.19 |

| Account | Vendor | Memo | Amount |
|---------------------------|------------------------------|--------------------|--------|
| 5318 Thingery Maintenance | Netflix- Village Credit Card | 7/1/23-7/31/23 | 19.99 |
| 5328 Books | Abe Books | Books/ CREDIT | -12.14 |
| 5328 Books | Amazon Business | Books | 278.45 |
| 5328 Books | Amazon Business | Books | 170.63 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 9.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 10.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 8.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 9.48 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 12.98 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 7.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 9.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 7.55 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 12.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 8.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book (JUNE) | 9.49 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 13.48 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 8.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 8.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 8.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 6.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 12.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 9.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 9.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 9.48 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 6.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 12.98 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 10.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 9.36 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 9.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 8.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 7.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 6.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 9.49 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 10.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 14.38 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 8.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 9.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 9.99 |
| 5328 Books | Amazon- Village Credit Card | Kindle Book | 6.99 |
| 5328 Books | Baker & Taylor | Books | 16.97 |
| 5328 Books | Baker & Taylor | Books | 143.13 |
| 5328 Books | Baker & Taylor | Books | 97.67 |
| 5328 Books | Baker & Taylor | Books | 231.52 |
| 5328 Books | Baker & Taylor | Books | 25.98 |
| 5328 Books | Baker & Taylor | Books | 304.02 |
| 5328 Books | Baker & Taylor | Books | 143.37 |
| 5328 Books | Baker & Taylor | Books | 947.12 |
| 5328 Books | Baker & Taylor | Books | 56.06 |
| 5328 Books | Baker & Taylor | Books | 145.96 |
| 5328 Books | Baker & Taylor | Books | 809.72 |
| 5328 Books | Baker & Taylor | Books | 80.31 |
| 5328 Books | Baker & Taylor | Books | 481.65 |
| 5328 Books | Brodart | Books | 404.44 |

| Account | Vendor | Memo | Amount |
|----------------------------------|--|-------------------------------|---------------------|
| 5328 Books | Brodart | Books | 1011.40 |
| 5328 Books | Brodart | Books | 127.74 |
| 5328 Books | Brodart | Books | 378.44 |
| 5328 Books | Brodart | Books | 387.93 |
| 5329 AV Material | Amazon Business | DVD | 227.15 |
| 5331 Programming | Adrienne Allen | Cosplay Class | 200.00 |
| 5331 Programming | Amazon Business | Adult Program Supplies | 154.45 |
| 5331 Programming | Amazon Business | Teen Program supplies | 75.81 |
| 5331 Programming | Amazon Business | Adult Program Supplies | 61.65 |
| 5331 Programming | Amazon Business | Adult Program Supplies | 171.33 |
| 5331 Programming | Dollar General - Village Credit Card | Adult Program Supplies/ Bingo | 27.88 |
| 5331 Programming | Domino's Village Credit Card | Teen Program | 48.25 |
| 5331 Programming | Domino's Village Credit Card | Teen Program | 25.17 |
| 5331 Programming | Domino's Village Credit Card | Teen Program | 39.80 |
| 5331 Programming | Doug Henry | Garage Band Program | 300.00 |
| 5331 Programming | Duke Otherwise | Concert | 375.00 |
| 5331 Programming | Tammy O'Connell | Ukulele Fun | 100.00 |
| 5331 Programming | Valerie Gugala | Disney History Program | 250.00 |
| 5331 Programming | Walmart- Village Credit Card | Adult Program Supplies | 31.25 |
| 5331 Programming | Walmart- Village Credit Card | Teen Program snacks | 33.90 |
| 5333 Outreach | Mukwonago Rotary Club | Q1 Dues & Meals | 138.50 |
| 5333 Outreach | Thomas Press | Bookmarks | 71.40 |
| 5333 Outreach | Thomas Press | Rack Cards | 140.07 |
| 5335 Training & Travel | Amtrak- Village Credit Card | Train to Conference | 50.00 |
| 5335 Training & Travel | Emily Ceithamer | ALA Meals | 50.84 |
| 5335 Training & Travel | Grant Park Bistro _Village Credit Card | Meals/ ALA Conference | 40.87 |
| 5335 Training & Travel | Hilton Hotel- Village Credit Card | Hotel for Conference | 537.70 |
| 5335 Training & Travel | Yellow Taxi Cab- Village Credit Card | transportation to ALA | 12.00 |
| 5340 Electronic Tools & Services | Dropbox- Village Credit Card | Upgrade | 45.74 |
| 5340 Electronic Tools & Services | Poptin- Village Credit Card | Pop-Up Survey June | 25.00 |
| 5340 Electronic Tools & Services | Taylor Computer Services | PC Reservation update | 65.00 |
| 5340 Electronic Tools & Services | UKG- Village Charge | May Payroll Processing | 351.26 |
| 5340 Electronic Tools & Services | Velocity- Village Charge | Endpoint Security/June | 8.00 |
| 5343 Data Lines | Department Of Administration | TEACH Services | 600.00 |
| 5349 Digital Collections | Midwest Tape | Hoopla | 842.38 |
| TOTAL REGULAR ACCOUNTS | | | \$ 22,422.49 |
| 5806 Donation Expense General | UWBookstore- Village Credit Card | Kendall's Gift Card | 25.00 |
| Donation Expense Designated | Bernstein & Associates | NAGPRA Consultant/ WCCF Fund: | 1080.00 |
| Donation Expense Designated | Roman Electric | Festival Power | 13248.00 |
| Total Donation Expenses | | | \$ 14,353.00 |
| Director | Treasurer | To Be Reimbursed | 14,328.00 |
| | | Regular Donation Expenses | 25.00 |
| Secretary | | Total Expenses | \$ 36,775.49 |

Village of Mukwonago

DRAFT MINUTES OF THE GRUTZMACHER COLLECTION COMMITTEE MEETING

Wednesday, June 28, 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 6:06 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Committee Members Present

E. Brill
D. Magolan
E. Pautz
H. Pringle

Excused

C. Stienstra

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

E. Brill/D. Magolan motioned to approve the minutes from the Grutzmacher Collection Committee meeting on May 15, 2023. Unanimously carried.

Discussion/Action Items

Closed Session

Closed session pursuant to Wis. Stats § 19.85 (1) (c) (Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation) for negotiation of the Outgoing Loan Agreement with the Mukwonago Historical and Museum Society

Motion to enter into closed session by E. Pautz/E. Brill. Roll call vote: "yes" for E. Brill, D. Magolan, E. Pautz, H. Pringle. Motion carried.

Open Session

Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) for possible discussion and/or action concerning any matter discussed in closed session.

Motion to enter into open session by E. Brill/H. Pringle. Roll call vote: "yes" for D. Magolan, E. Brill, H. Pringle, E. Pautz. Motion carried.

E. Pautz/D. Magolan motioned to make a recommendation to forward the amended Outgoing Loan Agreement as discussed in closed session to the MCL Board for discussion and possible action at the July meeting. Further discussion included E. Pautz noting that this amended version of the Outgoing Loan Agreement is to be shared with the Village as well as MHMS in a timely manner. 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 7:52 pm.

Mukwonago Library Board

Policy Committee **DRAFT Meeting Minutes**

Meeting of Thursday, June 29, 2023

I. REGULAR ORDER OF BUSINESS

A. The meeting was called to order at 11:02 a.m., June 29, 2023 by Policy Chair Howard Pringle. In attendance were committee members Trustees Donna Whalen and Howard Pringle. Trustees Diane Magolan and Carol Stienstra were unable to attend and excused. Also in attendance was Library Director Abby Armour.

B. Public Comment.

There were no public comments.

C. The minutes of the April 27, 2023 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Whalen, second by Pringle. Motion approved.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

A. Public Behavior Policy

Library Director Armour explained and detailed the changes to the Public Behavior Policy that had been reviewed by Village legal staff after the last Policy Committee meeting which was being presented to the Committee for final review. Some significant changes were made to the previous draft policy. The Committee recommends that the revised policy incorporating the language from legal staff be forwarded to the Board for approval and adoption at the July 13 Board meeting.

Motion by Whalen, second by Pringle. Approved.

B. Surveillance Camera Usage Procedures

Library Director Armour reviewed the Surveillance Camera Usage Procedures so as to discuss whether these procedures should continue to be handled as procedures and not subject to periodic review by the Board or whether they should either be retitled as a policy or incorporated into an existing policy. The Committee recommends that the "Surveillance Camera Usage Procedures" be incorporated into the "Confidentiality and Privacy Policy" which shall be renamed the "Confidentiality, Privacy, and Surveillance Policy" and forwarded to the Village legal counsel for review and, after legal review, returned to the Policy Committee for final review at its next meeting.

Motion by Whalen, second by Pringle. Approved.

C. Confidentiality and Privacy Policy

Library Director Armour reviewed the “Confidentiality and Privacy Policy” to discuss whether this policy should incorporate sections of other policies to consolidate into a single policy for efficiency and ease of use. In the prior motion, the Committee determined that renaming the policy and incorporating the “Surveillance Camera Procedures” would achieve user-friendly and logical consolidation.

Motion by Whalen, second by Pringle. Approved.

III. REFERRAL ITEMS

There were no referral items.

IV. NEXT MEETING DATE

The next meeting of the Policy Committee is to be determined, pending receipt of documents from Village legal counsel.

V. ADJOURNMENT

Whalen moved, second by Pringle that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 11:55 a.m.

Minutes submitted by Howard Pringle, June 29, 2023

Village of Mukwonago

**DRAFT MINUTES OF MUKWONAGO COMMUNITY LIBRARY'S
PERSONNEL COMMITTEE MEETING**

Monday, June 29, 2023

Time: **5:00 pm**

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

Call to Order

Committee Chairperson Donna Whalen called the meeting to order at 5:00 p.m. located in the Mukwonago Community Library History Room, 511 Division St., Mukwonago, WI 53149 and via electronic means hosted on Zoom

Roll Call and Introduction of Guests

Committee Members Present

J. Darin
M. Lacock
M. Penzkover
D. Whalen

Excused

E. Pautz

Also Present

H. Pringle, President
A. Armour, Library Director

Approval of Minutes

M. Lacock/M. Penzkover motioned to approve the minutes from the Personnel Committee meeting on April 24, 2023. Unanimously carried.

Discussion/Action Items

Organization Chart

Discussion and possible action on proposed staffing organization chart prepared by Director Armour.

Director Armour reported back to the Committee about her conversations with staff regarding the proposed reorganization, listing positive comments as well as concerns. She presented an outline of next steps including writing job descriptions, utilizing GovHR tools to class the jobs, and develop wage ranges in time for preparing the 2024 budget. M. Penzkover/M. Lacock motioned to recommend the proposed staff reorganization chart for adoption at the July Library Board meeting and to move forward with the proposed next steps. Unanimously carried.

Staff Compensation

Discussion and possible action on referral from the Finance Committee to examine annual wage advancement and bonus structures in regards to upcoming budgetary considerations as well as to be commensurate with comparable libraries.

The Committee agreed that the work that needs to be done following the adoption of the new staff reorganization would address the referral from the Finance Committee.

Referral Items

None.

Confirm Next Meeting Date

This Committee meets as needed.

Adjournment

M. Lacock/M. Penzkover motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 5:36 pm.

Minutes submitted by A. Armour

Library Director Report: July 2023

Director Meetings and Activities

On June 25 I had the honor of presenting at the American Library Association (ALA) Conference in Chicago on the topic “Implementing the Native American Graves Protection and Repatriation Act (NAGPRA) in a Public Library: Real Life Experiences and Practical Advice.” Together with Claire Wilbert, the Associate from Bernstein & Associates NAGPRA Consultants who has helped us do everything from catalog the Collection to administrate our consultations with Tribes, I shared the incredible journey MCL went on in the last two years, from learning that the Library controls a LOT of Native American items to respectful repatriation. As I talked to people at ALA and perused the other sessions and speakers, it became even more clear to me how much of trailblazers we are with this topic. And it was clear that other libraries are dealing with something similar based on the number of people who came up afterwards with questions, so I anticipate as awareness grows to get contact from other libraries to get advice. It’s not how I expected to be “cutting edge” in this Library, but I am proud to be in the vanguard bringing this important topic to a national audience and sharing how incredibly this Library Board has responded. I later gave a recap of the presentation to the Village Committee of the Whole and will also speak at the Rotary in late July.

One July 6, Robert “Ernie” Boszhardt came in person to conduct an archaeological review of the Grutzmacher Collection. This renowned archaeologist spent several hours on-site at the Red Brick Museum and at the Library reviewing items in person after having previously viewed the cataloging photos of all the items. During the visit he pointed out several fakes and will prepare a detailed write up with recommendations shortly. As we know very little about the items and there is extremely little provenience (the actual place or findspot of an object) or provenance (its modern, post-excavation history) for any items, his review will be invaluable to future control of the Collection such as when we have the Collection appraised, when we create educational displays, and when we consult with Tribes.

A significant amount of my time this month was devoted to the continued work on the Outgoing Loan Agreement with the MHMS which included many meetings. I also have created a complete catalog of the Collection, merging the item photos into the Excel spreadsheet catalog which I filtered down to just show the loaned items so I could create the requisite appendix of “Loan Inventory” to the Outgoing Loan Agreement. During the archaeological review, I also documented “Current Conditions” and created that appendix for the Agreement as well. Driftless Pathways had recommended adding these items into the Outgoing Loan Agreement for a professional, clear documentation of the loan.

On a fun note, Bubble Boogie has been routinely drawing crowds of 90-100 people and it is a massive boon to our circulation. Throughout June, the one-hour time frame of Bubble Boogie had 638 books checked out--over 140 items per hour more than the next highest time slot! That averages out to about 160 items for that single hour each week, and I was only able to do two Bubble Boogies in June due to the ALA Conference. Though I’m extremely proud, it’s further indication that I need more part time library programmers to keep up with this kind of demand.

Circulation (Emily Ceithamer)

In June I was able to attend my first ever ALA Annual Conference. I listened to a number of educational sessions about cataloging, collection development, making libraries accessible, and general patron services. I tried to get a good mix of my interests as well as thinking about what I could bring back to my department. I met some wonderful people and got a lot of good hand outs and took some notes about more things to look into. Abby and I also talked to some vendors about automated check in systems and seeing them in action in person was really great. We now have a direct contact to get more information from and I'm excited to explore that further.

As for updates on staff, our circulation clerk Caryl is back after being out for some time after having surgery. We're all really happy to have her back!

As summer picks up, so does circulation! Someone has to check out, check in, sort, and shelve all those materials from the summer library program! On Saturday June 10th for the kick-off event, we checked out 652 items and issued 23 new library cards in the span of 5 hours!! I still can't get over those numbers. We usually do an average of 4 new cards and check out 900 items in 11.5 hours on a normal Monday, just to put those numbers into perspective.

Children's Department (Jane DeAngelis a.k.a. "The Snake Wrangler")



As we wrap up week three of our Summer Reading Challenge, 752 children and teens have registered, 2,233 badges have been earned, 209,544 minutes have been read, and 23 readers have already finished the challenge.

We continue to have big crowds to all of our events, especially the big ticket ones on Wonderful Wednesday, three of which are purchased by the Bridges Library System (including Snake Discovery!). The people count is finally back up around pre-pandemic levels and luckily we have some awesome volunteers who help hand out prize coupons during the busy times (Monday, Tuesday, and Wednesday mornings) so the Circulation Desk doesn't get overwhelmed.

Snake wrangler, just one of many hats worn by a Youth Services Librarian.

Reference and Adult Services (Chris Stape)

The Summer Library Program is in full swing now. Beanstack registrations for adults seem to be about on par with this time last year. All our Community Chopped Challenge "mystery bags" have been distributed (this is the cooking contest in which participants are given 3 mystery ingredients and are asked to create an original dish using what they are given.) I'm still not sure what to expect with that take-and-make, but there is quite a bit of excitement about it. During the summer months, our Adult Bingo sessions are packed. A few of the young adults from

Haase House come and play which really adds to the fun. Our group of Bingo regulars has really taken to the kids and bring them little gifts or candies sometimes.

We had a program called “Cathedrals: Clues to Identifying Biblical Figures in Cathedrals Around the World,” which was fantastic. I was afraid the topic might be a little dry, but the speaker was great and we’ve gotten quite a bit of very positive feedback. We also had an author visit and writing workshop with Mary Ann Noe. She has presented here in the past and is starting to develop a little following. Coming up in July we have a rock-painting class for adults, a program on the history of Walt Disney Studios, and (believe it or not) a live rock ‘n roll performance by a band called Mourning Dayze. Should be fun.

Technical Services and Thingery (Mary Jo Isely)

480 new items were processed and cataloged in June. Continued the reviewing & editing of the troubleshooting manual for Thingery items as well as the Tech Services Manual. The checkout and return of Thingery items is huge and is demanding a great deal of maintenance and troubleshooting time from Tech Services. On Friday, June 30, only 2 games were available for checkout-- Bingo & the Boomerang. High school graduations and family gatherings have seen an increase in requests for the backyard games, tables, Nesco Buffet Warmer, Nesco Roaster, Ice Cream Maker, Bubble machine, & Karaoke machine. Explore Passes are in constant demand. And as always, the neverending weeding of fiction continues.

MetaSpace 511 & Technology (Nancy Aycock)

MetaSpace 511 helped *launch* June and the Summer Library Program (SLP) Kick-Off with lots of air rockets! Between the MetaSpace 511 air rocket launcher and the one brought by the Wisconsin Organization of Spacemodeling Hobbyists (WOOSH) over 200 air rockets were made

and launched by all ages! Senator Julian Bradley was one of the great volunteers helping with the air rockets. He helped little kids pump up the air launcher, countdown to launch, and helped retrieve the rockets.



The
air

rocket booths during the SLP Kick-Off worked so well due to library staff and the terrific volunteers that helped things run smoothly and made building rockets fun!

MetaSpace 511 continues to have guest artists to teach unique programs in MetaSpace this summer. Artist Leslie Anne Perrino taught a special four-hour Saturday Introduction to Enameling Class which was a big hit and something we hope we can offer again someday. Artist



Alice Steuck taught how to make marbled polymer clay pens and beads and patrons have requested to have her back to learn more advanced techniques.

Lead Innovator Nancy met with the Library Board during the June meeting and gave an informational presentation and showed a video of patrons who shared what MetaSpace 511 means to them. Thank you to the Library Board for listening and asking questions and for their continued support!

June finished up with a new Tween Program sewing Emoji and Donut Stuffies and a Teen Tuesday Tie-Dye program. It's been great seeing the enthusiasm from all ages that come in to learn in MetaSpace 511. Tweens learned about construction and sewing, and the Teens learned about color charts and design.



One area of concern is that the community demand for the MetaSpace continues to grow. MetaSpace is available for appointments and walk-ins an average of 21 hours a week of the library's 62 open hours a week. We continue to get more and more requests from patrons for more availability. We offer Makerspace Appointments that require staff to help patrons one-on-one because every project is different and we offer walk-in times to people to pop in and make things. These both require staff for safety and education and it's impossible to fill the demand we are getting. In addition, patrons have asked if there could be two sessions for programs

since for most MetaSpace 511 programs the attendance limit is usually no more than nine to fifteen due to limited space.

Community Engagement Coordinator (Eric Huemmer)

Community Engagement: Our first month of the Summer Library Program has been a success with the outpouring of both support from local partners and engagement from our patrons. While we will always aim to have patrons take part in our summer reading challenge for the sake of reading, families appreciate the fun prizes donated from our partners help such as destination passes to local attractions and grand prize baskets that readers who finish the challenge can enter to win.

As a result of these connections with our local businesses, we've connected with a few partners on how we can collaborate further, such as Ms. Jane reading a story during a craft program at The Garden Mart, to meeting with the VP of engagement at Educators Credit Union on possible partnerships concerning families and student programs.

Sandy Martin will be our new Job Center of Wisconsin rep offering services to job seekers every Thursday. She's had extensive experience here in Mukwonago and is also trained at providing support to employers as well. She has big ideas for future events, programs, and opportunities through the Library that we hope to explore post-summer. We'll be re-introducing her to the Rotary and connecting her with the Mukwonago Area Chamber to promote this resource to residents and businesses in the community.



From TAB teens to retired fans of the MCL, our volunteers this summer are incredible helping families turn badges for those prizes. They allow our circulation team to focus on serving patrons during those peak summer times (namely before/after family events and performers). Same, too, with the volunteers we had during our Summer Library Program Kick-Off Event, with State Senator Julian Bradley helping at the Air Rocket activity as well as a majority of our Teen Advisory Board making that SLPKO possible.

Events & Programs: Our Summer Library Program Kick-Off on June 10, 2023 was fantastic! We had an estimated 600 individuals attend on a (hot) Saturday morning. The inflatable obstacle courses, ice cream, and air rockets were a big draw and even enticed families to visit after their baseball game. Parents throughout the day thanked us for putting the event on each year, which helps generate buzz for what's to come during the Summer Library Program, gets patrons registered for the Summer Reading Challenge, and helps answer any questions.

SLP programs that I run have exceeded last year's number across the board. Kudos to the Teen Advisory Board for helping select the themes of our Teen Tuesdays as we provide a variety of themes week-to-week. For younger audiences, our Family Movies continue to draw families looking for a cool start to their week on Mondays, having upwards of 30+ attendees at the latest Minion movie! Finally, with constant requests to host Dungeons & Dragons for younger

audiences, we held our first Beginner's D&D that drew 13 parents and children; they learned how to play, what resources they can check out at the library to get them started, and had a chance to play through a mini-adventure. Needless to say, they're thrilled and want more!



Statistics (see next page)

STATISTICS June 2023

Physical Item Circulation



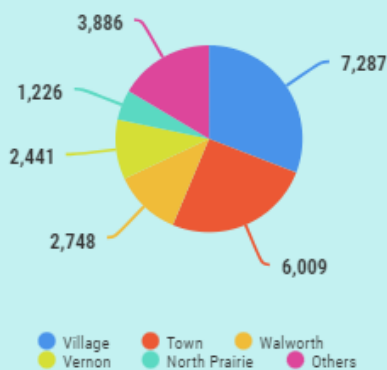
23,597

JUNE CIRCULATION 9%
DECREASE OVER 2022

124,697

2023 YEAR-TO DATE
CIRCULATION

Circulation by Area



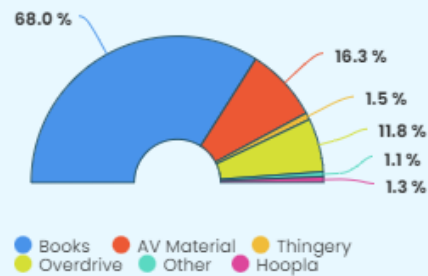
Circulation Trends



150

new library
cards this
month

All Circulation



Programs This Month

73

ATTENDANCE:

General 966

Kids 935

Young Adult 82



178

People used the
Community and
Study Rooms

Locker Pick up

663

New Items Added

480

Renewals

5943

Items loaned to other Libraries

2532



10,990

patron
visits

Peak times

10:00 - 11:00 PM Tuesdays Avg 160 Checkouts

Slowest times

8:00 - 8:30 PM Thursdays Average 7 Checkouts

Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour

Updated for Library Board July 13, 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 approved staff reorganization on June 29 and recommended final approval to Library Board. Director Armour has drafted the Associate Directors' job descriptions and has begun work on completing job description, classification, and wage comparisons in time for 2024 budgeting. | | | |
| 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 |
| | | Director Armour provided schedule of community events the Library will participate in and required each Department Head to sign up for one. Extreme planning allows staff to plan around these events and to give plenty of notice for shift coverage. | | | |
| 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 |

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|-----------------------|--|--|------------------------------------|------------|---|
| | | <ul style="list-style-type: none"> • Grutzmacher Collection Committee met June 28 to amend Outgoing Loan Agreement with MHMS after MHMS expressed concerns about final agreement. Final draft recommended to be approved and adopted at July Library Board. • Grutzmacher Collection Management Policy updated and published on June 15, 2023. Danielle Benden of Driftless Pathways drafted the policy and accompanying forms utilizing museum standards of practice. • Director Armour created composite catalog that includes Collection metadata along with embedded photos taken at the time of cataloging. Makes it easier to find and identify items as well as create paperwork needed for loan agreements. • Have engaged in five (5) consultations with Tribes this year. One upcoming on July 17. Another two in late July and mid-August. • 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 monthly in newsletters. • Robert "Ernie" Boszhardt reviewed the Native American items in the Grutzmacher Collection July 6 to identify previously unidentified NAGPRA eligible items and fakes. Will get report and recommendations by the end of July. • Director Armour presented at the national American Library Association (ALA) Conference in Chicago on June 25. The topic of the session was "Implementing the Native American Graves Protection and Repatriation Act (NAGPRA) in a Public Library: Real Life Experiences and Practical Advice" and was presented with Claire Wilbert of Bernstein & Associates NAGPRA Consultants. | | | |
| 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 Engagment Coordinator with developing MCL-centered water bottle stickers for on-trend promotion. | | | |
| EMBRACE COMMUNITY | We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library. | Use data to analyze open hours and availability of staff to appropriately provide programs and services | Library Board and 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. • Director Armour and Circulation Supervisor Emily Ceithamer attended ALA Annual Conference in Chicago. Director Armour presented and Emily attended numerous educational sessions about cataloging, collection development, making libraries accessible, and general patron services. | | | |

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|-----------------------|---|--|--|------------|---|
| 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 |
| | | <ul style="list-style-type: none"> • MetaSpace 511 Lead Innovator began class "Thread And Circuits: A Guide to Electro-Textiles." Plans to bring circuit-based textile exploration to the MetaSpace. • Circulation Supervisor Emily Ceithamer attended ALA Annual Conference in Chicago and attended numerous educational sessions about cataloging, collection development, making libraries accessible, and general patron services. | | | |
| INSPIRE CREATIVITY | We listen to our users and stakeholders on what they need and value in the Library. | Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction | Community Engagement Team and 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 |
| | This goal has been met. | <ul style="list-style-type: none"> • McAdams family portrait and new, professional signage relocated to point of prominence next to front door. Electrical outlet relocated lower and now with USB ports. • Entryway painted, slatwall installed. MetaSpace entryway painted and slatwall installed. Sign holders and signage for interest groupings purchased. Directives to staff to improve organization and user-friendliness of flier presentation, unused mobile display relocated to entry for marketing purposes. • Brochure holder repurposed and relocated to below community board for easier discovery of community resources. • Standing signs now in use for permanent identification of what is happening in the Community Room. | | | |
| CULTIVATE CONNECTIONS | We provide user-friendly and appealing ways to learn about the Library. | Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly | Community Engagement Team and 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 |
| | | <ul style="list-style-type: none"> • New children's play area fixtures purchased and installed. Includes a reading house, repurposing the unused light table from the teen area, child-size reading benches, and a new train table. Area re-arranged to group noisier hands-on exploration as far from the adult area as possible and provide multiple areas for families to sit and read together. • Outlets in Community Room replaced with child-proof outlets. | | | |
| 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. • Worked with Village Clerk to have Wisconsin Election Commission get feedback from Library visitors on new voting envelopes • Updated Circulation Policy April 2023 to include fine-free cards to the Mukwonago Area School District to further encourage and enable supplemental curricular material help | | | |
| EMBRACE COMMUNITY | We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need. | Explore technologies that help users find and get what they need faster and more efficiently | Leadership Team and 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. In June 2023, Bridges will start pursuing an RFP for a discovery layer. • Finalized rollout of using LibraryAware as email newsletter platform in April 2023. Platform is free. Customer feedback is positive. • Smartlockers officially launched on May 1, 2023. Circulation Supervisor has done a lot of work to develop procedures and train staff for a smooth user experience. April 2023 approved Circulation Policy changes to ensure transparency and standards for this new service. Reception to new service is positive, especially for homeschool families. | | | |
| INSPIRE CREATIVITY | We focus on providing early literacy collections, services, and programs for our growing community. | Use data to analyze the youth collections to identify and address needs and weaknesses | Youth Services Team and 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
Public Behavior Policy
Approved July 13, 2023 - Last reviewed July 13, 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 that applies to all Library property, both inside and outside. 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 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 MCL'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. Ensure a reasonably quiet environment while inside the building.
 - Take phone calls and conversations to the study rooms or foyer.
 - Use headphones to listen to music or other audio recordings.
- v. Act in a safe and mindful manner.
 - Walk inside the building.
 - Keep entrances and walkways open.
- vi. Respect MCL property.
 - Use spaces and furniture as intended.
 - Throw away trash.
- 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; yelling or holding loud conversations; snoring; and using personal electronics inappropriately or without headphones.
- ii. Solicit, panhandle, beg, or attempt to sell anything, including but not limited to selling items for personal gain or charitable causes, anywhere on MCL property unless it is done as part of an approved MCL group function.
- iii. Circulate petitions or engage in surveying anywhere on MCL property unless it is done as part of an approved MCL group function.
- iv. Maintain 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.
- v. Bring food into the Library building. Drinks are allowed inside the building in tightly covered containers.
- vi. Bring animals into the Library. 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.
- vii. Run inside the Library.

- viii. Climb on, jump off, or otherwise inappropriately play on furniture and in spaces inside the Library.
- ix. Leave children or animals unattended in vehicles or on MCL property.
- x. Litter.
- xi. Use another person's Library account or lie to Library staff.
- xii. Use or move Library furniture and fixtures for purposes other than intended.
- xiii. 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.
- xiv. Loiter or block entrances, exits, and/or walkways. Bikes and scooters must be parked in the bike racks provided.
- xv. Carry or possess firearms or other weapons anywhere on Library property, except by authorized law enforcement agents.
- xvi. Vandalize, destroy, deface, steal, or otherwise abuse Library property.
- xvii. Violate federal, state, or local laws and ordinances, such as smoking; skateboarding or rollerblading where prohibited; possessing controlled substances including alcohol; public intoxication; public indecency; or acts of violence.

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

The Library reserves the right to utilize recordings to enhance the safety and security of the property and promote the services and programs it provides. MCL does not share library 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.

- i. **Security Cameras** - To enhance the physical security of the Library, its property, staff, and library users, MCL 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. 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.
 - iii. See the "Confidentiality, Privacy, and Surveillance Policy" for more information.
 - ii. **Recording Events and Programs** - MCL staff may record Library programs, activities, and events for use in marketing and promotions.
 - i. The Library will post signage to indicate when recording may occur.
 - ii. If a library user does not wish to be recorded, they may tell the staff member.
 - iii. See the "Confidentiality, Privacy, and Surveillance Policy" for more information.
- B. Library Users Recording Other 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. Library users may not record minors (age 17 or younger) other than their own regardless of whether the minor consents to being recorded.
 - iii. Library users may take recordings of themselves and their family in the Library, on Library property, or at Library programs or events. In doing so, Library users must take reasonable steps to avoid recording other library users and minors.

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

C. Library Users 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

- 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 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:

Blank lined paper with a large, faint, diagonal watermark reading "DRAFT" across the top left.

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 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. |

Deaccession Record

Deaccession Request initiated by: Abby Armour, Library Director Date: July 13, 2023

The object(s) listed below are recommended for deaccession

| Catalog # | Description |
|-----------|---|
| G01124 | Unassociated funerary object of shell beads removed from Hollister Mound in Sacramento County, CA |

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

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

Reason for deaccession (check one)

- ☒ approved for repatriation on April 11, 2023 ☐ deteriorated/health hazard
☐ duplicate/inferior object ☐ cannot be adequately care for
☐ inconsistent with mission ☐ other (specify):

Justification for the proposed deaccession: The Library Board approved the Request for Repatriation from Wilton Rancheria on January 12, 2023, after determining that all three parts of a valid NAGPRA claim had been met. After the Request had been appropriately noticed via the Federal Register with no competing claims, legal control of the item was transferred to the Tribe on April 11, 2023. As the Library Board had not finished updating the Grutzmacher Collection Management Policy and its accompanying forms at this time, formal deaccessioning paperwork was not filed for this item. Now that the appropriate forms and procedures are in place, this Deaccession Record can be formally documented.

Proposed Method(s) of Disposition

- ☒ transfer to another institution/organization ☐ exchange/donation
☐ sale ☐ destruction

Narrative that further details and justifies the disposition method: A Care and Trust Agreement with Wilton Rancheria was mutually agreed upon and signed on April 11, 2023 and will expire on April 10, 2025 or until the Tribe is able to physically pick up the item.

Library Board President Name _____

Signature _____ Date _____

Library Director 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.

Borrowing 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: \$376,975 Insured By: Municipal Property Insurance Company

Briefly Describe the Purpose of the Loan: exhibition and education

Duration of the Loan (dates): From: July 13, 2023

To: October 1, 2024

Month/Day/Year

Month/Day/Year

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 insured and maintained 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 & Conditions

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

☐ Appraisal

☐ 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 |

TERMS AND 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 Board of Trustees (hereafter MCL) retains all other rights with respect to the loaned items. The Mukwonago Historical and Museum Society (hereafter MHMS) shall take no other action with respect to the items without the prior written consent of the MCL, unless otherwise authorized by this Agreement. In all cases, initial contact with the MCL shall be through the Library Director.
2. The MHMS will give borrowed items the same care as it does comparable property of its own. The MHMS shall take reasonable precautions within the limits of its control to protect items from fire, theft, loss, mishandling, dirt, insect, and extremes of light, temperature, and humidity while in MHMS care and custody.
3. It is understood by the MCL and the 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 prior written consent of the MCL. Initial contact to request permission or notify the MCL of potential need for restorative care shall be through the Library Director.
5. Damage to loaned items, whether received in transit or on the premises of the MHMS Red Brick Museum, shall be reported within twenty-four (24) hours and in writing to the Library Director.
6. The MCL 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 the MCL. Initial contact to request permission to reproduce recordings shall be through the Library Director. Unless prohibited by the MHMS, 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." The MCL will provide signage for the exhibits at the Red Brick Museum.
9. The cost of special storage containers or mountings for exhibition, security as it relates to exhibit cases and mountings, 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 care and custody 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 prior written consent of the MCL. Initial contact to request permission to remove any loaned items shall be through the Library Director.
12. In emergency situations that threaten the safety and security of the loaned items such as, but not limited to, fire or flood, the MHMS personnel may remove, relocate, or otherwise move items in a manner comparable to caring for property of its own. Any emergency movement of loaned items shall be reported within twenty-four (24) hours and in writing to the Library Director.
13. The MCL retains the right to determine how Grutzmacher Collection items can be exhibited. The MHMS cannot change the exhibit, move items, or otherwise alter the displays without prior written consent of the MCL. Initial contact to request permission to change exhibits shall be through the Library Director.
14. The MCL and the MHMS recognize 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, to the best of current knowledge and in good faith, removed from exhibit and are in the care and custody of the MCL. In the event that an item(s) under this Loan Agreement is ever identified as a cultural object under NAGPRA, the MCL and the MHMS agree to work together to expeditiously remove the item(s) from display and return it to the care and custody of the MCL. All costs of relocation will be borne by the MCL. The loan inventory will be updated to reflect this change and copies will be provided to both parties.
15. 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 items have been in the care and custody of the MHMS prior to this Agreement, the Library Director will coordinate with the MHMS personnel thirty (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 the loaned items shall be the responsibility of MHMS. If this Loan Agreement is terminated early for any reason other than justified cause (see clause 7 under "Return/Extension/Cancellation"), the party initiating the termination shall pay for packing and transportation costs.

Insurance and Other Associated Costs

1. The MCL 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. Both parties will work together to ensure that insurance coverage is complete and cost effective. During the loan term, the 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. The MHMS is also required to have the 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 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 MHMS, except if otherwise covered in this Agreement.

Return/Extension/Cancellation

1. Loan items 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 MCL, the MHMS, and the Village of Mukwonago.
4. If the MCL 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. The MHMS reserves the right to require proof of title if there is a change in ownership of items. The MCL is responsible for paying the increased cost of delivery due to an address change.

6. In the spirit of knowledge sharing and education, before or at the termination of this Agreement, the MHMS shall make every effort to provide copies of basic object/archive inventories, reports, publications, or other documents that are a product of researching the loaned items.
7. The MCL may cancel this Agreement for cause at any time if it feels that the MHMS is not properly handling the loaned items in the manner proscribed herein. For cancellation not based upon "cause," the MCL may cancel on thirty (30) days written notice. The MHMS may cancel on thirty (30) days written notice.

The Library Board and the Public Records Law

15

Wisconsin's public records law provides that almost all records of state and local government (which includes public libraries) be available for inspection and/or copying by the public.

Responding to Requests

Your library must respond to all requests to view or copy public records made by any person (except most requests from individuals who are committed or incarcerated). The request need not be in writing, and the requester need not be a resident of the state. Generally, you cannot require the requester to give his/her name or the purpose of his/her request. Acceptable identification may be required only when necessary for security reasons or when required by federal law or regulation.

Public records requests must be responded to "as soon as practicable and without delay." Any denial of a written request for records must include a written statement of the reasons for denying the request and must inform the requester that the determination is subject to review by mandamus (a writ from a court ordering performance of an act) or upon application to the attorney general or district attorney.

What Records must be Made Available for Viewing or Copying?

Except as otherwise provided by law, any requester has the right to inspect or receive a copy of any public record. This applies to records in any format—paper, computer file, recording, email, etc.

An important exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30). This information can be released only with the consent of the individual or by court order, to other libraries for interlibrary loan purposes (under certain circumstances), or to a collection agency or law enforcement agency (in the case of delinquent accounts of any individual who borrows or uses library materials or services). Any record produced in response to a public records request that contains patron information in addition to information which must be disclosed must first be edited to remove any information which could identify an individual library patron, such as a patron's name, address, or phone number, and any release of records to a collection agency or law enforcement agency must be limited to the individual's name, contact information, and the amount owed to the library.

The law does not require public access to staff notes, drafts, and similar items prepared for staff personal use. Also excluded are purely personal property having

In This Trustee Essential

- Actions all boards must take to comply with the law—before and after receiving records requests
- Records that must be available to the public—and records that are confidential

no relation to the owner's public office and material to which access is limited by copyright, patent, or bequest.

Records Custodian Responsibilities

Every public library board must approve a resolution designating one or more legal custodians to respond to public records requests. If the board has failed to make such a designation, the library board president and the director are responsible for responding to public records requests. The mayor, village president, or town chair of your community may have the option of appointing the legal custodian for library records. The records custodian(s) must designate one or more deputies to act in his or her absence.

The library board must also approve and prominently display in the library a notice identifying the legal records custodian(s), establishing the time, place, and method for requesting records, and indicating any copying costs. Generally, public records must be available for inspection during all regular office hours.

Personnel Records

Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.

The records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure. See the League of Wisconsin Municipalities [page on personnel records and the public records law](#) for more information.

If, after conducting the balancing test, you determine that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, you should contact your municipal or county attorney. It is likely that you will be required to notify the person who is the subject of the records and give that person an opportunity to contest the release of the records in court.

You should also be aware that employees and former employees have the right to inspect some of the records in their personnel file. The limits to this right are spelled out in [Wisconsin Statutes Section 103.13](#).

If you receive any request for access to personnel records, requests for information about applicants for a library position, or any other request that involves personal privacy interests, it is recommended that you consult with your municipal or county attorney.

Personal Information Practices Act

This part of the Wisconsin public records law (Sections [19.62 to 19.80](#)) requires state and local government organizations (including libraries) to develop procedures to protect the privacy of personal information kept by the organization.

Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. You are also required to ensure that employees handling such records “know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.”

Can We Charge for Copying and Other Costs?

You may charge a fee not to exceed “the actual, necessary and direct cost” of reproduction and mailing. A locating fee may be charged only if the “the actual, necessary and direct cost” of locating the records exceeds \$50.

Records Retention

The law strictly prohibits destruction of records that are the subject of a pending or recently handled records request.

Municipal and county governing bodies can adopt ordinances that provide for the destruction of obsolete public records. However, the period of time for retention provided by these ordinances cannot be less than seven years for most records. Library system official records need to be retained at least ten years, as required by the Wisconsin Administrative Code.

Libraries are advised to adopt a record retention schedule. The Wisconsin Public Records Board has approved a retention policy that may be used by local libraries. A library board must first formally adopt the [Record Retention Schedule](#), with or without modifications. Then, the [Notification of Adoption](#) can be completed and submitted, with two copies, to the State Archivist. Once the form is returned with approval of the State Historical Society of Wisconsin and the Wisconsin Public Records Board, the library may dispose of records in accordance with the approved schedule.

Tape recordings of meetings may be destroyed 90 days after the minutes have been approved and published, if the purpose of the recording was to make written minutes of the meeting.

Prior to destroying public records, you must give the State Historical Society at least 60 days written notice. The Historical Society may, upon application, waive this notice requirement. The Historical Society will preserve any records it determines to be of historical interest.

Penalties for Violations

An organization or legal custodian that improperly denies or delays a request may be ordered to pay the requester’s attorney fees and other actual costs, besides damages of not less than \$100. In addition, an organization or legal custodian that arbitrarily and capriciously denies or delays response to a request, or charges excessive fees, may be required to forfeit not more than \$1,000 in punitive damages. In addition, there are criminal penalties for destruction or concealment of public records with intent to injure or defraud or for deliberately altering public records.

Discussion Questions

1. What purpose is served by Wisconsin's public records law?
2. Why are library patron records kept confidential?
3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?
4. How long do we *need* to retain library board meeting minutes? How long *should* we retain library board meeting minutes?

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 at www.doj.state.wi.us/dls/open-government
- League of Wisconsin Municipalities FAQs on the public records law at tinyurl.com/8jvks3o
- The State Historical Society's Wisconsin Municipal Records Manual at www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806
- Your municipal or county 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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Friday, August 25

Elected Officials are People, Too



Presenter:
Lori Fisher

Maine State Librarian

Strong relationships with your elected officials are key to library advocacy. Learn how to connect with your electeds (and their staffs) and consistently demonstrate the value of your library, whether you are a library Trustee/board member, Friends of the Library, affiliated with a library Foundation, or are a library staff member. Find out valuable tips, whether you are making your first contacts, or continuing longstanding relationships.

Other Trustee Resources

- Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>
- United for Libraries, a Division of the American Library Association
<https://www.ala.org/united/>
 - Register for free Statewide All Access Benefits:
<https://www.ala.org/united/stateaccess>
- Wisconsin Library Trustees & Friends, a Division of the Wisconsin Library Association
<https://www.wisconsinlibraries.org/trustees-friends>
- Trustee Training Week Webinar Archive
www.wistrusteetraining.com/archive

Register Online:

www.wistrusteetraining.com

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

Questions?

Contact Jean Anderson
South Central Library System
608-246-5613
jean@scls.info



Trustee Training Week (TTW) is produced by the South Central Library System with support from all Wisconsin Public Library Systems. TTW is funded in part by a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act (LSTA). Thank you!

Bridges
IFLS
Kenosha County
Manitowoc-Calumet
Milwaukee County
Monarch
Nicolet
Northern Waters
Outagamie-Waupaca
Prairie Lakes
Southwest
Winding Rivers
Winnefox
Wisconsin Valley



August 21-25, 2023

12-1 p.m.

www.wistrusteetraining.com

Monday, August 21

No More Neutral: How to Use Marketing to Position Your Library in Challenging Times



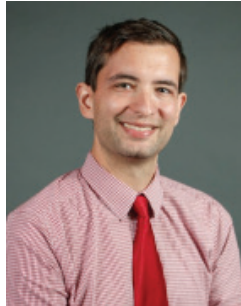
Presenter:
Angela Hursh

Leads an outstanding team of marketing and training professionals at NoveList

On top of everything else they need to do, libraries increasingly find themselves at the center of controversy. The American Library Association reports a substantial increase in the number of book bans and challenges in 2022 (double the number of reports from 2021). Oftentimes, the library's efforts to create collection and service policies that fulfill its mission statement of inclusion are the focus of these challenges. These attacks cost money, lower morale, and reduce productivity amongst the staff. They also threaten the very existence of libraries. But libraries do have some power, and it comes in the form of promotion. In this session, you'll learn marketing tactics you can use now to clarify your library's policies, solidify your library's positions, and clearly communicate your mission, vision, and values. And you'll hear tactics to use to rally community and stakeholder support if your library should face such a challenge.

Tuesday, August 22

Wisconsin Library Law



Presenter:
Kris Turner

Associate Director of Public Services at the UW Madison Law School Library

Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and also know what resources are available to you to get these difficult and stressful questions answered.

To help Kris develop his presentation, we have a short survey to determine the topics you are most interested in. Thank you!

<https://rb.gy/c3uo6>

Wednesday, August 23

Nurturing Your Library Culture



Presenter:
Jeannie Dilger

Founder and CEO of Arranging Time

Culture is all around us – it's the water for the fish!

In 2022, library science graduates looking for jobs ranked a positive, healthy workplace culture as being an even more important attribute than salary. A toxic workplace culture can impact mental health, decrease productivity, and lead good employees to leave for other jobs.

Join Library Director Jeannie Dilger for a look at what culture is, why it's important, and how to support the director and staff in creating or revising a culture statement. We'll talk about setting the tone with policies, decision-making, and hiring and evaluating the director. Learn how the work you do as trustees can influence the culture throughout the library.

Thursday, August 24

LGBTQ-Inclusive Trusteeship



Presenter:
Ray Lockman

Consultant, coach, and trainee at Minneapolis Central branch of Hennepin County Library (MN)

Ray Lockman (they/them) will equip Wisconsin trustees and library directors to be queer- and trans-inclusive advocates for their library communities. Participants will learn helpful language and practical tips before we put our new skills to work by grappling with tough real-world scenarios.