

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, May 12, 2022

Time: **6:00 pm**

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

1. Call to Order

2. Roll Call and Introduction of Guests

3. Comments from the Public

Information and comment may be received from the public by the Library Board, but solely as to matters that appear on the Agenda for that meeting. The public comment session shall last no longer than 15 minutes and individual presentations are limited to (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Library 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 Library Board as a body. Presentations shall not deal in personalities or personal attacks on members of the Board, the applicant for any project, or Village employees. Comments, questions and concerns shall be presented in a respectful and professional manner. Any questions to an individual member of the Library Board or Staff will be deemed out of order by the Presiding Officer.

4. Approval of Minutes

4.a Minutes from April 21, 2022

[Library Board Minutes 20220421_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for May 2022

[Financial 2022 May Executive Summary 20220512.pdf](#)

[Financial 2022 May Invoices 20220512.pdf](#)

6. Committee Reports

6.a Building & Grounds Committee - last met March 28, 2022

6.b Finance Committee - last met February 10, 2022

6.c Policy Committee - last met February 24, 2022 - next meets May 26, 2022 @ 10:00am

- 6.d Personnel Committee - last met October 7, 2021 - next meets June 2, 2022 @ 4:00pm (hybrid)

7. Library Director Report

- 7.a Library Director Report for May
Director Report is for information only.
[Library Director Report May 2022.pdf](#)

8. Discussion/Action Items

- 8.a NAGPRA Summary Contract
Discussion and possible action on approving contract with Bernstein & Associates NAGPRA Consultants to conduct NAGPRA inventory and summary on the Grutzmacher collection.
[Bernstein & Associates - Estimate 126.pdf](#)
[B&A-Mukwonago Community Library Consulting Services Agreement DRAFT 1.pdf](#)
- 8.b System Pump Rebuild Proposal
Discussion and possible action on proposal to rebuild and add brush grounding to system pump #4.
- 8.c System Pump Alignment Proposal
Discussion and possible action on approving proposal from Ilingworth-Kilgust for system pump laser alignment.
[Mukwonago Community Library Pump Alignment IKM Service Proposal 2.28.22.pdf](#)
- 8.d Strategic Planning SWOT Analysis
Nancy Wilhelm to facilitate SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for the strategic planning process.
[Board of Trustee 2022 Strategic Planning and SWOT Discussion.pdf](#)
[Mukwonago Board SWOT Worksheet.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date: Thursday, June 9, 2022 @ 6:00pm

11. Adjourn

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

DRAFT MINUTES OF THE LIBRARY BOARD MEETING

Thursday, April 21, 2022

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:07 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

J. Darin
D. Magolan
J. Gasser
S. Kaufman
M. Lacock
E. Pautz
H. Pringle
D. Whalen

Excused

E. Brill
C. Stienstra
M. Penzkover

Also Present

A. Armour, Library Director

Guest

Emily Ceithamer, Circulation Supervisor

Comments from the Public

None.

Approval of Minutes

D. Whalen/S. Kaufman motioned to approve the minutes from the Board of Trustees meeting on March 10, 2022. Unanimously carried.

Audit and Approval of Monthly Expenditures

J. Gasser/M. Lacock motioned to approve the monthly expenditures. Unanimously carried.

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

Building & Grounds Committee - last met March 28, 2022 - items related to that meeting are on the agenda

Finance Committee - last met February 10, 2022

Personnel Committee - last met October 7, 2021

Policy Committee - last met February 24, 2022

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

A. Armour shared additional information that was not in her initial director report. MCLs landscaper, O. Zimmermann, has been contacted and will be returning to MCL this spring. The new MCL brochures were distributed for the Trustees to view. The Village of Mukwonago is offering Special Board Training to all members of boards and committees over the next few months. A. Armour will be presenting at the May 18th training.

Discussion/Action Items

Allowable Costs - Discussion and possible approval of Allowable Costs for Waukesha County.

H. Pringle noted that this is an annual document that needs to be viewed and approved by the board to stay in compliance.

J. Gasser/S. Kaufman motioned to authorize the board president and director to sign the Allowable Costs Document. Unanimously carried.

Security Contract - Discussion and possible action on approving Building and Grounds Committee's recommendation for a three-year renewal of Johnson Controls security system contract.

A. Armour noted the previous contract had expired and this contract will be a renewal. There are three parts to this contract, but the level of service is the same since the contract started.

M. Lacock/J. Gasser motioned to approve the security contract in the total amount of \$7,223.28 divided over three years, to be paid annually. Unanimously carried.

Install Exterior Outlet and Data Cable - Discussion and possible action on recommendation from Building and Grounds Committee to consider proposal from Roman Electric to install electrical and ethernet wiring for exterior smartlockers.

A. Armour noted that this recommendation will ensure the wiring is in place prior to the locker installation. She also explained that \$1,178 will be offset by another ARPA grant.

J. Darin/E. Pautz motioned to approve the proposal from Roman Electric to install electrical and ethernet wiring for the exterior smartlockers. Unanimously carried.

VFD Rewiring - Discussion and possible action on recommendation from Building and Grounds Committee to consider EMcor proposal to rewire VFDs directly to system pumps.

A. Armour noted that this was brought before the Building and Grounds Committee because the VFDs are the computers that control MCL's system pumps. When the VFDs were initially installed they were wired into the main library network and this has created large lag times in the system response to temperature change resulting in heat being inconsistently distributed to the necessary areas within MCL. S. Kaufman/M. Lacock motioned to approve the rewiring of the VFDs directly to the system pumps. Unanimously carried.

Strategic Planning - Discussion and possible action on selecting Nancy Wilhelm to conduct the next strategic planning cycle.

H. Pringle noted that he and A. Armour spoke with Nancy Wilhelm and she is willing to aid MCL with the Strategic Planning Process. N. Wilhelm utilizes SWOT Analysis and would be meeting with both staff and the board. The strategic plan would then entail action plan items to ensure there is a quantifiable plan in place.

D. Whalen/J. Gasser motioned to move forward with the strategic planning process by retaining the services of Nancy Wilhelm. Unanimously carried.

Grutzmacher Collection - Loan Agreement - Discussion and possible action on loan agreement with the Mukwonago Historical Society for the part of the Grutzmacher collection housed at the Red Brick Museum.

A. Armour noted that all of the board's concerns were addressed by the lawyer and the language was adjusted to ensure it was viable for our loan agreement as the collection is already housed at Red Brick Museum.

J. Gasser/J. Darin motioned to approve the new redlined agreement from the attorney, as well as, having President H. Pringle sign and present it to the Mukwonago Historical Society. Unanimously carried. D. Whalen abstained.

Grutzmacher Collection - NAGPRA Summary - Discussion and possible action on engaging the services of Berstein & Associates NAGPRA Consultants for the Grutzmacher Native American artifacts.

A. Armour noted that the Mukwonago Historical Society did utilize Berstein & Associates for their NAGPRA consultation when their Native American artifacts were reviewed.

D. Magolan/M. Lacock motioned to approve A. Armour to engage the services of Berstein & Associates for the NAGPRA Summary Development utilizing WCCF Funds. Unanimously carried.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on Thursday May 12, 2022.

Adjournment

J. Gasser/D. Whalen motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:22pm

Mukwonago Community Library Executive Summary 2022
5/12/2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	559,332.00	168,875.24	390,456.76	30.2%
5112 - Social Security	44,355.00	12,734.03	31,620.97	28.7%
5152 - Retirement	41,145.00	12,449.21	28,695.79	30.3%
5154 - Health	64,788.00	26,129.14	38,658.86	40.3%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,880.00	(235.93)	4,115.93	-6.1%
5219 - Professional Services	4,000.00	2,105.25	1,894.75	52.6%
5220 - Contractual Services	16,000.00	10,505.44	5,494.56	65.7%
5221 - Water & Sewer	3,500.00	614.50	2,885.50	17.6%
5222 - Electric	30,000.00	7,003.43	22,996.57	23.3%
5224 - Gas	15,000.00	4,997.40	10,002.60	33.3%
5225 - Telephone	9,000.00	2,341.88	6,658.12	26.0%
5226 - Insurance	8,000.00	628.11	7,371.89	7.9%
5310 - Outside Services	20,000.00	7,252.10	12,747.90	36.3%
5311 - Supplies	20,000.00	7,230.94	12,769.06	36.2%
5312 - Printing	500.00	169.16	330.84	33.8%
5314 - MetaSpace 511 Equip/supplies	5,000.00	2,383.00	2,617.00	47.7%
5315 - Postage	500.00	67.85	432.15	13.6%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	943.43	856.57	52.4%
5328 - Books	70,000.00	21,700.21	48,299.79	31.0%
5329 - AV Materials	12,000.00	4,406.85	7,593.15	36.7%
5330- The Thingery	4,900.00	832.97	4,067.03	17.0%
5331 - Programming	10,000.00	2,078.38	7,921.62	20.8%
5332 - Mileage	2,000.00	52.36	1,947.64	2.6%
5333 - Outreach	2,000.00	1,427.45	572.55	71.4%
5335 - Training & Travel	5,000.00	992.62	4,007.38	19.9%
5340 - Digital Materials	10,000.00	2,870.03	7,129.97	28.7%
5341 - Cafe	23,713.00	23,713.00	0.00	100.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	22,772.00	12,772.00	10,000.00	56.1%
5395 - Repairs & Maintenance	20,000.00	22,027.93	(2,027.93)	110.1%
5399 - Other	5,000.00	1,140.18	3,859.82	22.8%
5811 - Technology Equipment	18,904.00	7,668.49	11,235.51	40.6%
TOTAL Budget Accounts	1,066,989.00	370,601.87	696,387.13	34.7%
<i>Donation Accounts</i>				
Balance from 2021	53,164.45			
4890 - Donations Revenue 2022			10,927.84	
5806 - Donation Expenditures 2022			(11,500.89)	
TOTAL Donation Accounts	52,591.40		(573.05)	
OVERALL TOTAL			695,814.08	

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
May 12, 2022

Account	Vendor	Memo	Amount
5219 Professional Services	Baker Tilly Virchow Krause- Village C	2021 Audit progress bill	869.51
5219 Professional Services	Hippenmeyer, Reilly & Blum	Grutzmacher agreement	420.00
5220 Contracted Services	Envisionware	Payware Terminals	1008.00
5220 Contracted Services	Taylor Computer Services	Set up firewall rule and add hosts	156.25
5221 Water-Sewer	Village Of Mukwonago	Q1 bill	614.50
5222 Electric	WE Energies	March	2387.58
5224 Gas	WE Energies	March	1213.82
5225 Telephone	Century Link -Village Charge	3/21/22-4/20/22	178.98
5225 Telephone	Charter Communications- Village C	3/28/22-4/27/22	294.26
5310 Outside Services	America Aquaria	Fish Tank Maintenance April	85.00
5310 Outside Services	Credit Card Processing Fee	April	79.46
5310 Outside Services	Klassy Kleaners	Weekend Cleaning April	1200.00
5310 Outside Services	Unique	Placements	9.85
5311 Supplies	AlSCO	Mats & Dusters	70.29
5311 Supplies	Amazon Business	Cricut supplies	55.27
5311 Supplies	Amazon Business	Office Supplies	188.84
5311 Supplies	County Wide Extinguishers Inc.	New #5 Extinguisher	294.76
5311 Supplies	Dynamic Awards & Apparel LLC	Name Tags	24.00
5311 Supplies	Hahn Ace- Village Charge	Hardware	44.22
5311 Supplies	Home Depot- Village Credit Card	Garden Supplies	410.78
5311 Supplies	Quill	Paper	118.46
5311 Supplies	Quill	Processing Supplies	276.73
5311 Supplies	Shi International- Village Charge	Anti-Virus Annual Subscription	499.30
5311 Supplies	Walmart- Village Credit Card	General Supplies	38.88
5312 Printing	Central Offices- Village Charge	4/1/22-4/30/22	22.64
5312 Printing	De Lage Landen Financial- Village C	4/15/22-5/14/22	21.95
5314 MetaSpace 511 Equip-S	Amazon Business	MetaSpace Supplies	689.98
5314 MetaSpace 511 Equip-S	Cleverbridge- Village Credit Card	CorelDraw	109.00
5328 Books	Baker & Taylor	Books	15.26
5328 Books	Baker & Taylor	Books	102.14
5328 Books	Baker & Taylor	Books	211.62
5328 Books	Baker & Taylor	Books	16.39
5328 Books	Baker & Taylor	Books	113.40
5328 Books	Baker & Taylor	Books	488.54
5328 Books	Baker & Taylor	Books	14.71
5328 Books	Baker & Taylor	Books	12.72
5328 Books	Baker & Taylor	Books	102.44
5328 Books	Baker & Taylor	Books	134.74
5328 Books	Baker & Taylor	Books	713.75
5328 Books	Baker & Taylor	Books	30.52
5328 Books	Baker & Taylor	Books	221.67
5328 Books	Baker & Taylor	Books	12.72

5328 Books	Brodart Co.	Books	127.08
5328 Books	Brodart Co.	Books	328.88
5328 Books	Brodart Co.	Books	334.75
5328 Books	Brodart Co.	Books	132.98
5328 Books	Brodart Co.	Books	279.28
5328 Books	Cengage	Books	86.37
5328 Books	Cengage	Books	24.79
5328 Books	Center Point	Books	111.88
5329 AV Material	Amazon Business	DVD	940.19
5329 AV Material	MicroMarketing	Audio Books	33.99
5329 AV Material	Midwest Tape	Audio Books	39.99
5331 Programming	Amazon Business	Program supplies	73.29
5331 Programming	Amazon Business	Spices	17.44
5331 Programming	Amazon Business	Prizes	39.04
5331 Programming	Chad Lewis	Paranormal Program 6/22/22	350.00
5331 Programming	John Duggleby	Beat Generation Drum Circles	200.00
5331 Programming	KR Bluegrass	Bluegrass Concert	350.00
5331 Programming	Seed Savers- Village Credit Card	Flowers seeds	58.27
5331 Programming	Sunset Playhouse	Hey Diddle Diddle program 6/21/	225.00
5331 Programming	Tanya Hinz	Painting Class	60.00
5332 Mileage	Eric Huemmer	Outreach Mileage	20.24
5333 Outreach	Amazon Business	Camera	457.64
5335 Training & Travel	Lori Mueller	CPR Class 5/20/22	300.00
5335 Training & Travel	Wisconsin Library Association- Villag	Emily Ceithamer Membership	15.44
5335 Training & Travel	Wisconsin Library Association- Villag	Eric Huemmer Membership	118.56
5335 Training & Travel	Wisconsin Library Association- Villag	Abby Armour Membership	210.00
5335 Training & Travel	Wisconsin Library Association- Villag	WAPL Conference	160.00
5340 Digital Materials	MailChimp- Village Credit Card	Newsletter-May	69.99
5340 Digital Materials	Midwest Tape	Hoopla April	518.87
5395 Repairs & Maintenance	Illingworth-Kilgust	Replace pump motor , seal, and si	3191.00
5395 Repairs & Maintenance	Illingworth-Kilgust	Extra repairs for Pump #8 and Boi	1461.70
5395 Repairs & Maintenance	United States Alliance Fire	Low Air Alarm repair	506.00
5399 Other	UKG Payroll Processing	Form 1095C processing	32.45
5399 Other	UKG Payroll Processing	Processing Fee	278.25
5399 Other	WI Department Of Revenue	Tax on Copies	58.22
5399 Other	WI Department Of Revenue	Tax on Book Sale	48.77
5399 Other	WI Department Of Revenue	Tax on Faxes	5.78
TOTAL REGULAR ACCOUNTS			\$ 24,839.06

5806 Donation Expenditure	All Star Rentals	Deposit on Canopy	741.00
5806 Donation Expenditure	IREAD- Village Credit Card	SLP prizes	87.86
Donation Designated Funds	4 Imprint	Retractable Banner/ Grant	273.49
Donation Designated Funds	American Library Association- Villag	Conference/ Paid by Grant	669.00
Donation Designated Funds	Boerner Botanical Garden- Village C	Explore Pass/ Paid by Friends	100.00
Donation Designated Funds	Facebook- Village Credit Card	Cultural Showcase Ad/GRANT	17.73
Donation Designated Funds	Makey Makey- Village Credit Card	Continuing Ed Class/ Paid by Gran	155.72

Donation Designated Funds	Partners In Print- Village Credit Card Continuing Ed Class/Paid by Grant	95.00
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<hr/>		Total Donation Expenses	\$ 2,139.80
Director	Treasurer	To Be Reimbursed	1310.94
		Regular Donation Expenses	828.86
<hr/>		Total Expenses	\$ 26,978.86
Secretary			

Library Director Report: May 2022

Director Meetings and Activities

On April 22 I spoke at Park View Middle School's Career Day along with about 40 other professionals. I was stationed in one classroom and groups of middle school students rotated through to learn how to become a librarian and what it's like to work in a modern library. I relish these opportunities because it's a chance to excite the younger generation about working in libraries and inform them about all the cool things modern libraries do and offer.

I conducted all of the periodic evaluations on the leadership team in April. These check-ins give a formal opportunity to revisit and adjust the Department Head's annual goals as well as ensure I'm providing support for them to achieve these goals. This year has been full of non-stop change, and the leadership team has done an admirable job of adapting while still staying focused on the larger goals of the Library. Every one of them is looking forward to strategic planning to get clear goals of where the Library Board wants to accomplish in this post-COVID world and with an almost-all-new staff.

The VFD rewiring to the system pumps is complete. Cathryn came in at 6:00am on one day and I came in at 6:00am the other two days as Ilingworth-Kilgust installed the mechanical and then Emcor updated the code in the software. Already the system pumps are running much more consistently and that will reduce wear and tear on our mechanical.

Our final hiring for circulation clerk, Laurie Fors, started last week and we are finally fully-staffed. Emily and the circulation team have worked hard on getting caught up on shelving and, when Laurie and Daniela are trained up, the Department Heads will be able to drop their daily picklist duties that they have been helping with this winter and circulation will take them back.

On May 6 I attended the Bridges Library System strategic planning day at Watertown Public Library. Nancy Wilhelm led the SWOT analysis and most of the Bridges library directors and Bridges Board were present. It is a fantastic opportunity to give feedback to our library system and provide input on where their efforts should go during their next strategic plan. It also gave me insight into our own library's strategic planning since we will have Nancy Wilhelm conduct the SWOT analysis for our Library Board and staff.

Grutzmacher Collection Timeline – where are we now?

- 1) Acquire insurance – done
- 2) Create extended loan agreement with Historical Society – Historical Society is having their lawyer review the loan agreement that Library Board approved on April 21
- 3) Conduct inventory of entire collection – Jeff Vanevenhoven has donated 11 hours of time so far in organizing and photographing the part of the collection in the basement. I have spent 6 hours directly assisting. The items are being transferred from their old Tupperware containers into metal boxes. Even stone artifacts should be stored in inert metal so they don't get damaged by plastic leaching from their containers. These efforts

will not only prolong the life and integrity of these artifacts, but they also are now easier to move, store, and find.

- 4) Identify NAGPRA – Jan Bernstein has sent over proposal contract for conducting NAGPRA summary (agenda item)
- 5) Conduct at least first part of NAGPRA on any items that need it – not started
- 6) Donate collection – not started

Circulation (Emily Ceithamer)

In circulation in the last month, I have been working on getting training materials together. I had binders ordered and made a list of all the procedures I want my team to have and am working on compiling those and typing up the documents. What originally sparked this was that we had our new circulation clerk, Daniela, start in the middle of April. She's adapting and learning very quickly. I also have been working on doing reports and mostly cleaning up patron records. I am making sure the Bridges standard is being followed as well as doing general clean-up of records like changing child codes to adults when patrons turn 18 and checking stat classes for newly renewed patrons.

On a personal and professional development note, I had very exciting news that I've been accepted at San Jose State University for grad school for a Master of Library and Information Science to continue my career in the library field. It's a fully online program I will be starting in the fall and I can't wait to get started!

Children's Department (Jane DeAngelis)

The month of May is busy with school visits and library tours. There will be school visits to promote the Summer Library Program, a visit to a High Interest Day, and a library tour for kindergarteners.

The month of May features a promotion for the 1000 Books before Kindergarten reading program. "Participate in the 1000 Books before Kindergarten program in the month of May by registering or leveling up and your child will earn a FREE paperback picturebook."

For those that visit the library, they can select science fiction books from the Star Wars school-age book display and dinosaur books for the Reading is Dino-mite preschool book display. Children can engage in a Sock Scavenger Hunt and earn a free book from the Prize Book Collection. They can Name the Star Wars Characters for a chance to win three pairs of Star Wars socks. The craft of the month is a handprint flower.

Staff Development Day will include one-on-one training for the Beanstack online reading program platform in preparation for the Summer Reading Challenge.

Reference and Adult Services (Chris Stape)

The Seed Library and Spice of the Month Club are exploding. Last month's spice "sold-out" in less than two days. The May spice is "Herbes de Provence." I just put it out this morning and we've gone through 10 by about noon; I bought more spice this month to keep up with

demand. The Seed Library is also booming. Most packets of seeds are taken within days of my putting them out, but folks really seem to enjoy it.

Our regular Friday movies, adult Bingo, and craft programs are all chugging along. Decided to offer adult Bingo twice each month due to high demand during the Summer Program and see how it goes. The last two months we've had so many in attendance it's been a struggle to keep everything orderly. We've arranged to have Sandwich Sisters Food Truck here on most Tuesday afternoons when the weather is decent.

Coming up, we have an author event on May 10th, a program on maximizing your Medicare benefits, a mixed-media basics class with Terry, and a painting class with Tanya.

Technical Services and Thingery (Mary Jo Isely)

Another month with over 700 new items processed and cataloged. The Canon Vixia Camcorder is now part of the Memory Lab On-the-Go. Seasonal items were returned to circulation on April 15. The kayaks and paddleboards are tentatively set for May 15 but that is completely dependent upon weather conditions. Currently rewriting the instructions for the Cassette/Recorder which will be added to the Memory Lab On-the-Go. The player converts audio files to MP3 audio files using free Audacity software. The MP3 file can then be transferred to a storage device (i.e. flash drive, CD). The Memory Lab On-the-Go devices are in constant demand-- specifically the Wolverine MovieMaker Pro, Kodak Scanza Slide/Film Digitizer, and the Diamond VHS Converter. Surveys accompanying the kits continue to reflect positive experiences with the kits and the completed projects. Weeding continues in Adult Fiction.

MetaSpace 511 & Technology (Nancy Aycock)

MetaSpace 511 is seeing spring growth happening with customer coming in to experiment with different types of materials and to try out new ideas. There have been experiments with laser engraving glass jars and vases, marble tiles, and leather, photo mats for graduation gifts, along with sewing lessons and Cricut Maker projects. Cub Scout Pack 152 came in for a Library Makerspace Adventure in April and learned about 3D printing, laser cutting and engraving, had a stamping activity to explore shapes, and a special tour of the library with a behind the scenes stop in Circulation to see the book drops.



MetaSpace 511 3D Printing Area Champion, Mark, teamed up with Eric to teach the Teen D&D group how to design and 3D print their own mini figures which was a lot of fun. Now the teens can use their mini figures during D&D game nights. LEGO Club builders found their favorite books in the library and rebuilt scenes from the stories with some very creative results!

MetaSpace 511 3D Printing Area Champion, Mark, has volunteered 21 hours during April to help with the implementation of the MetaSpace 511 subnet. Mark assisted with collecting MAC addresses, assisting Taylor Computing with setting up equipment on the new subnet including the 3D printers and the laser machine. Mark upgraded and rebuilt the desktop PC to include adding a 1 TB SSD Hard Drive and 16 GB of RAM to bring the memory up to 24 GB. This PC is now being used as the primary computer for the laser machine and 3D printer software while we wait for the new laptops which still haven't arrived due to supply chain issues. Mark has also been working with Ultimaker to repair the Ultimaker 3D printer that has not been working and is still having difficulties functioning properly.

Nancy has cancelled the Adobe Creative Cloud subscription that cost \$83.99 per month in favor of the CorelDraw 2021 Education License for a \$109.00 one-time purchase with the option to upgrade in the future. She has found that CorelDraw is a more intuitive program to use with the laser machine, with a less steep learning curve for customers than Adobe Illustrator, especially when it comes to laser cutting. Nancy has been awarded an SEWI LSTA CE Grant for \$455.00 to attend a continuing education class, workshop, and conference during May and June 2022.

Community Engagement Coordinator (Eric Huemmer)

Outreach & Marketing: Through our conversation with the Autism Society of Southeastern Wisconsin, we plan to host programs and resources for a population in Waukesha and Walworth counties that's underserved (patrons and parents of patrons that are on the spectrum or have other developmental disabilities). These families typically drive to Milwaukee according to ASSEW, so creating a welcoming space here in Mukwonago will provide a much needed community resource.

While we look ahead to summer, spring means the beginning of Farmer's Market and an opportunity for the Library to get in front of the Community. Eric will attend every other Wednesday starting May 18 with a different leadership team member to promote various aspects of the Library.

Finding time to update the Library's mountain of old marketing materials while addressing the immediate promotional needs of month-to-month events and programs has been a struggle that we continue to work on. With upcoming outreach opportunities (bi-monthly Farmer's Market; monthly Senior Facility Visits) starting May and SLP Kick-Off and SLP schedule on the horizon, we are having to adjust our marketing turnaround time to accommodate.

Events & Programming: We're gearing up for our Summer Library Program and we're starting everything off with the Summer Library Program Kick-Off event on June 11 that will include animals, an obstacles course, and live music on top of games and activities. Our outreach has gotten several responses from business for prizes and financial support.

Teen D&D continues to be popular, and we're hoping to use that popularity to grow our Teen Advisory Board and new Teen-centric events or recurring programs to the mix. We are

determining how to balance the ongoing programs with the SLP's "Teen Tuesdays" but we hope to carry that core group of excitement and grow it.

The Cultural Showcase Series presented by the MHS Global Scholar Students took place on 3 select Saturdays in the month of April, focusing the events on different regions and cultures. Attendance for the events was mixed between the 3 events. Though this is an excellent opportunity for the Global Scholar students to share what they've researched and learned with the entire community, this new format could use a little tweaking and we'll be reviewing the events with the school to determine if we were to pursue this again next year.



Statistics

Mukwonago Community Library								
STATISTICS APRIL 2022								
Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	5,637	5,953	-5%	21,703	Friday Flicks	75		
Town of Mukwonago	5,680	6,171	-8%	24,573	Book Clubs	22		
Eagle	1,007	1,126	-11%	4,060	Art& Craft Class	76		
Genesee	665	597	11%	2,578	Bingo	27		
North Prairie	1,172	598	96%	4,444	Cultural Showcase	82		
Vernon	2,097	1,713	22%	7,410	Shake Rattle & Roll		123	
All other Waukesha County	1,198	1,151	4%	4,325	Storytimes		53	
Jefferson County	80	135	-41%	541	Outreach		30	
Subtotal Bridges System	17,536	17,444	1%	69,634	Makerspace Programs		40	
Other Wisconsin Counties					Contests: Kids		88	
Milwaukee County	115	61	89%	402	Contests: General	72		
Racine County	315	291	8%	1,197	Makerspace Tours	5		
Walworth County	2,513	2,548	-1%	10,786	Teen programs			22
All other Wisconsin Counties	36	29	24%	125	Totals 688	359	334	22
Subtotal Wisconsin Counties	2,979	2,929	2%	12,510	Total Childrens Programs		21	
Total All Counties	20,515	20,373	1%	82,144	Total YA Programs		3	
YTD ALL COUNTIES	82,144	89,449	-8%	82,144	Total General Programs		25	
Facility Usage				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	/	
Study Room Users	90	61	47.5%	Flipster (System Wide)	2811	4139	-32.1%	
History Room Users	14	15	-6.7%	Overdrive Circulation (Mukwonago)	2947	2771	6.4%	
Community Room Use	10	NA		Gale Courses Verified (System Wide)	91	93	-2.2%	
Computer Usage	NA	392		Interlibrary Loans Borrower	13	8	62.5%	
Patron Visits	7,044	6,060	16.2%	Interlibrary Loans Lender	49	24	104.2%	
Curbside Pick Ups	17	37	-54.1%	New Items Added	706	464	52.2%	
AARP Tax Preparation	256			New Cards Added	68	45	51.1%	

Estimate



Bernstein & Associates

NAGPRA Consultants

Prepared for
Mukwonago Community Library
Attn: Abby Armour

1041 N Lafayette Street
Denver, CO 80218

nagpra.info
303-894-0648
jan@nagpra.info

Date	Estimate No.	Project
05/06/22	126	NAGPRA Compliance

Item	Description	Units	Unit Rate	Total
Summary Development	Assess and document the Native American collection in preparation for NAGPRA Summary Provision compliance (after a Summary is submitted, museums must consult with Tribes and provide additional documentation upon request. The most common requests are photographs. 2 associates x 13 days = 26 days	26	920.00	23,920.00
Summary Development	Develop NAGPRA Summaries and distribute them (via email) to Indian Tribes who may have an interest in the collection. Facilitate submission of Summary to the National NAGPRA Program. Reach out to the Summary recipients by phone to confirm Summary receipt and gauge interest in engaging in consultation. In DropBox, establish a data management structure. Digitally file documents generated during the project. Develop a Summary Provision tracker (Excel Workbook).	100	120.00	12,000.00
Travel Expenses	Round trip airfare from Seattle to Milwaukee, including extra baggage and/or shipping of equipment (Claire Wilbert) = \$1066 Airport Transfers in Seattle, Milwaukee/Mukwonago mileage (Alianna's vehicle) Lodging \$200/night x 12 nights x 2 room = \$4800 Meals and incidental expenses \$59/day x 13 days x 2 people = \$1534	1	8,400.00	8,400.00

Please let Jan know if you have any questions

Total **\$44,320.00**



Bernstein & Associates
NAGPRA Consultants
CONSULTING SERVICES AGREEMENT

Bernstein & Associates, LLC, DBA Bernstein & Associates NAGPRA Consultants ("Consultant"), located at 1041 N Lafayette Street, Denver, CO 80218 and Mukwonago Community Library ("Client"), located at 511 Division St, Mukwonago, WI 53149, agree as follows:

ENGAGEMENT

Client engages the Consultant, and the Consultant agrees to perform the services (the "Services") specified below. The Period of Service will begin on June 1, 2022 and will extend through May 31, 2023 (the "Period of Service").

SERVICES

Consultant will: 1) perform all Services required according to reasonable professional standards and 2) devote such time, attention, knowledge, and ability as is necessary to carry out and perform such Services. Except as set forth herein, Client will not be concerned with the particulars of how the Consultant accomplishes the Services.

Consultant will:

1. Two associates will spend up to 13 day/12 night in Mukwonago, WI to assess and document the collection
2. Develop a NAGPRA Section 6 Summary and distribute it to the Indian Tribes who may have an interest
3. Reach out to Summary recipients to gauge their interest in consulting

As funds allow, Consultant will:

1. Schedule virtual consultations
2. Develop virtual consultation meeting materials
3. Facilitate virtual consultations
4. Document virtual consultations
5. Develop and facilitate publication of Notices of Inventory Completion upon receipt of a valid repatriation request

Client will:

1. Digitize available documentation
2. Make the collection available to the associates while they are in Mukwonago

FEES

In return for the Services rendered during the Period of Service as described above in this Agreement, the Consultant will be compensated in the following manner:

- Client agrees to pay Consultant a fee of \$120 USD per hour not to exceed a maximum of \$45,000 USD for this Agreement.
- Payment terms are net 30 from the date of invoice.
- Consultant may charge Client interest on an overdue payment if the payment is at least 45 days overdue. Interest payable may not exceed 8% annual percentage rate on the outstanding balance.
- ~~• Client agrees to pay Consultant a fee of five hundred USD (\$500.) per hour for NAGPRA training. Consultant will provide certain training materials free of charge. Client agrees to pay Consultant a fee of one hundred twenty USD (\$120.) per hour for development of additional training materials.~~

- If Client opts to pay invoices with a Credit card, Client will reimburse Consultant for the credit card processing fees. Currently, fees are 3.4% and .30 per transaction. Fees are subject to change at any time.
- Invoices will be submitted to [insert name/email address] no more than monthly for services completed.
- Any adjustments to scope of work, materials, or additional labor will need to be negotiated and agreed upon between both parties in a separate Agreement.
- Client agrees to reimburse Consultant for actual costs associated with travel, including fully refundable roundtrip airfare, ground transportation (may include airport transfers, a standard-size rental car, and fuel or alternative means of transportation such as ride sharing, taxis, and rail), lodging, meals, and incidentals.

STATUS

In the performance of Services under this Agreement, the Consultant is acting as an independent Consultant and not as an employee or agent of Client. Accordingly, Client will be concerned with the Consultant's satisfactory performance of the Services but, except as set forth herein, not with the particulars of how the Consultant accomplishes those Services.

As an independent Consultant, the Consultant is not eligible for any benefits or liabilities offered to Client employees. In no event will the Consultant represent to any third party that they are authorized to bind Client in any manner or otherwise incur obligations on its behalf.

Client will issue a Form 1099 for all amounts paid to the Consultant. Consultant acknowledges and agrees that Consultant is obligated to report as income all compensation received pursuant to this Agreement

Unless otherwise stated in the Agreement, Consultant, is responsible for all applicable federal, state, and local taxes and fees.

INSURANCE

Consultant is acting as an independent Consultant during the period of this Agreement and not as an employee or agent of Client. Consultant carries commercial general liability insurance in the amount of at least one million USD (\$1,000,000.00) and may name Client as additional insured and provide Client with a certificate of insurance as proof of such coverage upon request.

TERMINATION

This Agreement will terminate immediately under any of the following situations:

1. Upon written notice by the Consultant to Client in the event of its failure to pay amounts owing to the Consultant within thirty (30) days after the same become due, provided that such failure is not due to the Consultant's noncompliance with this Agreement.
2. Upon written notice by Client to the Consultant if the Consultant fails to perform any of the Services under this Agreement at the time and in the manner required.
3. If the Consultant dies or otherwise becomes disabled and unable to perform the Services as required.

If Client or Consultant terminates this Agreement, Client will be responsible for reimbursing the Consultant for fees and expenses incurred through the date of termination, subject to the terms of the Fees & Expenses Section above.

INDEMNIFICATION

The Client and Consultant agree to indemnify and hold harmless the other's officers, directors, agents, employees, and assigns, from and against any liabilities, obligations, damages, claims, actions,

proceedings, losses, costs and expenses (including reasonable attorneys' fees) arising out of, connected with or resulting from the Services to be performed by the Consultant under this Agreement.

Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

LIMITATION OF LIABILITY

Notwithstanding anything to the contrary contained herein, to the maximum extent permitted by law, in no event will either party be responsible for any incidental, consequential, indirect, special, punitive, or exemplary damages of any kind, including damages for lost goodwill, lost profits, lost business or other indirect economic damages, whether such claim is based on contract, negligence, tort (including strict liability) or other legal theory, as a result of a breach of any warrant or any other term of the agreement, and regardless of whether a party was advised or had a reason to know of the possibility of such damages in advance.

CONFIDENTIALITY

Parties agree that each will hold in strict confidence all documents, materials, and other information concerning this Agreement, including, but not limited to, the business terms contained herein. Such documents, materials, information, and terms will not be communicated to any third party (other than to Client' and Consultant's subcontractors (Associates), counsel, accountants, or financial advisors). The obligation of each party to treat such documents, materials, information, and terms in confidence applies to any information that is required to be disclosed under applicable law or judicial process, but only to the extent it must be disclosed. Client and Consultant may share images and videos of the work in-process and final product on social media subject to the aforementioned Confidentiality requirements to the Agreement terms.

ASSIGNMENT

This Agreement is limited to the Consultant and the Consultant's subcontractors (Associates). Notwithstanding the foregoing, this Agreement may not be assigned by either party without the prior written consent of the other party.

SEVERABILITY

If there is a final determination that any provision of this Agreement (or any portion thereof) is invalid, illegal or unenforceable for any reason whatsoever: (i) the validity, legality, and enforceability of the remaining provisions of this Agreement will not in any way be affected or impaired; and (ii) to the fullest extent possible, this Agreement will be construed so as to give effect to the intent manifested by the provision held invalid, illegal, or unenforceable.

FORCE MAJEURE

Neither Client nor Consultant will be deemed to be in breach of this Agreement, or otherwise liable to the other, by delay in performance or non-performance of its obligations to the extent that such delay or non-performance is due to any force majeure of which it has notified the other. Force majeure is defined as any circumstances beyond the reasonable control of Parties, including but without limitation any form of industrial action, an act of nature, an act of governmental or regulatory bodies, default or interferences caused by others, war, pandemic, or other national emergency of which it has notified the other within thirty (30) business days.

WAIVER

This Agreement constitutes the entire agreement between the parties, superseding all other prior or contemporaneous agreements or understandings, oral or written. Any modifications of this Agreement must be in writing, signed by both parties. No waiver of any provision of this Agreement will constitute a waiver of any other provision of this Agreement or a future waiver of the same provision. Any waiver of any provision of this Agreement must be in writing signed by the party purported to have granted such waiver.

LAW TO GOVERN

This Agreement will be governed by and construed in accordance with the laws of the State of Colorado.

INFORMAL DISPUTE RESOLUTION

If a dispute arises between the parties concerning any matter, then the party asserting such dispute shall provide written notice to the other party hereunder, and the parties shall then meet and/or confer and attempt to resolve such disputes informally. In no event shall any party initiate or file litigation hereunder within forty-five (45) days after the notice required in this paragraph has been received by the other party.

CLIENT ACKNOWLEDGEMENT

The timeline depends to a great degree on the availability of others, which may affect the total project schedule and cost:

1. Client
 - a. The Consultant will ask the Client to review and approve certain correspondence before the Consultant moves forward.
 - b. The Client is solely responsible for making cultural affiliation determinations and approving notices of inventory completion and notices of intent to repatriate for publication in the *Federal Register*.
2. Tribes, Native Hawaiian Organization, and Lineal Descendants
 - a. A lack of response from a Tribe, Native Hawaiian organization, or lineal descendant is typically not due to a lack of interest, but instead due to a lack of capacity. The Consultant will make every effort to move the project forward. But the Consultant cannot force anyone to respond.
3. National NAGPRA Program and Review Committee
 - a. Currently, the National NAGPRA Program takes anywhere from three (3) to five (5) months from when a draft notice is submitted until it is published in the *Federal Register*.
 - b. The Native American Graves Protection and Repatriation Review Committee meets semi-regularly depending on government funding and other variables.

AGREED TO AND ACCEPTED:

For Client:

By:

Print Name and Title of Representative

Date

For Bernstein & Associates, LLC

By:

Jan Bernstein, Sole Member

Date

April 28, 2022

Ms. Cathryn Kim
 Mukwonago Community Library
 511 Division Street
 Mukwonago, Wisconsin, 53149
 e: ckim@mukcom.lib.wi.us

**Re: Mukwonago Community Library System Pumps Alinement
 Service Proposal**

Dear Ms. Kim:

We are pleased to provide our proposal for the above referenced project. We include the following:

Bell & Gossett Base Mount Hot Water System Pumps

- Laser Alignment for Two (2) Bell & Gossett Base Mount System Pumps
- Furnish and Install all Necessary Shims to Aline the Pumps
- Provide all necessary labor and miscellaneous materials

Our price for this work is **\$2,957.00**

Not included in the above proposal:

- Applicable state and local taxes

This proposal is based on work being performed during normal working hours unless otherwise noted above. Normal working hours are 7:00 a.m. to 4:30 p.m., Monday through Friday.

This proposal, including but not limited to pricing and schedule, is made contingent upon the work addressed herein not being adversely affected, either directly or indirectly, by the COVID-19 pandemic and/or the coronavirus. This proposal is further conditioned upon the parties agreeing, prior to beginning of any work and in writing as part of any contract/subcontract, that any (i) schedule issues (including, but not limited to, delay, acceleration, compression, interference, hindrance), (ii) overtime hours or added resources to perform work, (iii) shortages (whether as to labor, subcontracted services, materials, or supplies), (iv) change orders, extra work, or extra costs, or (v) inefficiency and impacts relating to the foregoing, that arise as a result of the COVID-19 pandemic or coronavirus will entitle contractor to a change order equitably addressing impacts to its time for performance and costs.

To the extent this quotation/proposal includes materials and/or equipment that contain or are comprised of steel, the price set forth herein for such items is guaranteed for a period of 15 days from the date of this quotation/proposal. After such time, Illingworth-Kilgust Mechanical reserves the right to increase the price set forth herein for such items when the parties enter a contract for the work or when Illingworth-Kilgust Mechanical actually orders such items, whichever the later, to reflect the then-current price of such items, as such pricing may be affected by market conditions including, but not limited to, tariffs, quotas, and/or duties. The parties agree that the pricing for such items in this quotation/proposal is guaranteed only for such time, and Customer assumes the risk of any such price increases for such items after such time.

If customer fails to sign this quotation/proposal within fifteen (15) days from the date of this quotation/proposal, this quotation/proposal shall be deemed void, withdrawn, and canceled.

We thank you for the opportunity to provide you with this proposal and look forward to working with you on this project. Should you have any questions, please do not hesitate to contact us.

Sincerely,

Robert Bergemann

Bob Bergemann
Service Foreman
Illingworth-Kilgust Mechanical, Inc.
Cell: 414-550-0196
bbergemann@ikmechanical.com

BB/sr

This Proposal Accepted By:

(Signature)

(Date)

(P.O. Number)

BETTER AIR *through* SCIENCE

What can be done immediately to help you stabilize your facilities environment while you work to keep your business operation during the current public health crisis?

Current Industry Recommendations for pathogen control are:

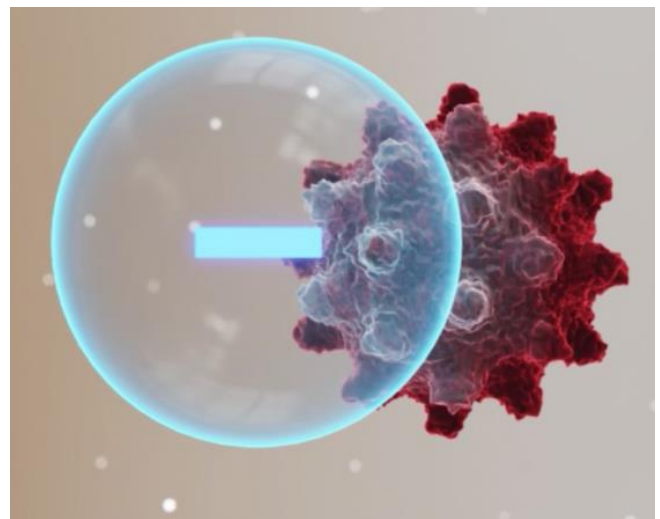
- Increase outside air being brought into the facility as much as possible
- Utilize MERV 13 filters
- Increase surface cleanings with chemicals during the day
- Utilization of ionization to destroy virus, VOC's, mold, and bacteria.

NPBI (Needlepoint Bipolar Ionization) technology is the ideal solution for your facility, it is a proven UL Certified product that has the ability to provide:

- Pathogen & VOC control
- Particulate control
- Odor control
- Mold & Bacteria control

Contact me today to find out how we can help you protect your facilities environment and staff.

Scott Adams
Vice President - Service
Direct: 414.431.7132
Cell: 414.750.8584
scottadams@ikmechanical.com



Independent laboratory studies have shown
reduced infectivity of certain viruses

by 90% or more



Board of Trustee 2022 Strategic Planning and SWOT Discussion

Choosing the right direction for the future of The Mukwonago Community Library can be a daunting task. Should you expand? Is your staff engaged with the Library and the Communities you serve? How can you build your Library Card base?

These questions and more can be addressed by performing a Board Trustee SWOT analysis as part of the Mukwonago Community Library's Strategic Planning Process.

This simple strategic planning technique can help you identify what the MCL is doing well, what it needs to improve, where it needs to grow, and what could be its undoing.

What is a SWOT Analysis

SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. Taking a deep look into your Library by examining these four elements will provide you with an overview of the health of the Library. Your strengths and opportunities offer avenues for the Library to flourish, while your weaknesses and threats can inspire improvement and help you recognize emerging problems.

How to Get Started with a SWOT Analysis

The most vital step in conducting your Board Trustee SWOT analysis is determining what your strengths, weaknesses, opportunities, and threats are, but sometimes they can be hard to narrow down.

Here are some questions you can ask yourself during your SWOT analysis:

- Does our Library have a well-known brand? What is that brand?
- What complaints do I often hear from our patrons or citizens?
- How does local, state and national government affect the Library?
- How is our communication? Both internal and external.
- Other

Look at external factors, such as the population movement, what other libraries may have an impact, etc. Taking these factors into consideration will help you conduct a thorough SWOT analysis.

Growth opportunities may not always be obvious. Sometimes the answer isn't to expand. Sometimes, growth comes from expanding on smaller initiatives like staff training, investing in tools to help your staff's productivity. Focusing on SWOT areas will allow you to get to the bottom of trouble spots and give your Library the best opportunity for improvement and growth.

Don't think of your SWOT analysis as a re-brand or a remodel for your Library. Think of it as checking the route on a map. A Strategic Plan is a road map. It takes the Library from 'this is where we are' to 'where do we want to be'. Your Goals and Objectives are the roads to take.

We conduct a SWOT analysis to correct or stay the course.

SWOT Analysis Worksheet

For: 05.12.2022 – Strategic Planning

Strengths	Weaknesses
<p>What do we do well? What unique resources can we draw upon? What do others 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>