Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, May 11, 2023

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

Zoom Login
Meeting ID: 874 0704 0519
Passcode: 242560
https://us02web.zoom.us/j/87407040519?pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09

1.   **Call to Order**

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

3.   **Approval of Minutes**

     3.a   Minutes from April 13, 2023
           Library Board Meeting Minutes 20230413_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 May 2023
           Financial 2023 May Executive Summary 20230511.pdf
           Financial 2023 May Invoices 20230511.pdf

6.   **Committee Reports**

     6.a   Building & Grounds Committee - last met April 13, 2023
           Building and Grounds Committee Meeting Minutes 20230413_unapproved.pdf

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

     6.c   Grutzmacher Collection Committee - last met May 4, 2023
           Grutzmacher Collection Committee Meeting Minutes 20230504_unapproved.pdf

6.d   Personnel Committee - last met April 24, 2023
      Personnel Committee Meeting Minutes 20230424_unapproved.pdf

6.e   Policy Committee - last met April 27, 2023

      Policy Committee Meeting Minutes 20230427_unapproved.pdf

7.   Library Director Report

7.a   Library Director Report for May
      Director Report is for information only.
      05 Library Director Report May 2023.pdf

8.   Discussion/Action Items

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

8.b   Strategic Plan 2023-2025 Updates
      Discussion and possible action on updates on the implementation of the Strategic
      Plan 2023-2025.
      Strategic Plan 2023-2025_Operational Priorities and Implementation Updates 20230511.pdf

8.c   Waukesha County Library Plan Minimum to Exempt Certification
      Discussion and possible action on certifying and approving the Waukesha County
      Library Plan Minimum to Exempt Standards.
      Minimum to Exempt Standards Certification 2023.pdf
      Minimum to Exempt Standards Calculation 2023.pdf

8.d   Grutzmacher Collection Expert Review
      Discussion and possible action on proposed contract from Driftless Pathways to
      engage the services of Robert "Ernie" Boszhardt to review the Native American
      items in the Grutzmacher Collection in order to provide professional guidance on
      whether there are unidentified items that may be NAGPRA compliant.
      Driftless Pathways_Estimate_Mukwonago_002.pdf

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

8.f   Publicizing the Grutzmacher Collection
      Discussion and possible action regarding Grutzmacher Collection Committee's
      recommendation to publish the prepared FAQs document on the Grutzmacher
      Collection.

      FAQs About the Grutzmacher Collection_v2_for Board 20230511.pdf

9.   Referral Items

10. Confirm Next Meeting Date
The next Library Board meeting will be on June 15, 2023 at 6:00pm.

11. Adjourn

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

Village of Mukwonago

DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, April 13, 2023

Time: **6:00 pm**

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

Call to Order
The President H. Pringle called the meeting to order at 6:05 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests
Board Members Present

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

via Zoom

M. Lacock
D. Magolan

Also Present

A. Armour, Library Director

Comments from the Public
None.

Approval of Minutes
M. Penzkover/E. Brill motioned to approve the minutes from the Board of Trustees meeting on March 9, 2023. Unanimously carried. E. Pautz abstained.

Audit and Approval of Monthly Expenditures
S. Kaufman/J. Darin motioned to approve the monthly expenditures. Unanimously carried.

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

Building & Grounds Committee - last met on April 13, 2023 - items related to that meeting are on the agenda

Finance Committee - last met on November 1, 2023

Grutzmacher Collection Committee - last met April 6, 2023 - items related to that meeting are on the agenda

Personnel Committee - last met April 3, 2023

Policy Committee - last met on March 1, 2023 - items related to that meeting are on the agenda

Library Director Report The Library Director Report is for information
only.
A. Armour shared additional information about the care and trust agreement from Wilton Rancheria that was finalized today.

Discussion/Action Items

Strategic Plan 2023-2025 Updates
Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025
A. Armour noted that this will be a monthly update, this month there isn't a specific update.

Presentation by Youth Services Librarian
Informational presentation by Youth Services Librarian on her job duties including collection development and programming to provide context to the Library Board as they consider the goals of the Strategic Plan.

Resolution 2023-02
Discussion and possible action on Resolution 2023-02 requesting a Capital funding Transfer for Safety System Repairs.
A. Armour noted that this is for the sprinkler repair and new AED device.
M. Penzkover/E. Brill motioned to approve Resolution 2023-02 requesting a Capital fund transfer for Safety System Repairs. Unanimously carried.

Fire Safety System Contract Renewal
Discussion and possible action on recommendation from Building & Grounds Committee on approval of USA Fire Protections annual inspection contract.
M. Penzkover noted that this is MCL's annual renewal and explained that the Building and Grounds Committee has reviewed the contract prior to tonight's meeting.
M. Penzkover/E. Brill motioned to approve the USA Fire Protections annual inspection contract. Unanimously carried.

Allowable Costs

Discussion and possible approval of Allowable Costs for Waukesha County.

A. Armour reviewed the Allowable Costs Worksheet for Waukesha County Libraries and how it pertains to MCL.

E. Pautz/C. Stienstra motioned to approve the Allowable Costs for Waukesha County worksheet as presented. Unanimously carried.

Bernstein & Associates Addendum

Discussion and possible action on approving a one-year addendum to current contract with Bernstein & Associates NAGPRA Consultants.

A. Armour noted that the amount we budgeted for last year was not fully used as there was significant cost savings by having A. Armour and C. Stape participate in the cataloging process alongside the Bernstein & Associates employee. To date Bernstein & Associates have been a tremendous aid both with the extensive inventorying process but also vetting all legal documents. This one-year addendum would be an extension of the contract with no additional funds needing to be allocated. Discussion also included how professional and well prepared this company is organized.

H. Pringle/M. Lacock motioned to extend the consulting contract with Bernstein & Associates. Unanimously carried.

Electrical Expansion for Outdoor Programs

Discussion and possible action on recommendation from Building & Grounds Committee for "festival electric" proposal.

M. Penzkover noted that this stemmed from the strategic plan and fostering the use of the space outside. This electrical expansion would allow staff to be more efficient and have a broader scope of programming which could be done outside. Roman Electric and several other companies were contacted for quotes.

M. Penzkover/J. Gasser motioned to approve the Roman Electric contract and authorize the library director to enter that agreement utilizing capital funds. Unanimously carried.

Landscaping

Discussion and possible action on recommendation from Building & Grounds Committee regarding proposals from professional landscapers for spring cleanup and sustainable improvements to landscaping.

M. Penzkover noted that O. Zimmermann has been doing an amazing job maintaining the grounds. The current proposal is to hire a professional landscaper to do more "big ticket" items. A. Armour contacted several companies to come and give quotes. The quotes were discussed and it was determined that not everything that was originally quoted may need to be completed this year. The main areas of concern for 2023 would be the sections that began: spring clean-up, remove and dispose of 6 upright arborvitae, top-dress crushed granite around foundation, and deliver and install topsoil to blend grade along side of walk. There are $10,000 from donations that could be utilized to pay for part of this service.

M. Penzkover/D. Magolan motioned to approve Createscape Landscaping Service, Inc to complete the items that were previously discussed using donated funds and the balance coming out of capital funds. Unanimously carried.

Public Space Usage Policy

Discussion and possible action on Policy Committee's recommendation to approve the proposed changes to the Public Space Usage Policy.

H. Pringle noted that this is coming out of the Policy Committee meeting. This new draft would merge the MetaSpace policy into the public space policy so all public spaces were enveloped into one policy. Village legal counsel has reviewed the policy.

D. Whalen/D. Magolan motioned to approve the Public Space Usage Policy as presented. Unanimously carried.

Circulation Policy

Discussion and possible action on recommendation from the Policy Committee to approve proposed changes to the Circulation Policy.

A. Armour noted that updates in this policy were to the cards and application process. One of the committee's objectives was to ensure that we can guarantee an adult approved the ability to utilize the card. Village legal counsel has reviewed the policy.

J. Gasser/D. Magolan motioned to approve the Circulation Policy as revised with the recommendation to remove line X. A. iii.. Unanimously carried.

Review Trustee Essentials - chapter 12

Trustee Essentials Chapter 12: Library Standards - H. Pringle and A. Armour reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*. There are two sets of standards we need to meet. State and library system. Funding is dependent on the system standards it is important to comply with them to ensure staffing, budgeting, operation are all "standard".

Referral Items

Finance Committee to analyze the WCCF funds, both with where that account currently stands and if there are any concerns with sustainability in the future.

Confirm Next Meeting Date

Regular Library Board on Thursday May 11, 2023 at 6:00pm

Adjournment

E. Pautz/S. Kaufman motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:16 pm.

Mukwonago Community Library Executive Summary 2023
AS OF 5/11/2023

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	631,652.00	185,523.34	446,128.66	29.4%
5112 - Social Security	49,149.00	14,141.91	35,007.09	28.8%
5152 - Retirement	46,345.00	14,127.19	32,217.81	30.5%
5154 - Health	59,782.00	26,254.19	33,527.81	43.9%
5158- OPEB Payout	5,000.00	0.00	5,000.00	0.0%
5159 - Other Fringe Benefits	4,323.00	514.15	3,808.85	11.9%
5219 - Professional Services	4,000.00	393.52	3,606.48	9.8%
5220 - Contractual Services	30,000.00	10,243.24	19,756.76	34.1%
5221 - Water & Sewer	3,000.00	677.23	2,322.77	22.6%
5222 - Electric	33,000.00	9,899.45	23,100.55	30.0%
5224 - Gas	12,000.00	6,488.51	5,511.49	54.1%
5225 - Telephone	5,700.00	2,747.01	2,952.99	48.2%
5226 - Insurance	9,000.00	489.36	8,510.64	5.4%
5310 - Outside Services	15,270.00	5,796.44	9,473.56	38.0%
5311 - Operational Supplies	11,500.00	3,683.52	7,816.48	32.0%
5312 - Printing	1,400.00	357.37	1,042.63	25.5%
5314 - MetaSpace 511 Equip & Fixtures	1,000.00	0.00	1,000.00	0.0%
5315 - Postage	500.00	144.86	355.14	29.0%
5316 - Collection Maintenance & Repair	6,000.00	3,471.80	2,528.20	57.9%
5317 - MetaSpace Maintenance	8,300.00	1,634.96	6,665.04	19.7%
5318 - Thingery Maintenance	3,500.00	986.58	2,513.42	28.2%
5326 - Periodicals	1,200.00	1,015.09	184.91	84.6%
5327 - Newspapers	1,800.00	984.66	815.34	54.7%
5328 - Books	70,000.00	25,097.38	44,902.62	35.9%
5329 - AV Materials	11,000.00	3,667.31	7,332.69	33.3%
5330- Thingery Collection	1,000.00	0.00	1,000.00	0.0%
5331 - Programming	10,000.00	2,675.78	7,324.22	26.8%
5332 - Mileage	500.00	38.45	461.55	7.7%
5333 - Outreach	3,000.00	606.76	2,393.24	20.2%
5335 - Training & Travel	5,000.00	2,953.96	2,046.04	59.1%
5340 - Electronic Tools & Services	9,600.00	2,829.56	6,770.44	29.5%
5341 - Cafe	24,742.00	24,742.00	0.00	100.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	3,954.00	3,954.00	0.00	100.0%
5349 - Digital Collections	14,665.00	11,392.09	3,272.91	77.7%
5395 - Repairs & Maintenance	12,000.00	757.75	11,242.25	6.3%
5399 - Other	544.00	126.60	417.40	23.3%
5810 - Furniture & Fixtures	1,000.00	477.57	522.43	47.8%
581100 - Equipment<$5,000	-	0.00	0.00	
511105 - Equipment >$5,000	-	0.00	0.00	

TOTAL Budget Accounts	**1,111,626.00**	368,893.59	**742,732.41**	33.2%
Donation Accounts				
Balance from 2022	**41,438.93**			
4890 - Donations Revenue 2023			22,623.99	
5806 - Donation Expenditures 2023			(51,778.77)	
TOTAL Donation Accounts	**12,284.15**		(29,154.78)	
OVERALL TOTAL			**713,577.63**	

Mukwonago Community Library
REVENUE 2023

Department Name	2023 Budget	As of 4/30/2023	
Property tax	518,315	428,672	83%
Inter Gov Revenue	569,811	287,511	50.5%
Copies & Faxes	5,500	1910	35%
Material Replacement	1,000	604	60%
Book Sale Revenue	3,500	1,651	47%
Fines	13,000	5,944	46%
Misc. Revenue	0	3,013	*SEE NOTE
Interest Revenue	500	5,181	1036%
Total Revenue	**1,111,626**	**734,486**	**66.1%**

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

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
May 11, 2023

Account	Vendor	Memo	Amount
5219 Professional Services	Baker Tilly US	Progress Bill #4	26.11
5220 Contracted Services	Great America Financial Services	6/10/23-7/9/23	353.14
5220 Contracted Services	Johnson Controls	5/1/23-7/31/23	1742.04
5221 Water-Sewer	Village Of Mukwonago	Q 1 Bill	677.23
5222 Electric	WE Energies	3/23/23-4/18/23	2613.57
5224 Gas	WE Energies	3/27/23-4/18/23	833.83
5225 Telephone	Brightspeed	3/21/23-4/20/23	188.14
5225 Telephone	Spectrum/ Charter Communications	3/28/23-4/27/23	294.57
5225 Telephone	Vonage- Village Charge	4/11/23-5/10/23	248.90
5226 Insurance Premiums	R & R Insurance	Q@ Workers Comp	229.07
5226 Insurance Premiums	R & R Insurance	Vehicle & Cyber Liability	9.40
5310 Outside Services	Alsco	Mats & Dusters	72.62
5310 Outside Services	America Aquaria	Fish Tank Maintenance	85.00
5310 Outside Services	Klassy Kleaners	Weekend Cleaning	1080.00
5311 Operational Supplies	Amazon Business	bike stand, flash drives	124.42
5311 Operational Supplies	Home Depot- Village Credit Card	Cleaning Supplies	106.81
5311 Operational Supplies	Quill	Copy Paper	126.96
5311 Operational Supplies	Quill	Masks	25.18
5311 Operational Supplies	Quill	Gloves	10.79
5311 Operational Supplies	Quill	Towels	135.98
5311 Operational Supplies	Quill	Towels	338.46
5311 Operational Supplies	Quill- Village Charge	Copy Paper	21.64
5311 Operational Supplies	Walgreens- Village Credit Card	Cards	10.58
5311 Operational Supplies	Walmart- Village Credit Card	General Supplies	55.63
5312 Printing	Bayside Printing- Village Charge	Utility Insert	62.25
5312 Printing	Central Offices- Village Charge	copier lease	18.65
5312 Printing	De Lange Landen Financial- Village Charge	Lease	18.08
5312 Printing	James Imaging- Village Charge	1/1/23-3/31/23 copies	37.27
5316 Collection Maint. & Repair	Demco	Labels & Jackets	247.88
5317 MetaSpace Maintenance	Amazon Business	MetaSpace Program Supplies	95.88
5317 MetaSpace Maintenance	Sign Up Genius- Village Credit Card	Monthly fee/ Apr	11.99
5318 Thingery Maintenance	AAXA Technologies- Village Credit Card	Remote Control	24.97
5318 Thingery Maintenance	Acorn TV- Village Credit Card	Annual Fee	73.49
5318 Thingery Maintenance	Amazon Business	thingery Supplies	270.60
5318 Thingery Maintenance	Netflix- Village Credit Card	4/1/23-4/30/23	19.99
5318 Thingery Maintenance	Walmart- Village Credit Card	XBOX Game	59.00
5328 Books	Amazon Business	Books	574.53
5328 Books	Baker & Taylor	Books	244.29
5328 Books	Baker & Taylor	Books	101.48
5328 Books	Baker & Taylor	Books	9.04
5328 Books	Baker & Taylor	Books	127.95
5328 Books	Baker & Taylor	Books	794.73
5328 Books	Baker & Taylor	Books	158.90
5328 Books	Baker & Taylor	Books	531.30
5328 Books	Baker & Taylor	Books	116.09
5328 Books	Baker & Taylor	Books	530.28
5328 Books	Baker & Taylor	Books	575.65
5328 Books	Baker & Taylor	Books	68.35
5328 Books	Baker & Taylor	Books	17.22
5328 Books	Baker & Taylor	Books	51.53
5328 Books	Baker & Taylor	Books	591.08
5328 Books	Brodart	Books	129.60
5328 Books	Brodart	Books	342.52
5328 Books	Brodart	Books	177.00
5328 Books	Brodart	Books	75.51
5328 Books	Brodart	Books	212.62
5329 AV Material	Amazon Business	DVD	465.62
5329 AV Material	Midwest Tape	Audio Books	49.98
5329 AV Material	Midwest Tape	Audio Books	168.70

Account	Vendor	Memo	Amount
5329 AV Material	Midwest Tape	Audio Books	140.69
5329 AV Material	Midwest Tape	Audio Books	39.99
5331 Programming	Amazon Business	Adult Program Supplies	30.46
5331 Programming	Amazon Business	YS Program Supplies	245.13
5331 Programming	Amazon Business	DIY Program Supplies	182.22
5331 Programming	Collaborative Summer Library Program	SLP Supplies	89.91
5331 Programming	Culvers- Village Credit Card	Program Prize	50.00
5331 Programming	Dollar General - Village Credit Card	Adult Program Supplies/ Bingo	32.65
5331 Programming	Tammy O'Connell	Sad Iron Program	150.00
5331 Programming	Walmart- Village Credit Card	Adult Program Bingo	32.90
5331 Programming	Walmart- Village Credit Card	Program Treats	28.88
5332 Mileage	Eric Huemmer	Book Delivery	29.41
5333 Outreach	Metro Market- Village Credit Card	Cookie Platter for Program	3.99
5333 Outreach	Thomas Press	Locker Bookmarks	68.00
5335 Training & Travel	Wisconsin Library Association	Membership	225.00
5340 Electronic Tools & Services	Poptin- Village Credit Card	Pop-Up Survey	25.00
5340 Electronic Tools & Services	UKG- Village Charge	Payroll Processing	310.73
5340 Electronic Tools & Services	Velocity- Village Charge	Endpoint Security/ April	8.00
5349 Digital Collections	Midwest Tape	Hoopla	745.70
5399 Other	WI Depart. Of Revenue	Copies tax	69.21
5399 Other	WI Depart. Of Revenue	Book Sale Tax	40.64
5399 Other	WI Depart. Of Revenue	Faxes & Fees Tax	16.75
5810 Furniture & Fixtures	Amazon Business	Headset Holders	50.97
		TOTAL REGULAR ACCOUNTS	**$ 19,080.32**
5806 Donation Expense General	All Star Rental	Kick off Inflatables	1094.75
5806 Donation Expense General	All Star Rental	Kick off Inflatables	1094.75
5806 Donation Expense General	Createscape Landscaping	Spring Clean up/ Patron Donations	12815.00
5806 Donation Expense General	Garden Party Florist	Flowers- Staff	63.00
5806 Donation Expense General	Metro Market- Village Credit Card	Cupcakes/ Staff Last Day	26.95
Donation Expense Designated	Bernstein & Associates	NAGPRA Consultant/WCCF	360.00
Donation Expense Designated	Bridges Library System	Book Pages/ PD by Friends	432.00
Donation Expense Designated	Driftless Pathways	Grutzmacher Policies/WCCF	2400.00
		Total Donation Expenses	**$ 18,286.45**
Director	Treasurer	To Be Reimbursed	3,192.00
		Regular Donation Expenses	15,094.45
Secretary		**Total Expenses**	**$ 37,366.77**

Village of Mukwonago

**DRAFT MINUTES OF THE LIBRARY BOARD - BUILDING AND GROUNDS
COMMITTEE MEETING
Thursday, April 13, 2023**

Time: **5:30 pm**
Place: **Mukwonago Community Library**, 511 Division St, Mukwonago, WI 53149

1. **Call to Order**
    Chairperson M. Penzkover called the meeting to order at 5:30 p.m.

2. **Roll Call and Introduction of Guests**
    Board Members Present
       M. Penzkover
       E. Brill
       J. Gasser
       H. Pringle
       S. Kaufman

    Also Present
    A. Armour, Library Director

3. **Approval of Minutes**
    H. Pringle/E. Brill motioned to approve the minutes of the Building & Grounds
    Committee Meeting from March 9, 2023. Unanimously carried.

4. **Committee Reports**
    None

5. **Discussion/Action Items**

    5.a Fire Safety System Contract Renewal
    J. Gasser/S. Kaufman motioned to recommend to the full Library Board to approve
    and sign the renewal contract of $1,875 for required 2023 fire system inspection
    services with USA Fire Protection, Inc. Unanimously carried.

    5.b Library Connectivity to Village Internet
    A. Armour informed the Committee that the Library's connection to the Village's
    internet services such as phones and accounts payable database will be
    temporarily cut off next year due to a utility project involving the north water tower.
    The Village Board had an initial discussion during their April Committee of the
    Whole meeting and is aware of the issue. The Village is considering exploring long
    term solutions for a more reliable network structure, including a possible fiber
    internet buildout for all Village buildings. Discussion centered around the immediate
    problem of the Library losing connectivity within a year. The Committee directed

Director Armour to draft a letter to the Village expressing the Library's concern about this interruption in service and send it out to the Committee for review.

5.c Electrical Expansion for Outdoor Programs

A. Armour explained that she reached out to two more companies for quotes on the festival power project; one company said they weren't interested, and one company didn't supply a quote after multiple contacts. S. Kaufman/E. Brill motioned to recommend to the full Library Board to approve and sign the proposal of $13,248 from Roman Electric for building infrastructure to bring adequate power to the exterior of the Library for programs. Unanimously carried.

5.d Landscaping

The Committee considered two proposals for a spring cleanup and repair of landscaping, one from Createscape and the other from Seasonal Services. Discussion centered around choosing tasks from the bids to focus on and to stay within budget. J. Gasser/H. Pringle motioned to recommend to the full Library Board to approve contracting with Createscape for the tasks of spring cleanup and pruning of all flower beds, removing and replacing arborvitae in front of library, top-dressing crushed granite around foundation, and deliver and install topsoil to blend grade along walk for a total of $12,265 to be paid for by donation money. Unanimously carried.

5.e Referral from Personnel Committee

The Committee discussed the Personnel Committee's request to begin conversations for determining how best to utilize the experience of the Village DPW and make the Village aware of the need for aid regarding the "Not Library Work - Facilities" work currently being conducted by the Library Director and Administrative Assistant. The Committee directed Director Armour to coordinate a meeting between Ron Bittner, the DPW Director, and Committee members E. Brill, M. Penzkover, and J. Gasser, and herself to discuss the Library's concerns.

6. **Referral Items**
    Finance Committee to examine the Waukesha County Community Foundation funds for sustainability, especially regarding capital improvements.

7. **Confirm Next Meeting Date**
    This Committee meets as needed.

8. **Adjourn**
    E. Brill/J. Gasser motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:01 pm.

Minutes submitted by Abby Armour

<p style="text-align: center;">Village of Mukwonago</p>

DRAFT MINUTES OF THE GRUTZMACHER COLLECTION COMMITTEE MEETING
Thursday, May 4, 2023

Time: **5:00 pm**

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

Call to Order
The President H. Pringle called the meeting to order at 5:12 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
E. Pautz
H. Pringle
C. Stienstra

Excused

D. Magolan

Also Present

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

Comments from the Public
None.

Approval of Minutes
C. Stienstra/E. Brill motioned to approve the minutes from the Grutzmacher Collection Committee meeting on April 6, 2023. Unanimously carried.

Discussion/Action Items

Publicizing the Grutzmacher Collection
Discussion and possible action on publicizing, marketing, and otherwise sharing information and photos of the Grutzmacher Collection and the Library Board's compliance with NAGPRA.
A. Armour noted that this was prepared in accordance with a recommendation from the last meeting. Discussion continued with the prepared FAQs document.
E. Brill/C. Stienstra motioned to send to the library board the possibility of publicizing the Grutzmacher Collection document as discussed. Unanimously carried.

Grutzmacher Collection Management Policy
Discussion and possible action on revised draft of the Grutzmacher Collection Management
Policy as proposed by Driftless Pathways.

H. Pringle noted that this agenda item will be led by our guest D. Benden who has been
preparing this second version of the management policy based on Committee feedback.
Discussion continued line by line throughout the Grutzmacher Collection Management
Policy. This policy and all remaining template forms appendices that will also need to be
incorporated within the policy will be discussed at the next Grutzmacher Collection
Committee meeting for final review prior to being presented to the full board.

Outgoing Loan Agreement
Discussion and possible action regarding the draft of an Outgoing Loan Agreement as
proposed by Danielle Benden of Driftless Pathways.

H. Pringle noted that this document discussion will be led by our guest D. Benden who has
prepared the third version of the outgoing loan agreement. Discussions continued regarding
what is museum standard for outgoing loans and the loan agreement was discussed line by
line.

Referral Items
None.

Confirm Next Meeting Date
Monday, May 15, 2023 at 6:00 p.m.

Adjournment
E. Pautz/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting was
adjourned at 8:37 pm.

Village of Mukwonago

**DRAFT MINUTES OF MUKWONAGO COMMUNITY LIBRARY'S
PERSONNEL COMMITTEE MEETING
Monday, April 24, 2023**

Time: **6:00 pm**

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

Call to Order

The Vice President Donna Whalen called the meeting to order at 6:00 p.m. located in the Mukwonago Community Library History Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Committee Members Present

> M. Lacock
> E. Pautz
> M. Penzkover
> D. Whalen

Excused

> J. Darin

Also Present

> H. Pringle, President
> A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

E. Pautz/M. Penzkover motioned to approve the minutes from the Personnel Committee meeting on April 3, 2023. Unanimously carried.

Discussion/Action Items

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

D. Whalen noted that this is a carry-over from the last meeting. It was the desire of the Committee to have the full Committee and MCL President available for further input. A. Armour gave a brief outline of what is being proposed.

D. Whalen/M. Penzkover motioned to make a recommendation to authorize the Library Director to proceed with soliciting employee's input, develop drafts of job descriptions for the associate directors positions, as well as provide any additional information that she receives prior to the next Personnel Committee meeting. Unanimously carried.

Staff Compensation

Discussion and possible action on staff compensation and wage ranges.

A. Armour noted that this was left on as a placeholder to discuss if the Committee had any further information from the state wage survey. That survey information may be available as early as May.

Referral Items

None.

Confirm Next Meeting Date

Thursday, June 8, 2023 at 6:00pm

Adjournment

M. Penzkover/M. Lacock motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:49 pm.

Mukwonago Library Board

Policy Committee DRAFT Meeting Minutes

Meeting of Thursday, April 27, 2023

I. REGULAR ORDER OF BUSINESS

A. The meeting was called to order at 1:05 p.m., April 27, 2023 by Policy Chair Howard Pringle. In attendance were committee members Trustees Donna Whalen, 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 March 1, 2023 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Whalen, second by Stienstra. Motion approved.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

A. Materials Selection Policy

Library Director Armour explained and detailed the changes to the Materials Selection Policy that was presented to the Committee for review. A significant number of changes and formatting updates were made to the existing policy to better reflect current selection and ownership practices and issues, and to present a more unified and logically laid out policy for staff and Board use. After considerable discussion by the committee and a number of suggested changes that the Committee put forward to be incorporated into the draft, the Committee recommends that the revised policy be forwarded to the Village legal staff for review and, after legal review, to the Board for approval and adoption with any changes suggested by legal, at a Board meeting the date for which is to be determined.

Motion by Whalen, second by Magolan. Approved unanimously.

B. Public Behavior Policy

Library Director Armour presented a draft of a revised and rewritten policy that clarifies some issues dealing with various public behaviors. After some inquiries and requests for minor clarifications from the Committee were answered, the Committee feels that the policy meets the needs of the library staff and that the revised policy be forwarded to the Village legal staff for review and, after legal review, to the Board for approval and adoption with any changes suggested by legal, at a Board meeting the date for which is to be determined.

Motion by Whalen, second by Stienstra. Approved unanimously.

III.   REFERRAL ITEMS

There were no referral items.

IV.   NEXT MEETING DATE

The next meeting of the Policy Committee will be held at 11 a.m. on Thursday, June 29, 2023.

V.   ADJOURNMENT

Whalen moved, second by Stienstra that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 2:19 p.m.

Minutes submitted by Howard Pringle, April 27, 2023

Director Meetings and Activities

On April 18 I attended the Friends of the Library's quarterly meeting. I presented the Strategic Plan 2023-2025 and answered questions. Once again, the Friends voted to fully fund our Explore Passes, for the price of $5,446! Our Explore Passes include 9 destinations such as the Milwaukee County Zoom, the Milwaukee Art Museum, and the East Troy Railroad Museum. New destinations include the Wisconsin Historical Society (which includes Old World Wisconsin), Schlitz Audobon Society, and the Packers Hall of Fame. I cannot thank the Friends enough for sponsoring these passes as they allow all families in our community to enjoy educational and fun experiences without worrying about the price tag.

On April 21 I spoke at Park View Middle School's Career Day. This is not only a great opportunity for me to share how innovative public libraries are, but it is also a chance to inspire future librarians. I can only hope that one of those students gets excited about working in a library and then comes back in 10 years for me to hire them!

The Mukwonago Area School District is conducting a facilities study and I have been invited to be a part of it. This four-part focus group gives a synopsis of the facility issues the district is facing and proposes some solutions. They are asking for feedback before they proceed. I believe it is a vital part of my job to not only support the other educational institutions in the community (we are the only two institutions in Mukwonago under the Department of Public Instruction), but to advocate for high-quality school libraries as they consider remodeling and/or rebuilding. I am very impressed with their process and their diligence. I am taking notes for when the Library starts to consider renovations.

The landscaping spring cleanup is mostly complete. This was paid for by two generous donations. Createscapes re-edged all the flower beds, removed the weed-infested plants, replaced the too-tall arborvitae, added 20 yards of mulch, re-dressed the granite maintenance strip by the foundation, and properly pruned all the bushes and trees. The landscape looks fantastic and it will be much easier for our seasonal landscaper to maintain this summer. I will meet with Createscapes next week to see what plants have come up and determine what empty areas need to be filled with plants. The McAdams have generously agreed to sponsor more plants as well as future fall and spring cleanups to maintain this professional level of care.

State Representative Nik Rettinger (who lives in Mukwonago!) and State Senator Julian Bradley visited the library on May 5. Rep. Rettinger held a listening session for the upcoming state budget and I gave them both a tour of the Library. Senator Bradley had never been in our library before and was excited about the MetaSpace and the Memory Lab. Rep. Rettinger praised the Thingery and did a better job of selling it than I ever could! Both legislators (and Rep. Rettinger's aid) are huge early literacy and library proponents and it was genuinely enjoyable to talk about education and literacy with them. The library is the perfect space for public debate and connecting with your representatives, so I'm proud to connect my community with their voices in government and I actively encourage it at every chance I get.

Circulation (Emily Ceithamer)

In the last month we had a circulation clerk who has been here the second-longest take a full-time position using her degree. It was hard for us all to say goodbye to her, but we are all extremely proud of her and made her promise she will visit us often at the library. With her departure, we have hired a new circulation clerk, Haley, who will start this week.

We hired two new shelvers, Sharon and Paige. They both work 10 hours a week and have been a great addition to the team. They were both very quick to learn and have played a huge role in getting us to not having full carts of items sitting in the back book drop room.

We officially launched the lockers on May 1. This was a long time coming… over a year-long process! We have an instructional video that is for the community to learn how quick and easy it is to use them as well as marketing promotions throughout the library and online. I'm very excited to see how the use of them increases as time goes on and keeping an eye on the statistics.

Children's Department (Jane DeAngelis)

This is what it is all about—getting books into the hands of children.

And May is all about school visits and putting the finishing touches on preparations for our Summer Library Program. It is also about getting caught up on everything else before summer arrives—getting book orders in, cataloging new materials, and continued weeding of the Children's Chapter Book section.

Reference and Adult Services (Chris Stape)

April was busy preparing for the Summer Reading Program—finalizing programs, getting assorted flyers and graphics made up, and planning a few new programs for Summer. One I'm excited about is a take-and-make program called "Community Chopped Challenge." Loosely based on the TV show "Chopped", we will supply 3 mystery ingredients, patrons will take them home and, along with whatever other ingredients they want, try to create something delicious. The final entries will be judged by the chefs at Fork in the Road. This ties in with our Spice of the Month Club too. I decided to limit spice kits to no more than 100 each month and, while some people didn't get their spice, it seemed to work well.

The never-ending Grutzmcher call list is still being worked on but there is progress. We added a survey to the library's website to get data on what people find useful and what could be better before we implement some fixes. We have gotten some very helpful responses and have decided to run it throughout May. This is in alignment with the Strategic Plan, and we hope to

get data to the Library Board for when they begin discussing this goal. Mid-month we had a program about local birding which was well attended with lots of positive feedback. Also had a Saturday program on container gardening. The presenter raffled off the pot of flowers she used for the demonstration, which was very kind of her.

In the works: Planning an adult gaming group that will meet at the library twice per month. A local resident (and gaming enthusiast) reached out and has offered to run it.

Technical Services and Thingery (Mary Jo Isely)
485 new items were processed and catalogued in April. Continued the reviewing & editing of the troubleshooting manual for Thingery items as well as the Tech Services Manual. The Wisconsin Historical Society's Library Experience Passes have arrived and will begin circulating on May 1 for 7-day checkouts. Old World Wisconsin opens in May 6 and this will allow our patrons access to their opening day. We are also researching pass possibilities with the Retzer Center's Horwitz-Deremer Planetarium. A Bubble Machine is a new addition to the Outdoor Fun collection in the Thingery & and an Ice Cream Maker was added to What's Cookin'. This month's small Fiction book display highlighted authors who write under pseudonyms. Adult Fiction weeding continues.

MetaSpace 511 & Technology (Nancy Aycock)
MetaSpace 511 has been busy with programs and makerspace appointments during April meeting new patrons and seeing new projects created by our frequent users. We want to congratulate our Innovator in Residence Interns, Kendal, and Jack, on their hard work at the high school. Kendal was in the orchestra for the school musical performing as a percussionist. Jack is part of FIRST Robotics Team 930, and they won two regionals and attended the World Championships in Houston in April. Our interns are talented and an impactful and valuable part of the MetaSpace team and their high school teams. While this is great in having such talented student interns, it also means we support them by giving time off for these after-school activities that are important for their career development. However, this becomes a staffing issue for keeping MetaSpace staffed and caught up with makerspace needs. During March and April, the interns combined took 50 hours off out of 160 hours, which is 31% of staffing time for these two months. We love having interns and supporting them by mentoring and providing work experience. However, the extra time off negatively impacts the customer service MetaSpace can provide.

Lead Innovator Nancy and Intern Jack cleaned and completed full maintenance on the laser machine. As always, it's a good learning opportunity and practice. Part of the maintenance includes removing all the wood and material debris from the machine. A broom handle with a Swiffer cleans the fume extractor tube nicely. Another part includes using a degreaser to clean the vector (cutting) tables, and due to having a small sink, we wash those in a bin. We've asked the Department of Public Works (DPW) to come in and put a new sealant coat on the butcherblock countertop and to caulk around the sink, back, and sides of the counter to prevent water leakage and rot from the need to clean large items.
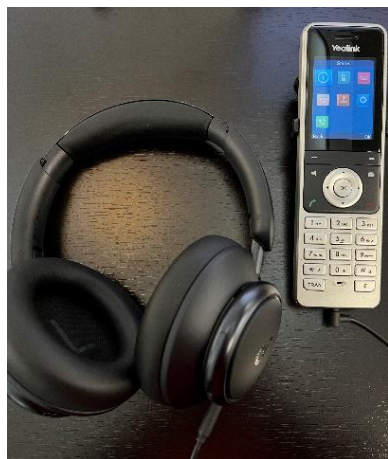
Director Armour has provided Lead Innovator Nancy with a new pair of over-the-ear noise-canceling headphones to assist her in performing her job duties easier at the Info Desk and in MetaSpace. Nancy has hearing loss and wears hearing aids. The new cordless phones in the library are incompatible with hearing aids, making it difficult to hear customers. Since the phones are also incompatible with Bluetooth, Nancy investigated options for wired headphones, finding a pair of over-the-ear headphones necessary to fit around the hearing aids since the microphones are behind the ear. The noise canceling is also a benefit since Nancy can wear these while loud machinery like the laser machine is running. Thank you to Director Armour for her support.

**Community Engagement Coordinator (Eric Huemmer)**
Community Engagement: Our Summer Library Program is just 6 weeks away! We've sent off the first wave of our local sponsor letters and followed up with new partner visits as well. We've started receiving prize and monetary donations, and I'll be following up with those we haven't heard back from as well as in-person visits with local businesses as a way of introduction. If your organization hasn't received a letter, we'll have a few letters available to take with you!

We have been prepping for a full launch of the smartlockers May 1: how-to Video on YouTube and posted to our social channels, page dedicated to the smart lockers on our website, bookmarks to be shared with our patrons who put items on hold, press releases, etc. We'll

continue to share it over the same and track locker usage over the next two months to see how well our messaging is getting out there.

May is a bigger outreach month, as Ms. Jane is prepping on visiting schools and I'll be working with a school visiting us at the end of May as part of the SOAR (alternative education) classes at the MASD. I'm also meeting with the Office Manager at Birchrock Senior Community about outreach opportunities.

Finally, April was National Library Week. Working off of ALA's calendar, we highlighted important aspects and advocacy of the Library and garnering some great engagement from organic (non-boosted) posts!
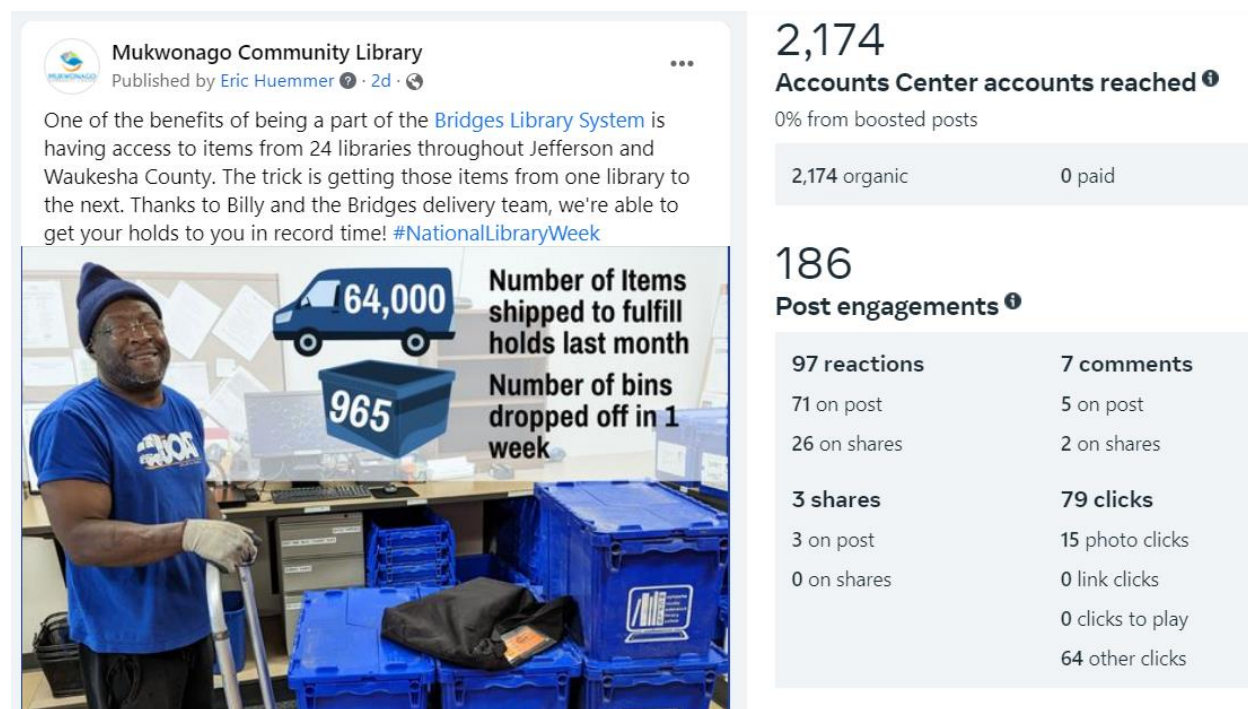
Events & Programs: With summer on the horizon, we're looking at starting things off with our Annual SLP Kick-Off event on Saturday, June 10, 2023. We've reserved inflatable activities and canopy tents. We're working with multiple groups to grow the list of activities including bike-bump air rockets, ice cream from the Friends of the Library, and more. I'm working with TAB to volunteer.

Summer will expand on current programming, with TAB, Teen Film Club, and Teen D&D still being scheduled (with minor breaks and rescheduling for summer). We're also bringing back Teen Tuesdays for SLP to hopefully catch some of the middle graders and grow our TAB members as we head into another school year. General SLP planning is well underway, with the Marketing Team finalizing the SLP calendars and flyers. We're also exploring tchotchkes and handouts to promote SLP and the library in general so that we are stocked and ready to go for school visits, the SLPKO, and upcoming Farmers' Markets.
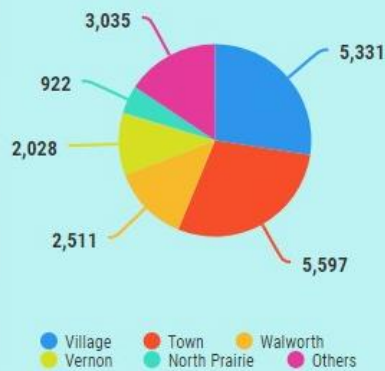
STATISTICS APRIL 2023

Physical Item Circulation

19,424
APRIL CIRCULATION -5.3% DECREASE OVER 2022

81,222
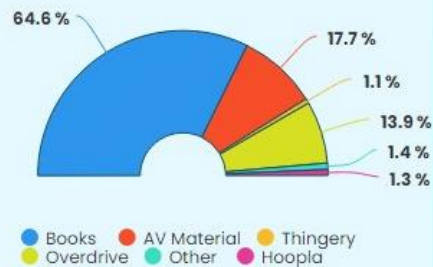YEAR-TO DATE CIRCULATION

Circulation by Area

3,035
5,331
922
2,028
2,511
5,597

- Village
- Town
- Walworth
- Vernon
- North Prairie
- Others

Circulation Trends

116 new library cards this month

All Circulation

64.6 %
17.7 %
1.1 %
13.9 %
1.4 %
1.3 %

- Books
- AV Material
- Thingery
- Overdrive
- Other
- Hoopla

Programs This Month

74
ATTENDANCE:
General 690
Kids 589
Young Adult 31

387 People used the Community and Study Rooms

Locker Pick up 604

New Items Added 485

Renewals 7020

Items loaned to other Libraries 2315

8590 patron visits

Peak times
3:00 - 4:00 PM Saturdays Avg 78 Checkouts

Slowest times
8:00 - 8:30 PM Mondays Average 5 Checkouts

Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour
Updated for Library Board May 11, 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 Heirarchy:
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" heirarchy to address a goal
3 - this uses information and/or findings from "1" and "2" heirarchy 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
		• Library staff successfully completed time study between Janaury 30 and February 25. Library Director compiled the data into Time Study Analysis shared with Personnel Committee on April 24, 2023. • Personnel Committee considered proposed reorganziation chart and requested Director Armour get feedback from staff. Committee will next meet on June 8 to consider approval and next steps.			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Revisit the space needs plan considering post-pandemic needs such as more study rooms	Library Board and Library Director	2023	0
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Examine staffing levels to determine what is needed to meet the demands of providing timely circulation, help at the Information Desk, and help at the Youth Services Desk	Library Board and Library Director	2023	0
		• 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 to alleviate Circulation Clerks of shelving duties and to focus on customer service. We now only have 1-2 unshelved carts in the back unlike the 8-10 carts earlier in the year.			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Examine staffing levels needed to build and sustain this level of integration into the community	Library Board and Library Director	Continuous	1
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community	Adult Services Team, Library Board, and Library Director	Continuous	1

		• Grutzmacher Collection Committee will meet May 15 to finalize the Grutzmacher Collection Management Policy and Loan Agreement with MHMS. MHMS Board is invited to each meeting. MHMS Board President gave tour of Red Brick Museum to Danielle Benden of Driftless Pathways and Director Armour on May 4. • Have engaged in four (4) consultations with Tribes this year. • 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.			
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
		Community Engagement Coordinator is purchasing new branded pencils and pens for use at upcoming Farmer's Markets and other outreach. Director Armour tasked him 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
		• 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. • Angela Meyers revisited to train newest staff in April.			
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
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Conduct study to determine which geographic areas and demographics do not currently use the Library	Community Engagement Team and Library Director	2023	1
		Library Director directed Community Engagement Coordinator to begin consulting with other libraries on how they gather this data and investigating potential sources for this data.			

INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens	Library Board and Library Director	2023	1
		Library Director directed Youth Services Librarian to begin gathering data and recording reflections on the use of the Youth Services desk.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Present regularly scheduled storytimes and programs built around early literacy concepts	Youth Services Team and Library Director	Continuous	1
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Assess the capacity of the Adult Services Department to meet the needs of adults, retirees, and older adults	Library Board and Library Director	2023	1
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Encourage staff to seek out professional development that shows them cutting-edge collection development techniques and fresh ideas for new collections	Leadership Team and Library Director	Continuous	1
		• MetaSpace 511 Lead Innovator began class "Thread And Circuits: A Guide to Electro-Textiles." Plans to bring circuit-based textile exploration to the MetaSpace.			
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction	Community Engagement Team and Library Director	Continuous	1
		Library Director directed Community Engagement Coordinator to identify multiple access points for data gathering (i.e. at programs, at desks, at community events, local businesses). Gathered data via "Library Lovers Month" survey on website.			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Provide, promote, and enable staff engagement at key community events	Library Board and Library Director	Continuous	2
		Library Director directed Community Engagment Coordinator to develop a list of dates for 2023 outreach opportunities at the Farmer's Market, SLP Kick Off, Jack-o-Lantern Jaunt, and Holiday Tree Lighting. Everyone on the Leadership Team had to select two dates. Provides time to plan for desk shift coverage.			
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
		• McAdams family portrait to be relocated near front door. Awaiting signage to go above photo. Electrical outlet relocated lower and now with USB ports. • Entryway painted, slatwall installed. MetaSpace entryway painted and slatwall installed. Staff is assessing needs for sign holders and signage for interest groupings. Directives to staff to improve organization and user-friendliness of flier presentation, unused mobile display relocated to entry for marketing purposes. • Brochure holder repurposed and relocated to below community board for easier discovery of community resources. • Standing signs procured for permanent identification of what is happening in the Community Room.			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly	Community Engagement Team and Library Director	2024	2
		Library Director directed Community Engagement Coordinator to begin developing, implementing, and compiling survey data on where customers get their information on the Library and what they find is the most useful information types/mediums			

EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Conduct noise evaluation and explore solutions	Library Board and Library Director	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Use data to determine needs for youth and teen areas	Library Board and Library Director	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Examine the needs and location of the MetaSpace 511	Library Board and Library Director	2024	2
		Library Director directed Lead Innovator to begin collecting data on programs and appointments in the MetaSpace.			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore the possibility of going fine free	Library Board and Library Director	2024	2
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility	Leadership Team and Library Director	2023	2
		New children's play area fixtures purchased. Awaiting delivery. Will include a reading house, repurposing the unused light table from the teen area, child-size reading benches, and a new train table.			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore options for displaying and storing The Thingery items	Technical Services Team, Library Board, and Library Director	2024	2
		• 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

		Library Director directed Communications Team to install a display and handouts at April election. Plans with Village Clerk to make this a regular occurrence.			
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
		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.			
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
		• Café App upgrades coming in May. Library Director acting as point person to improve app experience for Mukwonago portal. • Library Director advocating for discovery layer at Café Council. Bridges arranged for three (3) demos; Director Armour provided feedback to Bridges on recommendation to proceed. • Finalized rollout of using LibraryAware as email newsletter platform in April. Platform is free. Customer feedback is positive. • Smartlockers officially launched on May 1, 2023. Circulation Supervisor has done a lot of work to develop procedures and train staff for a smooth user experience. Director Armour and Circulation Supervisor proposed Circulation Policy changes to ensure transparency and standards for this new service. So far reception to new service is positive.			
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

To: Mukwonago Community Library Board of Trustees
From: Karol Kennedy, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 2, 2023

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2023.

The Waukesha County Board approved the updated county library standards in April 2022. All 16 library boards in the county have since endorsed these standards. More information is available here: https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to me via email by August 31.** This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

Step 1. Review your Library's Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 73,468
- PLUS lending to other library community's residents: 20,842
- DIVIDED by total circulation by your residents at all county libraries: 78,756

Your library's LSER is shown in Table 1 below.

Table 1.

Mukwonago's Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	**Actual**	**Pass?**
80%	119.75%	Yes

If your LSER ratio is higher than your listed target rate, you will see a "Yes" in Table 1 above and may skip to step 3 on this form. Please note, even if there is a "Yes" listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a "No" in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library's previous year's data to your Library's *Minimums to Exempt*

Please review the data below gathered from your library's 2022 state annual report and indicate whether your library will meet its minimum requirements in 2023.

Please circle "Yes" or "No" in the last column in Table 2. **(Completing this table is required if LSER = "No" in step 1.)**

2

Table 2.

Library	**Mukwonago**		2021 Municipal Population	**8,190**
Category	**Minimum to Exempt**	**Library Actuals from 2022 annual report**	**Met Minimum during 2022?**	**Will Meet Minimum in 2023? (Circle one)**
Materials Expenditures/Capita	$6.00/capita	$13.30/capita	Yes	(Yes) No
Number Hours Open/Week	50	62	Yes	(Yes) No
Budgeted Staff in FTE	8.00	14.01	Yes	(Yes) No
Collection Size	57,000	98,603	Yes	(Yes) No
Public Computers/Internet Access Devices	5	11	Yes	(Yes) No
Wireless Internet Access	Yes	Yes	Yes	(Yes) No

3

Step 3. Review and Report on Quality Assurance Standards for Mukwonago Community Library

Review each item and circle "Yes" or "No" in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2023 (circle one)
Library board member orientations are provided	(Yes) / No
Library website includes key board/staff contact & meeting info	(Yes) / No
Library board conducts director performance evaluation	(Yes) / No
Library budgets for professional development	(Yes) / No
Library has active strategic plan	(Yes) / No
Library has a current circulation policy	(Yes) / No
Library has a current collection management policy	(Yes) / No
Library has a current computer/internet policy	(Yes) / No
Library has a current meeting room use policy (if meeting room available)	(Yes) / No
Library has a current public behavior (rules of conduct) policy	(Yes) / No

4

Policies are considered current if they have been adopted or reviewed within the last five years.

Please attach narrative for any items for which the library circles "No" and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select "No" one time during the annual certification process for the five-year planning period.

If your library has circled "No" for an item in a previous year in tables 2 or 3, circling "No" a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

5

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt* and *Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2023.

Name of Library	**Mukwonago Community Library**
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2023.**

6

Calculation of *Minimum to Exempt* Standards

The data used in the calculation of each of the Waukesha County numeric *Minimum to Exempt* Standards is included below.

Material Expenditures per Capita

- Amount entered in section VI. Library Operating Expenditures, 3e (Library Collection Expenditures) of library annual report
- Database charges
- Flipster charges
- Overdrive Advantage charges
- Gale Courses charges
- Total expenditures in above categories are divided by the community's municipal population

Number of Hours Open per Week

- Average hours open per week during the school year (38 weeks), as reported in annual report

Budgeted Staff in FTE

- Amount entered in section X. Staff, 2c (Total Library Staff FTE) of library annual report

Collection Size

- Amounts entered in section II. Library Collection of library annual report
    - 1a. Books in Print
    - 3a. Audio Materials
    - 5a. Video Material
    - 7a. Other Materials Owned

Public Computers/Internet Access Devices

- Amount entered in section III. Library Services, 6b. (Number of Public Use Computers with Internet Access) of library annual report

Wireless Access

- For many years all libraries have reported wireless access is available. Unless a library reports otherwise, the assumption will be that this is continued from year to year.

ESTIMATE

Driftless Pathways, LLC
411 Sauk St.
Lodi, WI 53555
608.284.8907
danielle@driftlesspathways.com

May 8, 2023

Scope of Work

Robert "Ernie" Boszhardt of Driftless Pathways will:

1. Review the Grutzmacher Collection on exhibit at the Red Brick Museum.
Undertake a basic assessment of the collection, including identifying potential cultural items that may fall under NAGPRA, probable replicas ("fakes"), and potential research value of the overall collection.

2. Includes one on-site visit and email report. Must be able to photograph or have access to existing digital images of the collection.

Estimate Total: $500

All work will be completed by the fall of 2023. Any work over and above what is stated here will be billed at a rate of $60/hr.

Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide "behind the scenes" services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it's important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

13

In This Trustee Essential

- What are library advocates and why they are needed

- How to establish priorities for advocacy

- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See *Trustee Essential #27: Trustee Orientation and Continuing Education* for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.

- talking to friends about the library, its role in the community, and its needs.

- writing letters to the editor of the local newspaper.

- testifying at local and state budget hearings.

- talking and writing to state and federal legislators about the needs of the library.

- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?

2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?

3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)

- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org

- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wltf

- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff

- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx

- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics

- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI

- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy,* by Milton Mitchell, former Director of the Indianhead Federated Library System.

United for Libraries
Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association

PUBLIC LIBRARY TRUSTEE
ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

• Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.

• Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.

• Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.

• Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.

• Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.

• Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws

• Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.

• A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.

• Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

• Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

• Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature_____ Date_____

Approved by the United for Libraries Board in January 2012

updated 4/16

United for Libraries
Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association

TWELVE GOLDEN RULES
FOR BOARD MEMBERS

The following tips are excerpted from The Public Library Start-Up Guide *by Christine Lind Hage (chapter 3, page 21), available at www.ala-store.ala.org.*

1) A Trustee must have an interest in the library. Does she or he believe enough in the educational, informational, and recreational role of the library to fight for the library as the church member fights for her or his church, the school person for her or his educational program, the doctor for her or his patient? It is a duty of the Trustee to do so.

2) A Trustee must have time to give to the library. Continuity of policy is almost impossible if a board member is absent two out of three meetings. No citizen should accept appointment as a library Trustee if she or he does not intend to come regularly to meetings. Likewise, a Trustee who finds new interests interfering with attendance should resign.

3) A Trustee must consider the position not a matter of prestige but an opportunity for courageous and forward-looking efforts to push the library ahead. An ideal trustee is a good businessperson, is interested in education, has few prejudices, and has good judgment, sound character, common sense, and public spirit. A Trustee should be chosen with these personal qualities in mind and not because of the church she or he attends, the section of town in which she or he lives, her or his political party affiliations, and so on.

4) A Trustee must know the law under which the library is organized.

5) A Trustee serves without compensation.

6) A Trustee carries a full share of responsibility as a board member, assuring that a few members do not have to do all the work or take all the blame or praise.

7) A Trustee does not voice her or his opposition or criticism, either publicly or privately, after a policy or rule is adopted by a majority vote of the board.

8) A Trustee is careful to keep confidential information confidential and does not give out information regarding future board actions or plans.

9) A Trustee treats the staff members and the librarian in a completely impersonal fashion. Under no circumstances does a Trustee listen to grievances of staff members or treat individual problems on her or his own. The librarian is in charge of the staff and has administrative control until a grievance is presented to the library board as a whole.

10) A Trustee should know the funding sources of the library and be familiar with the library budget.

11) A Trustee must know the needs of the library and community and be aware of trends and new procedures in the library field. The best and perhaps only way to do this is to read professional library publications, meet with Trustees of other libraries, visit other libraries, and attend the annual conferences and meetings of Trustees and librarians.

12) A Trustee knows that all powers are always vested in the library board and none at all in the individual board member. The individual has no power to act for the library in any way, unless authorized by the board itself; it is always the board as a unit that holds the responsibility and the powers.

updated 1/15

FAQs About the Grutzmacher Collection

What is the "Grutzmacher Collection"?
In 1965 Arthur Grutzmacher, a decades-long artifact collector and dealer, willed his "Indian relics, arrowheads and show cases" as well as $25,000 to the Mukwonago Community Library "to be administered as the Library Board sees fit and proper." The artifacts—a wide and varied collection that includes Native American items, Grutzmacher's own catalogs and drawings, Civil War era money and medals, and photographs—has colloquially often been referred to as the "Grutzmacher Collection" for the decades since the gift to the Library.

How big is the Grutzmacher Collection?
The Collection contains about 12,400 Native American items; 69 Americana items including Civil War era money and medals, family trees, and photographs; and an archive containing Grutzmacher's own catalogs and drawings.

Where is the Grutzmacher Collection?
Much of the Native American items are on loan to the Mukwonago Historical and Museum Society (MHMS) to display at the Red Brick Museum. The other items are in secure storage at the Library.

Who owns the Grutzmacher Collection?
The Mukwonago Community Library Board of Trustees is the owner of the Grutzmacher Collection. However, it works with other organizations to display and care for it. It is useful to understand the difference between, care, custody, and control of a collection:

- <u>Care</u> – This is the entity who is in charge of cleaning, preserving, and generally overseeing the items. In a large university, this could be the anthropology professors.
- <u>Custody</u> – This is the entity who is in physical possession of the items. In a large university, this could be the Anthropology Museum.
- <u>Control</u> – This is the entity who has legal power over the items (ownership). In a large university, this could be the Board of Regents.

As you can see, there can be three separate parties in charge of these three separate responsibilities. And, despite the small size of Mukwonago, we are in a similar situation:

- MHMS is in charge of day-to-day <u>care</u> of the Collection that is housed at the Red Brick Museum and the Library is in charge of the day-to-day <u>care</u> of the Collection that is housed onsite
- the Village (as owners of the Red Brick Museum building), the Library Board (as owners of the Library building), and MHMS (as the occupants of the Red Brick Museum and owners of display cases) are all in charge of <u>custody</u>
- the Library Board retains <u>control</u> over the entire Collection and ensures that it is properly insured, protected, and cared for

What prompted the Library to investigate the Grutzmacher Collection?
Through their partnership with MHMS, the Library Board learned that the Grutzmacher
Collection was not adequately insured in case of disaster. This led to a monthslong investigation
throughout 2021 and 2022 where the Library Board focused their efforts on examining the
history, status, and legal considerations of the Grutzmacher Collection. During that time, a
formal loan agreement was established with MHMS, appropriate insurance was procured,
negotiations with MHMS to donate the collection were started, and Bernstein & Associates
NAGPRA Consultants was hired to catalog the Collection and guide the Library through
compliance with the Native American Graves Protection and Repatriation Act (NAGPRA).

Why did the Library decide to keep the Collection?
After the comprehensive inventory in the summer of 2022, the Library explored options to
donate the Collection to MHMS. However, when it became clear that many Native American
items in the collection fell under NAGPRA and the owners of the Collection would have to
invest a significant amount of time, money, and resources to comply with this federal law, the
Library Board decided to keep the Collection because it was in a better position administratively
to handle that responsibility. As of May 2023, the Library Director and Library staff have spent
approximately 250 hours on NAGPRA compliance including cataloging, follow up phone calls to
Tribes, communication and consultations with Tribes, and repatriation of items. The Library
Director has spent an additional approximate 150 hours on Library Board matters related to this
Collection including communicating with consultants, policy writing, investigating and
reporting, Board and Committee preparations, and record keeping.

What is NAGPRA?
The Native American Graves Protection and Repatriation Act (NAGPRA) is a federal law enacted
in 1990 and provides a legal route for Tribes to reclaim important cultural items. From the
nps.gov website:

*Since 1990, Federal law has provided for the repatriation and disposition of certain Native
American human remains, funerary objects, sacred objects, and objects of cultural patrimony.
By enacting NAGPRA, Congress recognized that human remains of any ancestry "must at all
times be treated with dignity and respect." Congress also acknowledged that human remains
and other cultural items removed from Federal or tribal lands belong, in the first instance, to
lineal descendants, Indian Tribes, and Native Hawaiian organizations. With this law, Congress
sought to encourage a continuing dialogue between museums and Indian Tribes and Native
Hawaiian organizations and to promote a greater understanding between the groups while at
the same time recognizing the important function museums serve in society by preserving the
past.*

What kind of items are covered under NAGPRA?
NAGPRA protects cultural items that are important to a Tribe. A "cultural item" may be human
remains, funerary objects, sacred objects, and objects of cultural patrimony.

Why does the Library have to comply with NAGPRA?
Any public institution that controls Native American cultural items and has received Federal money is considered a "museum" and must comply with NAGPRA.

How did the Library comply with NAGPRA?
In May 2022 the Library Board hired Bernstein & Associates to catalog all of the Native American items in the Grutzmacher Collection and complete a NAGPRA Summary of cultural items. The Collection does not have any human remains. In October 2022, this Summary was approved by the Library Board and submitted to National NAGPRA as well as mailed to all 347 Tribes in the contiguous United States who may be interested in contacting the Library about any of the items.

How is the Library paying for its compliance with NAGPRA?
The Mukwonago Community Library has only used endowment funds to pay for NAGPRA compliance and appropriate storage materials for the Collection. Once items begin to be repatriated, the National NAGPRA Program offers grants to pay for any costs associated with returning the item home.

How long does the Library have to comply with NAGPRA?
Native American Tribes do not have a time limit to contact the Library with questions or requests for consultation about items in the Grutzmacher Collection. The Library Board has consciously committed future staff time and resources to ensure compliance and that the Library can quickly respond to any communication from Tribes. The Library eagerly looks forward to consulting with Tribes to not only ensure they can quickly and safely repatriate any items of cultural significance, but to also learn more about the items under its control and discover how to share the rich cultural heritage of the Tribes with the Mukwonago community.

Are there future plans for the Grutzmacher Collection?
The Library Board of Trustees has consciously and solemnly accepted responsibility as owners of this Collection. We are constantly learning about how we can be better stewards of this Collection and fulfill our duties to the local, Tribal, and education communities. The Library Board is currently working with a consultant to craft a Grutzmacher Collection Policy, legal forms, and loan agreements to establish a clear mission and transparent procedures for handling the Collection. The Library is committed to continuing to work with its community partners to ensure the Collection is widely accessible for educational and historical purposes.

For more information on NAGPRA, visit https://www.nps.gov/subjects/nagpra/index.htm

If you have more questions about the Grutzmacher Collection, please contact Library Director Abby Armour: aarmour@mukwonagolibrary.org