

Village of Mukwonago  
**Notice of Meeting and Agenda**

**LIBRARY BOARD OF TRUSTEES MEETING**  
**Thursday, May 26, 2022**

Time: **1:00 pm**

Place: **Mukwonago Community Library AND virtually via Zoom**

**Zoom Log On Information**

<https://us02web.zoom.us/j/87693906113?pwd=UXB1MmxUaGFETVRIRnZPa01JOHVQRQT09>

**1. Call to Order**

**2. Roll Call and Introduction of Guests**

**3. Approval of Minutes**

3.a Minutes from February 24, 2022

[Policy Committee Meeting Minutes 20220224\\_unapproved.pdf](#)

**4. Discussion/Action Items**

4.a Display Case and Posting Policy

Discussion and possible action on approving updates to the Display Case and Posting Policy.

[Display Case and Posting Policy\\_unapproved 20220526.pdf](#)

[OLD Display Case and Posting Policy\\_approved 20210812.pdf](#)

4.b Finance Policy

Discussion and possible action on approving rewritten Finance Policy that includes Fund Disbursement Policy and Finance Procedures.

[Finance Policy\\_unapproved 20220526.pdf](#)

[OLD Finance Policy\\_approved 20180315.pdf](#)

[OLD Fund Disbursement Policy\\_approved 20180315.pdf](#)

[OLD Finance Procedures\\_approved 20180315.pdf](#)

4.c Public Behavior Policy

Discussion and possible action on approving rewritten Public Behavior Procedures into a full policy that also includes Theft of Library Materials Policy.

[Public Behavior Policy\\_unapproved 20220526.pdf](#)

[OLD Problem Behavior Procedures\\_approved 20180621.pdf](#)

[OLD Theft of Library Materials\\_approved 20181115.pdf](#)

**5. Referral Items**

**6. Confirm Next Meeting Date**

**7. 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.

**Mukwonago Library Board**

**Policy Committee **DRAFT** Meeting Minutes**

**Meeting of Thursday, February 24, 2022**

**I. REGULAR ORDER OF BUSINESS**

A. The meeting was called to order at 11:09 a.m., February 24, 2022 by Policy Chair Howard Pringle. In attendance were committee members Trustees Carol Stienstra and Howard Pringle. Trustee Diane Magolan attended the hybrid meeting by Zoom. Also in attendance was Library Director Abby Armour.

B. Public Comment.

There were no public comments.

C. The minutes of the December 2, 2021 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Stienstra, second by Magolan. Approved unanimously.

**II. NEW BUSINESS – DISCUSSION / ACTION ITEMS**

A. Policy formatting standards

Library Director Armour presented a draft formatting template and standards for library policies. The new formatting template would provide for a standard format for all policies and would eliminate some extraneous information in policies. The Committee reviewed the suggested format and recommended that the new format be adopted going forward. All policies should be in the new format by the end of the year. Format approved by the Policy Committee and this item will be presented to the Board as a matter of report.

B. Credit Card Policy

Director Armour presented a working draft of a "Credit Card Policy" that had been reviewed and recommended by the Finance Committee. The new policy titled "Credit Card Use for Payment of Library Fines and Fees Policy" was approved by the Policy Committee at the recommendation of Finance. The Committee recommends that the policy be forwarded to the Board for review and adoption at the March Board meeting and that the policy be enclosed with the March Board packet. If approved by the Board, the new policy would go into effect on April 4, 2022.

Motion by Stienstra, second by Pringle. Approved unanimously.

C. Finance Policy

No action taken (see item E below)

D. Finance Procedures

No action taken (see item E below)

E. Fund Disbursement Policy

The Committee recommends that the policies and procedure listed as items C, D and E above be consolidated into a single policy for clarity and ease of access and that the revised, consolidated policy be forwarded to the Board for review and adoption at the April Board meeting (to allow time for reformatting) and that the policy be enclosed with the April Board packet.

Motion by Pringle, second by Magolan. Approved unanimously.

F. Public Computer and Internet Access Policy

The Committee reviewed the policy and felt that no action needed to be taken at this time. However, Director Armour will be bringing forward some recommended changes to the policy for discussion at a future Policy Committee meeting. This action will be presented to the Board as a matter of report

G. Remote Work Arrangement Policy

Director Armour and the Committee felt it appropriate to refer this standalone policy to the Personnel Committee for possible consolidation and incorporation into the Personnel Policy in order to centralize all personnel policies into a single, easy to follow document.

**III. REFERRAL ITEMS**

No referrals.

**IV. NEXT MEETING DATE(S)**

The next meeting of the Policy Committee is scheduled to be held Thursday, May 5, 2022 at 11:00 a.m. at the library and in hybrid format for those unable to attend in person. The Committee will continue reviewing policies in accordance with the review schedule..

**V. ADJOURNMENT**

Magolan moved, second by Stienstra that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 11:50 a.m.

Minutes submitted by Howard Pringle, February 24, 2022

**Mukwonago Community Library**  
**DRAFT Display Case and Posting Policy**  
**For Policy Committee May 5, 2022 - Last reviewed May 5, 2022**

The purpose of this policy is to provide information and guidelines on how the community can use the display spaces at the Mukwonago Community Library. Sections include:

- I. Statement of Mission
  - II. Statement of Impartiality
  - III. Conditions for Use of the Display Case
  - IV. Conditions for Posting to the Bulletin Boards
- Appendix A: Display Case Reservation and Agreement Form

**I. Statement of Mission**

The Library display case and community bulletin boards are tools by which the Library supports its mission of providing opportunities for seeking knowledge, gathering information, and pursuing creative use of leisure time. The Library seeks assistance from community organizations and individuals in furthering this mission and therefore provides display spaces open to all organizations engaged in educational, cultural, intellectual, or charitable activities.

**II. Statement of Impartiality**

In accordance with the American Library Association's "Bill of Rights," materials will not be excluded because of the origin, background, or views of those contributing to their creation. These spaces are provided on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The display case and/or community bulletin boards cannot be used for public presentations by individual political candidates or supporters or opponents of a ballot issue.

The presence of a particular display or posting within the Library does not indicate that the Library either advocates or endorses the viewpoints of the exhibits, exhibitors, posters, or notices. The Library shall place a disclaimer statement on each bulletin board and display case to assure the public of the Library's impartiality regarding all displays:

*Display spaces are offered as a service to the public and in no way reflect the viewpoints of the Library or Library Board of Trustees. The presence of a particular display or posting within the Library does not indicate that the Library either advocates or endorses the viewpoints of exhibits, exhibitors, posters, or notices.*

### **III. Conditions for Use of the Display Case**

- A. Library-sponsored displays will be given priority in scheduling all the display case.
- B. Designated staff are in charge of scheduling displays for the display case in compliance with this policy. If the month the patron requests for a display is not available, library staff will notify the patron what months are available to schedule a display.
- C. Individuals and organizations may indicate an interest in presenting a display by contacting the Library for a "Display Case Reservation and Agreement Form" found in Appendix A. This application will be submitted to the Library Director or their designee for approval. The Library Director reserves the right to reject an exhibit.
- D. The Library Director shall have the final decision on the arrangement and appropriateness of all exhibits or displays.
- E. Displays must conform to the space restrictions of the assigned areas and be securely affixed to display surfaces. No changes may be made to the setup of the display cabinet.
- F. Displays may be in place for up to 4 weeks. Designated staff may schedule displays for shorter or longer periods of time. All exhibits shall be set-up and removed by the exhibitor on the dates determined by the Library.
- G. The Mukwonago Community Library is not responsible for theft or damage of items in its exhibit areas. Insurance is the sole responsibility of the lender. All items placed in the Library are done so at the owner's risk. If an applicant is under the age of eighteen (18), a parent or legal guardian must sign the "Display Case Reservation and Agreement Form."
- H. The Library will not sell items from the display case, nor will selling prices be displayed.
- I. Individuals and organizations providing materials for displays must be acknowledged with a sign indicating "Materials in this display are provided by [name of person or organization]."

### **IV. Conditions for Posting to the Bulletin Boards**

- A. Posters, notices, and materials for distribution should be submitted to the Library Director or their designee who will review the materials before posting. The review will include ensuring the materials follow this and all other Library policies.
- B. Posters, notices, and materials may not be posted or removed except by authorized Library staff.
- C. Material cannot contain offensive language or imagery. Material must be informative in nature and cannot include political or religious advocacy.
- D. Very large posters (over 11"x17") will not be accepted.
- E. Priority for posting will be given to local civic, educational, and cultural organizations.
- F. Due to space restrictions, the Library cannot guarantee if a posting will get posted or how long a posting will remain on the bulletin board.
- G. Materials promoting commercial use will not be allowed.

Adopted by the Board of Trustees of the Mukwonago Community Library on \_\_\_\_\_

### **Revision History**

<b>April 19, 2017</b>	Policy Revised to include conditions for posting and revised title from Display Case Policy to Display Case and Posting Policy.
<b>June 21, 2018</b>	Reviewed by Policy Committee and forwarded to Library Board for approval. No changes recommended.
<b>August 12, 2021</b>	Included language directly referencing the Library Bill of Rights; created Appendix A; included more specific guidelines for postings.
<b>Policy Committee May 5, 2022</b>	Reformatted to standard; created section headers

## Appendix A

### Mukwonago Community Library Display Case Reservation and Agreement Form

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization (if sponsoring display) \_\_\_\_\_

Briefly describe the nature and purpose of the display:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your signature below indicates that you have reviewed, understand, and agree to abide by the Mukwonago Community Library Display Case and Posting Policy. You agree to assume responsibility for the display and to ensure it is set up and removed on time and that its contents and design are consistent with the requirements of the above mentioned policy. You agree that the Library accepts no responsibility for the theft or damage of any display exhibited at the Library, and all items placed in the library are done so at the owner's risk.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Displays are assigned on a first-come, first served basis. When your request is approved, we will notify you of an approximate date for your display. Items are typically on display for one month at the Library's discretion. Library-sponsored displays will be given priority, so dates are subject to change. Once you are notified of the dates of your display, you agree to set-up and remove your display during the times agreed upon. ***The Library will remove any display that is not retrieved by its owner in time for the next exhibit.***

If you have questions, please contact the Library Director or call (262) 363-6411.

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For Library Use:

Date of Installation: \_\_\_\_\_ Date of Removal: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Comments: \_\_\_\_\_



**Mukwonago Community Library**  
**Display Case and Posting Policy**  
**Approved: 12 August 2021**

**Purpose**

The Mukwonago Community Library display case and community bulletin boards are tools by which the Library supports its mission of providing opportunities for seeking knowledge, gathering information, and pursuing creative use of leisure time. The Library seeks assistance from community organizations and individuals in furthering this mission. In accordance with the American Library Association's "Bill of Rights," the Library provides display spaces open to organizations engaged in educational, cultural, intellectual, or charitable activities, and materials will not be excluded because of the origin, background, or views of those contributing to their creation. These spaces are provided on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The display case and/or community bulletin boards cannot be used for public presentations by individual candidates or supporters or opponents of a ballot issue. The presence of a particular display or posting within the Library does not indicate that the Library either advocates or endorses the viewpoints of exhibits, exhibitors, posters, or notices.

**Conditions for Display Cases**

- Library-sponsored displays will be given priority in scheduling the display case.
- Designated staff shall schedule displays for the display case in compliance with this policy. If the month the patron requests for a display is not available, library staff will notify the patron what months are available to schedule a display.
- Individuals and organizations may indicate an interest in developing a display by contacting the Library for an application found in Appendix A. This application will be submitted to the Library Director for approval. The Library Director reserves the right to reject an exhibit. Acceptable materials for exhibition/display should be of cultural, educational, or historical importance.
- The Library Director shall have the final decision on the arrangement and appropriateness of all exhibits or displays.
- Displays must conform to the space restrictions of the assigned areas and be securely affixed to display surfaces. No changes may be made to the setup of the display cabinet.

- Displays may be in place for up to 4 weeks. Staff may schedule displays for shorter periods of time. All exhibits shall be set-up and removed by the exhibitor on the dates determined by the Library.
- The Mukwonago Community Library is not responsible for theft or damage of items in its exhibit areas. Insurance is the sole responsibility of the lender. All items placed in the library are done so at the owner's risk. If the individual is under the age of eighteen (18), a parent or legal guardian shall sign the waiver.
- The Library will not sell items from the display case, nor will selling prices be displayed.
- Individuals and organizations providing materials for displays may be acknowledged with a sign indicating "Materials in this display are provided by [name of person or organization]."
- Mukwonago Community Library shall place a disclaimer statement in each display case to assure the public of the Library Board's neutrality regarding all displays:

*Display spaces are offered as a service to the public and in no way reflect the viewpoints of the Library or Library Board of Trustees. The presence of a particular display or posting within the Library does not indicate that the Library either advocates or endorses the viewpoints of exhibits, exhibitors, posters, or notices.*

### **Conditions for Posting**

- Posters, notices, and materials for distribution should be submitted to the Library Director or their appointee who will review the materials before posting. The review will include ensuring the materials follow this and all other library policies.
- Posters, notices, and materials may not be posted or removed except by authorized library staff members.
- Material cannot contain offensive language or imagery. Material must be informative in nature and cannot include political or religious advocacy.
- Very large posters (over 11"x17") will not be accepted.
- Priority for posting will be given to local civic, educational, and cultural organizations.
- Due to space restrictions, the library cannot guarantee if a posting will get posted or how long a posting will remain on the bulletin board.
- Materials promoting commercial use will not be allowed.

- Mukwonago Community Library shall place a disclaimer statement on each bulletin board to assure the public of the Library Board’s neutrality regarding all postings:

*Display spaces are offered as a service to the public and in no way reflect the viewpoints of the Library or Library Board of Trustees. The presence of a particular display or posting within the Library does not indicate that the Library either advocates or endorses the viewpoints of exhibits, exhibitors, posters, or notices.*

Adopted by the Board of Trustees of the Mukwonago Community Library on 12 August 2021

### **Revision History**

<b>19 April 2017</b>	Policy Revised to include conditions for posting and revised title from Display Case Policy to Display Case and Posting Policy.
<b>21 June 2018</b>	Reviewed by Policy Committee and forwarded to Library Board for approval. No changes recommended.
<b>12 August 2021</b>	Included language directly referencing the Library Bill of Rights; created Appendix A; included more specific guidelines for postings.

## Appendix A

### Mukwonago Community Library Display Case Reservation and Agreement Form

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization (if sponsoring display) \_\_\_\_\_

Briefly describe the nature and purpose of the display:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your signature below indicates that you have reviewed, understand, and agree to abide by the Mukwonago Community Library Display Case Policy. You agree to assume responsibility for the display and to insure it is set up and removed on time and that its contents and design are consistent with the requirements of the above mentioned policy. You agree that the Library accepts no responsibility for the theft or damage of any display exhibited at the Library, and all items placed in the library are done so at the owner's risk.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Displays are assigned on a first-come, first served basis. When your request form is approved, we will notify you of an approximate date for your display. Items are typically on display for one month at the library's discretion. Library-sponsored displays will be given priority, so dates are subject to change. Once you are notified of the dates of your display, you agree to set-up and remove your display during the times agreed upon. ***The Library will remove any display that is not retrieved by its owner in time for the next exhibit.***

If you have questions, please contact the Library Director or call (262) 363-6411.

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For Library Use:

3Date of Installation: \_\_\_\_\_

Date of Removal: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Comments: \_\_\_\_\_

**Mukwonago Community Library**  
**DRAFT Finance Policy**  
**For Policy Committee May 5, 2022 - Last reviewed May 5, 2022**

The purpose of this policy is to describe and document how the financial management activities of the Library are to be carried out and to remain accountable to stakeholders including taxpayers, employees, and the community. Sections include:

- I. Authority
- II. Guidelines
- III. Available Funds
- IV. Invoicing and Payment Procedures

**I. Authority**

Per Wis. Stat. § 43.58, the “Library Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund.”

- A. It is the responsibility and exclusive right of the Library Board to audit and approve all expenditures of the Library before payment is made.
- B. Approval of expenditures occurs monthly during the regular Library Board meeting.
- C. All expenditures must be clearly documented, including the name of each payee, the amount of each expenditure, and the expenditure account from which payment will be made.
- D. The Library Board authorizes the Village of Mukwonago to pay routine expenses without requiring pre-approval. These necessary and predictable expenses include, but are not limited to, payroll, utilities, administrative costs, and insurance. The Village of Mukwonago must summarize and submit these expenditures including chargebacks, journal entries, and any other documentation to be included with the monthly approval of expenditures.
- E. The Library Board recognizes the Village of Mukwonago as its fiscal agent, per Wis. Stat. § 43.58(2)(a) and immediately upon approval of expenditures will provide the Village administrative offices all invoices and information needed to complete payment. All approved Library expenditures and payroll will be paid as other municipal invoices are paid.
- F. The Library Director is delegated authority to make purchases within the Annual Budget and according to board-approved purchasing policies.
- G. Any expenses that exceed the line item approved budgeted amount need approval by the Library Board before the expenses are incurred.
- H. The Library Board recognizes that occasionally equipment will require emergency repairs or other circumstances will necessitate emergency corrective action for the safety and security of the Library and its occupants. If necessary, the Library Director may make purchases outside the compliance of this policy in order to address the

situation in a timely manner. The Library Board must be notified of these actions and all documentation must be included in the monthly approval of expenditures.

## **II. Guidelines**

The Library Board has established guidelines to ensure the expenditure of public funds is consistent and transparent.

- A. The overall plan for purchasing begins with the Annual Budget.
- B. Proper planning minimizes the amount of clerical and supervisory time spent. All efforts should be made to purchase goods and services in quantities for the foreseeable future and to ensure the Library is paying a fair and reasonable price.
- C. Quality of goods and services are just as important as price. The Library staff will make all efforts to purchase items and services that meet, but do not exceed, the requirements for which they are intended.
- D. The Library is exempt from paying all local and state sales tax. All purchases and invoices must exclude sales tax before payment is made.
- E. The Library Board and all Library employees must comply with all federal, state, and village ethics laws regarding conflicts of interest as well as ethics regarding purchasing decisions.
- F. Petty cash may be used to avoid the time and expense of issuing payment authorization for items totaling less than \$50. Receipts are to be maintained by the person responsible for the petty cash fund and shall be summarized and included in the monthly approval of expenditures. The Library may not maintain more than \$200 of petty cash.
- G. Credit cards may be issued to Library staff to use when obtaining an invoice for a purchase is not feasible or impossible, such as some online purchases. The Library Director may authorize, deny, or revoke Village-issued credit cards for Library staff. Credit card limits cannot exceed \$5,000. Credit card holders are required to maintain all receipts and submit them to be included in the monthly approval of expenditures.

## **III. Available Funds**

The Library Board maintains several funds in order to ensure the stability of and security for the future of the Library.

- A. General Fund Balance and Designated Fund Balance  
The General Fund Balance is the accumulation of operational revenues minus operational expenditures as calculated at the end of each fiscal year. The Designated Fund Balance is a separate account specifying these post-operational funds for special purposes. The Village of Mukwonago's annual audit will provide verified expenditure and revenue information for the closeout of the previous year.
  - i. The "General Fund Balance" fund is held by the Village of Mukwonago and is referred to as "440-0000-343441: Fund Balance." These funds are not specifically designated and are maintained to provide a "safety net" to allow the Library to

handle emergency situations. The recommended amount to keep in this account is two (2) months of operating expenses.

- ii. The “Designated Fund Balance” fund is held by the Village of Mukwonago and is referred to as “440-0000-343442: Fund Balance Designated.” These are funds that are designated for a specific purpose such as, but not limited to, building projects, End of Life (EOL) equipment replacement cycles, strategic planning initiatives, and building maintenance.
- iii. The principal and interest earned from these funds may be used for any expenses, including operational expenses. A majority vote of the full membership of the Library Board is required for a resolution authorizing expenditures from these funds.
- iv. If the Library has a surplus of revenue, the Library Board will determine whether to assign it to the “Designated Fund Balance,” “General Fund Balance,” or the “Other Post-Employment Benefits (OPEB)” account. A majority vote of the full membership of the Library Board is required for a resolution authorizing the allocation of these funds with actual disbursements made by the Village of Mukwonago administrative offices.
- v. If the Library has a revenue shortfall, the Library Board can decide to use funds from the “Designated Fund Balance,” the “General Fund Balance,” or a combination of the two funds to pay for expenditures. A majority vote of the full membership of the Library Board is required for a resolution authorizing the expenditure of these funds with actual disbursements made by the Village of Mukwonago administrative offices.

**B. Other Post-Employment Benefits (OPEB)**

The OPEB account contains funds designated to pay the benefits, other than pension distributions, that employees may begin to receive once they retire. See the “Personnel Policy” for more information on retirement benefits.

- i. This fund is held by the Village of Mukwonago and is referred to as “440-0000-343443: Sick Leave Payout Reserve.”
- ii. Funds must be available for the sum total of an employee’s post-employment expenses before that employee retires.
- iii. The Library Board may choose to add to this fund at any time by using operating revenue, assigning a line item in the Annual Budget, reallocating monies from the “Designated Fund Balance,” or reallocating monies from the “General Fund Balance.”
- iv. When not a line item in the Annual Budget, a majority vote of the full membership of the Library Board is required for a resolution authorizing the allocation of monies to this fund with actual disbursements made by the Village of Mukwonago administrative offices.
- v. The Village of Mukwonago is authorized to draw from this fund to pay for post-employment expenses for Library employees.



- vi. An annual report must be provided by the Village of Mukwonago to the Library Board prior to the Annual Budget planning detailing the balance of the fund, expected changes to post-employment costs, and suggested adjustments.

C. Operational Donation Account

The Operational Donation Account contains all funds donated directly to the Library during the current fiscal year. Under Wis. Stat. § 43.58(7), the Library Board has the authority to receive, manage, and dispose of gifts and donations as it sees fit. However, the Library Board will make every effort to honor any special requests or designations that accompany the donation. See the “Donation of Materials Policy” for more information.

- i. This fund is held by the Village of Mukwonago and is referred to as “440-4800-489000: Donations Received”
- ii. The Library maintains internal subaccounts of this fund:
  - i. Designated Donations – These are donations that are designated for a specific purpose such as, but not limited to, grant monies, building projects, the Summer Library Program, and special collections.
  - ii. Undesignated Donations – These donations are not specifically designated and may be used at the Library Director’s discretion for unique nonbudgeted costs which would enhance and improve the Library and its position in the community.
- iii. This fund is offset by an expenditure account referred to as “440-5890-580600: Donated Fund Expenditures.” The expenditure account has the same internally maintained subaccounts to offset the forementioned revenue subaccounts.
- iv. Receipts for expenditures must be summarized and included in the monthly approval of expenditures.
- v. At the end of the fiscal year, all remaining funds are automatically transferred to the “General Donated Funds Balance.”

D. General Donated Funds Balance

The General Donated Funds Balance contains the accumulation of donated revenues minus expenditures of donated funds as calculated at the end of each fiscal year.

- i. This fund is held by the Village of Mukwonago and is referred to as “440-0000-344418: General Donated Funds FB”
- ii. The principal and interest earned from the Donation Fund may be used for any expenses, including operational expenses.
- iii. Receipts for expenditures must be summarized and included in the monthly approval of expenditures.

E. Mukwonago Community Library Capital Endowment Fund (MCLCEF)

Formerly referred to as the “Dorothy Gollmar Fund,” the MCLCEF was originally established by the Library Board with money donated to the Library by the Gollmar family for the improvement and enhancement of the Mukwonago Community Library.

- i. This fund is held by the Waukesha County Community Foundation.

- ii. The principal and interest earned from the MCLCEF must be used on capital improvements (as defined by the Wisconsin Accounting Manual Section 06-04) which would enhance and improve the Library and its position in the community.
  - iii. A majority vote of the full membership of the Library Board is required for a resolution authorizing expenditures from this fund.
  - iv. Donations earmarked for a particular project will be used for that purpose pending the Library Board's approval. Earmarked funds that exceed the cost of a particular project will be returned to the MCLCEF.
- F. Mukwonago Community Library Endowment Fund (MCLEF)
- The MCLEF was originally established by the Library Board from money remaining from donations given for the building expansion project completed in 2011. The fund balance is to be used to help the Mukwonago Community Library go beyond day-to-day operations and provide excellence in library service.
- i. This fund is held by the Waukesha County Community Foundation.
  - ii. The principal and interest earned from the MCLEF will be used for unique nonbudgeted costs which would enhance and improve the Library and its position in the community.
  - iii. A majority vote of the full membership of the Library Board is required for a resolution authorizing expenditures from this fund.
  - iv. Donations earmarked for a particular project will be used for that purpose pending the Library Board's approval. Earmarked funds that exceed the cost of particular project will be returned to the MCLEF.

#### **IV. Invoicing and Payment Procedures**

In order to maintain consistency and ensure transparency to stakeholders, this section outlines the procedure on how to authorize payment for expenditures.

- A. Order of Operations for Payment of Invoices
- i. Invoices submitted for payment by the Library, including allocated expenses posted by the Village of Mukwonago, credit card receipts, and petty cash receipts, must be examined by the Library Director who shall indicate which account the invoice is to be paid from.
  - ii. All submitted invoices, allocated expenses posted by the Village of Mukwonago, credit card receipts, and petty cash receipts shall be then be examined and initialed by the Library Director and Library Board Treasurer.
  - iii. A list of active invoices listing those invoices to be paid and which have been initialed/validated as per the preceding step must be included with the monthly Library Board packet as an agenda item for approval of expenditures.
  - iv. Any invoices without an approval initial from the Library Director and Library Board Treasurer will not be paid and will be submitted at a later Library Board meeting after going through the above validation procedure.
  - v. Any invoices received after the Library Board packet has been published will be included in the next month's approval of expenditures. If an invoice is a special

circumstance or requires immediate payment, the invoice may be added to the expenditures for approval and the Library Director must point it out and explain the circumstances to the Library Board.

- vi. After approval by the Library Board, the list of invoices and expenditures shall be signed by the Library Director and the Library Board Treasurer. In the case of the unavailability of one of the aforementioned officials, the Board President will sign to permit the payment of the invoices. In the case of the absence of the Library Board President, the person acting as President will sign the invoice list.
- vii. The Library Director or their designee will forward the signed copy of the invoice list and the actual invoices to the Village administrative offices for payment. The Village will provide monthly statements showing the accounting of all expenditures.

Adopted by the Board of Trustees of the Mukwonago Community Library on May 5, 2022

#### **Revision History**

**Policy Committee May 5, 2022** Combined "Finance Policy," "Finance Procedures/Invoicing and Payment Procedures," and "Fund Disbursement Policy." Significant additions for clarity, alignment with State Statute, and consistency with Village policies and procedures.

## **Mukwonago Community Library Financial Policy**

**Section 1.** All library invoices and payroll expenses are paid through the Village of Mukwonago's main office. Per Wisconsin State Statutes Sec 43.51(1), it is the responsibility of the Mukwonago Library Board to approve all expenses for the Library. Any allocated expenses posted by the Village of Mukwonago must be reported with detail to the Library Board with any accompanying documentation.

**Section 2.** Any expenses that exceed the line item approved budgeted amount need approval by the Library Board before the expenses are incurred.

This policy cannot be changed without Library Board approval.

Adopted by the Board of Trustees of the Mukwonago Community Library on the 15<sup>st</sup> day of March, 2018.

### **Revision History**

<b>21 July 2016:</b>	Revised Section 1 to reflect procedural changes. Revised Section 2 to define approvals required for certain expenses.
<b>1 March 2018:</b>	Reviewed by Policy Committee. No changes found necessary.
<b>15 March 2018:</b>	Approved by Library Board.

## **Mukwonago Community Library Fund Disbursement Policy**

### **A. The Gollmar Fund**

The Gollmar Fund was originally established by the Library Board of Trustees with money donated to the Library by the Gollmar Family for the improvement and enhancement of the Mukwonago Community Library.

1. The principal and interest earned from the Fund must be used on capital improvements (as defined by The Wisconsin Department of Administration – State Controller’s Office’s “Wisconsin Accounting Manual” – cited below) which would enhance and improve the Library and its position in the community.
2. A majority vote of the full membership of the Library Board of Trustees is required for a resolution authorizing the expenditure of the principal.
3. Donations earmarked for a particular project will be used for that purpose pending the Board of Trustees approval. Earmarked funds that exceed the cost of a particular project will be returned to the Gollmar Fund.
4. The Gollmar Fund is held by the Waukesha County Community Foundation.

### **B. Unrestricted Fund**

The Unrestricted Fund was originally established by the Library Board of Trustees from money remaining from donations given for the building expansion project. The fund balance is to be used to help the Mukwonago Community Library go beyond day-to-day operations and provide excellence in library service.

1. The principal and interest earned from the Fund will be used for unique non-budgeted items which would enhance and improve the Library and its position in the community.
2. A majority vote of the full membership of the Library Board of Trustees is required for a resolution authorizing the expenditure of the principal.
3. Donations earmarked for a particular project will be used for that purpose pending the Board of Trustees approval. Earmarked funds that exceed the cost of particular project will be returned to the Unrestricted Fund.
4. The Unrestricted Fund is held by the Waukesha County Community Foundation.

## **C. Building Expansion Fund**

The Building Expansion Fund was originally established by the Library Board of Trustees from money remaining from the loan disbursement from the building expansion. The fund balance is to be used for any expenses as determined by the Library Board.

1. The principal and interest earned from the Fund may be used for any expenses (including operational expenses).
2. A majority vote of the full membership of the Library Board of Trustees is required for a resolution authorizing the expenditure of the principal.
3. Donations earmarked for a particular project will be used for that purpose pending the Board of Trustees approval. Earmarked funds that exceed the cost of particular project will be returned to the Building Expansion Fund.
4. The Building Expansion Fund is held by the Village of Mukwonago and is referred to as "Fund Balance Applied - 440-4900-4930."



## WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller's Office

Section	06	EXPENDITURES AND TRAVEL	Effective Date	7/1/2015
Sub-section	04	Capital Expenditures	Revision Date	3/31/2015
SAM Ref	5-12			

### DEFINITION:

Capital Expenditures - Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances.

#### 1. GENERAL POLICY-Budgetary Basis

- a. Equipment should be recorded as capital expenditures when the following criteria are met:
  - The asset is tangible in nature, complete in itself, and is not a component of another item
  - The asset is used in the operation of the Library's activities.
  - The asset has a useful life of two (2) years or more and provides benefit throughout that period.
  - The individual asset is of significant value, that is, it has a unit cost of \$5,000.00 or more.

#### Revision History

- 10/20/2016:** New policy
- 1 March 2018:** Reviewed by Policy Committee. No changes found necessary.
- 15 March 2018:** Approved by Library Board.

## **Mukwonago Community Library Invoicing and Payment Procedures**

### **Recurring charge procedures:**

- No changes are necessary to procedures already in place for handling the payment of recurring costs - utilities, insurance, etc. Village staff will continue to pay these expenses on behalf of the Library without requiring pre-approval from the Mukwonago Library Director or Board.
- The Village will provide an itemized monthly list of the above charges, including Village chargebacks, journal entries, etc. for presentation as a matter of report to the Library Director who will share it with the Library Board at the monthly Library Board meeting for approval.

### **Credit Cards:**

- Receipts for credit card purchases by Library staff will be provided to the Library Board in the bill folder at the monthly Library Board meeting. The purchases detailed in the receipts will be presented for approval by the Board as a part of the Library's monthly bill paying process.

### **Payment of invoices:**

- Invoices submitted for payment by the Library must be examined by the Library Director who shall indicate which account the invoice is to be paid from.
- All submitted invoices shall be then be examined and initialed by the Library Director and Library Board Treasurer.
- A list of active invoices listing those invoices to be paid and which have been initialed/validated as per the preceding step in the procedure will then be provided to the Board as part of the monthly Board packet.
- Any invoices without an approval initial from the Library Director and Library Board Treasurer will not be paid and will be submitted at a later Board meeting after going through the above validation procedure.
- Any invoices received after the Board packet is sent out but before the Board meeting is held will be added to a revised list (in bold print to identify the new invoices) after validation by the Library Director and Library Board Treasurer. The validated supplemental list will then be distributed at the Library Board meeting.
- After approval by the Board, the invoice list shall be signed by the Library Director and the Library Board Treasurer. In the case of the unavailability of one of the aforementioned officials, the Board President will sign to permit the payment of the



invoices. In the case of the absence of the Board President, the person acting as President will sign the invoice list

- The Library Director or their designee will forward the signed copy of the invoice list and the actual invoices to the Village Financial staff for payment. The Village will provide monthly statements showing the accounting of all expenditures.

This procedure cannot be changed without Library Board approval.

Adopted by the Board of Trustees of the Mukwonago Community Library: 15 March 2018

### **Revision History**

<b>21 July 2016:</b>	Invoicing and payment procedures revised to reflect updated agreement with the Village and to assure compliance with Wisconsin Statutes.
<b>2 March 2017:</b>	Rewrite of “Payment of Invoices” to add additional validation steps to insure invoices and approval list are cross checked for accuracy.
<b>1 March 2018:</b>	Reviewed by Policy Committee. No changes found necessary.
<b>15 March 2018:</b>	Approved by Library Board.

**Mukwonago Community Library**  
**DRAFT Public Behavior Policy**  
**For Policy Committee May 5, 2022 - Last reviewed May 5, 2022**

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 Library 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 Guidelines
- III. Safe Child Guideline
- IV. Theft
- V. Enforcement of this Policy
- VI. 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. § 43.58(2) and the Waukesha County Library Services Plan to ensure that the Library is a safe and welcoming place and 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 access to Library resources
  - iv. Ensure a reasonably quiet environment
  - v. Furnish a clean and safe physical environment
  - 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 Guidelines**

- A. General rules of behavior are designed to protect the rights of Library users and to outline acceptable and not acceptable behavior that applies to use of all Library property, both inside and outside. The Library reserves the right to notify legal guardians of minors, engage law enforcement, or ban Library users to ensure the safety of everyone in the building and to preserve Library materials and facilities.

**B. Library Users Will:**

- i. Conduct themselves properly, within the limits of the Library's rules, all applicable laws, and common sense
- ii. Interact courteously with other users and Library staff
- iii. Be mindful of their surroundings and take cell phone calls or conduct conversations in study rooms or in the foyer
- iv. Follow all Library policies and Library staff direction

**C. Library Users Will NOT:**

- i. Bring in food. Drinks are allowed in covered containers.
- ii. Enter without shoes, shirt, and/or appropriate attire.
- iii. Run inside the Library.
- iv. Use another person's Library account or lie to Library staff.
- v. Bring animals into the Library. Users may not leave animals unattended outside of building. Service animals are welcome.
- vi. Use or move Library furniture and fixtures for purposes other than intended.
- vii. Disturb others through disruptive behavior such as personal electronics use, soliciting, panhandling, snoring, littering, personal hygiene, and/or other disruptions.
- viii. Leave children or animals unattended in vehicles.
- ix. 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.
- x. Loiter at or otherwise block entrances, exits, and/or walkways.
- xi. Park bicycles at the front entrance. Bikes must be parked in the bike racks provided.
- xii. Use offensive, threatening, harassing, or abusive language and/or gestures.
- xiii. Carrying firearms or other weapons, except by authorized law enforcement agents
- xiv. Sell anything such as raffle tickets, items for personal gain or charitable causes, begging, surveying by non-Library groups, panhandling, or circulating petitions.
- xv. Vandalize, destroy, deface, steal, or otherwise abuse Library property.
- xvi. Violate federal, state, or local laws such as smoking, possessing controlled substances, public intoxication, public indecency, or acts of violence.
- xvii. Violate local ordinances such as possessing a weapon or firearm, skateboarding, or rollerblading.

**III. Safe Child Guideline**

The Library 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. 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 guidelines on 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 Library materials is a crime. Library staff will make every effort to talk to the individual and clear up misunderstandings before assuming theft has occurred. If an individual intentionally takes and carries away, uses, conceals, or retains possession of materials belonging to the Library, the Library reserves the right to detain the individual for a reasonable amount of time until law enforcement arrives and to pursue legal action to recoup losses.
- B. Theft of Personal Belongings – Library users are responsible for their belongings at all times. In the event of theft of property from an individual, when the individual reports the theft, the Library staff should always ask the individual if they wish to file a report with the police and offer the use of a Library phone to file the report. Inform the individual that the Library cannot file the report for them.

#### **V. Enforcement of this Policy**

- A. Library users who fail to follow this policy and/or engage in conduct deemed inappropriate by Library staff are subject to removal from Library property and/or restriction of Library privileges. Library staff will follow this procedure:
  - i. Library staff will issue a verbal warning to those not following the Library rules or being continually disruptive.
  - ii. Library staff will give a second verbal warning if the behavior persists.
  - iii. If the behavior continues, Library staff will ask the user to leave the Library for the rest of the day.
  - iv. Recurring or extreme incidents could result in expulsion from the Library. Library Staff may expel a Library user immediately for up to one (1) week for serious infractions, without the first and/or second warnings. 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 sent to the last known address of the violator when possible.
- vi. Library users may appeal the 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 the Library 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. Its 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.
- i. Be consistent and fair in enforcement.
  - ii. Maintain a calm, nonjudgmental manner 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 very clearly 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 outside of the Library's jurisdiction (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:

DRAFT

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**

<b>September 7, 2017</b>	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.
<b>October 12, 2017</b>	Problem Behavior Procedures draft #2 presented to the Policy Committee.
<b>October 16, 2017</b>	Updated Problem Behavior Procedures replace Problem Behavior Policy as motioned by the Mukwonago Community Library Board.
<b>June 21, 2018</b>	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.
<b>Policy Committee May 5, 2022</b>	Policy updated for clarity and consistency throughout. Integrated "Theft of Materials Policy." Updated appendices to match updates in policy.

**Mukwonago Community Library**  
**Problem Behavior Procedures**  
**Approved: 21 June 2018**

- I. Purpose**
- II. Patron Responsibilities and Code of Conduct Guidelines**
- III. Children**
- IV. Unattended Children / Animals left in Vehicles**
- V. Theft**
- VI. Staff Guidelines to Infractions of the Problem Behavior Procedures**
- VII. Emergency Numbers**

**Appendix A: Patron Expulsion Staff Report**

**Appendix B: Process for Appealing Expulsion**

**Appendix C: Accident / Incident Report**

**I. Purpose**

The Mukwonago Community Library Board of Trustees has established these Problem Behavior Procedures to ensure that the library is a safe and welcoming atmosphere providing equitable access to materials and services for all library users. In order to maintain this atmosphere, it is important that the library staff set an example of appropriateness, so that patrons in turn, will be influenced to act with consideration for others, in order that the rights of all library users may be protected.

**II. Patron Responsibilities and Code of Conduct Guidelines**

- (A) No food is allowed in the library, except when provided for library sponsored programs or by special arrangement. Drinks are allowed in covered containers.
- (B) Running is not permitted within the library.
- (C) Disruptive or rowdy behavior will not be tolerated. Disruptive behavior includes, but is not limited to, loud talking and laughing, throwing objects and boisterous

behavior. This also includes the use of offensive, threatening, harassing, or abusive language and gestures. All conduct that disrupts the use of the library facilities, staff, collections, or services is prohibited.

- (D) No fighting, whether real or pretend, will be tolerated. Patrons will be asked to leave immediately.
- (E) Patrons are asked to be considerate of others by keeping phone ringers at a low volume. If a patron must accept a call, patrons will be asked to take the call in the foyer of the library.
- (F) No fighting or harmful behavior will be tolerated in the library or on the library property towards other patrons or library staff. Law enforcement and parents of minors will be notified of such behavior. Offenders will be expelled from the library.
- (G) Chairs, tables and other furniture are not to be moved without the permission of a staff member.
- (H) Shoes and shirts must be worn at all times within the library.
- (I) Skateboarding, bike riding, rollerblading, or skating are not permitted on library property. Parking of bicycles either in the foyer or in front of the entrance doors is prohibited. Bikes must be parked in the bike racks provided. See Village of Mukwonago Municipal Codes Sec. 82-271 and 82-265 for further information.
- (J) Animals, except for service animals, are not permitted in the library.
- (K) Smoking, vaping (electronic cigarettes), and chewing of tobacco are prohibited on library property. See Wisconsin State Statute 101.123, 2 for further information.
- (L) No soliciting is allowed on library property. This includes selling anything such as raffle tickets, candy, items for personal gain or charitable causes, begging, surveying by non-library groups, panhandling, or circulating petitions.
- (M) No weapons or firearms are allowed on library property.
- (N) Vandalism to any library property will not be tolerated. Vandals will be expelled from the library and held responsible for all damage caused. Parents of minors will be notified.
- (O) Loitering at entrances, in the library foyer, walkways, restrooms, the parking lot, or other non-study areas will not be tolerated. For the purposes of these procedures, loitering is defined as staying in such an area for more than 15 minutes.

- (P) Prolonged or chronic sleeping or napping is not allowed.
- (Q) Damaging, defacing, or misusing library materials, equipment, or facilities will not be tolerated.
- (R) Possessing or using alcohol or controlled substances on library premises is not allowed.
- (S) Adults may not be in the children's or teen 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 parents and the presence of solo adults is often uncomfortable and disruptive.
- (T) The library's public restroom facilities are not an appropriate place to conduct personal bathing or laundering activities. Patrons needing to bathe or to launder items are to be referred to appropriate facilities for these activities.
- (U) Violation of any other library policy will be considered an offense of the code of conduct.

Those not following these behavior expectations or being continually disruptive will be given a warning. If after a second warning the behavior continues he/she will be asked to leave the library. Recurring or extreme incidents could result in expulsion from the library and possible involvement of law enforcement. See Appendix A for Patron Expulsion Staff Report.

### **III. Children**

The Mukwonago Community Library welcomes and encourages visits by children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. The library 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.

Therefore, all children under the age of 8 must be accompanied by a parent or designated responsible person, and be in sight of that person, while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. This responsible individual must supervise, guide and control the behavior of their charge or charges at all times.

### **IV. Unattended Children / Animals left in Vehicles**

In the event children or animals are left unattended in a parked or running vehicle, staff will initiate the following guidelines:

- (A) A staff member will announce over the public address system the car type with license plate and request for the patron to come to the Circulation Desk.
- (B) Should the owner be unresponsive to the message announcement, staff are to call the Mukwonago Police Department (Non-Emergency: 262-363-6434 or ext. 1221) and alert them of the situation.

## **V. Theft**

Wisconsin State Statutes- 943.20. Whoever intentionally takes and carries away, uses, conceals, or retains possession of moveable property of another without consent and with intent to deprive the owner permanently of possession of such property. In the event of theft of property from a patron, when the patron reports the theft, the staff member should always ask the patron if they wish to file a report with the police and offer the use of a library phone to file the report. Inform the patron that the library cannot file the report for them.

## **VI. Staff Guidelines to Infractions of the Problem Behavior Procedures**

The policies and procedures adopted by the Mukwonago Community Library Board of Trustees are to provide a broad, general direction that is intended to ensure fairness and to provide staff with the ability to act with confidence. Enforcement of the policies listed under 'Patron Responsibilities and Code of Conduct Guidelines' can only be successful to the extent that several general principles are observed:

- (A) Everyone is responsible. All staff members should be familiar with the 'Patron Responsibilities and Code of Conduct Guidelines' and are expected to play their part in keeping the library as pleasant of an environment for the public as possible. It's also important for staff members to be supportive of one another.
- (B) Be aware of who is in charge. When the Library Director is available, she/he is in charge. If she/he is not available, the most senior librarian is in charge.
- (C) Be consistent and fair in enforcement.
- (D) Maintain a calm, nonjudgmental manner when dealing with a situation.
- (E) Explain the consequences clearly to the patron and the steps that will be taken if the problem persists.
- (F) Never touch a problem patron (unless it is very clearly to defend yourself).
- (G) If the behavior is determined to be illegal (i.e. battery, possession of controlled substances, criminal damage to property, disorderly conduct, harassment, or theft of library property), library staff are to immediately notify the police – **911**.

Approved: 21 June 2018

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- (H) Dangerous or illegal activities outside of the library's jurisdiction (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 – **911**.

## **VII. 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
- Library Director, Angela Zimmermann: 414-899-2965

## **Appendix A: Patron Expulsion Staff Report**

To be completed by Library Staff and given to Library Director:

Patron Name:

Date:

Reason for Expulsion:

Name of staff member completing form:  
Banned Until (For Library Director only):

Comments:

Because of the behavior listed above, this patron has been banned from the Mukwonago Community Library. You may file a written request to the Library Director, Mukwonago Community Library, 511 Division Street, Mukwonago WI 53149, to reconsider this ban from the library.

Approved: 21 June 2018  
Page 6 of 9

## **Appendix B: Process for Appealing Expulsion**

Because of your behavior, you have just been banned from the library for an extended amount of time. If you wish to appeal this action, please fill out the form below and mail to: Mukwonago Community Library, 511 Division Street, Mukwonago WI 53149. 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.

Patron Name:

Date:

Reason expulsion should be voided:

Signature:



## Appendix C: Accident / Incident Report Form

Date of Accident / Incident: \_\_\_\_\_

Description of Accident / Incident: \_\_\_\_\_

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What Action was taken?

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

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

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Signature and Date of Staff Member filling out report:

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### **LIBRARY DIRECTOR OR SUPERVISOR IN CHARGE TO COMPLETE SECTION BELOW**

What, in your opinion, caused the accident / incident?

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

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Date Reviewed: \_\_\_\_\_

Director / Supervisor Signature: \_\_\_\_\_

### **Revision History**

<b>07 September 2017</b>	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.
<b>12 October 2017</b>	Problem Behavior Procedures draft #2 presented to the Policy Committee.
<b>16 October 2017</b>	Updated Problem Behavior Procedures replace Problem Behavior Policy as motioned by the Mukwonago Community Library Board.
<b>21 June 2018</b>	Revised Section II, Patron 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.

**Mukwonago Community Library**  
**Theft of Library Materials**  
**Approved: 15 November 2018**

**Theft of Library Materials**

This policy of the Mukwonago Community Library Board is based on Wisconsin State Statute 943.61 *Theft of Library Material* and 43.30 (6) *Public Library Records*.

- (A) In this policy:
- (1) "Archives" means a place in which public or institutional records are systematically preserved.
  - (2) "Library" means any public library, library of an educational or historical organization or society, or museum, and specifically the public library of the Village of Mukwonago.
  - (3) "Library material" includes any item regardless of physical form or characteristics, belonging to on loan to or otherwise in the custody of the library.
- (B) Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be subject to forfeiture as provided by the general penalty provisions of this Code. The failure to return library material after its proper return date, after written notice from the library, may be deemed to be theft
- Notice shall be considered given when written notice is mailed to the latest known address of the person with the overdue material; the notice date shall be the date of mailing.
- (C) The concealment of library material beyond the last station for borrowing library material in a library is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been borrowed in accordance with the library's procedures or taken with consent of a library official, agent or employee and which is concealed upon the person or among the belongings of the person or concealed by a person upon the person or among the belongings of another is evidence of intentional concealment on the part of the person so concealing the material.
- (D) An official or adult employee or agent of a library who has probable cause for believing that a person has violated this section in his or her presence may detain the person in a reasonable manner for a reasonable length of time to deliver the person to a police officer, or to the person's parent or guardian in the case of a minor. The detained person shall be promptly informed of the purpose for the detention and be permitted to make phone calls, but shall not be interrogated or searched against his or her will before the arrival of a police officer who may conduct a lawful interrogation of the accused person.

Compliance with this subsection entitles the official, agent or employee affecting the detention to the same defense in any action that is available to a police officer making an arrest in the line of duty.

- (E) No person shall mar, deface or in any other way damage or mutilate any library material.
- (F) No person shall fail, on demand, to return any library material when such demand has been made in accordance with the rules and regulations duly made and adopted by the Library Board.

Whoever violates this section is guilty of:

- (a) A Class A misdemeanor, if the value of the library materials does not exceed \$1,000.
- (b) A Class E felony, if the value of the library materials exceeds \$1,000 but not \$2,500.
- (c) A Class C felony, if the value of the library materials exceeds \$2,500.

### **Revision History**

**15 September 2016:** Created as new standalone policy from MCL Circulation Policy

Introductory paragraph modified to reference State Statute as base and controlling legislation

Section A changed “section” to “policy”

Section B changed “shall” to “may” in order to clarify policy so as not to both issue a municipal citation and send to collection as there could be some legal ramifications once the action has been declared a theft.

Prudence dictates that the word “may” gives the staff leeway. It may be necessary to develop include a section that discusses exactly what happens when something is declared a theft

**15 November 2018:** Approve revision to Section A, Paragraph 3 to replace “book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microform, sound recording, audiovisual materials, in any format, magnetic or other tapes, electronic data processing records, artifacts, or other documentary, written or printed records” with the word “item”.

Approved: 15 November 2018

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