

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, January 12, 2023

Time: **6:00 pm**

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

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.a Minutes from December 8, 2022

[Library Board Minutes 20221208_unapproved.pdf](#)

4. Audit and Approval of Monthly Expenditures

4.a Invoices and Executive Summary for Year End 2022

[Financial 2022 Year End Executive Summary 20230112.pdf](#)

[Financial 2022 Year End Invoices 20230112.pdf](#)

4.b Invoices and Executive Summary for January 2023

[Financial 2023 January Executive Summary 20230112.pdf](#)

[Financial 2023 January Invoices 20230112.pdf](#)

5. Committee Reports

5.a Building & Grounds Committee - last met September 13, 2022

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

5.c Grutzmacher Collection Committee - last met January 9, 2023

5.d Personnel Committee - last met June 2, 2022

5.e Policy Committee - last met May 26, 2022

6. Library Director Report

6.a Library Director Report for January

Director Report is for information only.

[01 Library Director Report January 2023.pdf](#)

7. Discussion/Action Items

7.a Strategic Plan 2023-2025 Review

Discussion and possible action on strategic priorities in the Strategic Plan 2023-2025.

[Building a House How the Library Board Director and Staff Work Together_presented to Library Board 20230112.pptx](#)

[Strategic Plan 2023-2025 Operational Priorities 20230112.pdf](#)

7.b Request for Repatriation

Discussion and possible action on recommendation from Grutzmacher Collection Committee to approve the Request for Repatriation from Wilton Rancheria.

[Request for Repatriation_Wilton Rancheria_20221219.pdf](#)

7.c Notice of Intent to Repatriate

Discussion and possible action on submitting Notice of Intent to Repatriate for the item requested by Wilton Rancheria for publication in the Federal Register.

[MCL Notice of Intent to Repatriate \(Hollister Mound\)_unapproved 20230112.pdf](#)

7.d Proposal from Driftless Pathways

Discussion and possible action on Grutzmacher Collection Committee recommendation to approve the proposal for services in assisting with policies and loan agreements in relation to NAGPRA from Driftless Pathways.

[Driftless Pathways_Estimate_Mukwonago_001.pdf](#)

7.e Trustee Essentials Chapter 10

Discussion on the questions found at the end of Trustee Essentials Chapter 9.

[Trustee Essentials Chapter 10.pdf](#)

8. Referral Items

9. Confirm Next Meeting Date

10. Adjourn

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

DRAFT MINUTES OF THE LIBRARY BOARD MEETING

Thursday, December 8, 2022

Time: **6:00 pm**

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

Call to Order

President H. Pringle called the meeting to order at 6:07p.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. Gasser
M. Lacock
E. Pautz (left at 6:55pm)
H. Pringle
C. Stienstra
D. Whalen

Excused

J. Darin
D. Magolan
S. Kaufman
M. Penzkover

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

D. Whalen/E. Brill motioned to approve the minutes from the Board of Trustees meeting on November 10, 2022. Unanimously carried.

Audit and Approval of Monthly Expenditures

M. Lacock/E. Brill 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 September 13, 2022
Finance Committee - last met November 1, 2022
Grutzmacher Collection Committee - last met December 1, 2022 - items related to that meeting are on the agenda
Personnel Committee - last met June 2, 2022
Policy Committee - last met May 26, 2022
Strategic Planning Committee - last met November 7, 2022

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

A. Armour shared additional information regarding virtually attending the Wisconsin Inter-Tribal Repatriations Committee (WITRC) meeting; this entity will be an excellent resource for MCL. WITRC would allow the Library Board to bring questions regarding loan agreements and how to respectfully present the collection especially with digital representations. The smart lockers arrived Tuesday, but training and installation will occur at a later date.

Discussion/Action Items

HVAC Maintenance

Discussion and possible action on contracts for Illingworth-Kilgust and Emcor to continue to maintain HVAC in 2023.

A. Armour noted that these are the same contracts from 2022 and M. Penzkover was consulted prior to this evening's meeting.

E. Brill/C. Steinstra motioned to approve the contracts for Illingworth-Kilgust and Emcor to continue to maintain HVAC in 2023. Unanimously carried.

2023 Open Hours, Closures, and Library Board Meeting Dates

Discussion and possible action on 2023 open hours, closure dates, and Library Board meeting dates.

H. Pringle noted that this was a carry-over from the last meeting as a few other MCL dates were adjusted for our review this month.

D. Whalen/E. Brill motioned to approve the 2023 open hours, closure dates, and Library Board meeting dates as presented from the attached schedule. Unanimously carried.

Resolution 2022-04

Discussion and possible action on Resolution 2022-04 Wage Resolution FY 2023.

A. Armour noted that due to the across-the-board cost of living pay increase of 7.48% it was necessary to adjust the wage range.

J. Gasser/M. Lacock motioned to approve Resolution 2022-04 Wage Resolution FY 2023 as presented. Unanimously carried.

Library Board Bylaws

Discussion and possible action on amending the Library Board Bylaws.

A. Armour noted that this policy was in need of review to ensure continuity and provide proper interpretation of state statute. H. Pringle stated that the MCL Board also needs to ensure they have the composition of the committees correct. Having an odd number of members is essential. An email will be sent to inform Board members of openings and volunteers will be requested to fill those positions.

M. Lacock/E. Brill motioned to approve the amended Library Board Bylaws.

Unanimously carried.

Strategic Plan 2023-2025

Discussion and possible action on approving the final, visually engaging version of the Strategic Plan 2023-2025.

H. Pringle noted that the public version is now complete. A. Armour was thanked for her tireless and commendable work on this plan and final version.

H. Pringle/C. Stienstra motioned to approve the final, visually engaging version of the Strategic Plan 2023-2025. Unanimously carried.

Dissolution of Strategic Planning Committee

Discussion and possible action on dissolving the ad hoc committee for Strategic Planning.

H. Pringle/J. Gasser motioned to approve the final draft of the minutes for the committee and dissolve the ad hoc committee for Strategic Planning. Unanimously carried.

Grutzmacher Collection Committee Recommendation for Loan Agreement

Discussion and possible action on the Grutzmacher Collection Committee's recommendation on topics that need to be addressed in the current loan agreement with MHMS.

A. Armour noted that the Committee met last week. At that meeting J. Bernstein gave an overview regarding the Consultation process as well as guidance on sections of the loan agreement. D. Whalen discussed the importance of including lawyers during the amendments to the loan agreement to ensure proper legalese. Once finalized by the MCL Board this initial document will be sent to the Mukwonago Historical Society Board.

M. Lacock/E. Brill motioned to approve sending this correspondence to MHMS on topics that need to be addressed in the current loan agreement. Unanimously carried. D. Whalen abstained

Consultant for Loan Agreement

Discussion and possible action on Grutzmacher Collection Committee's recommendation to engage a consultant for the loan agreement with MHMS.

D. Whalen noted that in addition to securing a consultant for future work on the loan agreement, the MCL Board should retain an attorney for the final loan agreement. It was determined to keep Attorney Gralinski involved for continuity.

M. Lacock/E. Brill motioned to approve A. Armour will secure a consultant. Unanimously carried. D. Whalen abstained.

Closed Session

Closed session pursuant to Wis. Stats § 19.85 (1) (c) (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) Annual one-time bonuses for staff.

Motion to enter into closed session by E. Brill/J. Gasser. Roll call vote: "yes" for E. Brill, J. Gasser, M. Lacock, H. Pringle, C. Stienstra, D. Whalen. Motion carried.

Open Session

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

Motion to enter into open session by J. Gasser/E. Brill. Roll call vote: "yes" for E. Brill, J. Gasser, M. Lacock, H. Pringle, C. Stienstra, D. Whalen. Motion carried.

J. Gasser/D. Whalen motioned to accept the staff bonus recommendations made by the Director and Board during the closed session. Unanimously carried.

Referral Items

The Personnel Committee should meet to revise the Library Director's evaluation process based on the 2023-25 strategic plan.

Confirm Next Meeting Date

Regular Library Board on January 12, 2023.

Adjournment

M. Lacock/E. Brill motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:26 pm.

Mukwonago Community Library Executive Summary 2022

1/12/2023

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	559,332.00	577,365.81	(18,033.81)	103.2%
5112 - Social Security	44,355.00	43,660.30	694.70	98.4%
5152 - Retirement	41,145.00	41,248.06	(103.06)	100.3%
5154 - Health	64,788.00	64,221.02	566.98	99.1%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,880.00	2,739.96	1,140.04	70.6%
5219 - Professional Services	4,000.00	5,659.50	(1,659.50)	141.5%
5220 - Contractual Services	16,000.00	24,665.79	(8,665.79)	154.2%
5221 - Water & Sewer	3,500.00	2,667.19	832.81	76.2%
5222 - Electric	30,000.00	33,537.81	(3,537.81)	111.8%
5224 - Gas	15,000.00	12,625.22	2,374.78	84.2%
5225 - Telephone	9,000.00	7,330.95	1,669.05	81.5%
5226 - Insurance	8,000.00	8377.11	(377.11)	104.7%
5310 - Outside Services	20,000.00	24,973.08	(4,973.08)	124.9%
5311 - Supplies	20,000.00	16,311.28	3,688.72	81.6%
5312 - Printing	500.00	1,315.32	(815.32)	263.1%
5314 - MetaSpace 511 Equip/supplies	5,000.00	4,216.99	783.01	84.3%
5315 - Postage	500.00	374.80	125.20	75.0%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	1,672.34	127.66	92.9%
5328 - Books	70,000.00	68,993.21	1,006.79	98.6%
5329 - AV Materials	12,000.00	11,715.86	284.14	97.6%
5330- The Thingery	4,900.00	4,876.40	23.60	99.5%
5331 - Programming	10,000.00	9,096.49	903.51	91.0%
5332 - Mileage	2,000.00	274.86	1,725.14	13.7%
5333 - Outreach	2,000.00	1,864.71	135.29	93.2%
5335 - Training & Travel	5,000.00	3,374.96	1,625.04	67.5%
5340 - Digital Materials	10,000.00	9,893.44	106.56	98.9%
5341 - Cafe	23,713.00	23,713.00	0.00	100.0%
5343 - Data Lines	1,200.00	1,200.00	0.00	100.0%
5344 - Shared County Databases	22,772.00	12,772.00	10,000.00	56.1%
5395 - Repairs & Maintenance	20,000.00	20,333.41	(333.41)	101.7%
5399 - Other	5,000.00	4,068.06	931.94	81.4%
5811 - Technology Equipment	18,904.00	15,006.47	3,897.53	79.4%
TOTAL Budget Accounts	1,066,989.00	1,062,870.62	4,118.38	99.6%
<i>Donation Accounts</i>				
Balance from 2021	53,164.45			
4890 - Donations Revenue 2022			108,681.59	
5806 - Donation Expenditures 2022			(120,407.11)	
TOTAL Donation Accounts	41,438.93		(11,725.52)	
OVERALL TOTAL			(7,607.14)	

Mukwonago Community Library

REVENUE 2022

Department Name	2022 Budget	12/31/2022	
Property tax	474,105	474,105	100%
Inter Gov Revenue	569,484	569,498	100%
Copies	5,000	4825	96%
Material Replacement	1,000	1,536	154%
Book Sale Revenue	3,500	5,086	145%
Faxes	500	309	62%
Fines	13,000	18,942	146%
Meeting Room Fees	0	1,551	
Interest Revenue	500	4,284	857%
Total Revenue	1,067,089	1,080,135	101.2%
			Overage 13,046

MUKWONAGO COMMUNITY LIBRARY

ACCOUNT #440-5511 LIBRARY

1/12/2023 (2022 Year End)

Account	Vendor	Memo	Amount
5219 Professional Services	Velocity- Village Charge	IT Services	807.50
5221 Water & Sewer	Village of Mukwonago	4th Quarter	695.60
5222 Electric	WE Energies	NOV	2544.83
5222 Electric	WE Energies	DEC	2388.10
5224 Gas	WE Energies	NOV	1061.17
5224 Gas	WE Energies	DEC	1783.24
5225 Telephone	Brightspeed- Village Charge	11/21-12/20/22	186.66
5225 Telephone	Charter Communications- Village Charge	11/28-12/27/22	294.55
5225 Telephone	Vonage- Village Charge	11/11-12/10/22	248.82
5310 Outside Services	Alsco	Mats & Dusters	72.62
5310 Outside Services	America Aquaria	Fish Tank Maintenance December	85.00
5310 Outside Services	Credit Card Processing Fee		67.17
5310 Outside Services	Impact	9/10/22-12/9/22	248.59
5310 Outside Services	Klassy Kleaners	December Cleaning	2295.00
5310 Outside Services	Unique	Placements	19.70
5310 Outside Services	Unique	Placements	9.85
5311 Supplies	Amazon Business	Masks	64.97
5311 Supplies	Demco	Processing Supplies	696.78
5311 Supplies	OfficePro- Village Charge	copy paper	27.35
5311 Supplies	Petty Cash	Cards	33.33
5311 Supplies	Quill	Cleaning supplies	168.48
5312 Printing	Central Offices- Village Charge	12//1/22-12/30/22	22.64
5312 Printing	De Lage Landen Financial- Village Charge	11/15/22-12/14/22	21.95
5312 Printing	De Lage Landen Financial- Village Charge	12/15/22-1/14/23	21.95
5314 MetaSpace 511 Equip-Supplies	Cricut- Village Credit card	Annual fee	100.67
5314 MetaSpace 511 Equip-Supplies	Signupgenius- Village Credit Card	MetaSpace signup	11.99
5315 Postage	Petty Cash	Mail	3.32
5315 Postage	Monthly Postage	Village Hall Charge	10.50
5315 Postage	USPS- Village credit Card	Stamps (DEC)	8.80
5328 Books	Amazon Business	Books	63.86
5328 Books	Baker & Taylor	Books	1933.89
5328 Books	Baker & Taylor	Books	416.90
5328 Books	Baker & Taylor	Books	2500.80
5328 Books	Baker & Taylor	Books	72.07
5328 Books	Baker & Taylor	Books	323.11
5328 Books	Baker & Taylor	Books	123.39
5328 Books	Baker & Taylor	Books	172.22
5328 Books	Baker & Taylor	Books	16.31
5328 Books	Baker & Taylor	Books	269.41
5328 Books	Brodart Co.	Books	509.90
5328 Books	Brodart Co.	Books	418.37
5328 Books	Brodart Co.	Books	294.34
5328 Books	Brodart Co.	Books	425.16
5328 Books	Cengage	Books	31.19
5328 Books	Cengage	Books	25.60
5328 Books	Cengage	Books	30.39
5328 Books	Cengage	Books	58.38
5328 Books	Cengage	Books	30.39
5329 AV Material	Amazon Business	DVDs	62.45
5330 Thingery	Amazon Business	Returned Power Supply	-5.89

Account	Vendor	Memo	Amount
5330 Thingery	Netflix- Village Credit Card	12/1/22-12/31/22 (DEC)	19.99
5330 Thingery	Tiny Land- Village Credit Card	Fort Kit (DEC)	6.00
5333 Programming	Dollar General- Village Credit card	Bingo Prizes (DEC)	18.50
5331 Programming	Petty Cash	Program Supplies	31.27
5333 Outreach	Signupgenius- Village Credit Card	AARP sign up page	11.99
5335 Training & Travel	Johnson Controls Security	Security Training	363.58
5340 Digital Materials	MailChimp- Village credit Card	Newsletter	73.49
5340 Digital Materials	Midwest Tape	Hoopla	550.01
5343 Data Lines	Department Of Administration	TEACH Services	600.00
5395 Repairs & Maintenance	Roman Electric	Lights, power cord & Photo eye	1695.61
5399 Other	UKG Payroll Processing		304.75
581100 Equip < \$5,000	Amazon Business	Computers & Monitors	2790.22
TOTAL REGULAR ACCOUNTS			\$ 28,238.78
5806 Donation Expenditure	E& S Sweets - Village credit card	Volunteer Gift (DEC)	15.00.
5806 Donation Expenditure	Fork In The Road- Village credit Card	Volunteer Gift (DEC)	60.00
5806 Donation Expenditure	Metro market- Village Credit card	Volunteer Gift (DEC)	25.00
Donation Designated Funds	Bernstein & Associates	NAGPRA consultant	1620.00
Total Donation Expenses			1705.00
Director	Treasurer	To Be Reimbursed	1620.00
		Regular Donation Expenses	85.00
Secretary		Total Expenses	\$ 29,943.78

Mukwonago Community Library Executive Summary 2023

1/12/2023

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	631,652.00	0.00	631,652.00	0.0%
5112 - Social Security	49,149.00	0.00	49,149.00	0.0%
5152 - Retirement	46,345.00	0.00	46,345.00	0.0%
5154 - Health	59,782.00	0.00	59,782.00	0.0%
5158 - OPEB Payout	5,000.00	0.00	5,000.00	0.0%
5159 - Other Fringe Benefits	4,323.00	0.00	4,323.00	0.0%
5219 - Professional Services	4,000.00	0.00	4,000.00	0.0%
5220 - Contractual Services	30,000.00	2,660.14	27,339.86	8.9%
5221 - Water & Sewer	3,000.00	0.00	3,000.00	0.0%
5222 - Electric	33,000.00	0.00	33,000.00	0.0%
5224 - Gas	12,000.00	0.00	12,000.00	0.0%
5225 - Telephone	5,700.00	0.00	5,700.00	0.0%
5226 - Insurance	9,000.00	0.00	9,000.00	0.0%
5310 - Outside Services	15,270.00	85.00	15,185.00	0.6%
5311 - Operational Supplies	11,500.00	0.00	11,500.00	0.0%
5312 - Printing	1,400.00	0.00	1,400.00	0.0%
5314 - MetaSpace 511 Equip & Fixtures	1,000.00	0.00	1,000.00	0.0%
5315 - Postage	500.00	0.00	500.00	0.0%
5316 - Collection Maintenance & Repai	6,000.00	463.44	5,536.56	7.7%
5317 - MetaSpace Maintenance	8,300.00	36.78	8,263.22	0.4%
5318 - Thingery Maintenance	3,500.00	0.00	3,500.00	0.0%
5326 - Periodicals	1,200.00	1,015.09	184.91	84.6%
5327 - Newspapers	1,800.00	819.69	980.31	45.5%
5328 - Books	70,000.00	345.36	69,654.64	0.5%
5329 - AV Materials	11,000.00	39.99	10,960.01	0.4%
5330- Thingery Collection	1,000.00	0.00	1,000.00	0.0%
5331 - Programming	10,000.00	252.74	9,747.26	2.5%
5332 - Mileage	500.00	0.00	500.00	0.0%
5333 - Outreach	3,000.00	0.00	3,000.00	0.0%
5335 - Training & Travel	5,000.00	502.93	4,497.07	10.1%
5340 - Electronic Tools & Services	9,600.00	84.00	9,516.00	0.9%
5341 - Cafe	24,742.00	0.00	24,742.00	0.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	3,954.00	0.00	3,954.00	0.0%
5349 - Digital Collections	14,665.00	0.00	14,665.00	0.0%
5395 - Repairs & Maintenance	12,000.00	0.00	12,000.00	0.0%
5399 - Other	544.00	0.00	544.00	0.0%
5810 - Furniture & Fixtures	1,000.00	0.00	1,000.00	0.0%
581100 - Equipment<\$5,000	-	0.00	0.00	
511105 - Equipment >\$5,000	-	0.00	0.00	
TOTAL Budget Accounts	1,111,626.00	6,305.16	1,105,320.84	0.6%
<i>Donation Accounts</i>				
Balance from 2022	41,438.93			
4890 - Donations Revenue 2023			0.00	
5806 - Donation Expenditures 2023			(101.55)	
TOTAL Donation Accounts			(101.55)	
OVERALL TOTAL			1,105,219.29	

Mukwonago Community Library

REVENUE 2023

Department Name	2023 Budget	As of
Property tax	518,315	0%
Inter Gov Revenue	569,811	0.0%
Copies & Faxes	5,500	0%
Material Replacement	1,000	0%
Book Sale Revenue	3,500	0%
Fines	13,000	0%
Misc. Revenue	0	#DIV/0!
Interest Revenue	500	0%

Total Revenue **1,111,626** **0** **0.0%**

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
January 12, 2023

Account	Vendor	Memo	Amount
5220 Contracted Services	Emcor Services	Agreement Billing	2,307.00
5220 Contracted Services	Great America Financial Services	2/10/23-3/09/23	353.14
5310 Outside Services	America Aquaria	Fish Tank Maintenance	85.00
5316 Collection Maint. & Repair	Quill	Book Tape	233.36
5316 Collection Maint. & Repair	Vernon Library Supplies	Label Protectors	230.08
5317 MetaSpace Maintenance	Walmart- Village Credit Card	Program Supplies	36.78
5326 Periodicals	Rivistas	Magazine Subscriptions	1,015.09
5327 Newspapers	Milwaukee Journal Sentinel	1/1/23-1/31/24	421.04
5327 Newspapers	USA Today	2/1/23-1/31/24	398.65
5328 Books	Baker & Taylor	Books	15.84
5328 Books	Baker & Taylor	Books	140.64
5328 Books	Brodart	Books	188.88
5329 AV Material	Midwest Tape	Audio Book	39.99
5331 Programming	Dollar General - Village Credit Card	Program Supplies	29.30
5331 Programming	Storybook Enchantments LLC	Meet & Greet with Elsa & Anna	200.00
5331 Programming	Walmart- Village Credit Card	Bingo Prizes	23.44
5335 Training & Travel	Rivistas	Professional Periodicals	474.93
5335 Training & Travel	Wisconsin Library Association	Registration Fee	28.00
5340 Electronic Tools & Services	Mailchimp- Village Credit Card	Newsletter- January	84.00
TOTAL REGULAR ACCOUNTS			\$ 6,305.16
Donation Expense Designated	Gaylord Archival- Village Credit Card	Storage Boxes	101.55
Total Donation Expenses			101.55
Director	Treasurer	To Be Reimbursed	
		Regular Donation Expenses	101.55
Secretary		Total Expenses	\$ 6,406.71

Library Director Report: January 2023

Director Meetings and Activities

The Library had its first ever consultation with a Tribe regarding NAGPRA items. Consultation is outlined in federal law and is a formal meeting to discuss items that might need to be repatriated. During consultation, the Library representatives act as surrogates of the federal government as they negotiate with the sovereign Tribal nation, so it is a very important meeting. Our Grutzmacher Collection Policy dictates that the Library Director and one Library Board member must represent the Library during a consultation, so Eric Brill and myself attended this virtual meeting along with the Tribal representative and our Bernstein & Associates consultant Claire Wilbert who acted as facilitator. The consultation went well and the Tribe has already submitted a Request for Repatriation for one item. Our own policy and federal law will determine how we proceed from here, but, if the Library Board accepts the Request for Repatriation, we could repatriate this item by the end of spring.

I still spend a significant amount of time handling NAGPRA compliance including calling Tribes as a follow up to our NAGPRA Summary submission, creating and sharing files of photos when requested by Tribes, working with MHMS to remove items from display until further consultation, and general documentation to ensure we keep appropriate records as this responsibility will rest with the Library forever. I finally had time to get Chris Stape cross-trained on making follow-up phone calls and we anticipate to finish them by the end of the month.

Our smart lockers finally were installed on December 13 and the staff was trained on December 20. We are hoping to offer these lockers for 24/7 holds pickup around mid-January, but as of yet Smiota still hasn't finalized the database installation. Emily Ceithamer, the circulation team, and the staff at the Bridges Library System have worked very hard to physically and digitally set up everything in order for this to be a seamless option for customers, so we are just waiting on Smiota to finish. Luckily the lockers, installation, and additional wiring were all paid for by grants, which means this new service is completely free for us to offer our customers.

My proposal for the American Library Association Annual Conference & Exhibition in Chicago in June 2023 was accepted! I will be speaking on the topic entitled "NAGPRA in a Public Library: Real Life Experiences and Practical Advice for Institutions That Must Comply with the Native American Graves Protection and Repatriation Act." Claire Wilbert, our contact from Bernstein & Associates has agreed to speak with me so we can provide two viewpoints on this subject. It's an honor to speak at a national level, and I'm excited to share the amazing journey the Library Board and I have been on with the Grutzmacher Collection in the hopes that other libraries can learn from us.

Circulation (Emily Ceithamer)

In December we were excited to gain a new member of the circulation team! Adia is our newest shelve and she has been learning so fast and is a great addition already. We also were excited to have the lockers delivered and installed outside. We have been

getting a lot of questions from patrons about them ever since they arrived. Abby and I had all our materials in place and attended training before they were installed so we were ready to go. Once they were installed, we had a team training session with almost all of the circulation team so they could see them in action, and we could talk through any questions and concerns. I am working on getting a workflow and teaching everyone so we can get them up and running for the community. We just need Smiota to finish the database installation, and we are all set to go.

Children's Department (Jane DeAngelis)

Children's programs were on a short hiatus over the holidays so Miss Jane and Ms. Abby could have a break. Everything starts back up the first full week in January. Here's what we are offering:

Beanstack Cozy Winter Reading Challenge for children and teens

The Mukwonago Community Library invites kids and teens from Mukwonago to participate in a Winter Reading Challenge from December 19, 2022 through January 31, 2023. Read at least 10 hours and you will earn the book of your choice from the Youth Prize Book Collection. Anyone who completes the challenge will also earn a chance for a Grand Prize. Happy Reading Mukwonago!

Teen Contest: Before & After: Enter for a chance to win your favorite snack!

Fill in the missing word to complete the Before & After puzzle. Open to grades 7-12. Contest ends January 31, 2023.

How Well do You Know Frozen? Name that Disney character contest: Identify each Disney character for a chance to win an Olaf book tote.

Snow by the Numbers In-Library Scavenger Hunt: Find the snowballs hiding in the Children's Area. Each snowball has a number and the trivia question to the numerical answer on the entry form. Write down on the entry form the bolded word in each trivia question and return your completed sheet in exchange for a book from the Children's and Teen's Prize Book Collection. Open to children and teens of all ages. Event ends January 31, 2023.

Craft Bags: Winter paper plate wreath with snowflake stickers

Bubble Boogie: Ms. Abby is back every Tuesday at 9:30am to dance, sing, wiggle, and squirm to children's favorites plus many new musical hits! And there will be lots of bubbles!

Family Storytime: Join Miss Jane on Wednesdays as she shares songs, rhymes, fingerplays, and some of her all-time favorite picture books, both new and old. Recommended for families with children ages 3 and older.

Discovery Time: On Thursdays, enjoy socializing with other families while exploring our educational toys designed for young minds!

Frozen Frolics: a Saturday Station Play Event: Explore numerous stations throughout the Children's Area enjoying all things frosty. There will be books, games, puzzles, crafts, physical challenges, tongue twisters, and more. Fun for families of all ages. Drop in; no registration required.

Reference and Adult Services (Chris Stape)

As is typical, December was fairly quiet in Adult Services. We did have our "A Cup of Christmas Tea: A Tea Party and Guide to Hosting a Memorable Holiday Party" event which was great. The event filled up with a waiting list, but unfortunately, there were several no-shows. Definitely a success though. Prior to the main event for adults, Shawna also held a children's tea party and story time, which was very well attended. Our Spice of the Month Club continues to draw a lot of interest—another month with about 70 kits requested.

Our website software, which is hosted on the Bridges Library System platform for free, was updated in December. Bridges changed vendors and they migrated our site from the old to the new which meant we were unable to make changes to our website for several days. You may have noticed some odd symbols or weird layout for a few days as the migration was completed. We are now successfully on the new platform and our website remains active and looks exactly the way it always has. We can now make changes again and will be able to update graphics.

In the new year, we'll be bringing back Tanya's monthly (or semi-monthly) adult painting classes. We only had 2 Friday Flicks showings in December due to the Friends cookie sale and the holidays. I've noticed over the last year it's been getting difficult to find appropriate new movies to show. Since Covid, Hollywood only seems to be releasing superhero movies, horror, or animated films. Hopefully, that will change soon and our movie attendance will get better.

Technical Services and Thingery (Mary Jo Isely)

Loads of end-of-year orders were inventoried, processed & catalogued. Over 546 new items were processed and catalogued in December. Replacements for some Thingery backyard games are in processing. New additions to S.T.E.A.M. Kits and new additions to the Thingery are also in early processing stages. Weeding continues in Adult Fiction.

Thingery saw the addition of an Air Inflator, new Sewing Machine (Replacement), Fon-due Pot, Holiday mini loaves pan. 2022 Thingery stats show we have 200 items in the Thingery with a total of 2,765 circs. Explore Passes (all paid for by the Friends of the Library) were at the top of the list with 806 circs. Tech Tools which include i.e. Hotspots, Roku, Projectors, Chromebooks ran at no. 2 with 503 circs, & Games which constitute backyard games and supersized games came in no. 3 with 404 circs.

MetaSpace 511 & Technology (Nancy Aycok)

MetaSpace 511 had a busy December with well-attended programs, tours, and 1:1 Appointments. During December MetaSpace 511 was able to serve 91 patrons through 1:1 Appointments booked through Sign-Up Genius: "MetaSpace 511 Bookings." The online sign-up form rolled out to the public on November 21 and became popular quickly and helped to streamline making appointments. There is a vast increase in 1:1 Appointments, which are typically an hour, where patrons can come to train on machines like the Laser Machine, Cricut Maker Machine, 3D Printers, and more. Once trained, patrons can book a 1:1 Appointment to use equipment on their own. Of course, staff is always present for assistance, safety, and questions.

To demonstrate the increase in 1:1 Appointments, there were 29 patrons served in October, 58 patrons in November, and 91 patrons in December. These numbers do not reflect program numbers, only 1:1 appointments. Even with the larger number of patrons served during 1:1 Appointments there were over a dozen patrons who called and emailed that were turned away due to limited makerspace hours, and more who could not find an open appointment slot online. While many patrons were in MetaSpace 511 to make holiday decorations and gifts, they have also been eager to learn the equipment and come back to work on other projects. Lesson learned, mid-November through the end of December next year will be one of the busiest months, outside of SLP, for MetaSpace 511. Knowing this, future preparations will be to start reminding patrons book appointments to make holiday items earlier, delegate administrative work, and see about covering some of Lead Innovator Nancy's Info Desk shifts in December to better serve Library patrons.



Learning the CriCut



The Friends of the Library love the MetaSpace!

Community Engagement Coordinator (Eric Huemmer)

Community Engagement

December was a busy time for wrapping up 2022 and gearing up for 2023. On the Community Engagement front, an important aspect to carry over into 2023 is partnering with organizations and businesses that have the training and resources to better serve our patrons, either with a specific service (unemployment and the Job Center of Wisconsin) and/or a specific population

(children and adults on the autism spectrum and the Autism Society of Southeastern Wisconsin). Going into 2023, we'd like to leverage past and future survey results to better identify the needs of our community and who we can partner with if we don't have the bandwidth or the training.

With the approval of the Strategic Plan, we now have a clear understanding of what our priorities are, how we want to approach our messaging, and what sort of outreach we will need to accomplish our goals. The end of the year provided some time to plan ahead and be excited for 2023!

Events & Programs

The Sensory Friendly Holiday Tree Lighting was on December 1 and had 83 attendees including a handful of volunteers from the Autism Society of Southeastern Society (ASSEW) which partnered with the Library. Families and partners alike were thrilled with what the event had to offer, and we couldn't have asked for a better evening.

Terry's Adult DIY Class celebrated 5 years in December with a custom painted barn quilt square. Her two programs (Adult DIY and Mixed Media) have a great following and regularly fill up well in advance.

The Teen Advisory Council has been handling more and more responsibilities, helping out with events, planning, and offering feedback on teen marketing and outreach. They have so many ideas for events and programs I wish we had the time to do them all! We'll be working with them in the new year to be closely tied with the Summer Library Programming.

Finally, we have everything set and ready to go for the AARP Tax Aide Program that will begin registration January 9, 2023, and take place every Monday from February 6 through April 10. AARP is thrilled with our process and has made some changes of their own to hopefully accommodate more appointments. Last year they filed 256 tax returns and they're hoping to do more in 2023.



DIY Barn Quilt participants

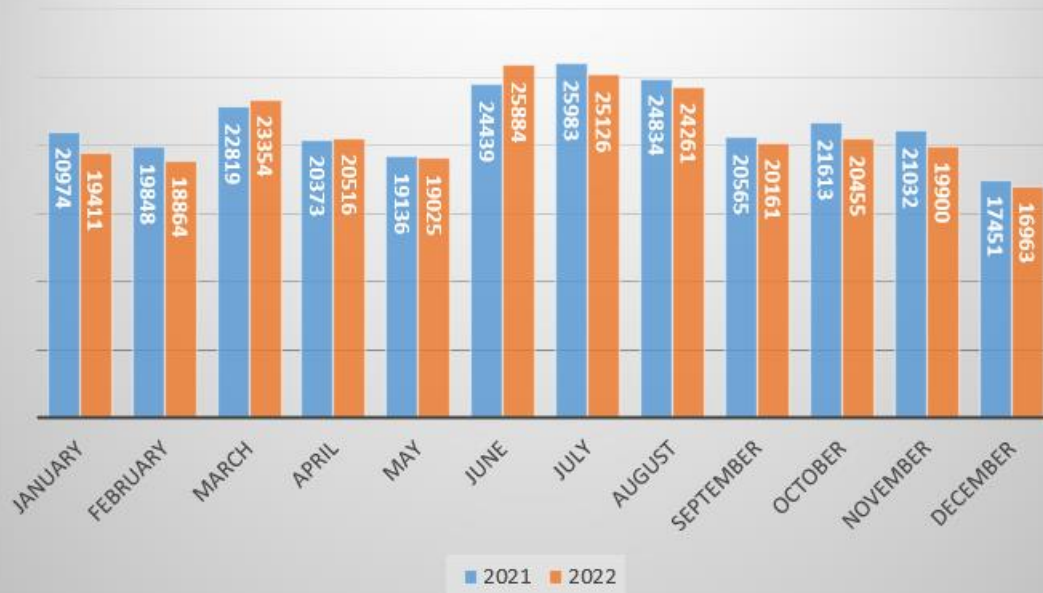


First Annual Sensory Friendly Holiday Tree Lighting

Statistics

Mukwonago Community Library								
STATISTICS DECEMBER 2022								
Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	5,060	4,481	13%	73,468	Bingo	57		
Town of Mukwonago	4,893	4,810	2%	72,643	Book Clubs	24		
Eagle	680	832	-18%	11,698	Friday Flicks	19		
Genesee	674	552	22%	9,210	Other Adult Programs	44		
North Prairie	796	1,528	-48%	12,685	Holiday Tree Lighting	83		
Vernon	1,639	1,415	16%	23,607	Kids Contests		74	
All other Waukesha County	747	1,088	-31%	12,690	Kids Storytimes		72	
Jefferson County	78	57	37%	1,654	Bubble Boogie		144	
Subtotal Bridges System	14,567	14,763	-1%	217,655	Other Kids Programs		53	
Other Wisconsin Counties					Makerday	83		
Milwaukee County	80	82	-2%	820	Other Makerspace Program	78		
Racine County	200	268	-25%	2,952	Teen Contest			6
Walworth County	2,101	2,313	-9%	31,984	Teen Programs			42
All other Wisconsin Counties	15	25	-40%	508	Totals	388	343	48
Subtotal Wisconsin Counties	2,396	2,688	-11%	36,264	Total Childrens Programs		20	
Total All Counties	16,963	17,451	-3%	253,919	Total YA Programs		5	
YTD ALL COUNTIES	253,919	259,067	-2%		Total General Programs		21	
Facility Usage				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	/	
Study Room Users	81	71	14.1%	Flipster (System Wide)	1690	3653	-53.7%	
History Room Users	44	1	4300.0%	Overdrive Circulation (Mukwonago)	2831	2626	7.8%	
Community Room Use	49			Gale Courses Verified (System Wide)	69	67	3.0%	
Patron Visits	6,965	6,175	12.8%	Interlibrary Loans Borrower	7	18	-61.1%	
Curbside Pick Ups	14	26	-46.2%	Interlibrary Loans Lender	22	19	15.8%	
				New Items Added	546	771	-29.2%	
				New Cards Added	52	40	30.0%	

Circulation by Month



PATRON VISITS



Mukwonago Community Library

Time Study

DEC 2022

Row Label	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total		
8AM-9AM	11	1	1	0	0	4	17		
9AM-10AM	83	313	142	196	49	120	903		
10AM-11AM	151	341	221	197	109	243	1262		Top 10
11AM-12PM	235	289	319	314	153	293	1603		Above Average
12PM-1PM	126	339	222	171	80	149	1087		Below Average
1PM-2PM	94	213	172	234	129	262	1104		Bottom 10
2PM-3PM	126	177	242	222	131	74	972		
3PM-4PM	249	232	301	276	137	42	1237		
4PM-5PM	235	234	174	190	220	0	1053		
5PM-6PM	184	279	170	127	100		860		
6PM-7PM	77	128	219	120			544	Average	155.239437
7PM-8PM	58	71	103	65			297	Median	151
8PM-9PM	14	37	6	26			83	Max	341
Grand Tot	1643	2654	2292	2138	1108	1187	11022		

Circulation Averages in 2022

	Feb	avg. per day	Mar	avg. per day	Apr	avg. per day	May	avg. per day	Jun	avg. per day	Jul	avg. per day		
6PM-7PM	648	22	689	22	586	20	880	28	1108	37	664	21		
7PM-8PM	299	10	379	12	279	9	501	16	831	28	468	15		
8PM-9PM	157	5	53	2	79	3	146	5	177	6	118	4		
	Aug	avg. per day	Sept	avg. per day	Oct	avg. per day	Nov	avg. per day	Dec	avg. per day	Year Total Averages			
6PM-7PM	648	21	897	30	694	23	799	27	544	18	6PM-7PM	24		
7PM-8PM	299	10	583	19	466	16	297	10	297	10	7PM-8PM	14		
8PM-9PM	157	5	61	2	125	4	78	3	83	3	8PM-9PM	4		



Building a House

How the Library Board, Library Director,
and Library Staff Work Together to Serve
the Community

By Library Director Abby Armour

Presented to Library Board January 12, 2023

The Analogy of Building a House

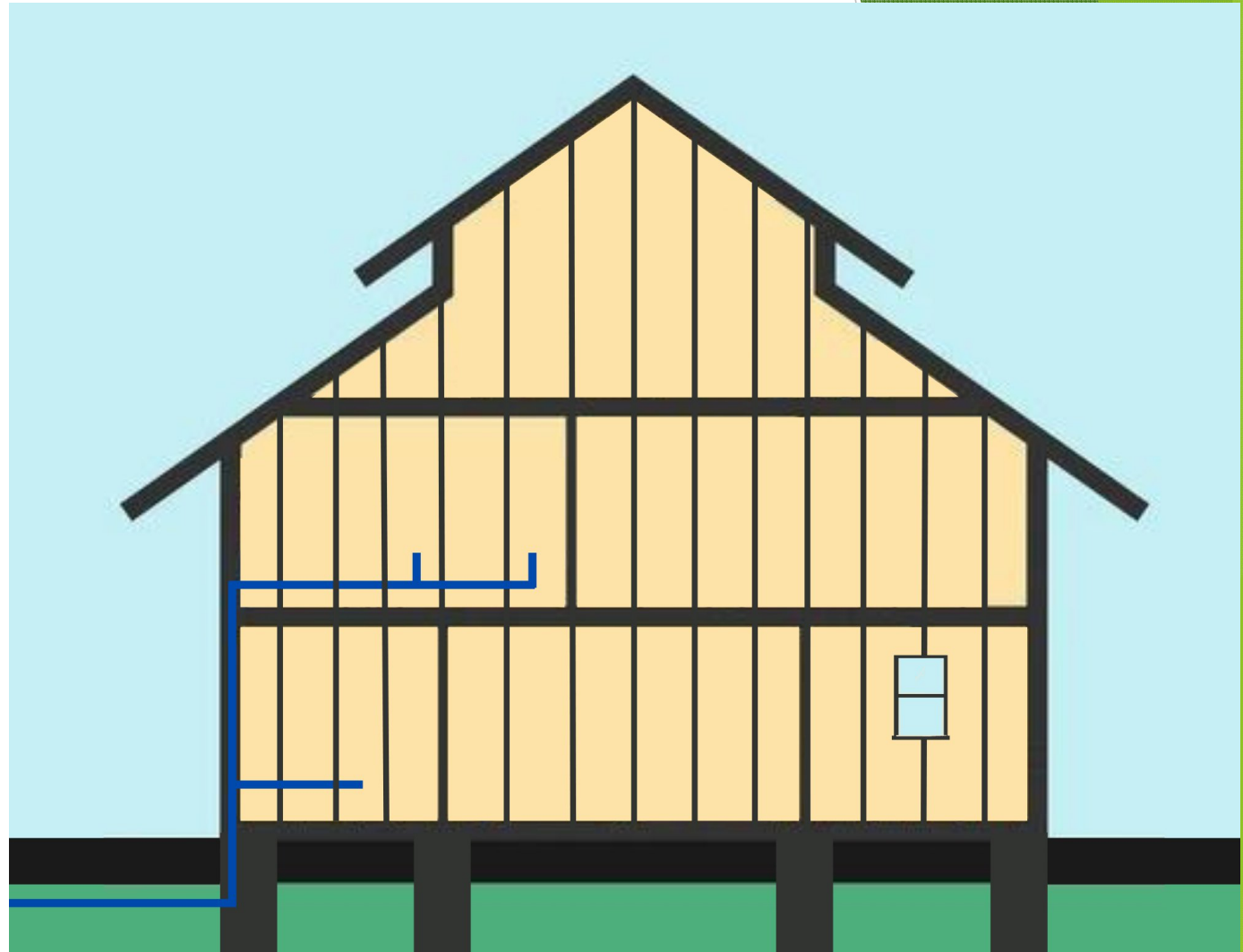
- ▶ Running a library is a complex endeavor that involves a lot of different skillsets, viewpoints, and experiences – just like building a house!
- ▶ The analogy is helpful to understand how each of the three major “pieces” of the Library fit together: the Library Board, the Library Director, and the Library Staff
- ▶ Successfully carrying out a strategic plan takes a lot of coordination and communication
- ▶ Understanding the distinct roles each party plays helps clarify who is charge of each task and shows how they are all dependent on each other

Library Board “Foundation”

These things must be in place before anything else can happen.

In a building, this includes:

- Pouring a concrete foundation or basement
- Erecting the basic framework such as walls and a roof
- Installing plumbing and electrical to determine the needs of each space such as putting in a sewer pipe for a toilet to let everyone know that is where the bathrooms is supposed to go

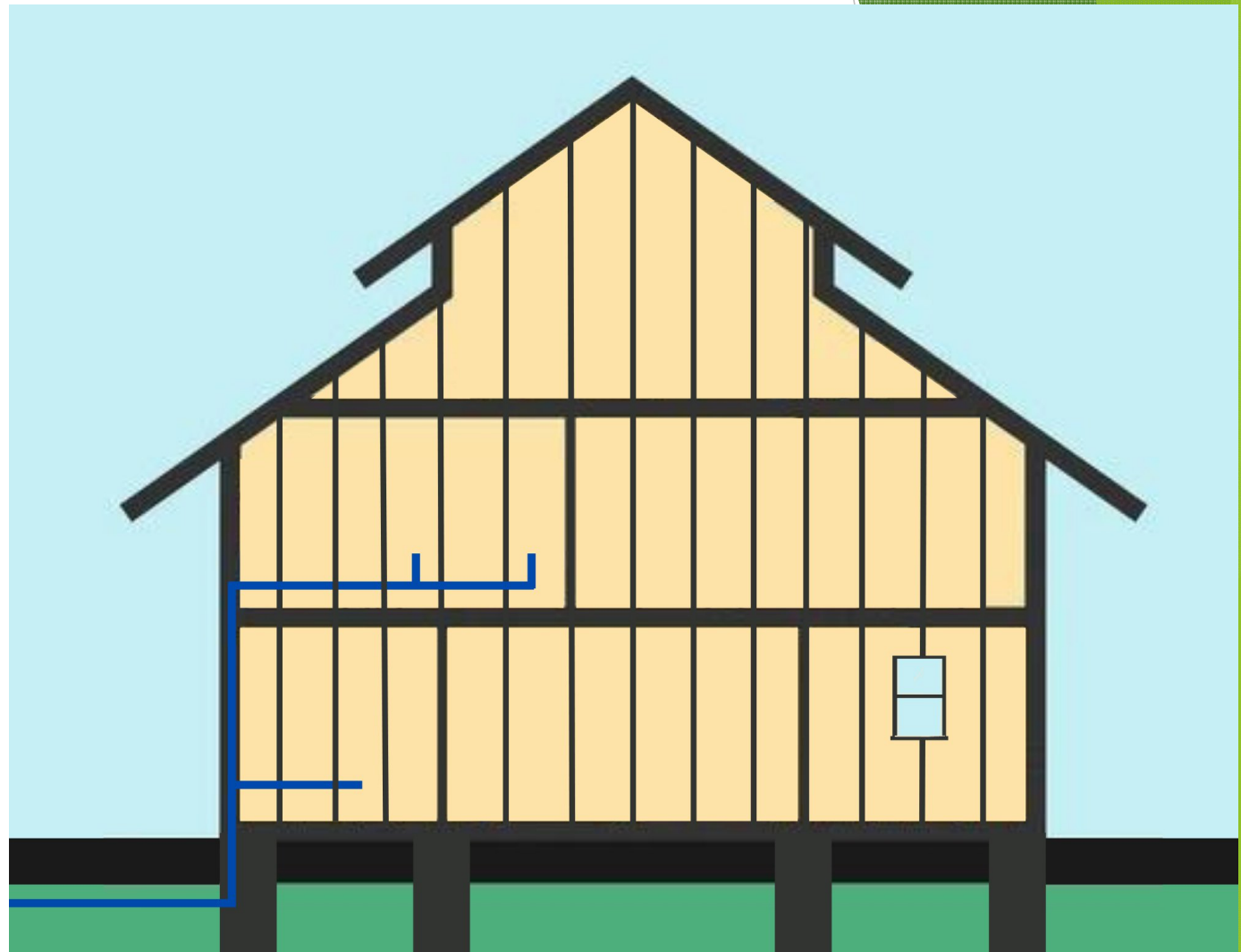


Library Board “Foundation”

These things must be in place before anything else can happen.

Foundational items in a Library:

- Building the Strategic Plan
- Write policies
- Budget
- Finding \$ (grants, talking to Village, finding donors)
- Compensation plan
- Wage ranges, advancement opportunities
- Succession planning
- Job descriptions and organizational hierarchy

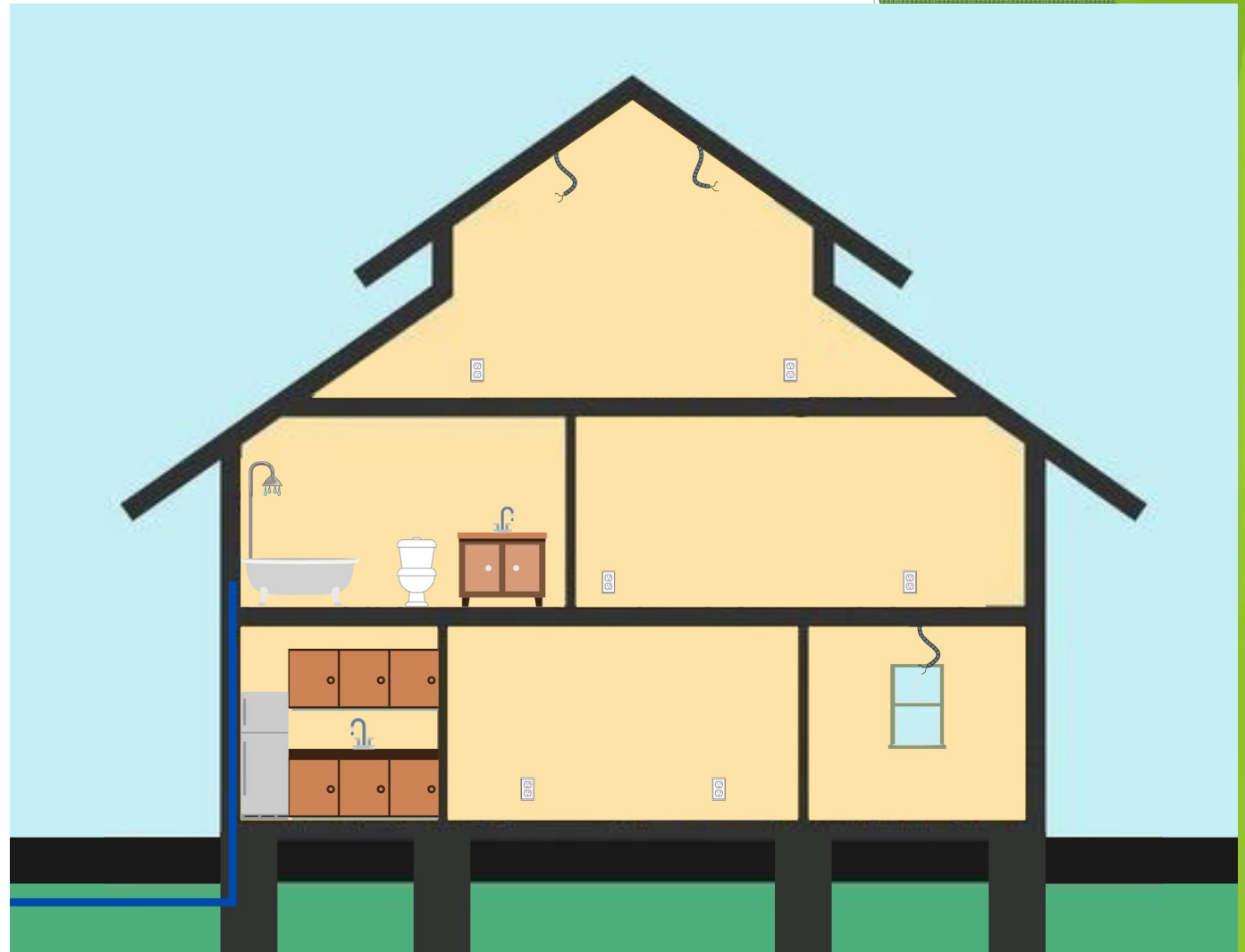


Director “Interior Design”

Building on the foundational framework.

In a building, this includes:

- Selecting fixtures and finishes to fit a specific design
- Building in cabinets and shelves to make a space flow and be usable for the intended purpose
- Determining accessibility and convenience of appliances and built-ins



Director “Interior Design”

Building on the foundational framework.

“Interior Design” items in a Library:

- Writing procedures to ensure policy is followed
- Hiring, training, reviewing, and compensating staff within the framework built by the Library Board
- Carrying out strategic plan by assigning staff to work on discrete tasks and communicating back up to the Board
- Running the building

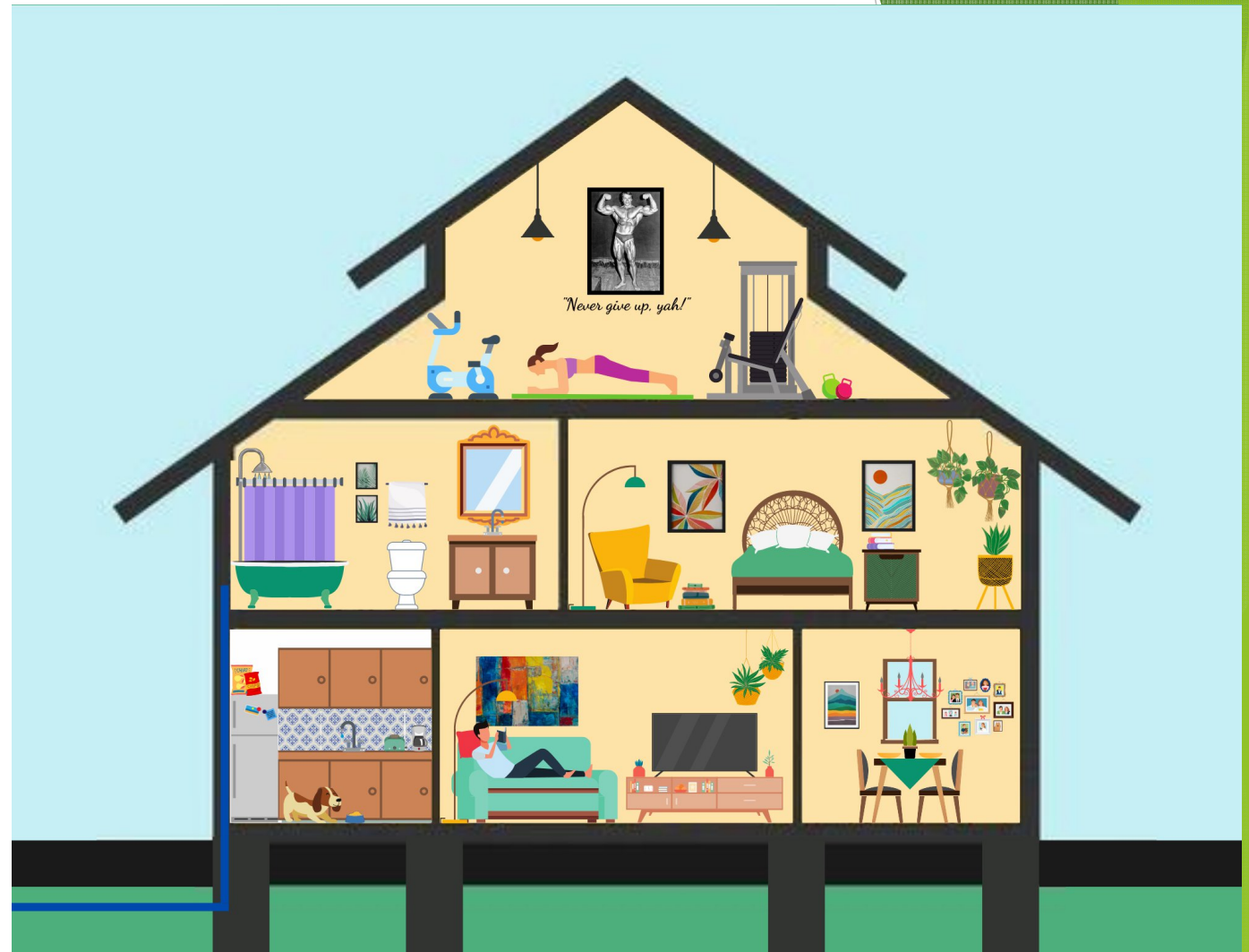


The Staff “Day to Day”

Daily living within the framework provided.

In a building, this includes:

- Getting furniture to suit the individual user's tastes
- Determining where the furniture goes in the specific room to suit the individual user's needs
- Adding decorations, photos, and plants
- Changing paint color

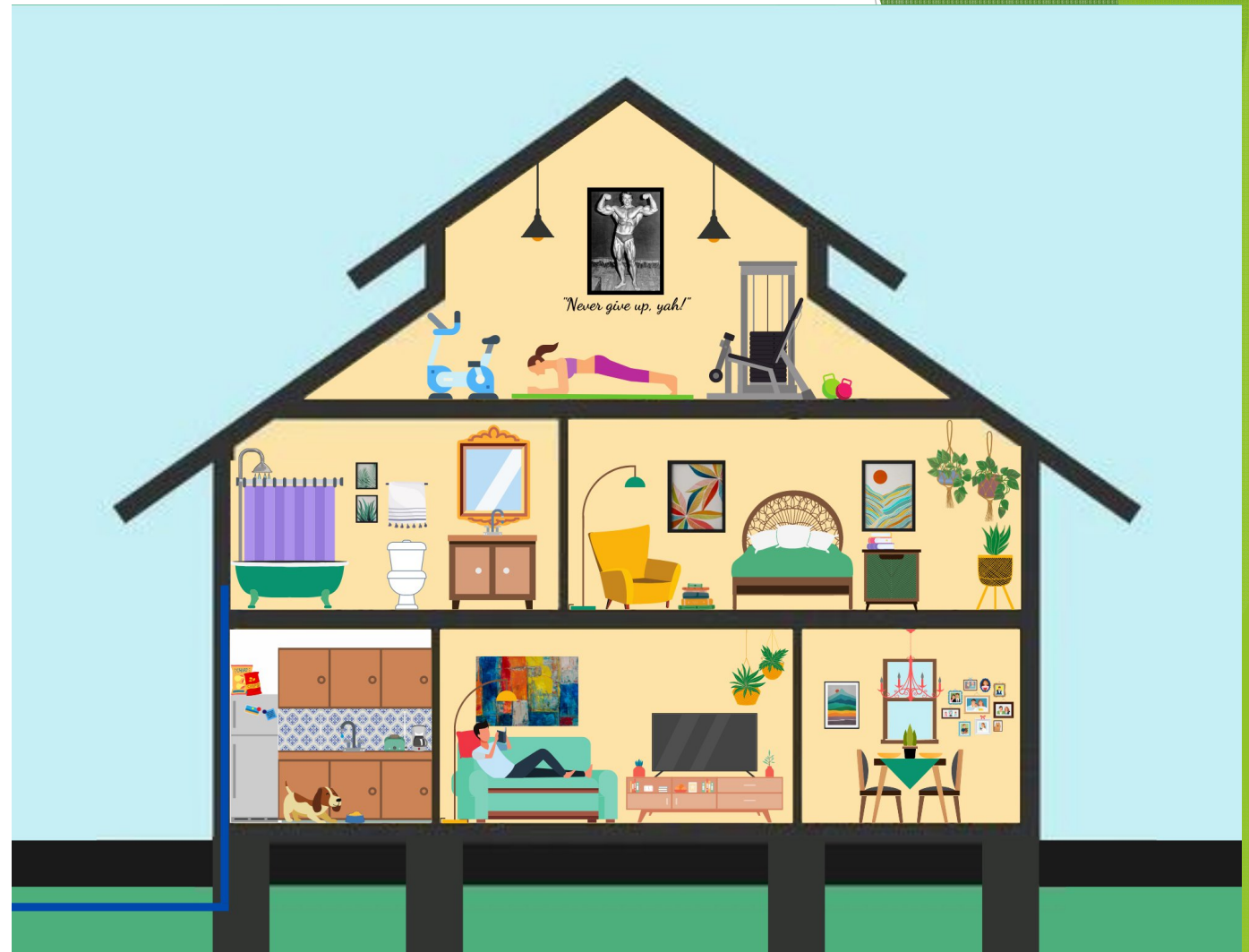


The Staff “Day to Day”

Daily living within the framework provided.

“Day to Day” items in a Library:

- Daily tasks like circulation, bill paying, and programming to keep the library running
- Working with customers
- Following policy and procedure
- Completing tasks and data collection outlined in the strategic plan and assigned by the Director



You Can't Have One Without the Others!

- ▶ It's easy to see that if one component is off, the house doesn't work right
 - ▶ If the Board and Director build a beautiful house, but there is no Staff...then it's just a beautiful library that serves no one.
 - ▶ If the Board builds a framework and the Staff work daily in it, but the Director doesn't assign tasks or communicate....then you have a disjointed mess.
 - ▶ If the Director has a fantastic design and the Staff work hard daily, but the Board doesn't provide a clear direction...then no one knows how their job fulfills the larger goals of serving the community.

Strategic Plan 2023-2025 Operational Priorities

Prepared by: Abby Armour

Presented to Library Board December 8, 2022

Purpose: This document takes the individual goals of the Strategic Plan and ranks them hierarchically based on importance and timeliness. Some goals are dependent upon information or completion of other goals and organizing them in this way is intended to help the Library Board and Library Director determine which parts of the Strategic Plan should be prioritized first.

Order of Operations Numbering Hierarchy:

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

1 - this is foundational to completing other goals

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

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

Strategic Priority	Strategic Goal	Strategy	Strategy Owner	Time Frame	Order of Operations
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Conduct staff time study to determine gaps in needs and efficient use of skills and talent	Library Board and Library Director	2023	0
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
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
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
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
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

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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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Wilton Rancheria



9728 Kent Street, Elk Grove, CA 95624

December 16, 2022

Abby Armour
Mukwonago Community Library
511 Division St
Mukwonago, WI 53149

Dear Ms. Armour,

The Wilton Rancheria hereby formally requests to make a claim under the Native American Grave Protection and Repatriation ACT (NAGPRA) for the entire **CA-SAC-066 (aka: Hollister Mound)** collection held by the Mukwonago Community Library. This claim includes all human remains, associated funerary objects, unassociated funerary objects, sacred objects, and/or objects of cultural patrimony.

Wilton Rancheria is a federally recognized tribe made up of Miwok, Nisenan, and Maidu decent that can demonstrate cultural affiliation to this collection. Your research is consistent with our historical record declaring that these items were taken from sites in our collective aboriginal lands.

If you have any further questions or concerns, please contact me at (916) 683-6000 Ext. 2016 or via email cdowdle@wiltonrancheria-nsn.gov.

Sincerely,

Cassie Dowdle
NAGPRA Assistant

Cc: Jesus Tarango, Chairperson

DEPARTMENT OF THE INTERIOR

National Park Service

[NPS-WASO-NAGPRA-DTSNUMBER; PPWOCRADN0-PCU00RP14.R50000]

**Notice of Intent to Repatriate Cultural Items: Mukwonago Community Library,
Mukwonago, WI**

AGENCY: National Park Service, Interior.

ACTION: Notice.

SUMMARY: In accordance with the Native American Graves Protection and Repatriation Act (NAGPRA), the Mukwonago Community Library intends to repatriate certain cultural items that meet the definition of unassociated funerary objects and that have a cultural affiliation with the Indian Tribes in this notice. The cultural item was removed from Sacramento County, CA.

DATES: Repatriation of the cultural item in this notice may occur on or after [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE **FEDERAL REGISTER**].

ADDRESSES: Abby Armour, Mukwonago Community Library, 511 Division St, Mukwonago, WI 53149, telephone (262) 363-6411, email nagpra@mukwonagolibrary.org.

SUPPLEMENTARY INFORMATION: This notice is published as part of the National Park Service's administrative responsibilities under NAGPRA. The determinations in this notice are the sole responsibility of the Mukwonago Community Library. The National Park Service is not responsible for the determinations in this notice. Additional information on the determinations in this notice, including the results of consultation, can be found in the summary or related records held by the Mukwonago Community Library.

Description

The one cultural item was removed from Hollister Mound, Sacramento County, CA. The cultural item was bequeathed to the Mukwonago Community Library by Arthur Grutzmacher, a local collector and dealer, following his death in 1965. The one unassociated funerary object is one lot of shell beads (G01124).

Cultural affiliation

The cultural item in this notice is connected to one or more identifiable earlier groups, tribes, peoples, or cultures. There is a relationship of shared group identity between the identifiable earlier groups, tribes, peoples, or cultures and one or more Indian Tribes or Native Hawaiian organizations. The following types of information were used to reasonably trace the relationship: geographical and historical information.

Determinations

Pursuant to NAGPRA and its implementing regulations, and after consultation with the appropriate Indian Tribes, the Mukwonago Community Library has determined that:

- The one cultural item described above is reasonably believed to have been placed with or near individual human remains at the time of death or later as part of the death rite or ceremony and is believed, by a preponderance of the evidence, to have been removed from a specific burial site of a Native American individual.
- There is a relationship of shared group identity that can be reasonably traced between the cultural item and Wilton Rancheria, California.

Requests for Repatriation

Additional, written requests for repatriation of the cultural item in this notice must be sent to the Responsible Official identified in ADDRESSES. Requests for repatriation may be submitted by any lineal descendant, Indian Tribe, or Native Hawaiian organization not identified in this notice who shows, by a preponderance of the evidence, that the requestor is a lineal

descendant or a culturally affiliated Indian Tribe.

Repatriation of the cultural item in this notice to a requestor may occur on or after [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]. If competing requests for repatriation are received, the Mukwonago Community Library must determine the most appropriate requestor prior to repatriation. Requests for joint repatriation of the cultural item are considered a single request and not competing requests. The Mukwonago Community Library is responsible for sending a copy of this notice to the Indian Tribes identified in this notice.

AUTHORITY: Native American Graves Protection and Repatriation Act, 25 U.S.C. 3003, and the implementing regulations, 43 CFR § 10.8, § 10.10, and § 10.14.

Dated:

Melanie O'Brien,

Manager, National NAGPRA Program.

ESTIMATE

Mukwonago Community Library



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

January 5, 2022

Scope of Work

Driftless Pathways will:

1. Review the Grutzmacher Collection Policy prepared by the Mukwonago Community Library, clarify questions/details, and offer suggestions for improvement as needed.
2. Develop the following customized collections management procedural forms:
 - Outgoing Loan Form*
 - Loan Extension Form*
 - Request for Access to Collections*
 - Rights and Reproduction*
3. Work with Abby Armour and the Library Board to review, modify, and finalize all.

Estimate Total: \$2,400

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

Developing Essential Library Policies

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Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see [Trustee Essential #7: The Library Board and Library Personnel](#)) and the board bylaws (see [Trustee Essential #3: Bylaws—Organizing the Board for Effective Action](#)) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation.”

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for details).

In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see <http://dpi.wi.gov/pld/boards-directors/policy-resources> for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing with Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: Policies must comply with current statutes and case law. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the [Wisconsin Public Library Policy Resources](#) page.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See [Trustee Essential #6: Evaluating the Director](#) for recommended procedures for handling any concerns about the director’s performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- [Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Your municipal or county attorney
- [Wisconsin Public Library Policy Resources](#)