



**LIBRARY BOARD OF TRUSTEES
MEETING
Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
October 9, 2025 at 6:00 PM**

AGENDA

Zoom Login

<https://us02web.zoom.us/j/83588040138?pwd=EdIOxXCGXPfcBpNSzB0jJuavWW9Xdl.1>

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.1 Minutes from September 11, 2025

4. Public Comment

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 Village 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 Village Board as a body. Presentations shall not deal in personalities personal attacks on members of the Village 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

5.1 Invoices and Executive Summary for October 2025

6. Committee & Community Reports

6.1 Village Board Representative Report

6.2 Friends of the Library Report

6.3 Building & Grounds Committee - next meets November 17, 2025 @ 6:00pm

6.4 Finance Committee - last met October 1, 2025 @ 4:00pm; next meets TBD

6.5 Grutzmacher Collection Committee - next meets TBD

6.6 Personnel Committee - next meets in Joint Personnel/Policy Committee meeting on November 6, 2025 @ 6:00 pm

6.7 Policy Committee - last met September 18, 2025 @ 11:00 am; next meets in Joint Personnel/Policy Committee meeting on November 6, 2025 @ 6:00 pm

7. Library Director Report

7.1 Library Director Report - October 2025: Reflections on September

8. Discussion/Action Items

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

8.2 Strategic Planning SWOT Analysis - Director Armour to facilitate SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for strategic planning process.

8.3 2026 Budget - Discussion and possible action on Finance Committee's recommendation to approve and adopt the 2026 Budget and Budget Narrative.

8.4 Circulation Policy - Discussion and possible action on approving and adopting the updated Circulation Policy which would include making regular collections fine free.

8.5 Capital Campaign Planning - Discussion and possible action on the capital campaign planning for the renovation project.

8.6 Gift Acceptance Policy - Discussion and possible action on recommendation from Policy Committee to approve and adopt the updated Gift Acceptance Policy, formerly titled the Donation of Materials Policy.

8.7 Grants for Local Projects Program Application - Discussion and possible action on submitting an application to the Wisconsin Grants for Local Projects Program to obtain funding for the Library renovation project.

8.8 Repatriation Request Response - Discussion and possible action on submitting a Repatriation Request Response to the Shingle Springs Band of Miwok Indians for their request to repatriate associated funerary objects removed from Sand Cove-Bennett Mound (CA-SAC-16), Sacramento County, CA.

8.9 Repatriation Statement - Discussion and possible action on approving a Repatriation Statement transferring legal control of the associated funerary objects removed from Sand Cove-Bennett Mound (CASAC-16), Sacramento County, CA to the Shingle Springs Band of Miwok Indians.

8.10 Deaccession Items from Grutzmacher Collection - Discussion and possible action on approving the formal deaccessing of Sand Cove-Bennett Mound

items from the Grutzmacher Collection.

8.11 Resolution 2025-05 - Discussion and possible action on Resolution 2025-05
Capital Funding Transfer for Capital Improvements.

8.12 Resolution 2025-06 - Discussion and possible action on Resolution 2025-06
Capital Funding Transfer for Safety System Repairs.

9. Closed Session

Closed session pursuant to Wis. Stat. § 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 the governing body.) Library Director's evaluation.

9.1 Library Director Goals - Discussion on Director Armour's proposed goals for August 2025 through July 2026.

10. Reconvene into Open Session

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

11. Referral Items

12. Confirm Next Meeting Date

The next Library Board meeting is scheduled for Thursday, November 13, 2025 @ 6:00pm.

13. Adjournment

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, September 11, 2025

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:06 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Board Members Present

E. Brill
A. Cooper
E. Pautz
S. Perkins
H. Pringle
K. Sperstad
L. Spielman
C. Stienstra
D. Whalen

Via Zoom

M. Oberwise-Lacock
J. Werner

Also Present

A. Armour, Library Director

Approval of Minutes

D. Whalen/C. Stienstra motioned to approve the minutes from the Board of Trustees meeting on August 14, 2025. Unanimously carried. E. Pautz abstained.

Comments from the Public

L. Austin, the new Adult Services Librarian, introduced herself and gave a brief history of her career to the Board.

Audit and Approval of Monthly Expenditures

D. Whalen/K. Sperstad 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.*

Village Board Representative Report - E. Brill shared several Village updates. The operational costs meeting is scheduled in the near future, a portion of TID #4 will be completed shortly so part of that TID will be put back into the tax roll, the pickleball courts at Field Park are in the curing time from the most recent repair and will be painted in late September/early October, and a new brunch location will be opening within the Greenridge Center called Morning Crumbs.

Friends of the Library Report - Director Armour shared the Friends update. The rummage sale was a huge success and raised \$5,800, there will be a couple Culver's night at the East Troy location, the Friends of the Library week is upcoming in October, and the Friends generously donated two Kindles that will be given away during the Library card sign up month.

Building & Grounds Committee - last met August 25, 2025 - items related to that meeting are on the agenda

Finance Committee - last met August 19, 2025 - the next meeting will be postponed as the Village is still working on the budgeting numbers for MCL.

Grutzmacher Collection Committee - last met August 21, 2025 - items related to that meeting are on the agenda and the only update to note is that H. Hecker did respond to the committee's questions that were sent after the August meeting.

Personnel Committee - meeting was cancelled on September 4, 2025 - items related to that meeting are on the agenda

Policy Committee - next meets September 18, 2025

Library Director Report The Library Director Report is for information only. Director Armour had nothing further to share other than what was within the Directors Report.

Discussion/Action Items

Design Development Presentation

Discussion and possible action on presentation by Alex Ramsey of Engberg Anderson Architects sharing the renovation design development plans including updated phasing, final floorplan, refined concept drawings, and estimated costs. A. Ramsey presented the updated design development plans and answered questions from the Board regarding the revisions.

Strategic Plan 2023-2025 Updates

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

Director Armour noted that there have been seven replies to the SWOT worksheet, ideally in October or November N. Wilhelm will be available to meet in person to formally conduct a SWOT for the 2026 Strategic Planning process.

Book Festival

Discussion and possible action on proposal to create a book festival in May 2026.

Director Armour noted that E. Ceithamer has been working on this project to both support local authors as well as the community. Mukwonago area residents consistently seek out local authors and MCL staff have a hard time keeping enough copies of the local authors books within the collection to satisfy the demand. It was noted that programming is generally not brought in front of the Board for approval but Director Armour and E. Ceithamer wanted guidance and approval from the Board on the questions highlighted in the packet. Discussion continued regarding if this would be funded by the Library or the authors and it was noted that MCL would be looking for partners to sponsor authors. In addition this could be a fundraiser for the Friends as well as an opportunity to highlight all they provide the community and how they support MCL.

E. Pautz/K. Sperstad motioned to approve all the Library Board Considerations: Sunday Programming, Front Entry, Food, Alcohol, and Author & Bookseller Sales as discussed for the Mukwonago Book Festival. Unanimously carried.

Loan Agreement with MHMS

Discussion and possible action on the recommendation from the Grutzmacher Collection Committee to renew the Loan Agreement with the Mukwonago Historical and Museum Society (MHMS) as is for one more year.

H. Pringle noted that this is done annually. There are no significant changes other than dates compared to last year's loan agreement.

C. Stienstra/E. Brill motioned to approve the outgoing Grutzmacher Collection Committee Loan Agreement with the Mukwonago Historical and Museum Society for another year as presented. Unanimously carried.

EIFS Painting

Discussion and possible action on recommendation from Building and Grounds Committee to accept proposal from Merit Painting for painting the EIFS.

Director Armour and E. Brill noted the location of the EIFS and reasons behind the need for painting. Discussion continued regarding long-term how to best seal or fix this portion of the roof.

M. Lacock/E. Brill motioned to approve the exterior EFIS painting by Merit Painting to not exceed \$12,800 utilizing WCCF funds. Unanimously carried.

Resolution 2025-04

Discussion and possible action on Resolution 2025-04 Funding Transfer for Website Development.

H. Pringle noted that this is a resolution built off of August's meeting regarding funding for the website development.

C. Stienstra/J. Werner motioned to approve H. Pringle to sign the Resolution 2025-04 Funding Transfer for Website Development. Unanimously carried.

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 the governing body.)
Library Director evaluation.

D. Whalen/H. Pringle motion to enter into closed session by E. Pautz, E. Brill, K. Sperstad, S. Perkins, L. Spielman, A. Cooper, C. Stienstra, D. Whalen, H. Pringle, J. Werner, M. Oberwise-Lacock. 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.

K. Sperstad/S. Perkins motion to enter into open session by E. Pautz, E. Brill, K. Sperstad, S. Perkins, L. Spielman, A. Cooper, C. Stienstra, D. Whalen, H. Pringle, J. Werner, M. Oberwise-Lacock. Motion carried.

E. Brill/C. Stienstra motioned to approve Director Armour's salary increase as discussed in closed session based on her 2025 director evaluation. This will be effective for the 2026 budget year. Unanimously carried.

S. Perkins/K. Sperstad motioned to table the discussion regarding the Library Director's Goals for 2026 until the October Library Board meeting. Unanimously carried.

Referral Items

Recommended 2026 Goals for Director Armour
Recommended joint meeting of the Policy and Personnel Committees

Confirm Next Meeting Date

Regular Library Board on October 9, 2025 at 6:00pm

Adjournment

E. Brill/C. Stienstra motioned to adjourn the meeting. Unanimously carried. The meeting was adjourned at 7:55pm.

Mukwonago Community Library Executive Summary 2025

As of 10/9/2025

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	737,688.00	520,106.46	217,581.54	70.5%
5112 - Social Security	55,244.00	39,723.67	15,520.33	71.9%
5152 - Retirement	39,735.00	27,710.02	12,024.98	69.7%
5152-10 Deferred Comp. ICMA	10,812.00	8,312.15	2,499.85	76.9%
5154 - Health	61,089.00	48,149.90	12,939.10	78.8%
5158- OPEB Payout	-	0.00	0.00	
5159 - Other Fringe Benefits	3,500.00	2,651.43	848.57	75.8%
5219 - Professional Services	4,500.00	8,556.35	(4,056.35)	190.1%
5220 - Contractual Services	32,500.00	25,053.48	7,446.52	77.1%
5221 - Water & Sewer	3,000.00	2,375.64	624.36	79.2%
5222 - Electric	34,500.00	25,785.58	8,714.42	74.7%
5224 - Gas	12,500.00	682.54	11,817.46	5.5%
5225 - Telephone	10,700.00	6,299.42	4,400.58	58.9%
5226 - Insurance	10,000.00	6,697.90	3,302.10	67.0%
5310 - Outside Services	17,500.00	12,155.55	5,344.45	69.5%
5311 - Operational Supplies	11,500.00	7,869.27	3,630.73	68.4%
5312 - Printing	1,600.00	1,219.79	380.21	76.2%
5314 - MetaSpace 511 Equip & Fixtures	2,000.00	554.02	1,445.98	27.7%
5315 - Postage	1,200.00	827.45	372.55	69.0%
5316 - Collection Maintenance & Repair	6,500.00	4,419.72	2,080.28	68.0%
5317 - MetaSpace Maintenance	7,000.00	5,362.52	1,637.48	76.6%
5318 - Thingery Maintenance	2,500.00	2,760.16	(260.16)	110.4%
5326 - Periodicals	1,000.00	733.17	266.83	73.3%
5327 - Newspapers	2,000.00	1,407.55	592.45	70.4%
5328 - Books	80,000.00	57,748.95	22,251.05	72.2%
5329 - AV Materials	7,000.00	5,485.64	1,514.36	78.4%
5330- Thingery Collection	3,500.00	2,831.16	668.84	80.9%
5331 - Programming	11,000.00	9,647.14	1,352.86	87.7%
5332 - Mileage	500.00	239.35	260.65	47.9%
5333 - Outreach	3,000.00	2,673.71	326.29	89.1%
5335 - Training & Travel	7,000.00	5,187.82	1,812.18	74.1%
5340 - Electronic Tools & Services	10,500.00	9,034.23	1,465.77	86.0%
5341 - Cafe	26,951.00	26,951.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	1,275.00	1,275.00	0.00	100.0%
5349 - Digital Collections	19,441.00	15,800.48	3,640.52	81.3%
5395 - Repairs & Maintenance	13,000.00	16,878.04	(3,878.04)	129.8%
5399 - Other	500.00	346.36	153.64	69.3%
5810 - Furniture & Fixtures	2,000.00	1,706.68	293.32	85.3%
581100 - Equipment<\$5,000	9,659.00	3,281.81	6,377.19	34.0%
511105 - Equipment >\$5,000	-	0.00	0.00	
TOTAL Budget Accounts	1,265,094.00	919,101.11	345,992.89	72.7%
<i>Donation Accounts</i>				

Balance from 2024(verified)	24,412.34		
4890 - Donations Revenue 2025			83,620.17
5806 - Donation Expenditures 2025			(148,216.89)
TOTAL Donation Accounts	(40,184.38)		(64,596.72)
OVERALL TOTAL			281,396.17

**Mukwonago Community Library
REVENUE 2025**

Department Name	2025 Budget	9/30/2025	
Property tax	585,180	585,180	100%
Inter Gov Revenue	644,914	324,964	50%
Copies & Faxes	5,500	5763	105%
Material Replacement	1,000	1,786	179%
Book Sale Revenue	3,500	4,243	121%
Fines	13,000	12,577	97%
Misc. Revenue	0	1,574	
Interest Revenue	12,000	14,825	124%
Total Revenue	1,265,094	950,911	75.2%

Mukwonago Community Library
Account #440-5511
October 9, 2025

Account	Vendor	Description	Amount
5219 Professional Services	Buelow Vetter Buikema ...	Policy review	285.00
5219 Professional Services	Crivello Nichols & Hall	Assess bylaws	280.00
5219 Professional Services	Ruekert-Mielke- Village Charge	Parking lot addition investi	3287.75
5220 Contracted Services	Great America Financial Services	11/10/25-12/09/25	403.19
5220 Contracted Services	Impact	6/10/25-9/9/25 copies	673.97
5221 Water-Sewer	Village Of Mukwonago	5/30/25-9/2/25	875.24
5222 Electric	WE Energies	8/25/25-9/23/25	2479.36
5224 Gas	WE Energies	8/25/25-9/23/25	157.59
5225 Telephone	Spectrum Business/ Charter	8/28/25-9/27/25	152.05
5225 Telephone	Vonage- Village Charge	9/11/25-10/10/25	421.41
5226 Insurance Premiums	R & R Insurance	Workers Comp Q4	182.30
5226 Insurance Premiums	R & R Insurance	General Liability	665.36
5226 Insurance Premiums	R & R Insurance	Cyber	130.24
5226 Insurance Premiums	R & R Insurance	Public Officials	778.21
5310 Outside Services	Alsco	Mats & dusters	102.74
5310 Outside Services	America In-Home Premium Aquatics LLC	September Fish tank Main	85.00
5310 Outside Services	Credit Card Monthly Service Fee	Elavon September	172.30
5310 Outside Services	Credit Card Processing Fees	Seedlive9/5/25-9/12/25	4.44
5310 Outside Services	Credit Card Monthly Service Fee	Seedlive September 2025	9.95
5310 Outside Services	Credit Card Processing Fees	Seedlive9/12/25-9/26/25	6.51
5310 Outside Services	Credit Card Processing Fees	9/26/25-10/3/25	3.34
5310 Outside Services	Klassy Kleaners	September weekend clear	840.00
5311 Operational Supplies	4Imprint- Village Credit Card	New Employee Notebooks	374.05
5311 Operational Supplies	Amazon Business	General supplies	229.96
5311 Operational Supplies	Canva- Village Credit Card	Business cards	64.50
5311 Operational Supplies	Complete Office	Copy Paper	110.98
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning Supplies	110.75
5311 Operational Supplies	Walmart- Village Credit Card	General Supplies	79.17
5312 Printing	Gordon Flesch- Village Charge	Copies 7/15/25-8/12/25	24.31
5312 Printing	Gordon Flesch- Village Charge	Lease 9/20/25-10/19/25	18.48
5312 Printing	James Imaging- Village Charge	Lease8/15/25-9/14/25	49.49
5314 MetaSpace Equipment & Fixt	Tecre Co.-Village Credit Card	Graphic Punch	199.48
5315 Postage	Postage Used	August	19.98
5315 Postage	Postage Used	September	17.76
5315 Postage	Quadient-Village Charge	Lease 6/8/25-9/7/25	66.96
5316 Collection Maintenance & Re	Demco	Book jackets	192.14
5316 Collection Maintenance & Re	Quill	Book Tape	129.39
5317 MetaSpace Maintenance	Amazon Business	Program supplies	86.66
5317 MetaSpace Maintenance	Epilog Shop- Village Credit Card	Grid cutting table	154.00
5317 MetaSpace Maintenance	Kim Watnos-Olson	Needle Felt classes	300.00
5317 MetaSpace Maintenance	Northern Laser Systems	Filters for laser printer	764.00
5318 Thingery Maintenance	Amazon Business	Thingery supplies	61.83
5318 Thingery Maintenance	Disney + -Village Credit Card	Monthly Bundle	17.94
5318 Thingery Maintenance	Netflix- Village Credit Card	10/1/25-10/31/25	24.99
5328-5700 Books	Amazon Business	Books	61.49
5328-5700 Books	Brodart	Books	14.74
5328-5700 Books	Ingram	Books	11.47

5328-5700 Books	Ingram	Books	16.28
5328-5700 Books	Ingram	Books	14.57
5328-5700 Books	Ingram	Books	83.11
5328-5700 Books	Ingram	Books	16.24
5328-5700 Books	Ingram	Books	108.63
5328-5700 Books	Ingram	Books	11.60
5328-5700 Books	Ingram	Books	43.88
5328-5700 Books	Ingram	Books	99.35
5328-5700 Books	Ingram	Books	18.25
5328-5700 Books	Ingram	Books	7.61
5328-5700 Books	Ingram	Books	11.15
5328-5700 Books	Ingram	Books	49.10
5328-5700 Books	Ingram	Books	149.92
5328-5700 Books	Ingram	Books	22.61
5328-5700 Books	Ingram	Books	35.44
5328-5700 Books	Ingram	Books	31.88
5328-5700 Books	Ingram	Books	60.37
5328-5700 Books	Ingram	Books	389.38
5328-5700 Books	Ingram	Books	42.78
5328-5700 Books	Ingram	Books	37.05
5328-5700 Books	Ingram	Books	18.86
5328-5700 Books	Ingram	Books	197.93
5328-5700 Books	Ingram	Books	10.98
5328-5700 Books	Ingram	Books	11.77
5328-5700 Books	Ingram	Books	34.67
5328-5700 Books	Ingram	Books	15.63
5328-5700 Books	Ingram	Books	20.75
5328-5700 Books	Ingram	Books	54.36
5328-5700 Books	Ingram	Books	11.53
5328-5700 Books	Ingram	Books	14.54
5328-5700 Books	Ingram	Books	19.02
5328-5700 Books	Ingram	Books	43.66
5328-5700 Books	Ingram	Books	27.69
5328-5700 Books	Ingram	Books	44.65
5328-5700 Books	Ingram	Books	10.97
5328-5700 Books	Ingram	Books	32.72
5328-5700 Books	Ingram	Books	19.75
5328-5700 Books	Ingram	Books	17.17
5328-5700 Books	Ingram	Books	11.01
5328-5700 Books	Ingram	Books	23.53
5328-5700 Books	Ingram	Books	11.71
5328-5700 Books	Ingram	Books	9.98
5328-5700 Books	Ingram	Books	96.00
5328-5700 Books	Ingram	Books	16.61
5328-5700 Books	Ingram	Books	21.65
5328-5700 Books	Ingram	Books	151.17
5328-5700 Books	Ingram	Books	22.90
5328-5700 Books	Ingram	Books	33.43
5328-5700 Books	Ingram	Books	52.53
5328-5700 Books	Ingram	Books	26.18
5328-5700 Books	Ingram	Books	13.44
5328-5700 Books	Ingram	Books	20.99

5328-5700 Books	Ingram	Books	23.98
5328-5700 Books	Ingram	Books	28.18
5328-5700 Books	Ingram	Books	26.18
5328-5700 Books	Ingram	Books	14.29
5328-5700 Books	Ingram	Books	13.99
5328-5700 Books	Ingram	Books	280.32
5328-5700 Books	Ingram	Books	13.41
5328-5700 Books	Ingram	Books	24.08
5328-5700 Books	Ingram	Books	29.18
5328-5700 Books	Ingram	Books	47.18
5328-5700 Books	Ingram	Books	29.69
5328-5700 Books	Ingram	Books	18.95
5328-5700 Books	Ingram	Books	468.57
5328-5700 Books	Ingram	Books	35.99
5328-5700 Books	Ingram	Books	126.28
5328-5700 Books	Ingram	Books	19.50
5328-5700 Books	Ingram	Books	22.50
5328-5700 Books	Ingram	Books	15.92
5328-5700 Books	Ingram	Books	12.76
5328-5700 Books	Ingram	Books	11.06
5328-5700 Books	Ingram	Books	10.22
5328-5700 Books	Ingram	Books	11.08
5328-5700 Books	Ingram	Books	79.77
5328-5700 Books	Ingram	Books	26.16
5328-5700 Books	Ingram	Books	10.86
5328-5700 Books	Ingram	Books	13.90
5328-5700 Books	Ingram	Books	202.57
5328-5700 Books	Ingram	Books	4.49
5328-5700 Books	Ingram	Books	16.63
5328-5700 Books	Ingram	Books	23.88
5328-5700 Books	Ingram	Books	17.42
5328-5700 Books	Ingram	Books	17.06
5328-5700 Books	Ingram	Books	20.60
5328-5700 Books	Ingram	Books	9.78
5328-5700 Books	Ingram	Books	16.22
5328-5700 Books	Ingram	Books	20.02
5328-5700 Books	Ingram	Books	77.91
5328-5700 Books	Ingram	Books	11.60
5328-5700 Books	Ingram	Books	14.17
5328-5700 Books	Ingram	Books	101.05
5328-5700 Books	Ingram	Books	420.56
5328-5700 Books	Ingram	Books	18.94
5328-5700 Books	Ingram	Books	10.65
5328-5700 Books	Ingram	Books	58.49
5328-5700 Books	Ingram	Books	17.16
5328-5700 Books	Ingram	Books	38.17
5328-5700 Books	Ingram	Books	40.46
5328-5700 Books	Ingram	Books	43.68
5328-5700 Books	Ingram	Books	82.69
5328-5700 Books	Ingram	Books	9.53
5328-5700 Books	Ingram	Books	84.11
5328-5700 Books	Ingram	Books	22.96

5328-5700 Books	Ingram	Books	18.11
5328-5700 Books	Ingram	Books	34.41
5328-5700 Books	Ingram	Books	546.93
5328-5700 Books	Ingram	Books	17.24
5328-5700 Books	Ingram	Books	205.52
5328-5700 Books	Ingram	Books	14.39
5328-5700 Books	Ingram	Books	20.99
5328-5700 Books	Ingram	Books	18.39
5328-5700 Books	Ingram	Books	31.78
5328-5700 Books	Ingram	Books	15.73
5328-5700 Books	Ingram	Books	21.49
5328-5700 Books	Ingram	Books	32.50
5328-5700 Books	Ingram	Books	14.61
5328-5700 Books	Ingram	Books	10.92
5328-5700 Books	Ingram	Books	23.49
5328-5700 Books	Ingram	Books	16.42
5328-5700 Books	Ingram	Books	10.99
5328-5700 Books	Ingram	Books	192.61
5328-5700 Books	Ingram	Books	1585.20
5328-5700 Books	Ingram	Books	12.49
5328-5700 Books	Ingram	Books	12.49
5328-5700 Books	Ingram	Books	33.08
5328-5700 Books	Ingram	Books	16.74
5329-5700 AV Material	Amazon Business	DVD	37.84
5329-5700 AV Material	Midwest Tape	DVDs	16.99
5329-5700 AV Material	Midwest Tape	DVDs	179.19
5329-5700 AV Material	Midwest Tape	DVDs	46.48
5330 Thingery Collection	Amazon Business	Thingery items	140.80
5331 Programming	Amazon Business	Program supplies/ YS	58.17
5331 Programming	Amazon Business	Program supplies/ Event	43.15
5331 Programming	Amazon Business	Program supplies/ Adult	398.60
5331 Programming	First Impressions	Salem Witch Trials	190.00
5331 Programming	Walgreens- Village Credit Card	Program supplies	25.00
5331 Programming	Walmart- Village Credit Card	Program Supplies	81.07
5333 Outreach	Adobe- Village Credit Card	Creative Cloud 9/6/25-10/!	36.74
5333 Outreach	Adobe- Village Credit Card	Creative Cloud 10/6/25-11	36.74
5335 Training & Travel	Haley Gilbert	Workshop mileage	16.10
5335 Training & Travel	Kayleigh Ruzga	Workshop mileage	37.80
5340 Electronic Tools & Services	Divi Life- Village Credit Card	Divi Bars renewal	24.00
5340 Electronic Tools & Services	UKG- Village Charge	August Payroll processing	407.61
5340 Electronic Tools & Services	Velocity	Endpoint security 9/1/25-9	12.00
5340 Electronic Tools & Services	Velocity	Endpoint security 6/1/25-8	36.00
5349 Digital Collections	Midwest Tape	Hoopla	884.86
5395 Repairs & Maintenance	Crystal Vista	Window cleaning	1249.00
5395 Repairs & Maintenance	Dan Plautz Cleaning Service	Carpet Cleaning	424.00
TOTAL REGULAR ACCOUNTS			27,650.91

Donations

9806 Donation Expense Designate Andrew's Lock	Rekey locks	1119.00
9806 Donation Expense Designate Bernstein & Associates	NAGPRA consult	560.00
5806 Donation Expense Designate Library Strategies	Consulting Services- Sept	5000.00
5806 Donation Expense Designate Playaway	playaways/ PD by Grant	60.34
5806 Donation Expense Designate Playaway	playaways/ PD by Grant	554.81
5806 Donation Expense Designate United States Alliance Fire Protection	Repair backflow, change c	1472.00

Director	Treasurer	Total Donation Expense:	8,766.15
		To Be Reimbursed	8,766.15
		Regular Donation Expense	0.00
Secretary		Total Expenses	36,417.06

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S FINANCE COMMITTEE
Wednesday, October 1, 2025**

Time: **4:00 pm**

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

Call to Order

Meeting called to order at 6:04 pm by Chairperson Stienstra.

Roll Call and Introduction of Guests

Board Members Present

C. Stienstra

J. Werner

Via Zoom

K. Sperstad

Excused

H. Pringle

Also Present

A. Armour, Library Director

Approval of Minutes

J. Werner/K. Sperstad moved to approve the minutes of August 19, 2025, as presented. Unanimously carried.

Discussion/Action Items

2026 Budget

Discussion and possible action on the draft 2026 budget.

Director Armour presented her draft budget and narrative developed using firm numbers from the Village. J. Werner/C. Stienstra motioned to approve the budget and narrative as presented and recommend it to the Library Board for approval and adoption at the October meeting. Unanimously carried.

5. Referral Items - none

6. Confirm Next Meeting Date – this Committee meets as needed

7. Adjourn

J. Werner/K. Sperstad motioned to adjourn the meeting. Unanimously carried. Meeting adjourned at 4:27 pm.

Minutes submitted by Abby Armour

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S POLICY COMMITTEE
Thursday, September 18, 2025**

Time: **11:00 am**

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

1. Call to Order

Chairperson H. Pringle called the meeting to order at 11:03 am.

2. Roll Call and Introduction of Guests

Board Members Present

H. Pringle

D. Whalen

Via Zoom

C. Stienstra

K. Sperstad

Also Present

A. Armour, Library Director

3. Approval of Minutes

K. Sperstad/H. Pringle motioned to approve the Policy Committee Meeting Minutes from May 27, 2025. Unanimously carried. D. Whalen abstained.

4. Discussion/Action Items

4.a Circulation Policy

Discussion and possible action on a proposed draft with update so the Circulation Policy.

Director Armour presented her draft of updates to the Circulation Policy that would eliminate overdue fines on regular collections. Discussion focused on updates to language that would streamline administration and ensuring clarity of language to convey the intent of the changes clearly to library cardholders. C. Stienstra/K. Sperstad motioned to recommend the draft of the Circulation Policy as revised to the Library Board at their next regular meeting. Unanimously carried.

4.b Gift Acceptance Policy

Discussion and possible action on updates to the Donation of Materials Policy including renaming it to the Gift Acceptance Policy.

Director Armour presented her draft of updates to the Donation of Materials Policy, recommending a complete re-write and renaming to the Gift Acceptance Policy. Discussion focused on the alignment of the proposed updates to the recommendations from Library Strategies and how the policy would serve the Library during the upcoming capital campaign. K. Sperstad/C. Stienstra motioned to recommend the draft of the Gift Acceptance Policy as revised to the Library Board at their next regular meeting. Unanimously carried.

4.c Emergency Preparedness Policy

The Committee did not have updates for this procedure.

4.d Records Retention Policy

The Committee did not have updates for this policy.

4.e Finance Policy

The Committee did not have updates for this policy.

4.f Electronic Meetings Policy

The Committee did not have updates for this policy.

4.g Display Case and Posting Policy

The Committee did not have updates for this policy.

4.h Program Policy

The Committee did not have updates for this policy.

4.i Firearms Policy

The Committee did not have updates for this policy.

4.j Credit Card Use for Payment of Library Fines and Fees Policy

The Committee did not have updates for this policy.

D. Whalen/K. Sperstad moved to report to the Library Board that the policies listed in agenda items 4.c through 4.j have been reviewed and no changes are recommended at this time. Unanimously carried.

5. Referral Items - none

6. Confirm Next Meeting Date

A Joint Policy-Personnel Committee meeting is on November 6, 2025 @ 6:00pm.

7. Adjourn

D. Whalen/C. Stienstra motioned to adjourn the meeting. Unanimously carried.
Meeting adjourned at 11:51 am.

Minutes submitted by Abby Armour

THE DIRECTOR'S REPORT

OCTOBER 2025 MUKWONAGO COMMUNITY LIBRARY

reflections on September

*from the desk of
Abby Armour*

NEWS YOU CAN USE

Notice of Inventory Completion (NIC) - The NIC for the Sand Cove/Bennett Mound Belongings was published in the Federal Register on September 10. The sole claimant is the Shingle Springs Band of Miwok Indians (SSBMI), to whom we've previously repatriated Bennett Mound Belongings. We look forward to finalizing this Inventory and coordinating with SSBMI to return all repatriated Belongings home soon.

Fiber Optic Connection - The school district and Village completed their fiber optic connection in the Library's server closet under a Memorandum of Understanding ensuring shared, efficient infrastructure. This concludes the Library's role in the construction process.

Capital Campaign Planning - Library Strategies, Trustee Eliza Pautz, and I have been developing the capital campaign committee. We've created a "library champions" model—a more inclusive twist on traditional campaigns—to invite people to help the Library raise money. The feasibility study committee will reconvene on October 7 to hear updates on our progress since May and share insights on moving forward. Huge shoutout to Trustee Pautz for her tremendous outreach connecting with potential committee members—this project wouldn't be moving forward without her!

ADVOCACY

We had two great advocacy opportunities this month!

Wisconsin Valley Library System Directors' Retreat - I was invited to speak at the WVLS Directors' Retreat in Merrill, Wisconsin, on community collaboration. WVLS Education Consultant Jamie Matczak invited me to share my enthusiasm for community collaboration with WVLS libraries. I shared insights on building community connections and participated in the retreat—a great professional development opportunity to share expertise with librarians from around the state.

Village Tourism Video - The Village of Mukwonago is creating a tourism video featuring the Library alongside The Elegant Farmer, The Fork in the Road, the Farmer's Market, Espresso Love, and Crush Wine Bar. Village Administrator Dykstra invited us because the video highlights unique aspects of the Village. Staff and Library super users were filmed using the MetaSpace, checking out a sewing machine, and using the smartlockers. We'll share the video when it's ready!



Behind-the-scenes photos of the video shoot!

CIRCULATION & CUSTOMER EXPERIENCE TEAM

Professional Development - In September, Public Service Associate Kayleigh Ruzga and Material Specialist Haley Gilbert attended the SEWI Book Repair Workshop at Wauwatosa Public Library, learning hands-on techniques to keep our books in circulation longer. They came back energized and ready to apply what they learned including using acid-free book tape to increase the shelf-life of materials, and how to shave down loose pages to reduce overhang when conducting a repair.



Thanks to Bridges and SEWI for coordinating this free book repair workshop!

September also brought fantastic news from two Library initiatives: Library Card Signup Month and Fine Free Fall. We saw an incredible response including **112 new library cards**, our best September ever, and circulation jumped nearly 5% compared to last year. What does this mean? More users are discovering what the Library has to offer, more families are checking out materials, and more people are coming back. Fine Free Fall especially showed us that removing barriers makes a real difference in bringing community members through our doors!

COLLECTIONS & PROGRAMS TEAM

New Mahjong Club - We successfully launched our new Mahjong Club! In September, 12 community members attended a planning meeting to gauge interest. Adult Services Librarian Lindsey and Associate Director Ceithamer collaborated with local volunteer experts to establish a weekly meeting time that serves our allows members to participate in surrounding mahjong clubs that meet on different days. Community volunteers rotate to teach newcomers and facilitate each meeting. Our first official meeting drew 17 participants and generated significant local interest. This club offers patrons the chance to learn a new skill, build connections, and engage with the broader regional mahjong community. We've also added new learning guides to our Adult Nonfiction Collection and an American Mahjong set in our Thingery for patrons to check out and practice at home.



Vega Launch - We launched Vega, a new discovery layer for our catalog in partnership with Bridges Library System. This upgrade involved months of behind-the-scenes work, including staff meetings to determine optimal layouts, extensive catalog cleanup, and custom graphics for our homepage. Associate Director Ceithamer served on a committee of 10 librarians from across our 24-library system to collaborate on verbiage and design elements. The new discovery layer offers an enhanced, intuitive search experience that makes it easier for our community to find and access library materials.

THE DIRECTOR'S REPORT

Mukwonago Community Library
Oct. 2025 - Reflections on Sept.

BY THE NUMBERS: SEPTEMBER 2025

221,715

Total 2025
physical + digital circulation
-.9% compared to 2024



19,736

physical item circulation
in September
+5% compared to 2024

3,888

digital item circulation
in September
+9.9% compared to 2024



1,588

items circulated through the
smartlockers in September
-4.9% compared to 2024

409

community members
used our rooms
in September
-17.6% compared to 2024



630

new items added
in September
+49% compared to 2024

87,835

Total 2025
visits to the library
+0% compared to 2024

112

new library cards
in September
+1% compared to 2024



910

people attended
programs in September
+27% compared to 2024

UPCOMING PROGRAMS

Did you know Library staff plan programs and events months in advance? Regular programs like storytime and Friday Movies are planned and published to the website at least two months out. Big events like the Holiday Tree Lighting begin planning six months ahead, and Summer Library Program planning starts 10 months out!

Mark your calendars for these upcoming events—and contact Director Armour if you'd like to volunteer!

Trick-or-Treat at the Library

Friday, October 24 | 3:30–5:30PM

Visit for Business Trick-or-Treating in Mukwonago! We'll have several stops throughout the Library for tricks or treats (candy and non-candy options). Open to families of all ages.

Holiday Tree Lighting

Wednesday, December 3 | 5:30–7:00PM

Celebrate the start of the holiday season! Enjoy holiday storytime, meet Santa, community craft stations, and a performance from Kay's Academy of Dance. Registration not required.

Sensory Friendly Holiday Tree Lighting

Thursday, December 4 | 5:30–7:00PM

An inclusive tree lighting celebration! Enjoy holiday storytime, meet Santa, and community craft stations in a quiet environment. Registration recommended.

Scan the QR code to see
the full event calendar



THE DIRECTOR'S REPORT

Mukwonago Community Library
Oct. 2025 - Reflections on Sept.



ABBY ARMOUR
LIBRARY DIRECTOR

aarmour@mukwonagolibrgr.org
(262) 363-6411 ext. 4100

Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour

Updated for Library Board October 9, 2025

Purpose: This document takes the individual goals of the Strategic Plan and ranks them hierarchically based on importance and timeliness. Updates are provided to show progress on each goal.

Order of Operations Numbering Hierarchy:

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

1 - this is foundational to completing other goals

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

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

Strategic Priority	Strategic Goal	Strategy	Strategy Owner	Time Frame	Order of Operations
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Conduct staff time study to determine gaps in needs and efficient use of skills and talent	Library Board and Director Armour	2023	0
		This goal has been met as of January 2024.			
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 Director Armour	2023	0
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • December 2024 Engberg Anderson presented final design development report for Phase 1 • January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1 • May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project • May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board • Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting • Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins • September 2025 Engberg Anderson present final design development plan, Village Board commits to funding for 2027, Director Armour begins state grant application			
	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 Director Armour	2023	0
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • April 2025 hired two (instead of one) new Library Associates to fill outgoing position; will have more staff trained on the complexities of the Info Desk and allow us to remove Associate Directors from closing shift and concentrating their time during the busiest times • August 2025 hired new Adult Services Librarian and explicitly selected candidate with strong reference desk background and ability to develop and implement procedures			

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 → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • February 2025 Director Armour visited Nature's Classroom Montessori School to learn how each organization can support each other; Co-Directress Deepa Shreekumar shared that the outreach was deeply meaningful as the Library has never visited before and offered many ideas of how we could collaborate • April 2025 partnered with Waukesha State Bank for second year in a row for their Pay It Forward initiative during National Library Week • Summer 2025 scheduled staff to be available for outreach at Farmer's Markets, Village 120th Anniversary, and National Night Out including offering extra shifts to PSAs and Pages	Library Board and Director Armour	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 → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • NAGPRA compliance in 2024: transferred physical custody of 1 repatriation (Wilton Rancheria), granted second repatriation request (Shingle Springs Band of Miwok Indians), received third request for repatriation (Delaware Nation), and participated in 3 consultations • December 2024 received Request for Repatriation from Delaware Nation and Library Board is currently considering Request • March 2025 Library Board approves request for repatriation from Delaware Nation; Director Armour and Bernstein & Associates are working on proper noticing and administration • May 2025 Notice of Intended Repatriation is posted to the Federal Register; concludes with no contesting request and Belongings are repatriated to Delaware Nation • June 2025 repatriated Belongings are physically returned to Delaware Nation via the mail • June 2025 two retractable banners displaying information about the Grutzmacher Collection are developed, with copy written by Director Armour and design created by Marketing & Outreach Specialist Emma Plitzner; first displayed at Village 120th Anniversary celebration on July 3 • June 2025 Inventory for Bennett Mound and/or Sand Cove Belongings submitted to National NAGPRA for notice publication • Summer 2025 began working with the MHMS to design signage for the RBM for visitors to learn more about the Collection and NAGPRA more broadly • September 2025 Engberg Anderson present final design development plan which includes dedicated Grutzmacher Collection display area, Village Board commits to funding for 2027, Director Armour begins state grant application	Adult Services Team, Library Board, and Director Armour	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 → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • May 2025 ended expensive Wowbrary membership and began integrating content from platforms we already own or use including LibraryCalendar rolling out the ability to embed content into our website and exploring using LibraryAware for recommended reads • July 2025 Library Board acknowledges need to move forward with website development and requests LibraryMarket provide further information at the August meeting • August 2025 Library Board hires LibraryMarket to build new website; Director Armour, Associate Director Pride, and Marketing & Outreach Specialist Plitzner begin working with LibraryMarket team on first steps with rollout expected around February 2026 • September 2025 website workgroup comprised of Director Armour, Associate Director Pride, and Marketing & Outreach Specialist Plitzner begin working with LibraryMarket on website "discovery" phase and put out surveys to staff and public	Library Board and Director Armour	2023	1

CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Invest in marketing and outreach materials → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • Janaury 2025 conducted review of rack cards and brochures; working on updates and will purchase more soon. • Invested in banner for front of library sharing Director Armour's I Love My Librarian Award; receive daily compliments • February 2025 began posting yard signs advertising each month's major programs; installed on Library property with high-visibility (i.e. near exterior book drop, parking lot entrances) as well as installed at Village Hall • February - March 2025 Director Armour, Associate Director Pride, Circulation Specialist Fiehweg, and Marketing & Outreach Specialist Plitzner worked together on rolling out LX Starter, developing new email notices for holds and overdues, becoming one of the first Bridges' libraries to adopt these more user-friendly notices; significant staff time was invested in the design of the notices, the public awareness campaign, and coordinating with Bridges on the technical deployment. • June 2025 collaborated with Village of Mukwonago Utilities department to have them hand out Library swag bags to water meter changeout customers, investing outreach dollars directly into Village resident awareness	Library Board and Director Armour	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 → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal	Library Board and Director Armour	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 → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • April 2025 Marketing and Outreach Specialist Emma Plitzner attended the Wisconsin Association for Public Libraries (WAPL) conference to present alongside Emily Heller of Bridges regarding the implementation of the 360 online virtual tours • May 2025 Business Manager Cathryn Kim took class entitled "Emergency and Crisis Management: Prioritizing, Providing, and Preparedness for Libraries" then used what she learned to improve our internal emergency procedures • January through July 2025 Director Armour and Associate Director Ceithamer participate in the Village's Health Care Task Force to learn more about health care options available to the Village; will make a recommendation to the Village Board at the beginning of budgeting season • September 2025 two staff attend SEWI book covering workshop at Wauwatosa Public Library	Library Board and Director Armour	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 → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • December 2024 on recommendation from DPW Head, sought out quote for converting fire panel communication to cellular, reducing costs and improving functionality; Building & Grounds Committee to consider proposal in February • February 2025 Building & Grounds Committee approves plan to install rain gardens in stormwater management ponds in collaboration with Village DPW and with educational support by Waukesha County Parks and Land Use Department; the solution would not only eliminate a hard-to-mow area but would help the Village in their stormwater management initiative • February - April 2025: Village runs underground fiber optic cable to Library and into server closet with junction to school district's fiber; installation finished in April; school district, Village, and Library sign MOU regarding this shared resource • May 2025 rain garden in north stormwater pond is installed with two programs open to the public and in collaboration with teh Waukesha County Parks and Land Use Department • June 2025 locks are updated to align with needs of emergency personnel and DPW to access necessary areas when needed • Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting	Library Board and Director Armour	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 → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • February 2025 Associate Director Ceithamer and Youth Services Librarian DeAngelis attend virtual training on offering Braille resources; use knowledge to craft grant proposal for the the competitive Bridges Innovation Grant	Library Board and Director Armour	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 → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 launched online survey to gather information about usage • January 2025 included questions on program sign-in sheet requesting zip code to determine who attends programs • June 2025 reflected on data gathered in first half of year and updated the program sign-in sheet to gather missing data in order to better determine where users are learning about the library	Community Engagement Team and Director Armour	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 → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 Developed and implemented comprehensive program planning checklist - streamlines staff collaboration across development, execution, and evaluation phases while maintaining strategic alignment • April 2025 hired two (instead of one) new Library Associate to fill outgoing position; will have more staff trained on core programs such as Bubble Boogie as well as provide more programs overall • Summer 2025 offering increased tween and teen programming including weekly Teen Tuesdays	Library Board and Director Armour	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 → See 2024 Updates for prior work on this goal • In 2024 we offered 352 separate programs for ages 0-17 with total attendance of 8,555; this is an improvement over 2023 when we offered 322 separate programs (10% increase) with total attendance of 8,793 (decrease of 2.7%)	Youth Services Team and Director Armour	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 • January 2025 Developed and implemented comprehensive program planning checklist - streamlines staff collaboration across development, execution, and evaluation phases while maintaining strategic alignment • February 2025 began offering second, afternoon option for popular Zentangle program • April 2025 hired two (instead of one) new Library Associate to fill outgoing position; will provide more bandwidth to cross-train on adult programs and overall increase number of programs • June 2025 Adult Services Librarian submitted resignation; subsequent job search emphasized community engagement and Info Desk leadership • August 2025 hired new Adult Services Librarian with strong background in reference services and programming; immediately began training on Info Desk and assessing resource information center	Library Board and Director Armour	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 Director Armour	Continuous	1
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 Director Armour and Associate Director Ceithamer attended the ALA LibLearnX Conference in Phoenix; attended sessions on indigenous librarianship and cataloging practices • February 2025 Associate Director Ceithamer and Youth Services Librarian DeAngelis attend virtual training on offering Braille resources; use knowledge to craft grant proposal for the the competitive Bridges Innovation Grant • April 2025 Associate Director Ceithamer selected for Bridge's committee to help hone and troubleshoot the new catalog discovery layer, Vega, before deployment in late summer • March - May 2025 Associate Director Ceithamer leads the Collection Developers in creating cataloging standards across all collections; included visits to other libraries to learn how they do cataloging, consultations with Bridges staff and Library Director, and several meetings; further work will be to collaborate with the new Materials Specialist to ensure streamlined label printing and processing as well the entire C&CE Team to ensure ease of finding things in the collection for tasks like the picklist			
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 Director Armour	Continuous	1
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 launched online survey to gather information about usage • January 2025 included questions on program sign-in sheet requesting zip code to determine who attends programs • May 2025 Associate Director Pride and his team conduct an online survey to close out a semester of the marketing plan and conduct a coffee chat with library visitors to gain more qualitative insight			
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 Director Armour	Continuous	2
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • February 2025 continued collaboration with Village Clerk's office to promote Library resources at elections • May 2025 the Administrative Team creates summer outreach calendar and each selects two events to be in charge of, then works with their teams to ensure everyone gets a chance to do outreach; includes monthly Farmer's Markets and National Night Out			
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 Director Armour	2024	2
This goal has been met as of May 2023.					
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 Director Armour	2024	2
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 launched online survey to gather information about usage • January 2025 included questions on program sign-in sheet about where users heard about the program • January 2025 through May 2025 was first marketing plan; a community survey and coffee chat were used as a benchmark and updates to the plan are currently underway			

EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	<p>Conduct noise evaluation and explore solutions</p> <p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> December 2024 Engberg Anderson presented final design development report for Phase 1 January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1 May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins September 2025 Engberg Anderson present final design development plan, Village Board commits to funding for 2027, Director Armour begins state grant application 	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	<p>Use data to determine needs for youth and teen areas</p> <p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> December 2024 Engberg Anderson presented final design development report for Phase 1 January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1 May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins September 2025 Engberg Anderson present final design development plan, Village Board commits to funding for 2027, Director Armour begins state grant application 	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	<p>Examine the needs and location of the MetaSpace 511</p> <p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> December 2024 Engberg Anderson presented final design development report for Phase 1 February 2025 determined sink in MetaSpace is leaking and replaced with larger sink with convenient sprayer head January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1 May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project; first design development meeting with the workgroup slated for June 10, 2025 May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins September 2025 Engberg Anderson present final design development plan, Village Board commits to funding for 2027, Director Armour begins state grant application 	Library Board and Director Armour	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 Director Armour	2024	2
		<ul style="list-style-type: none"> February 2025 Policy Committee conducts preliminary discussion about fines and directs Director Armour to compile research for the next meeting in May May 2025 Policy Committee examines research conducted by Director Armour and makes recommendation to Library Board to consider going fine free in 2026 June 2025 Library Board considers recommendation from Policy Committee and decides to continue examining the issue at future meetings July 2025 Library Board revisits topic and request Director Armour provide a list of outcomes that would be assessed during a fine-free month and bring it to the August Library Board meeting September through October 2025 is designated "Fine Free Fall" with no fines accruing on non-Thingery items and forgiving old fines when users visit the Circulation Desk; initial feedback from staff indicate that expensive items were returned in the first week and significantly less time was spent processing and administering payments 			
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 Director Armour	2023	2
		<ul style="list-style-type: none"> → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal 			
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 Director Armour	2024	2
		This goal has been met as of December 2024			
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 Director Armour	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 Director Armour	2024	2
		<ul style="list-style-type: none"> → See 2024 Updates for prior work on this goal April 2025 hired two (instead of one) new Library Associate to fill outgoing position; will have more staff trained on the complexities of the Info Desk and allow us to remove Associate Directors from closing shift and concentrating their time during the busiest times 			
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 Director Armour	2024	2
		<ul style="list-style-type: none"> → See 2024 Updates for prior work on this goal June 2025 Discontinuing notary services following June 2025 Adult Services Librarian resignation; notary services require individual bonding creating service gaps when staff unavailable; patron frustration from inconsistent availability due to 40-hour coverage during 60-hour operating schedule; front desk staff inappropriately asked to share employee schedules compromising privacy; multiple staff certification/bonding diverts resources from core library services; no other library in Bridges offers notarization; Village Hall maintains several authorized notaries providing more reliable alternative for this non-core service 			

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 Director Armour	Continuous	2
		<ul style="list-style-type: none"> • 2025 bi-monthly Collections & Programs Team meetings include standing agenda item to discuss program calendar and collaboratively develop programming two months out • Spring 2025 Associate Director Ceithamer and Adult Services Librarian Stape overhaul current book clubs, establishing a new non-fiction book club and offering Library-run book clubs during both afternoon and evening times • April 2025 tried first "after hours" adult program with a murder mystery, was big success and will replicate in October 2025 • August 2025 Associate Director Ceithamer created a mahjong group in response to community request; at least 12 participants will attend weekly meet-ups and the Library will provide necessary equipment, stock a mahjong game in The Thingery, and add books to the adult nonfiction collection 			
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 Director Armour	2024	2
		This goal has been met as of December 2024			
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 Director Armour	Continuous	2
		<ul style="list-style-type: none"> → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 launched Marketing Plan • May 2025 Associate Director Pride and his team conduct an online survey to close out a semester of the marketing plan and conduct a coffee chat with library visitors to gain more qualitative insight 			
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 Director Armour	Continuous	3
		<ul style="list-style-type: none"> → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • February 2025 and April 2025 continued collaboration with Village Clerk's office to promote Library resources at elections • Summer 2025 will be at the Farmer's Market monthly, the Village 120th Anniversary celebration, and National Night Out 			
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 Director Armour	Continuous	3
		<ul style="list-style-type: none"> → See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 hosted annual State of the Village address; staff arrive at 6:30am to enable program to occur • Spring 2025 collaborating with The Haase House to present monthly Art Club program open to all, helping them fill their need to connect, create, and socialize while offering a fun new program to the community • Spring 2025 local author Shawn Verdoni collaborates with MCL for a special book club about her "Canoodling" series; Associate Director Ceithamer connects with Crush Wine Bar to host the book club in the community • May 2025 Norris Academy conducts second annual art display and gala at the library as a way to reach the broader community • June 2025 Summer Library Program Kick-Off Event includes The Haase House and Citizen Bank as well as Friends of the Library sponsoring a petting zoo 			

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 Director Armour	Continuous	3
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January - February 2025 Director Armour visits 5 area libraries to research their automated materials handlers (AMHs); reports findings to the Building & Grounds Committee who agree this is a technology MCL should invest in and then direct Director Armour to contact vendors to get approximate costs and to determine if the current renovation plans are satisfactory for this machine or if changes need to be made during the construction document phase • March 2025 begin early stages of Cafe catalog discovery layer, Vega, rollout; Collections & Programs team engages in seminars to learn how to update the platform and begins discussions on how to utilize it • April 2025 Associate Director Ceithamer selected for Bridge's committee to help hone and troubleshoot the new catalog discovery layer, Vega, before deployment in late summer • Summer 2025 Collections and Programs Team builds the Vega discovery layer alongside cataloging standards in preparation for launch with the goal of seamless and enthusiastic user uptake • September 2025 Vega is launched and becomes the default user platform for the Cafe Catalog			
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 Director Armour	Continuous	3
		→ See 2024 Updates for prior work on this goal • January 2025 new budget includes a "Replacement" budget based on feedback from Collection Developers; start tracking how much of the materials budgets are being spent on replacing lost/damaged items • January 2025 new budget includes a "Focus" budget based on feedback from Collection Developers; prioritize needs as they are identified throughout the year (i.e. purchasing extremely high-demand copies, filling holes in the collection, etc.); the Collection Developers will collaborate to determine how these funds should be spent, ensuring the entire collection is considered			
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 Director Armour	2025	3
		• August 2025 all Bridges Library System member libraries agree to end their hoopla contracts due to the unsustainability of the pay-per-use model; funds instead are invested in Overdrive/Libby which allows permanent purchases, a massively lower cost-per-circulation with a resulting higher ROI, and serves a wide audience			
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 Director Armour	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 Director Armour	Continuous	3
		→ See 2024 Updates for prior work on this goal			
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 Director Armour	2025	3
		• January 2025 launched Marketing Plan • April 2025 Develop begun on robust, evergreen story collection infrastructure • June 2025 Associate Director Pride and his Team begin updates to Marketing Plan based on data collected in first half of the year			

SWOT Analysis Worksheet

For: 08.14.2022 – Strategic Planning

Strengths	Weaknesses
<p>What do we do well? What unique resources can we draw upon? What do other see as our strengths? Others?</p>	<p>What can we improve? Where do we need more resources? What are others likely to see as weaknesses? Others?</p>
Opportunities	Threats
<p>What opportunities are open to us? What trends could we take advantage of? How can we turn our strengths into opportunities? Others?</p>	<p>What threats can harm us? What is our 'competition' doing? What threats do our weaknesses expose us to? Others?</p>

DRAFT LIBRARY BUDGET FY 2026 - for Finance Committee Oct 1, 2025

REVENUES	FY 2026	Notes	FY 2025
411100 - General Property Taxes	\$ 602,180.00	Village providing \$17,000 increase to account for the 3% COLA and minus the difference in health insurance costs	\$ 585,180.00
434300 - County Grant (e-content grant from Bridges)	\$ 2,598.00		\$ 2,598.00
436500 - County Taxes (WK)	\$ 599,848.00	increase of 8.3% over 2025	\$ 553,918.00
436600 - County Taxes (Prairie Lakes - Racine & Walworth counties)	\$ 95,347.00	increase of 10.8% over 2025	\$ 86,082.00
436800 - County Taxes (other)	\$ 2,053.00	Jefferson: \$1,621 Washington: \$127 Dodge: \$33 Ozaukee: \$272	\$ 2,316.00
430700 - COPIES & FAXES	\$ 5,500.00		\$ 5,500.00
430800 - LIBRARY MATERIAL REPLACEMENT	\$ 1,000.00		\$ 1,000.00
431700 - BOOK SALE REVENUE	\$ 3,500.00		\$ 3,500.00
431200 - FINES	\$ -	assuming elimination of fines in 2026	\$ 13,000.00
487100 - INTEREST REVENUE	\$ 12,000.00		\$ 12,000.00
TOTAL REVENUE	1,324,026.00		\$ 1,253,094.00

70,932.00 <-- increase revenue over last year

721,846 <--total non-Village revenue for 2026

5.36% <-- increase revenue over last year

41,932 <-- increase of non-Village revenue compared to 2025

Bank Accounts

4890 Donation Revenue

111033 OPEB Payouts (Retirement)	\$ 45,029.00
WCCF Capital Endowment as of 7/31/2025	\$ 733,365.00
WCCF Library Endowment as of 7/31/2025	\$ 283,604.00

need about \$54,566 for final two retirements (difference of \$9,537)

EXPENDITURES					
Cash Accounts	FY 2026 Budget	2026 Notes	2025 Budget	Increase O	Increase over 2025
5110 Salaries & Wages	785,456.00	3% increase for all employees plus merit increase of 1% for "meets expectations" and 2% for "exceeds expectations"	737,688	47,768	6.48%
5112 Social Security	60,990.00		55,244	5,746	10.40%
5152 Wisconsin Retirement System (WRS)	41,274.00	WRS and ICMA were in the same budget line in previous years	50,547	1,343	2.66%
ICMA Deferred Comp	10,616.00				
5154 Health	39,599.00	Village switch to high deductible in 2026	61,089	(21,490)	-35.18%
5158 OPEB Payout	-		-	-	
5159 Other Fringe Benefits	3,127.00	life insurance and flex spending (FSA) contribution	3,500	(373)	-10.66%
5219 Professional Services	5,000		4,500	500	11.11%
5220 Contracted Services	35,500		32,500	3,000	9.23%
5221 Water-Sewer	3,100		3,000	100	3.33%
5222 Electric	35,000		34,500	500	1.45%
5224 Gas	12,500		12,500	-	0.00%
5225 telephone	6,850	eliminated Brightspeed bill (all POTS lines) in 2025	10,700	(3,850)	-35.98%
5226 Insurance Premiums	17,000	Calculations changed between 2024 and 2025, so adjusting appropriately for 2026	10,000	7,000	70.00%
5310 Outside Services	17,500		17,500	-	0.00%
5311 Operational Supplies	12,000		11,500	500	4.35%
5316 Collection Maintenance & Repair	7,500	increase in collection budget necessitates more materials to cover and process them	6,500	1,000	15.38%
5312 Printing	2,000		1,600	400	25.00%
5314 MetaSpace Equipment & Fixtures	2,000		2,000	-	0.00%
5317 MetaSpace Maintenance	9,000	increases to costs of programs and speciality materials for laser machine and 3D printer	7,000	2,000	28.57%
5315 Postage	1,200		1,200	-	0.00%
5326 Periodicals	1,000		1,000	-	0.00%
5327 Newspapers	2,000		2,000	-	0.00%
5328 Books	85,000	anticipating increases to paper and books due to tariffs	80,000	5,000	6.25%
5329 AV Material	9,000	cost per item continues to increase dramatically	7,000	2,000	28.57%
5330 Thingery Collection	6,000	transferring dollars from hoopla to Roku and Kindles with subscription access	3,500	2,500	71.43%
5318 Thingery Maintenance	6,000	transferring dollars from hoopla to Roku and Kindles with subscription access	2,500	3,500	140.00%
5331 Programming	15,000	performer and speaker costs have tripled since the pandemic, especially for adult programs	11,000	4,000	36.36%
5332 Mileage	1,000	increase in homebound deliveries and outreach	500	500	100.00%
5333 Outreach	6,000	emphasized in the strategic plan and we continue to grow this	3,000	3,000	100.00%
5335 Training & Travel	8,000		7,000	1,000	14.29%
5340 Electronic Tools & Services	16,000	add LibraryMarket website hosting, increase UKG fees	10,500	5,500	52.38%
5349 Digital Collections	9,502	hoopla eliminated in 2025 and diverting investments into Overdrive/Libby as well as Roku and Kindles with subscriptions to streaming and econtent	19,441	(9,939)	-51.12%
5341 Café	26,830		26,951	(121)	-0.45%
5343 Data Lines	1,200	TEACH lines with e-rate through the state	1,200	-	0.00%
5344 Shared County Databases	1,282		1,275	7	0.55%
5395 Repairs	15,000		13,000	2,000	15.38%
5399 Other	500		500	-	0.00%
5810 Furniture & Fixtures	2,500		2,000	500	25.00%
581100 Equipment (under \$5000)	5,000.00	PC replacement cycle	9,659	(4,659)	-48.23%
581105 Equipment (over \$5000)	-		-	-	
TOTAL EXPENDITURES	1,324,026.00		1,265,094.00		

Mukwonago Community Library Budget Narrative FY 2026

Prepared by Abby Armour

5110 Salaries & Wages

This line contains all the full-time, part-time, and seasonal worker wages. This cost reflects a 3% CPI increase for all employees in the Village as well as merit increases per the Personnel Policy. It also includes paying some wages for the Clerk's office and Department of Public Works for work they do for the Library. Bonuses and overtime are not budgeted.

5112 Social Security

Social Security costs are 7.65% of total salaries, longevity pay, and deferred compensation.

5152 Retirement

This is the monthly payroll allocation for retirement benefits to the Wisconsin Retirement System (WRS). Employees must work for at least one year and work for at least 1,200 hours (calculated on a rolling 12-month basis) to qualify for employer contribution. Once an employee becomes enrolled in WRS, they are enrolled for the rest of their working life and all of their current and future employers must pay into it, even if the employee drops below the 1,200 hours.

5154 Health

The Village convened a Health Care Task Force (HCTF) comprised of Village department heads and staff following last year's budget season. The HCTF met monthly from January through July of 2025 to investigate all health insurance options available to a municipality of this size. This included talking to the school district about how they created a self-funded plan, talking to insurance brokers about traditional plans, and learning about flexible options like an ICHRA. This intensive process culminated in a report given to the Village Board on August 20 wherein the HCTF recommended staying on the Wisconsin Employee Trust Fund (ETF) plan but switching to a high deductible and offering Health Savings Accounts (HSAs) with the intention to provide a one-time contribution that will offset the difference between the low- and high-deductible amounts in 2026. By law, the Village cannot pay more than 88% of the lowest cost provider in the plan, which will be Network Health in 2026. Network Health just added the ProHealth hospital network which means that by switching, both the employer and the employee will pay less in 2026 for the same doctors they had in 2025. This move will save the Village around \$124,000 for the 2026 fiscal year.

5158 OPEB Payout

This is for Other Post-Employment Benefits (OPEB). Typically the Library Board has set aside a certain amount every year to be transferred to the separate OPEB account which contains funds designated to pay the benefits, other than pension distributions, that employees may begin to receive once they retire. The OPEB of a retiring employee must be pre-funded before the retirement. Under the current Village and Library policies, there are only two employees

left that could receive OPEB. The Library currently has about **\$45,000** in this fund and the two imminent retirements would need approximately **\$54,500**.

5159 Other Fringe Benefits

The Library, at its discretion and according to the Personnel Policy, may provide additional benefits to its employees. Currently these are offering life insurance policies and a Health Savings Account (HSA). The Village is using its reserves to fund a one-time deposit in FY 2026 into each HSA to help offset the cost to employees of switching from a low-deductible to a high-deductible plan.

5219 Professional Services

This line is mainly used by the Village to charge the Library for services such as auditor's fees, attorney's fees, costs for the general ledger software BS&A, and Village IT services. This line increased slightly to reflect anticipated cost increases for supplies and services.

5220 Contracted Services

This line specifically delineates services that are under a contract. This budget line includes:

- copier leases (Impact/Great America) - \$7,100
- HVAC seasonal equipment maintenance (Illingworth-Kilgust) - \$5,200
- HVAC seasonal controls maintenance (Emcor) - \$4,200
- Security and cameras (Johnson Controls) - \$7,500
- Digital tools for staff including RFID Link, credit card terminals, and STS Terminal for cash drawers (Envisionware) - \$5,000
- PC Reservation cloud version (Bridges paid for migration) - \$275
- Faronics (Deep Freeze) - \$275
- Schindler (elevator maintenance) - \$1,400
- Wisconsin Elevator Inspection (inspection contract) - \$120
- DPS Inspection Contracts (boilers & elevator inspections and permits) - \$350
- USA Alliance (fire system maintenance) - \$2,000
- USA Alliance (fire alarm monitoring) - \$720
- County Wide Extinguisher (fire extinguisher inspection) - \$150
- Taylor Computer Services (cloud backup and SonicWall firewall maintenance) - \$1,000

5221 Water-Sewer

This amount budgeted for prior years seems to closely reflect usage. This line increased slightly to reflect anticipated cost increases for supplies and services.

5222 Electric

This amount budgeted for prior years seems to closely reflect usage. This line increased slightly to reflect anticipated cost increases for supplies and services.

5224 Gas

This amount budgeted for prior years seems to closely reflect usage. This line remained flat.

5225 Telephone

We get our phone service through the Village via a Vonage Voice Over IP (VOIP) service. This includes the service itself plus a lease for all the equipment. In 2025 we eliminated all of our Plain Old Telephone Service (POTS) lines and completely switched to VOIP, for a savings of almost \$3,000.

- Vonage – approximately \$5,000 for extensions and cordless phones leases
- Spectrum Charter – approximately \$1,850 for Village internet

5226 Insurance Premiums

Insurance premiums include basic property and liability insurance, workman’s compensation, and cybersecurity insurance as well as a Fine Arts rider on the Village’s general property insurance policy to cover the entire Grutzmacher Collection. This line was increased to match the change in allocation calculations that occurred between 2024 and 2025.

5310 Outside Services

These are non-contracted services that are performed by outside companies. Some costs previously from this line have been relocated to more appropriate lines. This line increased slightly to reflect anticipated cost increases for supplies and services. Recurring costs include:

- Fish tank maintenance (America Aquaria) - \$1,100
- Weekend cleaning (Klassy Kleaners) - \$12,480
- Credit cards processing fees - \$1,500
- Collection agency for fines and replacement items (Unique) - \$240
- Cleaning dusters, rags, and rugs (AlSCO) - \$1,300

5311 Operational Supplies

This line the supplies needed to run the Library. This line increased slightly to reflect anticipated cost increases for supplies and services. It would be internally subdivided into three categories:

- Cleaning (consumables, cleaners, etc.) - \$4,000
- General Office (copy paper, pens, toner, etc.) \$6,000
- Building (furnace filters, softener salt, water bottle filler filter, etc.) - \$1,500

5316 Collection Maintenance & Repair

This amount is for costs related to protecting, preparing for circulation, and upkeeping the physical circulating Library collections accessed by the public. This line increased to reflect anticipated cost increases for supplies and services for an increased collection budget. It would be internally subdivided into three categories:

- Thingery processing and repair (specialty packaging, specialty stickers, etc.) - \$1,000
- Book processing and maintenance (mylar coverings, book tape, RFID tags, barcodes, etc.) - \$5,500
- AV maintenance (cases, labels, etc.) - \$1,000

5312 Printing

This line is solely used by the Village to charge the Library for costs associated with their copier. The Village has a shared cost formula that charges the Library 13.72% of each all-Village-departments shared costs like this. This line increased slightly to reflect anticipated cost increases for supplies and services.

5314 MetaSpace Equipment & Fixtures

This was formerly just “MetaSpace” but is now broken down to delineate the permanent costs of the MetaSpace from the consumables and programming. Examples of costs in this line are replacing equipment at End of Life (EOL), purchasing more accessible furniture as programming needs evolve, and getting new/different software to offer new programs or functionalities to users. This line would be considered the “growth” line as these items are all related to improving or expanding the MetaSpace. This line remained flat.

5317 MetaSpace Maintenance

Formerly lumped in with “MetaSpace,” this line is now broken apart to show the costs inherent in running this specialty space. These would include professional maintenance services on the laser machine, programming costs, and consumables like wood for engraving and filament for the 3D printers. This line would be considered the “maintain services” line as all the costs are geared at keeping the equipment and programs maintained at the same level as last year. This line increased to reflect anticipated cost increases for supplies and services. Some significant costs for FY 2026 include:

- Annual professional maintenance of laser machine, sewing machines, 3D printers, and other expensive equipment
- Purchasing software licenses for new computers to enable multiple users to work simultaneously
- Increasing consumables such as wood, 3D filament, and other supplies to match increased usage of and programming in MetaSpace

5315 Postage

This line includes postage purchased internally as well as the Village’s charge for postage including the lease payment for the Village’s postage machine. This line remained flat.

5326 Periodicals

This line is for all of the magazines purchased for the circulating Library collections accessed by the public. The subscriptions for *Booklist*, *Library Journal*, and *Kirkus Reviews* are located in the “Training & Travel” line as they are not for the public and are used by the librarians for collection development. Magazines are a dying material type, but those that still exist have increased prices, there this line remained flat.

5327 Newspapers

We offer several local and national print newspapers to the public. This line remained flat.

5328 Books

This budget line is for purchasing all the books in the children's, teen, and adult circulating Library collections accessed by the public. Physical item circulation continues to increase post-pandemic. We consistently add over 4,300 new books each year. This line increased by 6.25% to help meet the demand for extremely popular titles and reduce wait times as well as to anticipate increased costs for paper and books due to tariffs.

5329 AV Material

This budget line is being increased to accommodate the rising costs of our popular video game collection, despite continued declines in traditional physical media circulation. While physical audiobook CDs see almost no usage and DVD circulation continues to decline—with many publishers discontinuing physical disc production in favor of streaming-only options—video games remain in high demand among our users. However, video game titles typically cost two to three times more than traditional DVDs, requiring a substantial budget increase to maintain adequate collection development in this format.

5330 Thingery Collection

This amount is for additions to Thingery circulating Library collections accessed by the public. This line would be considered the “growth” line as everything in this line is new items to expand our offerings. Typical costs would be updating equipment to newer versions or adding items customers are requesting. This line was significantly increased for FY 2026 in order to increase purchase of streaming devices (such as Rokus) to enable access to streaming-only content and increase access to e-content after the elimination of Hoopla.

5318 Thingery Maintenance

This amount is to pay for the costs needed to “maintain” the wide variety of items already available in the Thingery. These costs aren't about repair or replacement (see “Collection Maintenance”) but rather reflect the costs associated with providing an item. This line was significantly increased for FY 2026 in order to increase purchase of streaming platform subscriptions (such as Disney+ and Netflix) to enable access to streaming-only content and increase access to e-content after the elimination of Hoopla. Common costs include:

- Kindle books for the loanable e-readers
- Hostpot wifi subscription plan
- Netflix, Acorn, and other streaming services for the Rokus
- Sewing machine service
- Guitar tuning
- Telescope maintenance and alignment

A cost this is NOT reflected in our budget is the Explore Passes for the zoo, botanical gardens, train museum, etc. These passes are almost always checked out and cost about \$6,600 in 2025. The Friends of the Library generously provide funding for all Explore Passes.

5331 Programming

This line consists of all the costs inherent in programming, including paying performers and purchasing supplies. Performers and materials have gotten significantly more expensive post-pandemic. Adult program prices have increased dramatically in the last handful of years, and performers are routinely \$300+ for a single program. This line increased significantly to ensure we can provide the exciting, trendy, and crafty programs our community requests. It is internally subdivided into the target age ranges:

- Youth Services Programming
- Tween & Teen Programming
- Adult Programming
- Collaborative Programming (such as the Holiday Tree Lighting where all Library departments work together)

5332 Mileage

These are mileage reimbursements to employees for using their own vehicles when conducting Library business. This may include trips to deliver books to the schools or conducting outreach like at the farmer's markets. This line has increased to reflect the improvements our new Adult Services Librarian has and will continue to make in reaching homebound users.

5333 Outreach

This line is for anything related to marketing, promoting the Library, and outreach services. Outreach and communication are emphasized in the current strategic plan and are thus a high priority to ensure we have ample funds to pursue those goals. Our Circulation & Customer Experience Team got really creative in 2025 with outreach, connecting with more local businesses and even collaborating with the Water Department to hand out Library swag bags during meter changeouts. To encourage and enable this dramatic and exciting outreach—and in anticipation of a new strategic plan that might necessitate new priorities—this line has been significantly increased. Common costs include:

- Printing brochures, fliers, bookmarks, etc.
- Tools needed for outreach programs such as SignUp Genius for AARP taxes
- Table skirts, banners, etc.
- Branded items for welcome bags and handouts (i.e. branded pens, logo stickers, etc.)
- Membership fees to Rotary and other service organizations
- Promotions and “boosts” on digital platforms (Google) and social media (Facebook)

5335 Training & Travel

This line includes all costs associated with professional development, staff training, and travel for conferences. This line has previously increased to reflect the Strategic Plan's emphasis on professional development. Common costs include:

- WLA, ALA, or other membership dues to professional organizations
- Professional resources such as *Library Journal*, resources for strategic planning, etc.
- Conference fees (ALA Annual Conference is being held in Chicago in 2026)
- Webinar, seminar, or other training fees

- Hotel, travel, and food costs associated with professional development
- Staff training for CPR, AED, etc.

5340 Electronic Tools & Services

This line shows the costs to maintain the digital tools necessary to run a 21st century library. This line increased include website hosting fees and to reflect cost increase, especially for UKG licensing. Common costs include:

- Taylor Computer Services (emergency Wifi or computer services) - \$1,000
- LibraryCalendar (online event and room registration) – paid by Bridges in 2026
- LibraryMarket (website hosting) - \$2,000
- GoDaddy (website domain) - \$65
- Zoom (virtual meetings) – \$160
- Canva Pro (marketing materials) – free for nonprofits
- Monday.com (donor management) – free for nonprofits
- Server licensing and backups - \$700
- Asset Tiger (asset management) - \$120
- Movie License (through Bridges bulk purchase) - \$471
- LibraryAware (email newsletters) - paid by Bridges in 2026
- Civic Plus (Village’s website and emergency notification system) - \$1,200
- Dropbox (NAGPRA compliance) - \$120
- Smiota (smartlocker software) - \$2,750
- UKG (payroll processing fees) - \$5,500
- Velocity (endpoint security software for the Village) - \$150
- Beanstack (reading challenges website/app) - \$900
- Midwest Pano (virtual library tour) - \$120
- Sling (employee scheduling) - \$800

5349 Digital Collections

This amount covers digital access to materials for public circulation through the library's electronic collections. In 2025, the Bridges System libraries collectively ended their hoopla contracts to focus investment on building the Lucky Day collection in Overdrive/Libby, with all digital collections transitioning to Overdrive/Libby through the Wisconsin Digital Library by 2026. These electronic materials count toward circulation metrics used in the Waukesha County Library Services Plan's funding reimbursement formula. Bridges is also heavily subsidizing the Advantage Lucky Day collection in OverDrive/Libby, which provides exclusive access to instantly-available materials to Bridges System cardholders. For 2026, Bridges will fully fund the Wisconsin Digital Library buying pool portion while libraries fund the Advantage program, effectively covering the statewide collection "entry price" so local tax dollars directly support collections exclusively available to local cardholders. With the elimination of hoopla (which cost well over \$10,000 annually with an average circulation cost of about \$2.50 per item while Overdrive/Libby costs around \$.21 per circulation) this line dropped by over 50%.

- OverDrive/Libby buying pool (Wisconsin’s Digital Library) - \$0
- Overdrive/Libby Advantage program (Wisconsin’s Digital Library) - \$9,502

5341 Café

These are the costs for using the Bridges Library System shared catalog. This is one lump sum charged by Bridges annually. This cost is shared amongst all libraires in the system and is divided out based on required software licenses. This line remained essentially flat.

5343 Data Lines

As a public library, we qualify for deeply discounted high-speed internet through the Wisconsin Department of Administration's TEACH Program which provides subsidized Category One broadband circuits via the WiscNet contract. It is only \$100 per month for 100GB.

5344 Shared County Databases

These are the costs of the databases purchased by the Bridges Library System and are shared by the member libraries based on a formula using population and service area. These databases are not considered part of the regular circulating Library collection because their usage does not count as circulation. This cost remained flat.

5395 Repairs

This line is for unexpected costs, as opposed to the expected costs in the "Contract Services" line which is for maintenance contracts. This line increased slightly to reflect anticipated cost increases for supplies and services. Typical costs include:

- Electrical work (Roman Electric)
- Replace ceiling light drivers (Roman Electric)
- Doors and ADA access (Rhindler)
- HVAC (Illingworth/Kilgust and Emcor)
- Carpet cleaning and window washing

5399 Other

These are the taxes we need to pay on any sellable items such as faxes, copies, and book sales.

5810 Furniture & Fixtures

This line is for the various non-consumable purchases for the good or maintenance of the Library that have been previously dumped into "Supplies." This line increased slightly to reflect anticipated cost increases for supplies and services. Unlike supplies, though, the common expenditures in this account are items that we will retain for a long time, such as:

- Book carts
- Chairs, tables, desks
- Replacement lights, windows, etc.
- Shelving for basement organization, closet organization, etc.
- Replacing bathroom door locks, book cart wheels, etc.

581100 Equipment (under \$5000)

This line is for any individual items or equipment that are considered “capital” items (i.e. will last for 5+ years) but cost less than \$5,000 apiece. Usually for the Library this is technology such as new computers at their End Of Life (EOL) cycle.

581105 Equipment (over \$5000)

The Village capitalizes any one item that costs \$5,000 or more.

DRAFT

**Mukwonago Community Library
DRAFT Circulation Policy**

Approved by Policy Committee Sept. 18, 2025 – For Library Board Oct. 9, 2025

The purpose of this policy is to provide rules and guidelines to ensure that Library users understand their rights and responsibilities when borrowing items. The Mukwonago Community Library strives to maintain the most liberal lending policy possible without allowing some borrowers to abuse their borrowing rights to the detriment of others. The Mukwonago Community Library is a member of the Bridges Library System and the CAFE Network. Some provisions of this policy are formulated to comply with requirements of these memberships. Participation in Bridges and CAFE affords benefits to Mukwonago area residents, who have access to the facilities, collections, and services of the twenty-four (24) member libraries in Waukesha and Jefferson counties. This policy applies not only to the general public, but also to staff, Library Board members, Friends of the Library members, Village employees, and Library volunteers.

- I. Eligible Card Holders
 - II. Special Library Cards
 - III. Renewal and Expiration of Library Cards
 - IV. Cardholder Responsibilities
 - V. Holds for Pick Up Inside the Library
 - VI. Holds for Pick Up in the Outside Smartlockers
 - VII. Loan Periods
 - VIII. Overdue Materials
 - IX. Lost or Damaged Materials
 - X. The Thingery and The Thingery Jr.
 - XI. Interlibrary Loan
- Appendix A: Materials Loans, Limits, and Fines Chart

I. Eligible Card Holders

- A. The Library issues cards to individuals and/or organizations wishing to borrow physical and/or digital materials. General cards are issued for an eighteen (18) month period. Cards may be used at all member libraries within the Bridges Library System. Some restrictions may be placed on borrowers by member libraries.
- B. Any resident of the State of Wisconsin is eligible to receive one (1) free library card.
- C. All applicants must be physically present at the time of registration.

- D. Children of any age are welcome to get a library card. The State of Wisconsin defines a child as a minor under the age of eighteen (18). The Library recognizes that legal parent(s)/guardian(s) are ultimately responsible for their child's choices and actions.
 - i. Minors ages zero (0) through seventeen (17) must have a legal parent/guardian with a valid ID physically present to sign for the Library card.
 - ii. If a parent's/guardian's library card is blocked because of outstanding unreturned materials (not overdue fines), the materials must be returned or the replacement cost paid before any minor in the household is issued a card.
 - iii. Minors residing in two households may be allowed a separate card to each legal guardian who claims responsibility for items checked out on and usage of that card.
- E. All applicants must present identification which is proof of name and current address. Acceptable proof includes a Wisconsin driver's license, Wisconsin ID card, passport, military ID, or an official piece of postmarked mail no older than 30 days. Other acceptable identification is at the discretion of the Library staff.
- F. Library card privileges include, but are not limited to, the following:
 - i. Checkout of physical items in any of the Bridges Library System member libraries, dependent upon item and availability limitations
 - ii. Checkouts on digital platforms including the Wisconsin Digital Library accessibly via Overdrive or the Libby app
 - iii. Access to online databases purchased by the Bridges Library System and/or Mukwonago Community Library
 - iv. Privileges to use the Library's computers and MetaSpace 511

II. Special Library Cards

The Library offers four (4) types of special Library cards.

- A. Temporary Cards - Temporary cards may be issued to adults eighteen (18) years of age and older who have seasonal, transitional, or temporary residence in the area. Temporary cards may be turned into full Library cards with appropriate proof of residency.
 - i. Length of Activation- Issued for a three (3) month period. Temporary cards can be renewed one (1) time for another three (3) months.
 - ii. Maximum Checkout - Three (3) items out at any given time. Cardholders are not allowed to borrow items in the Thingery.
 - iii. Maximum Holds - Three (3) holds at any given time
 - iv. Fines and Fees - Cardholders assume responsibility for all library materials, fines, and fees on the card.

- v. Privileges - Includes all non-borrowing privileges such as use of computers and MetaSpace 511 as well as digital checkouts.
- B. Outreach Cards – Outreach cards are for individuals confined to their home due to illness, age, disability, or other qualifying circumstances. Any Mukwonago area resident who is deemed temporarily or permanently unable to visit the Library in person is eligible for Outreach status and services. Each request for service is assessed on a case-by-case basis. All requests are filled at the Library’s discretion.
- i. Length of Activation- Issued for an eighteen (18) month period. Renewable with continued proof of residency.
 - ii. Maximum Checkouts - Outreach cards may not check out Library materials inside the Library. Instead, Library staff will work with the cardholder to select items, check them out, and deliver them to the individual’s residence.
 - iii. Maximum Holds – No holds for pick up in the Library.
 - iv. Fines and Fees - Outreach cards will not be assessed overdue fines. Outreach cardholders are responsible for all items checked out on their cards and will be charged the standard fees for any lost or damaged item.
 - v. Privileges – Includes digital checkouts.
- C. Community Organization Card – Local community organizations, governmental agencies, and businesses that reside in the Village of Mukwonago may be issued a Library card.
- i. Length of Activation- Issued for an eighteen (18) month period. An authorized individual of the organization must apply for the Library card. Appropriate identification must be presented as the time of application. To renew the card, the current authorized individual must reapply.
 - ii. Maximum Checkouts – May check out the maximum allowable limit of items.
 - iii. Maximum Holds – May place the maximum allowable holds on items.
 - iv. Fines and Fees - The organization assumes responsibility for all library materials, fines, and fees on the card.
- D. Mukwonago Area School District Cards – The Library recognizes the special relationship it shares with the Mukwonago Area School District (MASD) in ensuring all children in the community have access to high-quality resources. In order to support, but not supplant, curricular material needs, each school in MASD may apply for a school card to obtain materials for curricular use.
- i. Length of Activation- Issued for one (1) school year. An authorized individual of the school (preferably the School Library Media Specialist) must apply for the Library card. Appropriate identification must be presented as the time of application. This individual will serve as the point of contact for coordinating loans. The school principal must co-sign

the application. To renew the card each school year, the current authorized individual must reapply.

- ii. Maximum Checkouts – May check out the maximum allowable limit of items. With the permission of the Library Director, school cards may check out more items than the limit provided they are items owned by the Mukwonago Community Library.
- iii. Maximum Holds – May place the maximum allowable holds on items. With the permission of the Library Director, school cards may place holds on more items than the limit provided they are items owned by the Mukwonago Community Library.
- iv. Fines and Fees - School cards will not be assessed overdue fees. The school is responsible for all items checked out on its card and will return all items by the last day of the school year. The school will be charged the standard fees for any lost or damaged item and will pay for these items by the end of the school's fiscal year.

III. Renewal and Expiration of Library Cards

In order to maintain a current, accurate database of cardholders, all Library cards must be renewed periodically.

- A. Library cards are active for eighteen (18) months whereupon the cardholder needs to contact the Library for renewal.
- B. Cardholders are responsible for informing the Library of any changes to their account including name, address, and contact information.
- C. When a cardholder becomes a legal adult by turning eighteen (18) years of age, their card will be updated in the following manner.
 - i. The cardholder's Library card will be temporarily blocked until the cardholder visits the Library to fill out an application claiming responsibility for the card as an adult.
 - ii. Once the application is updated, the card's status will be updated to "Adult" and the cardholder will be allowed loaning and access privileges of adult users.
 - iii. Once the application is updated, all fines, fees, and replacement costs on the card will be deleted and the cardholder will start fresh as an adult.
- D. All Library cards, regardless of their status, that have been expired for three (3) years or more will be completely deleted from the system.

IV. Cardholder Responsibilities

- A. Cardholders or the legal parent(s)/guardian(s) of minor cardholders are responsible for all items, fines, fees on their library card. Cardholders are

responsible for understanding and following all policies, loan periods, and special requirements for items they check out.

- B. Cardholders are responsible for their own library card and must notify the Library immediately if they believe their card to have been lost or stolen. Cards presented at checkout will be presumed to have the permission of the cardholder to be used by the individual presenting it at the time.
- C. Lost or damaged cards will be replaced at no charge. However, replacement of more than two (2) cards per year may be denied at the discretion of Library staff due to abuse of policy. Minor cardholders must have their legal parent/guardian physically present when requesting a replacement card.
- D. In order to maintain privacy and receive accurate service, borrowers must present their Library card at the time of check out. The Library card may be presented in physical or digital form, but the barcode must be scannable or the numbers must be legible enough for a staff member to type them in.
- E. Users without their Library cards may request that selected items be held for them for up to twenty-four (24) hours. Non-holdable materials are not eligible for this privilege
- F. Any cardholder with \$10.00 or more of fines and/or fees on their card may not check out items. Suspension rules of other libraries will be honored at all CAFÉ Libraries.
- G. Any cardholder with five (5) or more overdue items that are ineligible for renewal at the time of checkout is blocked and will need to return overdue items before further check outs are permitted.
- H. Responsibility for the choice and use of library materials by children rests with their legal parent(s)/guardian(s). Therefore, no borrowing restrictions are placed on children once they have obtained their legal parent's/guardian's signature on the library application. Parent(s)/legal guardian(s) of minors may check their child's account at any time by logging into the Café Catalog on a computer or via the app.
- I. Mukwonago Community Library materials may be returned to any member library in the Bridges Library System, except for designated specialty items that require return to the originating library.
- J. The maximum number of items allowed checked out per library card at any given time is a total of 250 items. Cardholders may check out any combination of items

up to the maximum except for some limits for specialty items. See Appendix A “Materials Loans, Limits, and Fines Chart” for lending limits for each material type.

V. Holds for Pick Up Inside the Library

- A. Cardholders can request items to be put on “hold” to be picked up at a later time on the hold shelf. Requests may be made in person, by phone, on the library system’s CAFÉ Catalog, or via the Café app. All requests require the cardholder’s library card and phone requests also require confirmation of cardholder’s registered address.
- B. To reduce errors and ensure privacy, holds can only be checked out on the card that held the item. Cardholders may choose to have another person pick up their holds by giving their card to the person or providing access to their card on the Café app for this purpose.
- C. There is a limit of fifty (50) holds for all library materials except for Interlibrary Loan items which are limited to five (5) items. Some items, including Lucky Day titles and items in The Thingery, are not holdable. Please check the Café Catalog for availability.
- D. Cardholders have five (5) days to pick up their items. Items exceeding the given “hold to” date will be reshelfed or returned to their owning library.
- E. Cardholders may request that pending holds be inactivated until such time the cardholder desires the item(s).
- F. The system will automatically cancel holds when a patron fails to claim the requested items before the “hold to” date. The system allows a cardholder to reactivate a cancelled hold for 60 days. When a cardholder opts to reactivate a cancelled hold, their name will queue to the bottom of the hold list.
- G. Patrons may select or request CAFÉ pick-up locations other than Mukwonago when placing holds. Items not found in the CAFÉ Catalog, which result in Interlibrary Loan requests, must be requested at the library where pick-up is desired.

VI. Holds for Pick Up in the Outside Smartlockers

The Library offers 24/7 access to pick up holds inside smartlockers located outside the front entryway.

- A. All cardholders with a valid Café library card may request to pick up their hold in the smartlockers.
- B. Pickup location must be selected at the time of placing the hold. Items will not be taken from the inside holds shelf and put in the smartlockers.
- C. Items that are not holdable and/or not available for shipment to other libraries—such as The Thingery items and Lucky Day items—are not available for pickup in the smartlockers.
- D. Notification will be sent to the cardholder when the hold is ready to be picked up. Items may not be available for pickup immediately after placing a hold.
- E. Cardholders have five (5) days to pick up their items. Items exceeding the given “hold to” date will be reshelfed or returned to their owning library. There will be a \$5.00 fee assessed to the cardholder if the items in the lockers are not picked up on time. Repeat offenders may lose smartlocker privileges at the discretion of the Library Director.
- F. Items placed in the smartlockers are already checked out to the cardholder who placed the hold. Once the items are placed in the smartlockers for pickup, the items are the cardholder’s responsibility.
 - i. Cardholders may choose to have another person pick up their hold in the smartlocker by giving their access code to the person.
 - ii. If the cardholder notices damage to the items when they remove them from the lockers, they must notify the Library immediately.

VII. Loan Periods

Circulating items (meaning items that are checked out by cardholders for use outside the Library) have loan periods to ensure the items are returned in a timely manner for other Library users to enjoy.

- A. See Appendix A “Materials Loans, Limits, and Fines Chart” for material type loan periods. Due to collection size, demand, or the specialty nature of certain materials, some items or collections may have different loan periods and/or lending limits than standard materials. These variations will be clearly indicated on the item and in the Café catalog.
- B. A renewal period of the same length as the initial loan period is granted for any item unless the item has been placed on hold by another patron.
- C. Renewals are possible via the CAFÉ online catalog, the Café app, or by calling or visiting the Mukwonago Community Library. All renewals require the

cardholder's library card and phone renewals also require confirmation of cardholder's registered address.

- D. The loan periods and renewal rules for Interlibrary Loan materials are determined by the lending institutions.

VIII. Overdue Materials

There are no overdue charges for most items checked out from the Mukwonago Community Library. The Library's primary goal is the timely return of materials so they can be made available to other community members.

A. Overdue fines will be charged for certain special collection items that are in high demand and/or of high monetary value. See Appendix A "Materials Loans, Limits, and Fines Chart".

B. Materials are considered overdue if not received by the date due. Materials returned in the book drop when the library is not open are considered to have been returned on the library's last open day.

C. The Library considers overdue materials to be lost from its collection until returned. While the Library typically follows standard notification timelines, it reserves the right to declare items lost and assess replacement costs immediately after the due date, especially for time-sensitive and/or expensive materials such as Explore Passes.

D. The Library sends out courtesy notifications when items are overdue. The cardholder is responsible for returning the materials on time and paying all fees incurred, regardless of whether they received a courtesy notification. It is the cardholder's responsibility to update their notification preferences and keep track of the items on their account.

- i. A courtesy notification is sent when items are one (1) day overdue.
- ii. Another courtesy notification is sent when items are 7 (seven) days overdue.
- iii. A notification is sent at 14 (fourteen) days overdue informing the cardholder of the replacement costs of the unreturned items.
- iv. A bill is mailed via USPS at twenty-one (21) days overdue, notifying the cardholder that the items are considered irretrievably lost and they will be assessed the replacement costs of the overdue materials.
- v. After day forty-five (45), cardholders with lost items totaling \$25.00 and over may be sent to a collection agency and a \$20.00 service charge will be billed to the account.

After day one-hundred-eighty (180) a collection agency may report unpaid cardholders to a credit reporting agency.

E. Items are considered irretrievably lost after forty-five (45) days overdue. For items deemed irretrievably lost, replacement costs cannot be cleared by returning the item. Payment in full is required. The Library may send accounts with irretrievably lost items to a collection agency.

F. If the cardholder returns an item or pays replacement costs before the forty-five (45) day deadline, the account will be placed back into good standing. Overdue fees may still apply if the item belongs to a special collection. See Appendix A "Materials Loans, Limits, and Fines Chart".

G. If a cardholder's payment by check is returned for insufficient funds, the original amount will be placed back on the cardholder's account. Additionally, if the bank charges the Library an insufficient funds charge, the fee the Library incurs will be passed on to the cardholder. After a check is returned from the bank for insufficient funds, payments to clear charges must be made in cash.

H. A cardholder may pay for material which they believe is irretrievably lost at any time. No refunds will be issued once payment is made. If the item is later returned, the cardholder may keep the item.

I. The Library will comply with all Discharge of Debtor decrees by Bankruptcy Courts. Only overdue materials as of the date of the decree will be cleared and suspensions removed.

J. Materials loaned to Mukwonago Community Library for local borrowers fall under Mukwonago Community Library's circulation policies. However, borrowing cardholders will be held responsible for all special assessments placed by lending institutions.

K. Any cardholder with good cause, who feels charges warrant review, may request a one-time waiver to reduce library fines and/or fees assessed by the Mukwonago Community Library. A "Request to Waive or Reduce Library Fines or Fees" form is available at the Circulation Desk. Requestors must complete and sign the form and submit it to the Circulation Team. The request will be reviewed by both the designated Library staff and Library Director. Not all requests may be granted.

IX. Lost or Damaged Materials

Cardholders are responsible for all materials checked out on their library card. A cardholder is required to pay for material that is irretrievably lost (see VII.C.) or has been damaged while checked out.

- A. The price of replacement of Mukwonago Community Library materials is determined by the current standard cost to replace the item as charged by the library vendor plus a \$5.00 processing fee.
- B. Damage that interferes with the functionality or usability of the material will be charged replacement cost and processing fee. Examples include, but are not limited to, book pages that are damaged or ripped such that the full content of the book cannot be read, liquid spills, animal or bug evidence, and pervasive smells.
- C. When materials are returned with damage that does not require replacement of the item, a \$5.00 repair fee will be assessed. Examples include, but are not limited to, torn pages, damaged covers, missing or damaged cases, barcode or RFID tag damage, and broken spines. All item damage is subject to additional fees assessed at the discretion of the designated Library staff.

X. The Thingery and The Thingery Jr.

The Thingery is a special collection lending library of things. A subset of The Thingery is The Thingery Jr. which offers a library of things specifically for children. In this policy, the term “Thingery” includes all specialty items in this collection for children and adults.

The Thingery is an assortment of equipment, Explore Passes to parks and attractions, and specialty items to check out for free. The collection provides diverse opportunities for lifelong learning, creativity, and engagement by providing the physical tools necessary to explore new areas of interest and learn new skills.

A. Eligible Cardholders

- i. Adult cardholders eighteen (18) years of age and older may check out Thingery items.
- ii. Minor cardholders under the age of eighteen (18) cannot check out Thingery items.
- iii. Temporary cardholders are not allowed to check out Thingery items.

B. Checkout, Renewals, and Returns

- i. Thingery items must be checked out and returned to the Circulation Desk of the Mukwonago Community Library in their original packaging. Explore Passes may be returned in the bookdrop.
- ii. Most items within The Thingery are not eligible for holds. Each request for an item to be held will be handled case-by-case by designated Library staff. The Library Director will have final discretion.
- iii. The maximum number of Thingery items allowed per cardholder at any given time card is five (5) items. Due to the specialty nature of this collection, some items may have different lending limits. These will be clearly labeled on the item and in the Café catalog. See Appendix A “Materials Loans, Limits, and Fines Chart” for item lending limits. Most

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items within The Thingery are limited to a seven (7) day checkout. Some items have different loan periods based on their unique nature. See Appendix A “Materials Loans, Limits, and Fines Chart” for information on loan periods.

- iv. There are no renewals allowed on any Thingery items.
- v. Library staff inspect, clean, repair, and sanitize all Thingery items upon their return.

C. Fees and Replacement Costs

- i. A \$5.00 fee per item will be charged if Thingery items are returned in the bookdrop or to another library, except for items specifically approved for bookdrop return.
- ii. All items (except Explore Passes) within The Thingery have an overdue due daily fine of \$1.00. Explore Passes overdue fines will be assessed at \$50.00 per day.
- iii. Due to the wide variety of items within The Thingery, all replacement and damage costs will be left to the discretion of the designated Library staff and/or the Library Director. Factors such as current retail price, administrative and processing fees, staff time, item availability from vendor, standard costs for unreplaceable pieces, etc. will all be taken into consideration during the assessment.

D. The Mukwonago Community Library is not responsible for injury, loss, or damage that may occur from use of an item from within The Thingery. The responsibility to protect against injury, loss, or damage is the cardholder’s. Cardholders will be responsible for any damage to The Thingery items while in their possession.

XI. Interlibrary Loan

When a cardholder is unable to find an item in the Café Catalog, they may request an interlibrary loan from outside the Bridges Library System.

- A. Cardholders whose home library is the Mukwonago Community Library may request an interlibrary loan by contacting the Library in person or by phone. All requests require the cardholder’s library card and phone requests also require confirmation of cardholder’s registered address. All interlibrary loan requests must be submitted under the requesting borrower’s library card, not on family members’ cards.
- B. Library staff will make every effort to locate the requested item in the state-wide interlibrary loan system. Cardholders will be notified if the item is unavailable.
- C. Any cardholder with materials, fines, or fees due in excess of the library block limit of \$10.00, or with one (1) or more interlibrary loan items overdue may not request interlibrary loan material until the fee is paid or the item is returned.

Cardholders having five (5) or more Café items overdue and are blocked must return overdue items and pay all fees before submitting an interlibrary loan request.

- D. All interlibrary loan material that is checked out from the Mukwonago Community Library must be returned to the Mukwonago Community Library.
- E. Loan periods for interlibrary loan material are subject to the owning library.
- F. Renewals may be available; requests must be submitted through the interlibrary loan office only and are at the discretion of the owning library.
- G. Fines for overdue Interlibrary Loan material are \$1.00 per day. Replacement costs are at the discretion of the owning library.

Adopted by the Board of Trustees of the Mukwonago Community Library on [date]

Deleted:

Revision History

- August 18, 2016** Removed Section XI. Confidentiality of Library Records – new standalone policy created
Removed Section XII. Library Theft Law Removed – new standalone policy created
Revised Section I (B) to reflect change from WCFLS to Bridges Library System
Revised Section IV (G) to update number of items patron may check out
Revised Section V (A) to reflect change from WCFLS to Bridges Library System
Revised Section VIII (B) to reflect change in the number of renewals permitted
Revised Section IX (B) to reflect change in fine schedules for video games
Revised Section IX (D) to reflect change to collection agency service charge
Revised Section X (A) (2) to update damaged item fees and revise media case breakouts
- February 16, 2017** Loan and fee schedules updated to reflect acquisition of Wi-Fi hotspots and Streaming Media Devices
- April 19, 2017** Revised Section IV (A) to allow a one-time check-out with proper photo ID.

Revised Section IV (G) to change circulation loan limitations on DVDs, Blu-Rays, Magazines, and Music CDs.

May 18, 2017

Revised Section IV (E) to reflect use of laptops for check-out in-house.
Revised Section IV (H) to reflect maximum number of items for laptop check-out.

Revised Section VIII (A) to reflect loan period for laptop check-out.
Revised Section X (A) to reflect lost or damaged materials, miscellaneous fees for laptop check-out.

July 20, 2017

Revised Section IX (D) to reflect changes to overdue materials notifications.

August 17, 2017

Revised Section II (A) & (B) to reflect change to 18 month expiration period.

Revised Section VIII (A) to reflect inclusion of new categories in loan periods.

January 17, 2019

Change language under Section VI. Interlibrary Loans, Item E to “Fines for overdue Interlibrary Library materials are \$1.00 per day. Replacement costs are at the discretion of the owning library.”

Change language under Section VII. Holds, Item B to “There is a limit of 40 total holds for all library materials, except Blu-ray and Interlibrary Loan. Blu-ray and Interlibrary Loan holds are limited to 5 titles. Fines for overdue material are \$1.00 per day. Replacement costs are at the discretion of the owning library.”

New Item created under Section IX. Overdue Materials dealing with the handling of payments to the library rejected due to insufficient funds and associated fees.

March 21, 2019

Revised policy to remove a number of items from the existing policy in order to simplify the policy, make it easier to maintain and to incorporate the item types into a new policy section XI which deals specifically with The Thingery and the items in that collection.

December 12, 2019

Revised Section IV, Paragraph A to read ‘in lieu of a library card, the Library Director or his/her designee may allow check-out with proper photo ID.’ The one-time checkout with proper photo ID was eliminated.

July 9, 2020

Revised Section VII, Item B. Total holds for all library materials changed from 40 to 50.

August 12, 2021

Revised throughout to be consistent with increased Thingery scope.

April 13, 2023

Policy updated for clarity and consistency throughout.
Added Section II and updated special library cards.
Changed number of type of items allowed to be checked out at once.
Added section on smartlockers.
Clarified and expanded upon rights and responsibilities of legal parents/guardians over minor's cards.
Added rules for expiration of library cards.
Reviewed by Village legal counsel.

June 13, 2024

Combined and relocated all fines, lending limits, and loan periods tables into one table in new "Appendix A: Materials Loans, Limits, and Fines Chart"
Removed references to staff positions to align with new staff organization
Changed collection from "This Just In" to "Lucky Day"
Reduced Lucky Day lending limit from 10 to 5 total items
Added The Thingery Jr. to The Thingery

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Appendix A

**Mukwonago Community Library
Materials Loans, Limits, and Fines Chart**

	Item	Loan Period	Item Limit	Number of Renewals	Overdue Fine Per Day	Maximum Fine Accumulation
Regular Collection – No Overdue Fines	Book	21 Days	250*	3	\$0	\$0
	CD book and Playaway	21 Days	250*	3	\$0	\$0
	Music CD	21 Days	250*	3	\$0	\$0
	Magazine	7 Days	250*	3	\$0	\$0
	DVD/Blu-ray	7 Days	250*	3	\$0	\$0
	TV Series on DVD	14 Days	250*	3	\$0	\$0
	Video Game	14 Days	5*	3	\$0	\$0
	In-house use item	1 Day	1	0	\$0	\$0
Specials Collections	Thingery & Thingery Jr.	7 or 14 Days, check specific item	5*	0	\$1.00	\$10.00
	Explore Pass	3 or 7 Days, check specific item	2*	0	\$50.00	\$250.00
	Lucky Day Item	Books – 14 Days DVDS – 7 Days	5*	0	\$1.00	\$10.00
	Interlibrary Loan	Varies	5*	Varies	\$1.00	\$10.00

* The maximum number of items allowed checked out per library card at any given time is a total of 250 items. Cardholders may check out any combination of items up to the maximum except for the limits listed in this table.

Mukwonago Community Library
DRAFT Circulation Policy

Approved by Policy Committee Sept. 18, 2025 – For Library Board Oct. 9, 2025

The purpose of this policy is to provide rules and guidelines to ensure that Library users understand their rights and responsibilities when borrowing items. The Mukwonago Community Library strives to maintain the most liberal lending policy possible without allowing some borrowers to abuse their borrowing rights to the detriment of others. The Mukwonago Community Library is a member of the Bridges Library System and the CAFE Network. Some provisions of this policy are formulated to comply with requirements of these memberships. Participation in Bridges and CAFE affords benefits to Mukwonago area residents, who have access to the facilities, collections, and services of the twenty-four (24) member libraries in Waukesha and Jefferson counties. This policy applies not only to the general public, but also to staff, Library Board members, Friends of the Library members, Village employees, and Library volunteers.

- I. Eligible Card Holders
- II. Special Library Cards
- III. Renewal and Expiration of Library Cards
- IV. Cardholder Responsibilities
- V. Holds for Pick Up Inside the Library
- VI. Holds for Pick Up in the Outside Smartlockers
- VII. Loan Periods
- VIII. Overdue Materials
- IX. Lost or Damaged Materials
- X. The Thingery and The Thingery Jr.
- XI. Interlibrary Loan

Appendix A: Materials Loans, Limits, and Fines Chart

I. Eligible Card Holders

- A. The Library issues cards to individuals and/or organizations wishing to borrow physical and/or digital materials. General cards are issued for an eighteen (18) month period. Cards may be used at all member libraries within the Bridges Library System. Some restrictions may be placed on borrowers by member libraries.
- B. Any resident of the State of Wisconsin is eligible to receive one (1) free library card.
- C. All applicants must be physically present at the time of registration.

- D. Children of any age are welcome to get a library card. The State of Wisconsin defines a child as a minor under the age of eighteen (18). The Library recognizes that legal parent(s)/guardian(s) are ultimately responsible for their child's choices and actions.
 - i. Minors ages zero (0) through seventeen (17) must have a legal parent/guardian with a valid ID physically present to sign for the Library card.
 - ii. If a parent's/guardian's library card is blocked because of outstanding unreturned materials (not overdue fines), the materials must be returned or the replacement cost paid before any minor in the household is issued a card.
 - iii. Minors residing in two households may be allowed a separate card to each legal guardian who claims responsibility for items checked out on and usage of that card.

- E. All applicants must present identification which is proof of name and current address. Acceptable proof includes a Wisconsin driver's license, Wisconsin ID card, passport, military ID, or an official piece of postmarked mail no older than 30 days. Other acceptable identification is at the discretion of the Library staff.

- F. Library card privileges include, but are not limited to, the following:
 - i. Checkout of physical items in any of the Bridges Library System member libraries, dependent upon item and availability limitations
 - ii. Checkouts on digital platforms including the Wisconsin Digital Library accessibly via Overdrive or the Libby app
 - iii. Access to online databases purchased by the Bridges Library System and/or Mukwonago Community Library
 - iv. Privileges to use the Library's computers and MetaSpace 511

II. **Special Library Cards**

The Library offers four (4) types of special Library cards.

- A. **Temporary Cards** - Temporary cards may be issued to adults eighteen (18) years of age and older who have seasonal, transitional, or temporary residence in the area. Temporary cards may be turned into full Library cards with appropriate proof of residency.
 - i. **Length of Activation**- Issued for a three (3) month period. Temporary cards can be renewed one (1) time for another three (3) months.
 - ii. **Maximum Checkout** - Three (3) items out at any given time. Cardholders are not allowed to borrow items in the Thingery.
 - iii. **Maximum Holds** - Three (3) holds at any given time
 - iv. **Fines and Fees** - Cardholders assume responsibility for all library materials, fines, and fees on the card.

- v. Privileges - Includes all non-borrowing privileges such as use of computers and MetaSpace 511 as well as digital checkouts.
- B. Outreach Cards – Outreach cards are for individuals confined to their home due to illness, age, disability, or other qualifying circumstances. Any Mukwonago area resident who is deemed temporarily or permanently unable to visit the Library in person is eligible for Outreach status and services. Each request for service is assessed on a case-by-case basis. All requests are filled at the Library’s discretion.
- i. Length of Activation- Issued for an eighteen (18) month period. Renewable with continued proof of residency.
 - ii. Maximum Checkouts - Outreach cards may not check out Library materials inside the Library. Instead, Library staff will work with the cardholder to select items, check them out, and deliver them to the individual’s residence.
 - iii. Maximum Holds – No holds for pick up in the Library.
 - iv. Fines and Fees - Outreach cards will not be assessed overdue fines. Outreach cardholders are responsible for all items checked out on their cards and will be charged the standard fees for any lost or damaged item.
 - v. Privileges – Includes digital checkouts.
- C. Community Organization Card – Local community organizations, governmental agencies, and businesses that reside in the Village of Mukwonago may be issued a Library card.
- i. Length of Activation- Issued for an eighteen (18) month period. An authorized individual of the organization must apply for the Library card. Appropriate identification must be presented as the time of application. To renew the card, the current authorized individual must reapply.
 - ii. Maximum Checkouts – May check out the maximum allowable limit of items.
 - iii. Maximum Holds – May place the maximum allowable holds on items.
 - iv. Fines and Fees - The organization assumes responsibility for all library materials, fines, and fees on the card.
- D. Mukwonago Area School District Cards – The Library recognizes the special relationship it shares with the Mukwonago Area School District (MASD) in ensuring all children in the community have access to high-quality resources. In order to support, but not supplant, curricular material needs, each school in MASD may apply for a school card to obtain materials for curricular use.
- i. Length of Activation- Issued for one (1) school year. An authorized individual of the school (preferably the School Library Media Specialist) must apply for the Library card. Appropriate identification must be presented as the time of application. This individual will serve as the point of contact for coordinating loans. The school principal must co-sign

the application. To renew the card each school year, the current authorized individual must reapply.

- ii. Maximum Checkouts – May check out the maximum allowable limit of items. With the permission of the Library Director, school cards may check out more items than the limit provided they are items owned by the Mukwonago Community Library.
- iii. Maximum Holds – May place the maximum allowable holds on items. With the permission of the Library Director, school cards may place holds on more items than the limit provided they are items owned by the Mukwonago Community Library.
- iv. Fines and Fees - School cards will not be assessed overdue fees. The school is responsible for all items checked out on its card and will return all items by the last day of the school year. The school will be charged the standard fees for any lost or damaged item and will pay for these items by the end of the school's fiscal year.

III. Renewal and Expiration of Library Cards

In order to maintain a current, accurate database of cardholders, all Library cards must be renewed periodically.

- A. Library cards are active for eighteen (18) months whereupon the cardholder needs to contact the Library for renewal.
- B. Cardholders are responsible for informing the Library of any changes to their account including name, address, and contact information.
- C. When a cardholder becomes a legal adult by turning eighteen (18) years of age, their card will be updated in the following manner.
 - i. The cardholder's Library card will be temporarily blocked until the cardholder visits the Library to fill out an application claiming responsibility for the card as an adult.
 - ii. Once the application is updated, the card's status will be updated to "Adult" and the cardholder will be allowed loaning and access privileges of adult users.
 - iii. Once the application is updated, all fines, fees, and replacement costs on the card will be deleted and the cardholder will start fresh as an adult.
- D. All Library cards, regardless of their status, that have been expired for three (3) years or more will be completely deleted from the system.

IV. Cardholder Responsibilities

- A. Cardholders or the legal parent(s)/guardian(s) of minor cardholders are responsible for all items, fines, fees on their library card. Cardholders are

responsible for understanding and following all policies, loan periods, and special requirements for items they check out.

- B. Cardholders are responsible for their own library card and must notify the Library immediately if they believe their card to have been lost or stolen. Cards presented at checkout will be presumed to have the permission of the cardholder to be used by the individual presenting it at the time.
- C. . Lost or damaged cards will be replaced at no charge. However, replacement of more than two (2) cards per year may be denied at the discretion of Library staff due to abuse of policy. Minor cardholders must have their legal parent/guardian physically present when requesting a replacement card.
- D. In order to maintain privacy and receive accurate service, borrowers must present their Library card at the time of check out. The Library card may be presented in physical or digital form, but the barcode must be scannable or the numbers must be legible enough for a staff member to type them in.
- E. Users without their Library cards may request that selected items be held for them for up to twenty-four (24) hours. Non-holdable materials are not eligible for this privilege
- F. Any cardholder with \$10.00 or more of fines and/or fees on their card may not check out items. Suspension rules of other libraries will be honored at all CAFÉ Libraries.
- G. Any cardholder with five (5) or more overdue items that are ineligible for renewal at the time of checkout is blocked and will need to return overdue items before further check outs are permitted.
- H. Responsibility for the choice and use of library materials by children rests with their legal parent(s)/guardian(s). Therefore, no borrowing restrictions are placed on children once they have obtained their legal parent's/guardian's signature on the library application. Parent(s)/legal guardian(s) of minors may check their child's account at any time by logging into the Café Catalog on a computer or via the app.
- I. Mukwonago Community Library materials may be returned to any member library in the Bridges Library System, except for designated specialty items that require return to the originating library.
- J. The maximum number of items allowed checked out per library card at any given time is a total of 250 items. Cardholders may check out any combination of items

up to the maximum except for some limits for specialty items. See Appendix A “Materials Loans, Limits, and Fines Chart” for lending limits for each material type.

V. Holds for Pick Up Inside the Library

- A. Cardholders can request items to be put on “hold” to be picked up at a later time on the hold shelf. Requests may be made in person, by phone, on the library system’s CAFÉ Catalog, or via the Café app. All requests require the cardholder’s library card and phone requests also require confirmation of cardholder’s registered address.
- B. To reduce errors and ensure privacy, holds can only be checked out on the card that held the item. Cardholders may choose to have another person pick up their holds by giving their card to the person or providing access to their card on the Café app for this purpose.
- C. There is a limit of fifty (50) holds for all library materials except for interlibrary loan items which are limited to five (5) items. Some items, including Lucky Day titles and items in The Thingery, are not holdable. Please check the Café Catalog for availability.
- D. Cardholders have five (5) days to pick up their items. Items exceeding the given “hold to” date will be reshelfed or returned to their owning library.
- E. Cardholders may request that pending holds be inactivated until such time the cardholder desires the item(s).
- F. The system will automatically cancel holds when a patron fails to claim the requested items before the “hold to” date. The system allows a cardholder to reactivate a cancelled hold for 60 days. When a cardholder opts to reactivate a cancelled hold, their name will queue to the bottom of the hold list.
- G. Patrons may select or request CAFÉ pick-up locations other than Mukwonago when placing holds. Items not found in the CAFÉ Catalog, which result in interlibrary loan requests, must be requested at the library where pick-up is desired.

VI. Holds for Pick Up in the Outside Smartlockers

The Library offers 24/7 access to pick up holds inside smartlockers located outside the front entryway.

- A. All cardholders with a valid Café library card may request to pick up their hold in the smartlockers.
- B. Pickup location must be selected at the time of placing the hold. Items will not be taken from the inside holds shelf and put in the smartlockers.
- C. Items that are not holdable and/or not available for shipment to other libraries—such as The Thingery items and Lucky Day items—are not available for pickup in the smartlockers.
- D. Notification will be sent to the cardholder when the hold is ready to be picked up. Items may not be available for pickup immediately after placing a hold.
- E. Cardholders have five (5) days to pick up their items. Items exceeding the given “hold to” date will be reshelfed or returned to their owning library. There will be a \$5.00 fee assessed to the cardholder if the items in the lockers are not picked up on time. Repeat offenders may lose smartlocker privileges at the discretion of the Library Director.
- F. Items placed in the smartlockers are already checked out to the cardholder who placed the hold. Once the items are placed in the smartlockers for pickup, the items are the cardholder’s responsibility.
 - i. Cardholders may choose to have another person pick up their hold in the smartlocker by giving their access code to the person.
 - ii. If the cardholder notices damage to the items when they remove them from the lockers, they must notify the Library immediately.

VII. Loan Periods

Circulating items (meaning items that are checked out by cardholders for use outside the Library) have loan periods to ensure the items are returned in a timely manner for other Library users to enjoy.

- A. See Appendix A “Materials Loans, Limits, and Fines Chart” for material type loan periods. Due to collection size, demand, or the specialty nature of certain materials, some items or collections may have different loan periods and/or lending limits than standard materials. These variations will be clearly indicated on the item and in the Café catalog.
- B. A renewal period of the same length as the initial loan period is granted for any item unless the item has been placed on hold by another patron.
- C. Renewals are possible via the CAFÉ online catalog, the Café app, or by calling or visiting the Mukwonago Community Library. All renewals require the

cardholder's library card and phone renewals also require confirmation of cardholder's registered address.

- D. The loan periods and renewal rules for interlibrary loan materials are determined by the lending institutions.

VIII. Overdue Materials

There are no overdue charges for most items checked out from the Mukwonago Community Library. The Library's primary goal is the timely return of materials so they can be made available to other community members.

- A. Overdue fines will be charged for certain special collection items that are in high demand and/or of high monetary value. See Appendix A "Materials Loans, Limits, and Fines Chart".
- B. Materials are considered overdue if not received by the date due. Materials returned in the book drop when the library is not open are considered to have been returned on the library's last open day.
- C. The Library considers overdue materials to be lost from its collection until returned. While the Library typically follows standard notification timelines, it reserves the right to declare items lost and assess replacement costs immediately after the due date, especially for time-sensitive and/or expensive materials such as Explore Passes.
- D. The Library sends out courtesy notifications when items are overdue. The cardholder is responsible for returning the materials on time and paying all fees incurred, regardless of whether they received a courtesy notification. It is the cardholder's responsibility to update their notification preferences and keep track of the items on their account.
 - i. A courtesy notification is sent when items are one (1) day overdue.
 - ii. Another courtesy notification is sent when items are 7 (seven) days overdue.
 - iii. A notification is sent at 14 (fourteen) days overdue informing the cardholder of the replacement costs of the unreturned items.
 - iv. A bill is mailed via USPS at twenty-one (21) days overdue notifying the cardholder that the items are considered irretrievably lost and they will be assessed the replacement costs of the overdue materials.
 - v. After day forty-five (45), cardholders with lost items totaling \$25.00 and over may be sent to a collection agency and a \$20.00 service charge will be billed to the account.
 - vi. After day one-hundred-eighty (180) a collection agency may report unpaid cardholders to a credit reporting agency.

- E. Items are considered irretrievably lost after forty-five (45) days overdue. For items deemed irretrievably lost, replacement costs cannot be cleared by returning the item. Payment in full is required. The Library may send accounts with irretrievably lost items to a collection agency.
- F. If the cardholder returns an item or pays replacement costs before the forty-five (45) day deadline, the account will be placed back into good standing. Overdue fees may still apply if the item belongs to a special collection. See Appendix A "Materials Loans, Limits, and Fines Chart"
- G. If a cardholder's payment by check is returned for insufficient funds, the original amount will be placed back on the cardholder's account. Additionally, if the bank charges the Library an insufficient funds charge, the fee the Library incurs will be passed on to the cardholder. After a check is returned from the bank for insufficient funds, payments to clear charges must be made in cash.
- H. A cardholder may pay for material which they believe is irretrievably lost at any time. No refunds will be issued once payment is made. If the item is later returned, the cardholder may keep the item.
- I. The Library will comply with all Discharge of Debtor decrees by Bankruptcy Courts. Only overdue materials as of the date of the decree will be cleared and suspensions removed.
- J. Materials loaned to Mukwonago Community Library for local borrowers fall under Mukwonago Community Library's circulation policies. However, borrowing cardholders will be held responsible for all special assessments placed by lending institutions.
- K. Any cardholder with good cause, who feels charges warrant review, may request a one-time waiver to reduce library fines and/or fees assessed by the Mukwonago Community Library. A "Request to Waive or Reduce Library Fines or Fees" form is available at the Circulation Desk. Requestors must complete and sign the form and submit it to the Circulation Team. The request will be reviewed by both the designated Library staff and Library Director. Not all requests may be granted.

IX. Lost or Damaged Materials

Cardholders are responsible for all materials checked out on their library card. A cardholder is required to pay for material that is irretrievably lost (see VII.C.) or has been damaged while checked out.

- A. The price of replacement of Mukwonago Community Library materials is determined by the current standard cost to replace the item as charged by the library vendor plus a \$5.00 processing fee.
- B. Damage that interferes with the functionality or usability of the material will be charged replacement cost and processing fee. Examples include, but are not limited to, book pages that are damaged or ripped such that the full content of the book cannot be read, liquid spills, animal or bug evidence, and pervasive smells.
- C. When materials are returned with damage that does not require replacement of the item, a \$5.00 repair fee will be assessed. Examples include, but are not limited to, torn pages, damaged covers, missing or damaged cases, barcode or RFID tag damage, and broken spines. All item damage is subject to additional fees assessed at the discretion of the designated Library staff.

X. The Thingery and The Thingery Jr.

The Thingery is a special collection lending library of things. A subset of The Thingery is The Thingery Jr. which offers a library of things specifically for children. In this policy, the term “Thingery” includes all specialty items in this collection for children and adults.

The Thingery is an assortment of equipment, Explore Passes to parks and attractions, and specialty items to check out for free. The collection provides diverse opportunities for lifelong learning, creativity, and engagement by providing the physical tools necessary to explore new areas of interest and learn new skills.

- A. Eligible Cardholders
 - i. Adult cardholders eighteen (18) years of age and older may check out Thingery items.
 - ii. Minor cardholders under the age of eighteen (18) cannot check out Thingery items.
 - iii. Temporary cardholders are not allowed to check out Thingery items.
- B. Checkout, Renewals, and Returns
 - i. Thingery items must be checked out and returned to the Circulation Desk of the Mukwonago Community Library in their original packaging. Explore Passes may be returned in the bookdrop.
 - ii. Most items within The Thingery are not eligible for holds. Each request for an item to be held will be handled case-by-case by designated Library staff. The Library Director will have final discretion.
 - iii. The maximum number of Thingery items allowed per cardholder at any given time card is five (5) items. Due to the specialty nature of this collection, some items may have different lending limits. These will be

clearly labeled on the item and in the Café catalog. See Appendix A “Materials Loans, Limits, and Fines Chart” for item lending limits.

- iv. Most items within The Thingery are limited to a seven (7) day checkout. Some items have different loan periods based on their unique nature. See Appendix A “Materials Loans, Limits, and Fines Chart” for information on loan periods.
- v. There are no renewals allowed on any Thingery items.
- vi. Library staff inspect, clean, repair, and sanitize all Thingery items upon their return.

C. Fees and Replacement Costs

- i. A \$5.00 fee per item will be charged if Thingery items are returned in the bookdrop or to another library, except for items specifically approved for bookdrop return
- ii. All items (except Explore Passes) within The Thingery have an overdue due daily fine of \$1.00. Explore Passes overdue fines will be assessed at \$50.00 per day.
- iii. Due to the wide variety of items within The Thingery, all replacement and damage costs will be left to the discretion of the designated Library staff and/or the Library Director. Factors such as current retail price, administrative and processing fees, staff time, item availability from vendor, standard costs for unreplaceable pieces, etc. will all be taken into consideration during the assessment.

- D. The Mukwonago Community Library is not responsible for injury, loss, or damage that may occur from use of an item from within The Thingery. The responsibility to protect against injury, loss, or damage is the cardholder’s. Cardholders will be responsible for any damage to The Thingery items while in their possession.

XI. Interlibrary Loan

When a cardholder is unable to find an item in the Café Catalog, they may request an interlibrary loan from outside the Bridges Library System.

- A. Cardholders whose home library is the Mukwonago Community Library may request an interlibrary loan by contacting the Library in person or by phone. All requests require the cardholder’s library card and phone requests also require confirmation of cardholder’s registered address. All interlibrary loan requests must be submitted under the requesting borrower’s library card, not on family members’ cards.
- B. Library staff will make every effort to locate the requested item in the state-wide interlibrary loan system. Cardholders will be notified if the item is unavailable.

- C. Any cardholder with materials, fines, or fees due in excess of the library block limit of \$10.00, or with one (1) or more interlibrary loan items overdue may not request interlibrary loan material until the fee is paid or the item is returned. Cardholders having five (5) or more Café items overdue and are blocked must return overdue items and pay all fees before submitting an interlibrary loan request.
- D. All interlibrary loan material that is checked out from the Mukwonago Community Library must be returned to the Mukwonago Community Library.
- E. Loan periods for interlibrary loan material are subject to the owning library.
- F. Renewals may be available; requests must be submitted through the interlibrary loan office only and are at the discretion of the owning library.
- G. Fines for overdue Interlibrary Loan material are \$1.00 per day. Replacement costs are at the discretion of the owning library.

Adopted by the Board of Trustees of the Mukwonago Community Library on [date]

Revision History

- August 18, 2016**
 - Removed Section XI. Confidentiality of Library Records – new standalone policy created
 - Removed Section XII. Library Theft Law Removed – new standalone policy created
 - Revised Section I (B) to reflect change from WCFLS to Bridges Library System
 - Revised Section IV (G) to update number of items patron may check out
 - Revised Section V (A) to reflect change from WCFLS to Bridges Library System
 - Revised Section VIII (B) to reflect change in the number of renewals permitted
 - Revised Section IX (B) to reflect change in fine schedules for video games
 - Revised Section IX (D) to reflect change to collection agency service charge
 - Revised Section X (A) (2) to update damaged item fees and revise media case breakouts
- February 16, 2017**
 - Loan and fee schedules updated to reflect acquisition of Wi-Fi hotspots and Streaming Media Devices

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Change language under Section VII. Holds, Item B to “There is a limit of 40 total holds for all library materials, except Blu-ray and Interlibrary Loan. Blu-ray and Interlibrary Loan holds are limited to 5 titles. Fines for overdue material are \$1.00 per day. Replacement costs are at the discretion of the owning library.”
New Item created under Section IX. Overdue Materials dealing with the handling of payments to the library rejected due to insufficient funds and associated fees.
- March 21, 2019** Revised policy to remove a number of items from the existing policy in order to simplify the policy, make it easier to maintain and to incorporate the item types into a new policy section XI which deals specifically with The Thingery and the items in that collection.
- December 12, 2019** Revised Section IV, Paragraph A to read ‘in lieu of a library card, the Library Director or his/her designee may allow check-out with proper photo ID.’ The one-time checkout with proper photo ID was eliminated.
- July 9, 2020** Revised Section VII, Item B. Total holds for all library materials changed from 40 to 50.

- August 12, 2021** Revised throughout to be consistent with increased Thingery scope.
- April 13, 2023** Policy updated for clarity and consistency throughout.
Added Section II and updated special library cards.
Changed number of type of items allowed to be checked out at once.
Added section on smartlockers.
Clarified and expanded upon rights and responsibilities of legal parents/guardians over minor’s cards.
Added rules for expiration of library cards.
Reviewed by Village legal counsel.
- June 13, 2024** Combined and relocated all fines, lending limits, and loan periods tables into one table in new “Appendix A: Materials Loans, Limits, and Fines Chart”
Removed references to staff positions to align with new staff organization
Changed collection from “This Just In” to “Lucky Day”
Reduced Lucky Day lending limit from 10 to 5 total items
Added The Thingery Jr. to The Thingery
- October 9, 2025** Eliminated overdue fines on regular collections
Eliminated fee to replace lost library card
Standardized costs for replacement items and repairs
Adjusted notification and declaration of irretrievably lost timeline

Appendix A

**Mukwonago Community Library
Materials Loans, Limits, and Fines Chart**

	Item	Loan Period	Item Limit	Number of Renewals	Overdue Fine Per Day	Maximum Fine Accumulation
Regular Collection – No Overdue Fines	Book	21 Days	250*	3	\$0	\$0
	CD book and Playaway	21 Days	250*	3	\$0	\$0
	Music CD	21 Days	250*	3	\$0	\$0
	Magazine	7 Days	250*	3	\$0	\$0
	DVD/Blu-ray	7 Days	250*	3	\$0	\$0
	TV Series on DVD	14 Days	250*	3	\$0	\$0
	Video Game	14 Days	5*	3	\$0	\$0
	In-house use item	1 Day	1	0	\$0	\$0
Specials Collections	Thingery & Thingery Jr.	7 or 14 Days, check specific item	5*	0	\$1.00	\$10.00
	Explore Pass (part of Thingery)	3 or 7 Days, check specific item	2*	0	\$50.00	\$250.00
	Lucky Day Item	Books – 14 Days DVDS – 7 Days	5*	0	\$1.00	\$10.00
	Interlibrary Loan	Varies	5*	Varies	\$1.00	\$10.00

* The maximum number of items allowed checked out per library card at any given time is a total of 250 items. Cardholders may check out any combination of items up to the maximum except for the limits listed in this table.

Mukwonago Community Library
Gift Acceptance Policy (formerly Donation of Materials Policy)
Approved by Policy Committee Sept. 18, 2025 – For Library Board Oct. 9, 2025

The purpose of this policy is to provide rules and guidelines for the acceptance of gifts and donations to ensure that the Mukwonago Community Library Board of Trustees (the "Trustees") makes decisions that are in the best interest of both the Library and the community it serves. The Mukwonago Community Library (the "Library") welcomes and appreciates offers of gifts and donations that support the Library's mission. This policy establishes procedures for equitable treatment of all donors, proper solicitation and stewardship practices, accurate gift recording and management, and compliance with applicable laws and regulations.

The acceptance of gifts does not constitute or imply endorsement by the Library of any service, product, or business of the donor.

For naming opportunities, please refer to the Naming Rights and Commemorations Policy.

- I. Gift Acceptance Authority and Solicitation
- II. Gift Acceptance Terms
- III. Types of Gifts
- IV. Pledges
- V. Endowments and Memorial Gifts
- VI. Gift Acknowledgment and Stewardship

I. Gift Acceptance Authority and Solicitation

- A. The Trustees have authority to accept or decline any gift to the Library.
- B. Donations valued over \$5,000 may require acceptance by the Library Board, which will determine the most appropriate use of the donation in consultation with the donor.
- C. The Friends of the Mukwonago Community Library ("Friends") have authority to undertake solicitation of funds on behalf of the Library provided they follow procedures and guidelines as set forth by the Trustees.
- D. No solicitation of funds may be undertaken by any outside party on behalf of the Library without prior approval of the Trustees.
- E. The Trustees may require written donor agreements for any gifts, especially large or complex gifts, to ensure clear understanding of terms, timelines, and purposes.

- F. The Library Director may spend up to \$2,000 of donated funds monthly on a single item purchase without prior Board approval. Spending in excess of \$2,000 from donated funds on a single item purchase requires prior Board approval. Consideration will be given to donor requests, but final selection depends upon the Library's needs

II. **Gift Acceptance Terms**

The Library will accept gifts that:

- A. Are appropriate to the mission and needs of the Library.
- B. Are irrevocable and do not impose undue financial burdens on the Library including upon Library staff, attempt to dictate library policy, or would cost more to administer than the value of the gift.
- C. Are not subject to conditions or restrictions, unless expressly approved in advance by the Trustees. All donations are considered unrestricted by default, but donors are encouraged to contact the Library before making a restricted gift to ensure their intentions can be clearly understood and appropriately honored. The Library and donor will discuss any proposed conditions to ensure they are acceptable to all parties before the donation is accepted or declined.
- D. Permit the Library to apply the gift to a related purpose if the designated purpose becomes impractical or unnecessary. A good faith effort will be made to communicate to the donor any changes made to the designated purpose of a gift.

III. **Types of Gifts**

The following represent common vehicles for giving. The Library does not provide tax, legal, or financial advice to donors or valuations for donated items. Donors should obtain independent professional advice and appraisals as needed. Additional gift options will be considered by the Trustees as needed.

- A. Cash Gifts - Cash gifts are accepted via cash, check, money order, or electronic transfer.
- B. Securities and Investments - Publicly-traded securities are accepted as gifts and will be valued at market value on the date of transfer. Securities will generally be sold promptly upon receipt.
- C. Tangible Property - The Library may accept donations of books, materials, equipment, artwork, and other tangible property with the understanding that

donated materials may or may not be added to the library's collection. Materials not added to the collection may be given to the Library Book Sale, donated to other organizations, or disposed of by other means. The Library reserves the right to retain or dispose of any accepted materials as deemed appropriate.

- D. Real Property - Gifts of real estate may be considered with Board approval and may require evaluation, including but not limited to, environmental assessment and title review, at donor's expense.
- E. In-Kind Donation - An in-kind donation, also called gift in-kind, refers to the provision of goods or services to an organization, such as office equipment, computers and software or administrative and financial support. These donations generally fall into one of three categories: direct payment by a donor of bill owed by the organization to a third party, donations of goods, or donations of services. The donor is responsible for valuing the in-kind donation. In-kind gifts may be counted toward fundraising goals, but may not be used as a vehicle for pledge payments.
- F. Bequests - A bequest is a gift left to a nonprofit organization through a donor's will, trust, or estate plan. Newly established bequests to the Library will be counted toward fundraising goals and recognized at full value if the donor is at least 80 years of age. Intended bequests from donors less than 80 years of age will be recognized for the gift valued according to the donor's actuarial life expectancy.
- G. Cryptocurrency - Acceptance of cryptocurrency donated to the Library will be at the discretion of the Trustees. Cryptocurrency will generally be sold on the next business day or the next day an exchange is open. Such gifts will be valued at the market value on the date of the sale.

IV. Pledges

Pledges require a written donor agreement before pledge recognition. Pledges must be paid in full within five (5) years. **If a pledge is not fulfilled within the agreed timeframe, the Trustees may determine appropriate action. The Library reserves the right to revise or reverse recognition if the pledge is not fulfilled as to the agreed-upon schedule.**

V. Endowments and Memorial Gifts

- A. Endowments - The minimum amount required to establish an endowed fund is \$100,000. If funding is not completed within five (5) years, or if the endowment falls below \$10,000, the fund may become part of a general endowment. Preauthorized endowments and naming opportunities are identified on an ongoing basis and maintained by the Library Director.

- B. Memorial Funds - Memorial Funds are the summation of several gifts from individuals that are designated for a collective memorial. Gifts received in memory of an individual will be designated as unrestricted and placed in a collective fund unless specified for a restricted purpose.

VI. Gift Acknowledgment and Stewardship

- A. The Library provides written acknowledgment for all gifts as required by law and complies with all applicable tax laws and reporting requirements. Donations may be tax deductible.
- B. All non-cash gifts will be acknowledged by description without valuation.
- C. Gift records will be kept confidential to the extent permitted by law. Anonymous gifts are respected.

Revision History

May 1996	Policy Created
June 2007	Policy Updated
December 15, 2016	<p>Policy reviewed and reformatted to policy standard format.</p> <p>Policy renamed to Gifts and Donations Policy</p> <p>Introductory paragraph modified to include “Mukwonago Community”.</p> <p>Paragraph 8 modified to include “or her/his designee”.</p> <p>Donations changed to Gifts and Donations in procedure.</p> <p>Gifts and Donations Form address updated to current address.</p> <p>Small formatting changes made to Gifts and Donations Form.</p> <p>Gifts and Donations form name and references standardized throughout document.</p>
January 19, 2017	Modified Paragraph 8 to add discretionary spending amount and reporting requirement.
December 21, 2017	<p>Renamed policy to “Donation of Materials” Policy</p> <p>Moved Paragraph 3 to Naming Rights & Commemorations Policy</p>

January 17, 2019

Change languages under Section #7 to “The Library Director may spend up to \$2,000 of donated funds monthly on a single item purchase without prior Board approval. Such spending shall be reported as part of the monthly financial report to the Board. Spending in excess of \$2,000 from this account on a single item purchase requires prior Board approval.”

DRAFT

GRANT AGREEMENT

Between the

**State of Wisconsin
Department of Administration**

and

XXXXXXXXXXXXXX

THIS GRANT AGREEMENT is made and entered into by and between the Department of Administration, State of Wisconsin ("Grantor") and **XXXXXXXXXXXXXX** ("Grantee").

WHEREAS, the Legislature has authorized the Wisconsin State Building Commission ("Commission") to award a grant in the amount of **(\$XXXXXXXXXX)** to aid in the carrying out of **describe the project** (the "Project");

WHEREAS, the statutes provide that the state funding commitment for the Project shall be in the form of a grant to Grantee;

WHEREAS, the statutes provide that the state funding commitment to develop the Project shall not be released by the Commission to Grantee until the Commission has determined that Grantee has secured additional funding for the project from non-state revenue sources equal to at least half of the total cost of the Project;

WHEREAS, the Commission, at its meeting on October 8, 2024, determined that Grantee has met all the conditions set forth by the Legislature and authorized Grantor to release funds to Grantee for the construction of the Project in **xxxxxxx** County, in the amount of **\$XXXXXXXXXXXXXX** from the appropriation account under section 20.867 (3) (x) of the statutes, as a grant to Grantee.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties hereto agree as follows:

1. Grantor shall make payments to Grantee in the total amount of **\$XXXXXXXXXXXXXX**, as reimbursement of construction expenses incurred by Grantee in connection with the Project. Grantor shall disburse the grant as a payment based on a requisition (Form of requisition attached as Exhibit A).
2. Grantee has provided information to Grantor showing that they have secured additional funding commitments in an amount that is at least half of the approximately **\$** **XXXXXXXXXX** project cost from non-state revenue sources, the non-state revenue sources are reasonable and available and the total funding commitments of the state and the non-state sources will permit Grantee to satisfy the payments to aid in the construction of the Project. Grantee shall provide such additional information as may be required by the

Grantor from time-to-time to show its compliance with the requirement of this paragraph.

3. The Project is located in [REDACTED] County (The "Property"). The legal description of the Property is attached hereto as Exhibit B.
4. Other than payment of the \$ [REDACTED] in grant funds, the State of Wisconsin and its agencies, officers and employees will have no obligation regarding the facility. Therefore, Grantee hereby agrees to indemnify, hold harmless and defend the State of Wisconsin and its agencies, officers and employees against any financial obligation or liability regarding the construction of the Project, including, but not limited to, injury to any person or property or environmental hazards which may be encountered in the construction, maintenance and management of the facility. Grantee shall maintain full replacement cost coverage for the facility and upon loss or destruction of the facility shall repair or rebuild the facility within three (3) years from the date of loss or repay to Grantor the amount of the Grant. The form of this replacement cost coverage shall be satisfactory to the Grantor.
5. Pursuant to 2023 Wisconsin Act 19 (Act authorizing grant), Grantee is required to sign the attached Use Restriction Agreement. Grantee hereby accepts a use restriction over the Property for a period of twenty (20) years hereof or until such time that the person charged with the administration of the grant determines that the purpose of the grant has been satisfied. The use restriction shall be of the nature and character and to the extent and on the terms and conditions set forth therein.
6. Grantee shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical conditions, developmental disability as defined in Section 51.01(5), Wisconsin Statutes, sexual orientation, or national origin. This provision shall include, but not be limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, Grantee shall take affirmative action to ensure equal employment opportunities. Grantee shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by Grantee setting forth the provisions of the nondiscrimination clause. An Affirmative Action Plan is required from any Grantee who receives an award from the Grantor in excess of Fifty Thousand (\$50,000.00) Dollars and who has a workforce of fifty (50) or more employees as of the Grant date. Grantee shall include these provisions in any subcontract associated with this Grant.
7. Grantee shall establish a record keeping system, which assures that Grantee is in compliance with this Agreement. The system shall provide an historic account of Agreement activities for examination and review by anyone authorized by the Grantor. Records must be maintained after the date of this agreement for a period of not less than five (5) years.

The minimum acceptable records for administrative purposes of this Agreement consist of invoices for allowable construction costs, materials and equipment and construction services and professional, architectural and engineering fees.

Grantee shall maintain sufficient segregation of accounting records for this Agreement separate from other agreements, projects and programs. Documents related to this Agreement shall be made available for review by Grantor during normal business hours. Grantor shall have access to all records related to this agreement at any time during normal business hours, and shall have the right to examine, audit, excerpt, transcribe and copy on the premises any directly pertinent records, in whatever form, relating to this Agreement. If the material is on electronic media, Grantee shall provide copies in such form as may be requested by Grantor. This provision shall also apply in the event of termination of this Agreement.

8. If the facility that is constructed with funds from the Grant is not used for the purpose identified in this agreement at the completion of construction, Grantor shall retain an ownership interest in the facility equal to the amount of the state's grant.
9. This Grant Agreement may be recorded in the Office of the Register of Deeds, County.

GRANTOR:

GRANTEE:

THE STATE OF WISCONSIN

XXXXXXXXXXXXXXXX

By: _____

By: _____

Naomi De Mers

Name: _____

Secretary
Wisconsin State Building Commission

Title: _____

Date: _____

Date: _____

EXHIBIT A

State of Wisconsin Capital Finance Office
Attn: Capital Finance Director
101 East Wilson Street, 10th Floor
P.O. Box 7864
Madison, WI 53707

To Whom It May Concern:

Requisition Date: _____ Requisition Number _____

Requisition of Construction Grant Funds
[INSERT NAME OF GRANTEE]

On behalf of _____, a draw on available grant funds for the above project is hereby requested. The invoice(s) , closing documents, or other materials evidencing payment of costs and expenses for which reimbursement is requested are listed and attached separately. This grant draw is to reimburse construction invoice(s) at the _____ paid by _____. The calculation of the amount of grant available and this draw is as follows:

1. Total Amount of Grant:	\$ _____	
2. Total of Previous Grant Draws		0.00
3. Remaining Grant Available:	\$ _____	
4. Total Costs/Expenses Submitted		\$0.00
5. Grant Draw		\$0.00
6. Cumulative total of Grant Draws (line 2 plus line 5)		\$0.00
7. Remaining Grant Available (line 1 minus line 6)	\$ _____	

On behalf of _____ I hereby certify that the materials submitted with this letter are true and correct copies of documents evidencing payments made by _____ and the amounts requested for payment under this Requisition are due to _____.

Sincerely,

[INSERT NAME OF GRANTEE]

By: _____
Name: _____
Title: _____

EXHIBIT B

Legal Description of the Property

[INSERT LEGAL DESCRIPTION]

EXAMPLE

USE RESTRICTION AGREEMENT

Between the

**State of Wisconsin
Department of Administration**

And

XXXXXXXXXXXX

THIS USE RESTRICTION EASEMENT (“**Agreement**”) is made and effective as of the _____ day of _____, _____, by and between _____ (“**Grantor**”) and THE STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION (“**Grantee**”).

WITNESSETH:

WHEREAS, Grantor is a nonstate organization; and

WHEREAS, Grantor is the sole owner in fee simple of certain real property (the “**Property**”) located in _____ County, Wisconsin, and more particularly described on Exhibit A hereto;

WHEREAS, the Wisconsin State Building Commission has provided financial support for the development of [describe project] in _____ County (the “**Project**”);

WHEREAS, on October 8, 2024, the State of Wisconsin Building Commission authorized \$ _____ to aid Grantor in the construction of the Project, with state funding support to be in the form of a grant, and determined that Grantor has secured sufficient additional funding from non-state donations for the Project;

WHEREAS, if the facility that is constructed with funds from the grant, and/or the equipment that is purchased, is not used for the purpose of the Project, the Legislature requires Grantee to retain an ownership interest in the facility equal to the amount of the state’s grant;

NOW, THEREFORE, in consideration of the Grant, the premises, the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor and Grantee hereby agree as follows:

1. Grant; Purpose. Grantor hereby voluntarily grants and conveys to Grantee, and Grantee hereby accepts, a use restriction easement over the Property for a period of Twenty (20)

Recording Area
Name and return address:
Attorney _____
State of Wisconsin
Department of Administration
101 East Wilson Street
Madison, WI 53707-7970
PIN: [insert pin]

years from the effective date hereof (the “**Term**”), which use restriction easement shall be of the nature and character and to the extent and on the terms and conditions set forth herein. It is the purpose of this Agreement to assist Grantor in the construction of the Project.

2. Restrictions. In furtherance of the foregoing, Grantor covenants, on behalf of itself and its successors and assigns, which covenants shall run with and bind the Property during the Term, that the Property and the Project will be primarily used to for the purpose described herein and that any activity on or use of the Property inconsistent with such primary use and the purpose of this Agreement is prohibited.

3. Reserved Rights. Grantor hereby reserves to itself and its successors and assigns, all rights accruing from ownership of the Property, including the right to engage in, or permit or invite others to engage in, all uses of the Property that are not expressly prohibited by or inconsistent with the purpose of this Agreement.

4. Rights of Grantee. To accomplish the purpose of this Agreement, the following rights are hereby granted to the Grantee:

(a) Grantee shall have the right to enter upon the Property at reasonable times in order to monitor compliance with and otherwise enforce the terms of this Agreement, as provided in Paragraph 5 hereof, provided that (except in cases where Grantee reasonably determines that immediate entry is required to prevent, terminate, or mitigate a violation of this Agreement that would significantly impair the public purposes to be served by this Agreement) such entry shall be upon prior reasonable notice in writing to Grantor.

(a) Grantee shall have the right to prevent any activity on or use of the Property that is inconsistent with the purpose and terms of this Agreement, as provided in Paragraph 5 hereof.

5. Grantee’s Remedies.

(a) Acquisition of Ownership Interest. If Grantee determines that a violation of Paragraph 2 of this Agreement has occurred or is threatened, then it shall give written notice to Grantor of the same, and Grantor shall have a thirty (30) day period after the receipt of such notice in which to cure such violation or, if such violation cannot be cured within such thirty (30) day period, then Grantor shall commence diligent efforts to pursue cure of such violation. If Grantor fails to either cure such a violation or commence and continue such diligent efforts to pursue a cure of such violation within thirty (30) days after receipt of notice to do so from Grantee, or if Grantor thereafter fails to diligently pursue such cure and to cure such violation within one hundred eighty (180) days, then Grantee shall deliver written notice to Grantor, and Grantor, within ten (10) days after delivery of such written notice, shall deliver to Grantee a deed in substantially the form attached hereto as Exhibit B, transferring an ownership interest in the facility constructed on the Property equal to the amount of the state’s grant to Grantor.

(b) Injunctive Relief. Grantee may bring an action at law or in equity in a court of competent jurisdiction to enforce the terms of this Agreement, to join the

violation, by temporary or permanent injunction, and to require the restoration of the Property to the condition that existed prior to such violation.

(c) Scope of Relief. Grantee's rights under this Paragraph 5 apply equally in the event of either actual or threatened violations of the terms of this Agreement. Grantor agrees that Grantee shall be entitled to the injunctive relief described in Paragraph 5(b) hereof, both prohibitive and mandatory, in addition to such other relief to which Grantee may be entitled, including specific performance of the terms of this Agreement. The remedies described in this Paragraph 5 shall be cumulative and shall be in addition to all remedies now or hereafter existing at law or in equity.

(d) Costs of Enforcement. All reasonable costs incurred by Grantee in successfully enforcing the terms of this Agreement against Grantor, including, without limitation, costs and expenses of suit and reasonable attorneys' fees, shall be borne by Grantor; provided, however, that if Grantor ultimately prevails in such a judicial action, then Grantee shall pay Grantor's costs and expenses relating thereto.

(e) Forbearance. Forbearance by Grantee in exercising its rights under this Agreement in the event of any breach of any term of this Agreement by Grantor shall not be deemed or construed to be a waiver by Grantee of such breach or of any subsequent breach of the same or any other term of this Agreement or of any of Grantee's rights under this Agreement. No delay or omission in the exercise by Grantee of any right or remedy upon any breach by Grantor shall impair such right or remedy or be construed as a waiver.

(f) Waiver of Certain Defenses. Grantor hereby waives any defense of laches, estoppel, or prescription.

(g) Acts Beyond Grantor's Control. Notwithstanding anything to the contrary contained in this Agreement, Grantee shall not be entitled to bring any action against Grantor for any change in use of the Property resulting from causes beyond Grantor's reasonable control, including, without limitation, fire, flood, storm, and earth movement; or from any action or inaction by Grantor in order to comply with local, state, or federal laws or regulations.

6. No Public Access. No right of access by the general public to any portion of the Property is granted by this Agreement.

7. Costs, Liabilities, Taxes, and Environmental Compliance.

(a) Costs, Legal Requirements, and Liabilities. Grantor retains all responsibilities and shall bear all costs and liabilities of any kind related to the ownership, operation, upkeep, and maintenance of the Property, including the maintenance of liability insurance coverage in the minimum amount of \$1,000,000 (adjusted from time to time by the percentage change from the date hereof in the Consumer Price Index – All Urban Consumers, All Items, 1982-84 = 100, or if such index is no longer published, then a similar generally accepted index of price inflation). Grantor remains solely responsible for obtaining any applicable governmental permits and approvals for any construction or

other activity or use permitted by this Agreement, and all such construction or other activity or use shall be undertaken in accordance with all applicable federal, state, and local laws, regulations, and requirements.

(b) Taxes. Grantor shall pay before delinquency all taxes, assessments, fees, and charges of whatever description levied on or assessed against the Property by competent authority (collectively “taxes”), including any taxes imposed upon, or incurred as a result of this Agreement, and shall furnish Grantee with satisfactory evidence of payment upon request.

(c) Representations and Warranties. Grantor represents and warrants that, to the best knowledge of Grantor, there is no pending or threatened litigation in any way affecting, involving, or relating to the Property and no civil or criminal proceedings or investigations have been instigated at any time or are now pending, and no notices, claims, demands, or orders have been received, arising out of any violation or alleged violation of, or failure to comply with, any federal, state, or local law, regulation, or requirement applicable to the Property or its use, nor do there exist any facts or circumstances that Grantor believes would form the basis for any such proceedings, investigations, notices, claims, demands, or orders.

(d) Control. Nothing in this Agreement shall be construed as giving rise, in the absence of a judicial decree, to any right or ability in Grantee to exercise physical or managerial control over the day-to-day operations of the Property, or any of Grantor’s activities on the Property, or otherwise to become an operator with respect to the Property within the meaning of The Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (“CERCLA”), or similar laws imposing legal liability on the owner or operator of real property.

8. Extinguishment; Condemnation.

(a) Extinguishment. If circumstances arise in the future that render the purpose of this Agreement impossible to accomplish, then this Agreement can be terminated or extinguished, whether in whole or in part, only by judicial proceedings in a court of competent jurisdiction. The amount of the proceeds to which Grantee shall be entitled, after the satisfaction of prior claims, from any sale, exchange, or involuntary conversion of all or any portion of the Property subsequent to such termination or extinguishment, shall be the original amount of the Grant.

(b) Condemnation. If all or any part of the Property is taken by exercise of the power of eminent domain or acquired by purchase in-lieu of condemnation, whether by public, corporate, or other authority, so as to terminate this Agreement, in whole or in part, then Grantor and Grantee shall act jointly to recover the full value of Grantor’s interest in the Property subject to the taking or in-lieu purchase and all direct or incidental damages resulting therefrom (the “Award”), from which Award Grantee shall be entitled to collect an amount equal to the original amount of the Grant, plus reasonable interest calculated from the date hereof, and any expenses reasonably incurred by Grantee in connection with the taking or in-lieu purchase; provided, however, that if the Award is

less than such original Grant amount plus such reasonable interest, then Grantee shall be entitled to recover its pro rata share of the Award.

9. Subsequent Transfers. Grantor agrees to incorporate the terms of this Agreement by reference in any deed or other legal instrument by which Grantor divests itself of any interest in all or a portion of the Property, including, without limitation, a leasehold interest. Grantor further agrees to give written notice to Grantee of the transfer of any such interest at least thirty (30) days prior to the date of such transfer. The failure of Grantor to perform any act required by this Paragraph 9 shall not impair the validity of this Agreement or limit its enforceability in any way.

10. Estoppel Certificates. Grantee shall within thirty (30) days after its receipt of a written request by Grantor therefor, execute and deliver to Grantor, or to any party designated by Grantor, an estoppel certificate, which certifies Grantor's compliance with any obligations of Grantor contained in this Agreement. Such certification shall be limited to the use being made of the Property as of Grantee's most recent inspection. If Grantor requests more current documentation, Grantee shall conduct an inspection, at Grantor's expense, within twenty (20) days after its receipt of Grantor's written request therefor and shall execute and deliver the requested certificate within ten (10) days after such inspection.

11. Termination. This Agreement shall terminate twenty (20) years from the effective date written above (the "Termination Date"). If at any time after the Termination Date Grantee receives a request from Grantor to record a notice of termination in the office of the Register of Deeds for [REDACTED] County, Wisconsin, Grantee shall comply with the request within ten (10) business days of receipt of the request, and shall deliver a copy of such notice of termination to Grantor. In the event that the person charged with the administration of this Agreement on behalf of Grantee (e.g., the Secretary of the Department of Administration) determines that the purposes to be served by the Grant have been satisfied, Grantee may terminate this Agreement and its rights hereunder at any time by recording a notice of termination in the office of the Register of Deeds for [REDACTED] County, Wisconsin. Grantee shall deliver a copy of such notice of termination to Grantor.

12. Notices. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other shall be in writing and either delivered personally or sent by first class mail, postage prepaid, addressed as follows:

If to Grantor:

Attention:

If to Grantee: State of Wisconsin
Wisconsin Department of Administration
101 East Wilson Street, 10th Floor
Madison, WI 53702
Attention: Chief Legal Counsel

or to such other address or by such other means of common communication as either party from time to time may designate by written notice to the other.

13. Recording. Grantee shall record this Agreement in the office of the Register of Deeds for [REDACTED] County, Wisconsin, and may re-record it at any time as may be required to preserve its rights under this Agreement.

14. General Provisions.

(a) Controlling Law. The interpretation and performance of this Agreement shall be governed by the internal laws of the State of Wisconsin.

(b) Liberal Construction. Any general rule of construction to the contrary notwithstanding, this Agreement shall be liberally construed to effect the primary purpose of this Agreement and the public purposes to be served by the making of the Grant. If any provision in this Agreement is found to be ambiguous, then an interpretation consistent with the primary purpose of this Agreement that would render the provision valid shall be favored over any interpretation that would render it invalid.

(c) Severability. If any provision of this Agreement, or the application thereof to any person or circumstance, is found to be invalid, then the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

(d) Entire Agreement. This instrument sets forth the entire agreement of the parties with respect to this Agreement and supersedes all prior discussions, negotiations, understandings, or agreements relating to such matters, all of which are merged herein.

(e) No Forfeiture. Nothing contained herein will result in a forfeiture or reversion of title in any respect.

(f) Successors. The covenants, terms, conditions, and restrictions of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective personal representatives, heirs, successors, and assigns and shall continue as a servitude running with the Property during the Term.

(g) Termination of Rights and Obligations. A party's rights and obligations under this Agreement terminate upon transfer of that party's interest in this Agreement (as to Grantee) or the Property (as to Grantor), except that liability for acts or omissions occurring prior to transfer shall survive transfer.

(h) Captions. The captions in this Agreement have been inserted solely for convenience of reference and shall have no effect upon its construction or interpretation.

(i) Amendment. If circumstances arise under which an amendment to or modification of this Agreement would be appropriate, Grantor and Grantee may jointly amend this Agreement by a written instrument recorded in the office of the Register of Deeds for [REDACTED] County, provided that any such amendment shall not diminish the purpose of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement and delivered the same as of the day and year first above written.

[Signatures on next page]

EXAMPLE

GRANTOR:



GRANTEE:

THE STATE OF WISCONSIN

By: _____

By: _____

Name: _____

Naomi De Mers

Title: _____

Secretary, Wisconsin State Building Commission

ACKNOWLEDGEMENT

State of Wisconsin
County of Dane

This instrument was acknowledged before me on _____, 20____, by
Naomi De Mers as the Secretary of the Wisconsin State Building Commission.

Notary Public, Wisconsin
My Commission (expires) (is) _____

ACKNOWLEDGEMENT

State of Wisconsin
County of _____

This instrument was acknowledged before me on _____, 20____, by
_____ as _____.

Notary Public, Wisconsin
My Commission (expires) (is) _____

EXHIBIT A

Legal Description of the Property

EXAMPLE

EXHIBIT B

Form of Deed

See Attached

EXAMPLE

State Bar of Wisconsin Form 1-2003
WARRANTY DEED

Document Number

Document Name

THIS DEED, made between _____
 _____ (“Grantor,” whether one or more),
 and STATE OF WISCONSIN
 _____ (“Grantee,” whether one or more).

Grantor, for a valuable consideration, conveys to Grantee the following described real property, together with rents, profits, fixtures and other appurtenant interests, in _____ County, State of Wisconsin (“Property”) (if more space is needed, please attach addendum):

See attached addendum

Recording Area

Name and Return Address

Chief Legal Counsel
 WI Department of Administration
 P.O. Box 7864
 Madison, WI 57707

Parcel Identification Number (PIN)
 This is not _____ homestead property.
 (~~is~~) (is not)

Grantor warrants that the title to the Property is good, indefeasible in fee simple and free and clear of encumbrances except: municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, and general taxes in the year of recording.

Dated _____.

XXXXXXXXXXXXXXXXXXXXXX

By: _____ (SEAL)
 Name: _____
 Its: _____

AUTHENTICATION

Signature(s) _____

 authenticated on _____

* _____
 TITLE: MEMBER STATE BAR OF WISCONSIN
 (If not, _____
 authorized by § 706.06, Wis. Stats.)

THIS INSTRUMENT DRAFTED BY:

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
 _____ COUNTY)

Personally came before me on _____,
 the above-named _____

to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

* _____
 Notary Public, State of Wisconsin
 My Commission (is permanent) (expires: _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

WARRANTY DEED

STATE BAR OF WISCONSIN
 FORM NO. 1-2003

* Type name below signatures.



511 Division St., Mukwonago, WI 53149 (262) 363-6411 www.mukwonagolibrary.org

October 12, 2025

Regina Cuellar, Chairwoman
5281 Honpie Road
Placerville, CA 95667

Dear Chairwoman Cuellar,

Pursuant to the Native American Graves Protection and Repatriation Act (NAGPRA) and Regulations that became effective on January 12, 2024 [43 CFR 10.10(g) Step 7], the Mukwonago Community Library is formally responding to Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract), California's repatriation request for associated funerary objects removed from Bennett Mound (CA-SAC-16) and Sand Cove Site (CA-SAC-164), Sacramento County, CA that were submitted on the following dates:

- Bennett Mound (CA-SAC-16) Repatriation Request – June 6, 2024
- Sand Cove Site (CA-SAC-164) Repatriation Request – September 15, 2025

The Notice of Inventory Completion, which describes the associated funerary objects, was published in the *Federal Register* Vol. 90, No. 173, pages 43626 – 43627 on September 10, 2025. Attached for your records is a copy of the notice.

The Mukwonago Community Library has determined that the request meets the criteria under 43 CFR 10.10(f)(3)(i) and will distribute a repatriation statement to the requestor no later than 90 days after the date of this response unless the Mukwonago Community Library has received competing requests for repatriation.

Pursuant to 10.10(g), all parties identified in the Notice of Inventory Completion were notified of the requests on September 10, 2025, via email.

Respectfully,

Howard Pringle, Library Board President
Mukwonago Community Library

Enclosure: *Federal Register* Vol. 89, No. 113, pp. 49191-49192 (2025-09-10)



511 Division St., Mukwonago, WI 53149 (262) 363-6411

www.mukwonagolib.org

Repatriation Statement

In compliance with the Native American Graves Protection and Repatriation Act (NAGPRA; 25 U.S.C. 3001 et seq) and its implementing regulations, (43 CFR part 10), this statement certifies the following:

- The Mukwonago Community Library hereby relinquishes possession or control of
- Associated funerary objects described in the attached *Federal Register* Vol. 90, No. 173, pages 43626 – 43627 and removed from Bennett Mound (CA-SAC-16) and the Sand Cove Site (CA-SAC-164), Sacramento County, CA to
- Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract), California

The Mukwonago Community Library hereby informs the Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract), California that it has no known record of the associated funerary objects being treated with substances that represent a potential hazard to the associated funerary objects or to person(s) handling the associated funerary objects.

After sending this repatriation statement, the Mukwonago Community Library will:

- Consult with the Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract), California on custody and physical transfer,
- Document any physical transfer, and
- Protect sensitive information from disclosure to the general public to the extent consistent with applicable law.

The Mukwonago Community Library will send a copy of this repatriation statement to all parties identified above and will keep a copy of this document for their official files, to permanently document the content and recipient(s) of the transfer of control.

Physical transfer from the Mukwonago Community Library to the Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract), California will occur on a date, at a place, and in a manner that the Mukwonago Community Library and the Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract), California have found agreeable through consultation.

Howard Pringle
Library Board President

Date

Enclosure(s): Federal Register notice

Cc: National NAGPRA Program

Deaccession Record

Deaccession Request initiated by: Abby Armour, Library Director Date: October 12, 2025

The object(s) listed below are recommended for deaccession

Tracking #	Item Name	Description	Count
G01085	Beads	1 count; red and white beads on a string (shows evidence of burning; related items include G00644-01, G00644-02, G01085, G01086 and from beads with tags reading "Cove Mound")	1 lot
G01086	Beads	1 count; red and white beads on a string (shows evidence of burning; related items include G00644-01, G00644-02, G01085, G01086 and from beads with tags reading "Cove Mound")	1 lot
G01087	Beads	red and white beads on string; tag reads "Cove Mound Placer Co Calif 50 pcs"	1 lot
G01088	Beads	red and white beads on string; tag reads "Cove Mound Placer Co Calif 50 pcs"	1 lot
G01089	Beads	white beads on string; tag reads "Cove Mound Placer Co Calif 40 pcs"	1 lot
G01090	Beads	red and white beads on string; tag reads "Cove Mound Placer Co Calif 42 pcs"	1 lot
G01091	Beads	red and white beads on string; tag reads "Cove Mound Placer Co Calif 35 pcs"	1 lot
G01113	Beads	1 count; white bead; restrung (Confirmed California; funerary; related to white beads in G00644-01, G00644-02, G01085, G01086 and from beads with tags reading "Cove Mound")	1 lot
G01114	Beads	1 count; white bead; glass; restrung (Confirmed California; funerary; related to white beads in G00644-01, G00644-02, G01085, G01086 and from beads with tags reading "Cove Mound")	1 lot

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

Deaccession Record

Deaccession Request initiated by: Abby Armour, Library Director Date: October 12, 2025

Page 1 of 2

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

Reason for deaccession (check one)

- approved for repatriation on Oct. 12, 2025 deteriorated/health hazard
 duplicate/inferior object cannot be adequately care for
 inconsistent with mission other (specify):

Justification for the proposed deaccession: The Library Board published a Notice of Inventory Completion on these Belongings in September 2025, after consultation with the Shingle Springs Band of Miwok Indians showed that these Belongings were actually associated funerary objects removed from Sand Cove-Bennett Mound Bennett Mound (CA-SAC-16), in Sacramento County, CA. The Library Board approved the Request for Repatriation from the Shingle Springs Band of Miwok Indians after determining that all three parts of a valid NAGPRA claim had been met.

Proposed Method(s) of Disposition

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

Narrative that further details and justifies the disposition method: The Mukwonago Community Library will retain custody of these items until a representative of the Shingle Springs Band of Miwok Indians is able to obtain physical custody.

Library Board President Name: Howard Pringle

Signature _____

Date: Oct. 12, 2025

Library Director Name: Abby Armour

Signature _____

Date: Oct. 12, 2025

**RESOLUTION 2025-05
CAPITAL FUNDING TRANSFER FOR CAPITAL IMPROVEMENTS**

THE BOARD OF TRUSTEES OF THE MUKWONAGO COMMUNITY LIBRARY, WAUKESHA COUNTY, WISCONSIN, DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the Library Board of Trustees has exclusive control of library funds pursuant to Wisconsin Statute 43.58(1), and,

WHEREAS, the Library Board of Trustees maintains the Mukwonago Community Library Capital Endowment Fund (MCLCEF) exclusively to cover the costs of capital improvements; and:

WHEREAS, the Library Board of Trustees defines capital improvements based on the Wisconsin Accounting Manual Section 06-04; and:

WHEREAS, the Library Board of Trustees is committed to maintaining its facilities and equipment to maximize their useful life and ensure responsible stewardship of taxpayer investments;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$13,198.58 from the Mukwonago Community Library Capital Endowment Fund (MCLCEF) and deposit it in the Library's Operational Donation Account in the Village of Mukwonago in order to cover the costs of the following capital items.

Item	Cost
IKM Mechanical – replace rotted tubing on boilers	\$1,196.00
Roman Electric - Replace switching relay in sump pump	\$2,159.58
IKM Mechanical - Troubleshoot Condenser	\$1,329.00
IKM Controls - Troubleshoot Condenser	\$2,177.00
O'Leary Plumbing - Replace 4 Sump Pumps	\$4,865.00
USA Alliance Fire Protection - Repair Backflow	\$1,472.00
Total	\$13,198.58

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 9th day of October, 2025.

Library Board President

RESOLUTION 2025-06
CAPITAL FUNDING TRANSFER FOR SAFETY SYSTEM REPAIRS

THE BOARD OF TRUSTEES OF THE MUKWONAGO COMMUNITY LIBRARY, WAUKESHA COUNTY, WISCONSIN, DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the Library Board of Trustees has exclusive control of library funds pursuant to Wisconsin Statute 43.58(1), and,

WHEREAS, the Library Board of Trustees maintains the Mukwonago Community Library Capital Endowment Fund (MCLCEF) exclusively to cover the costs of capital improvements; and,

WHEREAS, the Library Board of Trustees defines capital improvements based on the Wisconsin Accounting Manual Section 06-04; and,

WHEREAS, the Library Board of Trustees is committed to maintaining its facilities and equipment to ensure the safety and security of all visitors and staff;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$13,198.58 from the Mukwonago Community Library Capital Endowment Fund (MCLCEF) and deposit it in the Library’s Operational Donation Account in the Village of Mukwonago in order to cover the costs of the following capital items.

Item	Cost
USA Alliance Fire Protection - Cellular Fire Alarm Installation	\$1,896.00
Rinderle Door - Replace threshold in emergency exit	\$621.22
USA Alliance Fire Protection - Fix dry sprinkler leak	\$7,389.00
Schindler Elevator - troubleshoot phone and update phone number	\$753.56
Dowdle Drywall – repair ceiling after sprinkler system fix	\$1,640.00
Andrew’s Locksmith – door rekeying	\$2,383.90

Total \$14,683.68

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 9th day of October, 2025.

Library Board President