

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, December 14, 2023

Time: **6:00 pm**

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

Zoom Login Info

<https://us02web.zoom.us/j/87407040519?pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09>

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.a Minutes from November 9, 2023

[Library Board Meeting Minutes 20231109_unapproved.pdf](#)

4. Comments from the Public

The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Board may have limited discussion on the information received, however, no action will be taken on issues raised during the Public Comment Session unless they are otherwise on the Agenda for that meeting. Public comments should be addressed to the Board as a body. Presentations shall not deal in personalities personal attacks on members of the Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for December 2023

[Financial 2023 December Executive Summary 20231214.pdf](#)

[Financial 2023 December Invoices 20231214.pdf](#)

6. Committee & Community Reports

Reports are for information only.

6.a Village Board Representative Report

6.b Friends of the Library Report

6.c Building & Grounds Committee - last met November 13, 2023; next scheduled meeting February 19, 2024 @ 6:30pm

[Building and Grounds Committee Minutes 20231113_unapproved.pdf](#)

- 6.d Finance Committee - next scheduled meeting July 22, 2024 @ 6:30pm
- 6.e Grutzmacher Collection Committee - last met December 11, 2023; next scheduled meeting March 21, 2024 @ 6:00pm
[Grutzmacher Collection Committee Meeting Minutes 20231211_unapproved.pdf](#)
- 6.f Personnel Committee - next scheduled meeting January 18, 2024 @ 6:00pm
- 6.g Policy Committee - next scheduled meeting January 15, 2024 @ 11:00am

7. Library Director Report

Reports are for information only.

- 7.a Library Director Report for December
[12 Library Director Report December 2023.pdf](#)

8. Discussion/Action Items

- 8.a Strategic Plan 2023-2025 Updates
Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025.
[Strategic Plan 2023-2025_Operational Priorities and Implementation Updates 20231214.pdf](#)
- 8.b 2024 HVAC Maintenance Contracts
Discussion and possible action on recommendation from Building & Grounds Committee to approve contracts for Illingworth-Kilgust and Emcor to continue to maintain HVAC in 2024.
[2024 Emcor Maintenance Proposal_for BGC 20231113.pdf](#)
[2024 IKM Maintenance Proposal_for BGC 20231113.pdf](#)
- 8.c Landscaping
Discussion and possible action on recommendation from Building & Grounds Committee to approve proposal from Createscapes for updates to landscaping to make it easier to maintain and more sustainable.
[Createscapes Landscaping Proposal MCL_for BGC 20231113.pdf](#)
- 8.d Resolution 2023-06
Discussion and possible action on Resolution 2023-06 Capital Funding Transfer to use WCCF funds to pay for Air Handler 1 replacement motor and repairs.
[RESOLUTION 2023-06 Capital Funding Transfer for Capital Improvements_unapproved 20231214.pdf](#)
- 8.e Architectural Design Study Update Proposal
Discussion and possible action on Engberg Anderson Architects' proposal to update the previous space needs study.
[EA Proposal 23_1206.pdf](#)

8.f Trustee Essentials Chapter 17

Discussion on the questions found at the end of Trustee Essentials Chapter 17.

[Trustee Essentials Chapter 17.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

The next regularly scheduled Library Board meeting is on January 11, 2024 @ 6:00pm.

11. Adjourn

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

Village of Mukwonago
DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, November 9, 2023

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:01 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
D. Magolan
J. Gasser
S. Kaufman
M. Lacock (via Zoom at 6:08)
E. Pautz
H. Pringle
C. Stienstra (via Zoom)
D. Whalen

Excused

J. Darin
M. Penzkover

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

E. Brill/D. Magolan motioned to approve the minutes from the Board of Trustees meeting on October 12, 2023. Unanimously carried. J. Gasser, D. Whalen, H. Pringle abstained.

Audit and Approval of Monthly Expenditures

J. Gasser/S. Kaufmann 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 explained that MCL's 2024 budget has been presented to and put through the Village. Within the Village's five year capital plan, money has been designated for a Village building's internet fiber project that would include MCL. The Mukwonago Historical Museum Society (MHMS) is still negotiating a lease presented by the Village regarding continuing the use of the Red Brick Museum building. There is also capital

funding being set for next year regarding the asbestos tile abatement within the expansion portion of the museum that holds the Grutzmacher collection.

Friends of the Library Report - C. Slauson submitted a paper update as she was unable to attend in person. She discussed the MCL Friends Quarterly meeting, fundraising endeavors, Bridges Friends Networking meeting and the possibility of MCL hosting the next Bridges Friends Networking meeting.

Building & Grounds Committee - next meets November 13 at 6:00pm

Finance Committee - last met October 5, 2023

Grutzmacher Collection Committee - last met June 28, 2023

Personnel Committee - last met October 2, 2023

Policy Committee - last met October 31, 2023 - items related to that meeting are on the agenda

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

Director Armour shared information regarding staffing. Asbestos abatement will be in the works next year at the Red Brick Museum and new display cases are also may be purchased by the MHMS so timing of these projects will need to be discussed within the Grutzmacher Collection Committee.

Discussion/Action Items

Strategic Plan 2023-2025 Updates

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

Resolution 2023-05

Discussion and possible action on approving Resolution 2023-05 Funding Transfer for Bernstein and Associates to pay for services rendered in complying with the Native American Graves Protection and Repatriation Act (NAGPRA).

Director Armour noted that these funds have already been authorized to give to Bernstein and Associates by the board. This is a Resolution to allow for a proper paper trail of monies per the Financial Policy.

E. Brill/D. Magolan motioned to approve Resolution 2023-05. Unanimously carried.

Resolution 2023-06

Discussion and possible action on approving Resolution 2023-06 2024 Wage Ranges.

H. Pringle noted that we had already discussed and approved these wage ranges, this is a Resolution to ensure proper documentation.

J. Gasser/D. Whalen motioned to approve Resolution 2023-06. Unanimously carried.

2023 Annual Addendum to the Bridges Library System Member Library & CAFE Agreements.

Discussion and possible action on the annual addendum to the Bridges Library System agreement.

H. Pringle noted that this is done every year so Bridges and the County have updated paperwork. The Library's 2024 budget has already been built using these numbers.

J. Gasser/E. Brill motioned to authorize the president and secretary to sign the 2023 Annual Addendum to the Bridges Library System Member Library & CAFE Agreements.

Unanimously carried.

Hours and Closures for 2024

Discussion and possible action on approving hours, meeting dates, and closure dates for 2024.

Director Armour noted that C. Kim did go through and review holidays as well as board meeting dates. The proposed committee schedule for next year is based on previous years as well as the need to ensure there is enough time for Director Armour to complete tasks and prepare for the full board meeting. Additional meetings may be included as needed.

J. Gasser/D. Magolan motioned to approve the board and committee schedule for 2024 as well as hours and closures for 2024. Unanimously carried.

Public Computers and Internet Access Policy

Discussion and possible action on recommendation from Policy Committee to approve and adopt the updated draft of the Public Computers and Internet Access Policy that has been reviewed by Village legal counsel.

H. Pringle noted that this is a referral from the policy committee. Director Armour explained that there were technical changes as well as clarification for computer use.

D. Whalen/S. Kaufman motioned to approve the Public Computers and Internet Access Policy. Unanimously carried.

Review Trustee Essentials - chapter 16

Trustee Essentials 16: Ethics and Conflict of Interest Laws Applying to Trustees- H.

Pringle and Director Armour reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

Referral Items

- J. Gasser made a referral for a Resolution to be drafted regarding the transfer of funds from WCCF for the replacement air handler motor.
- Grutzmacher Committee meeting to be scheduled for initial discussion on the Collection items on loan to MHMS needing to move due to asbestos abatement scheduled for spring.

Confirm Next Meeting Date

Regular Library Board on December 14, 2023 at 6:00pm

Adjournment

D. Whalen/E. Brill motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:37 pm.

Mukwonago Community Library Executive Summary 2023

AS OF 12/14/2023

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	631,652.00	573,263.61	58,388.39	90.8%
5112 - Social Security	49,149.00	43,726.62	5,422.38	89.0%
5152 - Retirement	46,345.00	42,683.04	3,661.96	92.1%
5154 - Health	59,782.00	61,185.84	(1,403.84)	102.3%
5158- OPEB Payout	5,000.00	0.00	5,000.00	0.0%
5159 - Other Fringe Benefits	4,323.00	3,295.01	1,027.99	76.2%
5219 - Professional Services	4,000.00	13,443.46	(9,443.46)	336.1%
5220 - Contractual Services	30,000.00	32,874.08	(2,874.08)	109.6%
5221 - Water & Sewer	3,000.00	2,275.23	724.77	75.8%
5222 - Electric	33,000.00	28,501.65	4,498.35	86.4%
5224 - Gas	12,000.00	8,299.81	3,700.19	69.2%
5225 - Telephone	5,700.00	8,475.99	(2,775.99)	148.7%
5226 - Insurance	9,000.00	9,694.47	(694.47)	107.7%
5310 - Outside Services	15,270.00	15,728.62	(458.62)	103.0%
5311 - Operational Supplies	11,500.00	10,220.40	1,279.60	88.9%
5312 - Printing	1,400.00	1,332.43	67.57	95.2%
5314 - MetaSpace 511 Equip & Fixtures	1,000.00	808.75	191.25	80.9%
5315 - Postage	500.00	561.54	(61.54)	112.3%
5316 - Collection Maintenance & Repair	6,000.00	5,179.17	820.83	86.3%
5317 - MetaSpace Maintenance	8,300.00	9,206.40	(906.40)	110.9%
5318 - Thingery Maintenance	3,500.00	2,843.34	656.66	81.2%
5326 - Periodicals	1,200.00	1,015.09	184.91	84.6%
5327 - Newspapers	1,800.00	1,743.57	56.43	96.9%
5328 - Books	70,000.00	70,292.74	(292.74)	100.4%
5329 - AV Materials	11,000.00	10,115.58	884.42	92.0%
5330- Thingery Collection	1,000.00	825.64	174.36	82.6%
5331 - Programming	10,000.00	9,568.27	431.73	95.7%
5332 - Mileage	500.00	433.42	66.58	86.7%
5333 - Outreach	3,000.00	2,994.75	5.25	99.8%
5335 - Training & Travel	5,000.00	6,679.91	(1,679.91)	133.6%
5340 - Electronic Tools & Services	9,600.00	8,080.17	1,519.83	84.2%
5341 - Cafe	24,742.00	24,742.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	3,954.00	3,954.00	0.00	100.0%
5349 - Digital Collections	14,665.00	17,175.68	(2,510.68)	117.1%
5395 - Repairs & Maintenance	12,000.00	12,373.23	(373.23)	103.1%
5399 - Other	544.00	406.91	137.09	74.8%
5810 - Furniture & Fixtures	1,000.00	1,094.00	(94.00)	109.4%
581100 - Equipment<\$5,000	-	7,155.70	(7,155.70)	
511105 - Equipment >\$5,000	-	0.00	0.00	

TOTAL Budget Accounts	1,111,626.00	1,052,850.12	58,775.88	94.7%
<i>Donation Accounts</i>				
Balance from 2022	41,438.93			
4890 - Donations Revenue 2023			87,649.97	
5806 - Donation Expenditures 2023			(105,437.53)	
TOTAL Donation Accounts	23,651.37		(17,787.56)	
OVERALL TOTAL			40,988.32	

**Mukwonago Community Library
REVENUE 2023**

Department Name	2023 Budget	As of 11/30/2023	
Property tax	518,315	518,315	100%
Inter Gov Revenue	569,811	569,811	100%
Copies & Faxes	5,500	6053	110%
Material Replacement	1,000	1,934	193%
Book Sale Revenue	3,500	4,381	125%
Fines	13,000	16,761	129%
Misc. Revenue	0	3,706	*SEE NOTE
Interest Revenue	500	19,449	3890%
 Total Revenue	 1,111,626	 1,140,410	 102.6%

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

Revenue overage	28,784
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MUKWONAGO COMMUNITY LIBRARY

ACCOUNT #440-5511 LIBRARY

December 14, 2023

Account	Vendor	Memo	Amount
5219 Professional Services	Crivello Carlson	Policy Reviews	896.26
5220 Contracted Services	Great America Financial Services	1/10/24-2/9/24	353.14
5220 Contracted Services	WI DSPS- Village Credit Card	Boilers Permits	102.25
5224 Gas	WE Energies	9/21/23-10/19/23	430.02
5225 Telephone	Brightspeed	10/21/23-11/20/23	190.84
5225 Telephone	Spectrum/ Charter Communications	10/27/23-11/26/23	296.11
5225 Telephone	Vonage- Village Charge	11/11/23-12/10/23	400.20
5310 Outside Services	AlSCO	Mats & Dusters	79.42
5310 Outside Services	AlSCO	Mats & Dusters	79.42
5310 Outside Services	America Aquaria	Fish Tank Maintenance/ November	85.00
5310 Outside Services	America Aquaria	Fish Tank Maintenance/ December	85.00
5310 Outside Services	Credit Card Monthly Service Fee	Elevon November	59.99
5310 Outside Services	Credit Card Processing Fee	Elevon 11/1/23-11/30/23	17.62
5310 Outside Services	Credit Card Processing Fee	11/3/23-11/10/23	3.86
5310 Outside Services	Credit Card Monthly Service Fee	Cantaloupe November	9.95
5310 Outside Services	Credit Card Processing Fee	Cantaloupe 11/10/23-12/1/23	6.88
5310 Outside Services	Credit Card Processing Fee	Cantaloupe 12/1/23-12/8/23	2.97
5310 Outside Services	Klassy Kleeners	Weekend Cleaning November	960.00
5310 Outside Services	Unique Management Services	Placements	9.85
5310 Outside Services	Unique Management Services	Placements	29.55
5311 Operational Supplies	Amazon Business	Bathroom fixture updates	1512.21
5311 Operational Supplies	Canva- Village Credit Card	Business Cards	147.00
5311 Operational Supplies	Canva- Village Credit Card	Business Cards	42.00
5311 Operational Supplies	Home Depot- Village Charge	Rags and Lights (NOV)	107.47
5311 Operational Supplies	Johnson Plastics Plus- Village Credit Card	Name Badges	42.80
5311 Operational Supplies	Petty Cash	Cards	9.58
5311 Operational Supplies	Quill	Copy Paper	79.96
5311 Operational Supplies	Thomas' Greenhouse- Village Credit Card	Planter Decor	107.91
5311 Operational Supplies	Walgreens- Village Credit Card	Cards	3.59
5311 Operational Supplies	Walgreens- Village Credit Card	Cards	14.97
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning Supplies	50.40
5312 Printing	Bayside Printing- Village Charge	Newsletter	124.73
5312 Printing	Bayside Printing- Village Charge	Utility Newsletter	15.81
5312 Printing	Central Offices- Village Charge	Copier Lease	18.65
5312 Printing	De Lange Landen Financial- Village Charge	Lease	18.08
5312 Printing	Gordon Flesch- Village Charge	Copier Lease	9.72
5312 Printing	Gordon Flesch- Village Charge	Lease	18.32
5312 Printing	Gordon Flesch- Village Charge	Lease	24.80
5312 Printing	James Imaging- Village Charge	copies	72.78
5312 Printing	Museum Copies	Reallocation	-1.41
5315 Postage	Petty Cash	Mail packages	13.73
5315 Postage	Postage Used- Village Charge	October	12.84
5315 Postage	Postage Used/November		13.47
5315 Postage	Quadient Leasing- Village Charge	8/27/23-11/26/23	52.96
5315 Postage	USPS- Village Credit Card	Mail Package	8.85
5316 Collection Maint. & Repair	Shelfwiz- Village Credit Card	Shelf Talkers	242.90
5317 MetaSpace Maintenance	Amazon Business	Metaspace supplies	199.75
5317 MetaSpace Maintenance	Cricut- Village Credit Card	Yearly charge	100.67
5317 MetaSpace Maintenance	PRUSA Research- Village Credit Card	3D Printer	1595.99
5317 MetaSpace Maintenance	Sign Up Genius- Village Credit Card	Monthly fee/November	11.99
5318 Thingery Maintenance	Amazon Business	thingery Supplies	116.57
5318 Thingery Maintenance	Mobile Beacon- Village Credit Card	Hotspot renewals (NOV)	960.00
5318 Thingery Maintenance	Netflix- Village Credit Card	12/1/23-12/31/23	22.99
5318 Thingery Maintenance	Petty Cash	Telescope & Guitar repairs	27.00
5327 Newspapers	Freeman	One Year subscription 12/2/23-12/1/24	264.00
5327 Newspapers	Wall Street Journal- Village Credit Card	subscription	164.97
5328 Books	Amazon Business	Books	56.40
5328 Books	Baker & Taylor	Books	37.30
5328 Books	Baker & Taylor	Books	349.59
5328 Books	Baker & Taylor	Books	626.27
5328 Books	Baker & Taylor	Books	62.86
5328 Books	Baker & Taylor	Books	3883.60
5328 Books	Baker & Taylor	Books	102.54
5328 Books	Baker & Taylor	Books	53.65
5328 Books	Baker & Taylor	Books	33.25

Account	Vendor	Memo	Amount
5328 Books	Baker & Taylor	Books	37.38
5328 Books	Baker & Taylor	Books	55.80
5328 Books	Baker & Taylor	Books	102.81
5328 Books	Brodart	Books	129.09
5328 Books	Brodart	Books	226.02
5328 Books	Brodart	Books	336.01
5328 Books	Brodart	Books	550.09
5328 Books	Brodart	Books	161.27
5328 Books	Brodart	Books	152.56
5328 Books	Brodart	Books	113.93
5328 Books	Brodart	Books	1324.81
5328 Books	Brodart	Books	205.78
5328 Books	Cengage Learning	Books	31.99
5328 Books	Cengage Learning	Books	63.18
5328 Books	Center Point Large Print	Large Print Books	28.67
5328 Books	Center Point Large Print	Large Print Books	56.64
5329 AV Material	Amazon Business	DVD	501.36
5329 AV Material	Amazon Business	DVD	356.78
5329 AV Material	Blackstone Publishing	Audio Books	58.90
5329 AV Material	Blackstone Publishing	Audio Books	141.63
5329 AV Material	Midwest Tape	Audio Books	59.99
5329 AV Material	Nintendo-Village Credit Card	Barbie Game (NOV)	41.99
5330 Thingery Collection	Amazon Business	Thingery Supplies	166.85
5331 Programming	Adagio Teas- Village Credit Card	Tea	34.00
5331 Programming	Amazon Business	Bags	29.98
5331 Programming	Amazon Business	program supplies YS	772.55
5331 Programming	Amazon Business	Event Program supplies	113.86
5331 Programming	Dollar Tree- Village Credit Card	Bingo Supplies	33.88
5331 Programming	Kwik Trip -Village Credit Card	Santa Appreciation Gift	30.00
5331 Programming	Petty Cash	Program & supplies	96.46
5331 Programming	Walmart- Village Credit Card	Program Supplies	13.58
5331 Programming	Wisconsin Library Association	Performer Showcase	20.00
5332 Mileage	Eric Huemmer	School Drop Off	15.85
5333 Outreach	4Imprint- Village Credit Card	Pencils	151.19
5333 Outreach	Canva- Village Credit Card	Brochures	260.00
5333 Outreach	Meta Platforms- Village Credit Card	Tree Lighting Ad	50.00
5333 Outreach	Petty Cash	Program supplies	25.11
5333 Outreach	Thomas Press	Rack Cards	212.00
5333 Outreach	Triple Crown Products- Village Credit Card	T-Shirts	387.30
5333 Outreach	Walmart- Village Credit Card	NaNoWriMo gathering treats(NOV)	17.30
5333 Outreach	Walmart- Village Credit Card	Memory Cafe Supplies(NOV)	17.94
5335 Training & Travel	Library Works- Village Credit Card	Collections Class	49.00
5340 Electronic Tools & Services	UKG- Village Charge	October Charges	324.24
5340 Electronic Tools & Services	Velocity- Village Charge	September	8.00
5340 Electronic Tools & Services	Velocity- Village Charge	October	8.00
5340 Electronic Tools & Services	Velocity- Village Charge	November	8.00
5349 Digital Collections	Midwest Tape	Hoopla	847.73
5395 Repairs & Maintenance	1451 Dale Painting	Wall & Column Painting	1200.00
5395 Repairs & Maintenance	Amazon Business	Battery Backup	565.50
5395 Repairs & Maintenance	Roman Electric	Fix Light fixture	250.50
5810 Furniture & Fixtures	Home Depot- Village Charge	Pub Table	218.00
581100 Equip. <\$5,000	Amazon Business	Computers	6944.70
581100 Equip. <\$5,000	Ubiquiti Store- Village Credit Card	Cloud Keys	211.00
TOTAL REGULAR ACCOUNTS			\$ 33,351.04
5806 Donation Expense General	E&S Sweets- Village Credit Card	Staff Get Well	27.68
5806 Donation Expense General	Kwik Trip -Village Credit Card	Van Delivery Driver Appreciation gift(NOV)	20.00
Donation Expense Designated	Bernstein & Associates	NAGPRA consultation	520.00
Donation Expense Designated	Createscape Landscaping	June - October weeding	1052.50
Total Donation Expenses			\$ 1,620.18
Director	Treasurer	To Be Reimbursed	1,572.50
		Regular Donation Expenses	47.68
Secretary		Total Expenses	\$ 34,971.22

**DRAFT MINUTES OF THE LIBRARY BOARD
BUILDING AND GROUNDS COMMITTEE MEETING
Monday, November 13, 2023**

Time: **6:30 pm**

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

1. Call to Order

Chairperson M. Penzkover called the meeting to order at 6:30 p.m.

2. Roll Call and Introduction of Guests

Board Members Present

M. Penzkover
E. Brill
J. Gasser
H. Pringle
S. Kaufman

Also Present

A. Armour, Library Director
M. Reinholtz of Createscape Landscaping Service, Inc.

3. Approval of Minutes

E. Brill/H. Pringle motioned to approve the Building & Grounds Committee Meeting Minutes from September 19, 2023. S. Kaufman abstained. Unanimously carried.

4. Discussion/Action Items

4.a Landscaping

Director Armour explained that, per the request of this Committee, she identified opportunities for improving the landscaping by making it easier to maintain and sustainable, then contacted M. Reinholtz of Createscape Landscaping Service, Inc. to get a quote. M. Reinholtz explained the proposal: removing most of the empty flower beds between the sidewalk and parking lot; creating a mulch ring around the flagpole for less weed whacking; combining the remaining rose bushes into two big gardens flanking the front walk out by the sidewalk; and mulching in areas by the garbage shed and enclosed triangle garden on the north side to reduce time-intensive mowing. The McAdams family will sponsor all of the work. H. Pringle/S. Kaufman motioned to recommend the proposal from Createscape to the Library Board for approval. Unanimously carried.

4.b 2024 HVAC Maintenance Contracts

Director Armour explained that these are maintenance contracts for both the controls (Emcor) and mechanical (Illingworth-Kilgust) for 2024. These are the same companies the Library has used for the past two years and they have done good work as well as reduced the amount of HVAC issues. E. Brill/H. Pringle motioned to recommend the Illingworth-Kilgust and Emcor HVAC maintenance contracts for 2024 to the Library Board for approval. Unanimously carried.

4.c Space Needs and Facilities Priorities

Director Armour presented the list of priorities on facilities updates that she compiled based on discussions with staff. She identified four General Issues (noise, clear demarcations of space, sightlines, and connectivity) as well as four Specific Spaces (staff workroom, adult area, children's area, MetaSpace 511) that would be high priorities to address. Discussion centered around ensuring public spaces get priority with at least furniture and fixtures if not prioritized for construction, the importance of considering automated materials handling in future plans, and the opportunities to partner with the Village and other local businesses and organizations. The Committee directed Director Armour to contact the architectural firm Engberg-Anderson to procure a quote for updating the proposal they created in 2020 with these new facility priorities inside the existing building footprint and allowing for smaller projects. Director Armour may bring this quote straight to the Library Board unless she has concerns.

5. Referral Items

None

6. Confirm Next Meeting Date

The next Building and Grounds Committee meeting is scheduled for Monday, February 19, 2024 @ 6:30pm at the Mukwonago Community Library.

7. Adjourn

Chairperson Penzkover adjourned the meeting at 7:15pm.

Minutes submitted by Abby Armour

Village of Mukwonago

MINUTES OF THE GRUTZMACHER COLLECTION COMMITTEE MEETING

Monday, December 11, 2023

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 6:04 p.m. located in the Mukwonago Community Library Historical Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Committee Members Present

E. Brill
D. Magolan
E. Pautz
H. Pringle

Excused

C. Stienstra

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

E. Brill/D. Magolan motioned to approve the minutes from the Grutzmacher Collection Committee meeting on June 28, 2023. Unanimously carried.

Discussion/Action Items

Updates

Director Armour will provide updates on ongoing NAGPRA compliance. Tribal consultations, and repatriations.

A. Armour noted that this fall C. Stape finished the Summary follow-up phone calls to all 347 Tribes. The Inventory that Bernstein & Associates has been aiding MCL with for items indicated by Bennett Mounds as being funerary items is nearly complete. Bernstein and Associates has completed the culturally relevant aspect of the Inventory and will also work on scheduling a consultation with us in early 2024 to share the Inventory with the affected Tribes. The Inventory will undergo the same process as the Summary, being submitted to the Tribes and to National NAGPRA, with a repatriation requests to follow. Delaware Nation and Delaware Tribes are interested in several items and will be submitting paperwork post consultation. The Winnebago Tribe of Nebraska has contacted MCL, scheduled a few

consultations and been unable to attend those meetings thus far. A. Armour was asked to update MCL website's regarding the Grutzmacher Collection FAQs to include some statistics regarding finances spent, number of Tribes contacted, number of Tribal consultations, and number of items repatriated.

Bernstein & Associates Contract

Discussion and possible action on what to do when the Bernstein & Associates contract for handling NAGPRA compliance runs out.

H. Pringle noted that MCL has reached out to Bernstein and Associates to give us an updated quote for continued assistance. E. Pautz asked how grant writing could potentially be added into this quote as it seems MCL will be completing repatriations and there is always the potential for future Inventories that may need to be prepared.

E. Pautz/E. Brill motioned to have A. Armour contact J. Bernstein to investigate the cost and benefit of having Bernstein and Associates add grant writing as a support item and then have that entire updated information brought to the January full Board meeting for approval and adoption. Unanimously carried.

Moving Loaned Items

Discussion and possible action on options for moving the loaned Grutzmacher Collection items in light of the upcoming flooring project at the Red Brick Museum.

A. Armour noted that the Mukwonago Historical Museum Society (MHMS) asked the Village to test the flooring of the Native American room for asbestos. Once asbestos is discovered it must be contained or abated. DPW head R. Bittner has notified MCL that the entire room needs to be emptied for this project. R. Bittner notified MCL that this project could be slated for Spring of 2024 so the room could be reopened for the Summer 2024 MHMS season. If not done in this timeline the Village will not allow patrons to enter that room due to the asbestos. D. Bender from Driftless Pathways has been consulted regarding moving the items and she notified MCL she could probably aid in the Spring of 2024. A. Armour asked for a quote for the Grutzmacher Collection regarding this type of move. Prior to Driftless Pathways being able to give a quote the MCL Board needs to determine where the Collection is going, how the Collection will be stored, how the Board may want to reorganize the Collection in the long term, etc. A. Armour was asked to reach out to Driftless Pathways and ask for three separate quotes for future planning. At this point MCL is still waiting on a formal proposal from MHMS regarding the need for a move and what the plan for the Grutzmacher Collection move entails per the loan agreement.

Referral Items

None.

Confirm Next Meeting Date

March 21, 2024 at 6:00pm

Adjournment

D. Magolan/E. Brill motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:36 pm.

DRAFT

Library Director Report: December 2023

Director Meetings and Activities

Emily and I finished our 6-week Library Management Course through the *Library Journal*. This course provided excellent interactive sessions including ones on burnout, budgeting, equity-centered leadership, difficult conversations, and more. As my future Associate Director of Collections & Programs, it was beneficial to take this course together as we often had deeper conversations afterwards about management and how what we just learned can be applied to this Library.

I was honored to be invited to the Haase House for their first-annual Friendsgiving where they invited people from the community to a big (and delicious!) meal they cooked. It was a wonderful opportunity to chat with all the Haase House members who I frequently see in the Library as well as see how much of an impact the Library makes on them.

The end of a budget year brings careful attention to the expenditures and revenues. Since half our funding comes from county reimbursement for serving TNR (True Non-Residents), it's imperative that I pay careful attention to the county funding model. To get the biggest reimbursement, we need to spend as close to our budget as possible. We have underspent in the personnel lines due to a lot of turnover this year. We have also exceeded our revenues by over \$28,000, so I've been working on lots of small projects to improve the user experience and achieve goals on the Strategic Plan. You will soon see:

- **Better, easier to find catalogs** – Right now, our catalog computers are old, unreliable (they often crash) and hard to find. I will be moving them to easier-to-find areas and paint the columns they are on a distinct color. I have also purchased new, micro-PCs that can be mounted behind the monitor for a sleek look. Two catalogs will be accessible via sitting and two will be accessible standing, so everyone can find one that they can comfortably use. And every public computer (including the patron PCs and catalogs) will get a low-vision keyboard with high-contrast yellow and black keys for the best accessibility.
- **A bit of paint** – The color behind the Circulation Desk is a dark orange and, along with the dark oak stain, it creates a very dark and heavy look. Since this is our busiest desk, I want to make a welcoming impression with a light blue. We will also be painting the same light blue around the bathrooms in the entryway.
- **Rearranging some shelves** – My (almost) new Associate Director of Collections & Programs has lots of big ideas for promoting the collections and making it easier for customers to find books they are interested in, so I will be moving around some shelving to enable that. There will be a larger “new books” browsing area, the magazines will be condensed, more carrels with power outlets (including USB-C) will go in the rearranged adult area, and more shelving will be added to the DVDs to enable more logical groupings.
- **Lighting** – The lighting over the Thingery, audiobooks, and DVDs is inadequate and it is genuinely difficult to browse those areas at night. Roman Electric will be able to literally

double the light output back there, making it a better, more accessible browsing experience in some of our most popular collections.

- **Staff laptops** – Currently most of the staff have inadequate hard-wired computers. In order to allow for better collaboration and innovation (and just having more than 128 GB harddrives), I have ordered laptops and docking stations for each staff member and will downcycle their old PCs into patron computers. This will also allow me to finally get all of the Library's computers onto a plannable End of Life (EOL) cycle and everything of similar makes and models. Eliminating the variety of makes, models, chipsets, and operating systems this Library accumulated over the years will significantly decrease the amount of time I spend troubleshooting and make it easier to deploy new software and enact upgrades.

Circulation (Emily Ceithamer)

The circulation department has been very busy this last month filling our smart lockers every day. Last month we doubled our numbers for check-outs for the lockers and I see an increase in items almost every day. The team has a great process down, but even with an efficient process we are looking at changing our procedures to putting items in lockers twice a day instead of once. We are always looking to be the most efficient as well as get materials out the fastest so with the increase we are weighing our options. We are extremely happy the lockers are so popular with our patrons and hopefully in the future we will be able to add an additional unit to increase this service as it becomes higher in demand as we've seen through the statistics!

In November, as Chris mentioned last month, we had a new adult book club start that I've been leading. It is called BYO Book Club where patrons bring in a book they recently read and talk about it with the group. It's a great way to socialize with other book lovers and hear what others are reading to get recommendations. We had a lot of fun at our first one in November and I'm looking forward to our December meeting.

In November we also had "Thank Our Delivery Driver Day" where we celebrated our delivery driver Billy. We see Billy Monday through Friday and he's the reason we get materials so fast from other libraries when holds are placed. He works extremely hard and does a lot of heavy lifting for us as we all know... books are heavy! The day was a group effort organized by Bridges where every library handed their driver a card and/or treat. We're thankful for him every day, but it was great that he had special recognition that day from all the libraries in the system.

Children's Department (Jane DeAngelis)

The Library Holiday Tree Lighting storytimes, attended by over 100 people, begins the winter season of library activities. In December, children will be able to create a shredded paper snowman from one of our collection's circable craft bags. They can go on an in-library scavenger hunt for winter words to match with their definitions, earning a free book from the Prize Book Collection. Children can try to guess "Who's Under Santa's Hat" for a chance to win two small Squishmallows. December 18th launches the 2023/2024 Youth Winter Reading Challenge "Are You Yeti to Read?" available through Beanstack. And looking ahead to January

2024, there will be a family book bingo event called “Yeti Bingo” featuring 75 different Yeti characters. Imagine that!

Reference and Adult Services (Chris Stape)

Our near-monthly painting class with local artist Tanya Hinz continues to fill up within hours of registration opening. Tanya returned to this year’s Tree Lighting festivities to present a similar activity and was nearly overwhelmed, running out of canvases in about 30 minutes. I’d purchased some “craft bags” in case this happened and lots of kids wound up painting their very own “Holiday gift bags.” We had our first in a regular series called “U Kan Sing & Strum with TJ & the Ukuladies,” --a ukulele group. Attendance was good, but I think it will grow, much like our previous regular bluegrass jams. Our new Tea of the Month Club keeps gaining momentum. The Friends of the Library have agreed to sponsor it in the coming year which will help funding significantly. Coming up in December, “Winter Legends and Lore” with author and TV personality Chad Lewis. Cahd has been here several times before and is always a popular presenter.

Technical Services and Thingery (Mary Jo Isely)

624 new items were processed and cataloged in November. The Collection Development Team was given a deadline of Dec. 1 for any additional orders for 2023. Jane did not dally-- boxes & boxes of Youth Services books arrived for processing. Seasonal items (i.e. backyard games, metal detectors, inflatable movie screen) were pulled in early November & moved to storage. New additions to the Thingery include a Kill-A-Watt Meter to test power used by electrical appliances and a Tracing Light Box for the Create area. Weeding in Adult Fiction is nearing a long awaited completion. The Cataloging & Thingery manual updates remain works in progress. Succession training continues— monitoring work by new catalogers, Vicki is cross-training interested Circulation Staff in processing new materials & Thingery cross-training continues.

MetaSpace 511 & Technology (Nancy Aycok)

This past year MetaSpace 511 Staff have been evaluating equipment to determine how well things are still working, or not working. We had several 3D printers that had already been put in storage since they were no longer working due to mechanical issues we could not resolve or the equipment being at the end of its life. Most of the 3D printers were used heavily during COVID to help create PPE for local medical workers. The 3D printers were running almost 24 hours, 7 days a week, which takes a toll on machinery. With so many 3D printers in storage Lead Innovator Nancy looked for creative ways to recycle the machines and some additional technical equipment and kits. Through a mutual friend Nancy was able to donate the 3D printers to GPS Education Partners (<https://gpsed.org>) which is a local nonprofit that helps youth receive training in technical careers, with hands on learning to help bridge the workforce gap.

We received this great photo and thank you letter from Bernie McCarthy, an Instructor at the GPS Education Partners Franklin Education Center.



I... want to make sure you know our gratitude and appreciation for the donation from the Mukwonago Library MetaSpace is immense!

I have put together some pictures for you that show some of our students working on projects with the donated robotic kits and 3D printers. They also show some of the artifacts from projects & lessons that resulted in leadership & employability reflections, design BPR & tech

artifacts, and business & manufacturing lessons in planning student businesses & product design. Another current project that is underway and not pictured yet is the creation of dining room table-top games for area senior citizen facilities. The students will be completing that as part of a December service project. All of these outstanding learning opportunities and experiences would not have been possible without your donation of robotic kits, virtual headsets, and 3D printers. Thank you!

The printers were put to good use at our Franklin Education Center (housed at the Allis Roller Company). At our center, we work with students from districts throughout Southwestern Milwaukee County and Southeastern Waukesha County. Because of my experience with 3D printers from a different program, our center was selected as the initial donation area. We have tuned up the three Finder printers and will be keeping one at our center to use with our students. The other two will be going out to our ed center in Eagle (housed at Generac) which works with students from Southern Waukesha County & mid-Waukesha County school districts; and our ed center in Menomonee Falls (Bradley Corp.) which works with students from Northeastern Waukesha County and Northwestern Milwaukee County. As you can imagine, your donation will have an immediate positive impact on many students who previously did not have a chance to experience such technology! Students at our Franklin Education Center will be doing diagnostics & repairs on printers that need attention in areas like nozzle repairs, heating beds, or motor tune-ups. Then, as those items are finished, the refurbished 3D printers will head out to our other ed centers throughout Southeast Wisconsin.

Thank you for having such a considerable impact and gift for our students! We will keep you posted with more updates as your impact spreads to other ed centers!

Thank you again, Bernie McCarthy, Instructor / Franklin Education Center

Community Engagement Coordinator (Eric Huemmer)

Community Engagement: October and November were a busy time for community involvement and larger library events, so a good portion of the month was dedicated to shifting from Jack-O-Lantern Jaunts and Business Trick-or-Treats to the back-to-back Tree Lightings (more on those below). But there's always work to be done beyond what the patrons see.

Beyond the events, we're working with the **Autism Society of Southeastern Wisconsin** to reintroduce some resources and programs for patrons with autism or other developmental needs, with a resource night scheduled for January and a recurring LEGO group.

AARP Tax Aide begins in January, and we're already getting calls from patrons on when they can register. We've met with the AARP volunteer coordinator and have the greenlight for 2024, with registration beginning January 8, 2024.

This was also the month for reviewing our **promotional materials** and processes so that we can hit the ground running in 2024. This includes updating our brochure and rack cards and ordering staff shirts for larger events.

Events & Programs: November included two major events with our back-to-back tree lightings. The **Annual Holiday Tree Lighting** was first and featured two local businesses (Kay's Academy of Dance and Painting with Tanya) as well as holiday storytime with Jane, crafts from the MetaSpace 511, and a slew of games and activities. In total, we had at least 375 attendees, up from 200 last year! Each year it grows, and we're already looking at ways to scale for the size and still find ways to keep it fresh and manageable, including more volunteers beyond the Teen Advisory Board. We're aiming to work with the community for more opportunities to get involved.

This was the second **Sensory Friendly Tree Lighting** that we've co-hosted with the Autism Society of Southeastern Wisconsin and the word spread for this event as well: we had at least 125 attendees, which was up from 70 last year! A special thanks to the Storyhill Church who volunteered that evening. Families had nothing but wonderful things to say, and this is a great opportunity for local residents and patrons to still participate without being overwhelmed (or having resources on-hand such as a sensory room and trained staff from ASSEW if they do).



STATISTICS NOVEMBER 2023

Physical Item Circulation



19,728

NOVEMBER CIRCULATION
1% DECREASE OVER 2022

230,035

2023 YEAR-TO DATE
CIRCULATION

Circulation by Area



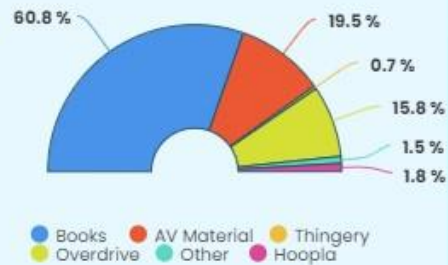
Circulation Trends



81

new library
cards this
month

All Circulation



PROGRAMS

65



Tree Lighting 500



433

People used the
Community and
Study Rooms

Locker Pick up

1,636

New Items Added

624

Renewals

6209

Items loaned to
other Libraries

3,220



9,323

patron
visits

Peak times

1:00 - 2:00 PM Fridays: Avg 89 Checkouts

Slowest times

7:00-8:00 PM Thursdays: Average 20 Checkouts

Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour

Updated for Library Board December 14, 2023

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

Order of Operations Numbering 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
		<ul style="list-style-type: none"> • Library staff successfully completed time study between January 30 and February 25. Director Armour compiled the data into Time Study Analysis shared with Personnel Committee on April 24, 2023 with proposal for a staff reorganization. • Library Board approved moving forward with staff reorganization on July 13, 2023. Director Armour has completed writing job description and gathering wage comparison data from comparable libraries. Is currently working on classification and 2024 budgeting. • Circulation Clerks have begun cross-training on Thingery maintenance. Kayaks/SUPs relocated outside to make space for new workstation built to accommodate special duties. • Director Armour, Circulation Supervisor, and Administrative Assistant began working with Bridges Library System to be one of the first libraries in the system to implement new NCIP integration to WisCat. NCIP rolled out on September 11, 2023. Efforts will make ILL more efficient, faster, and easier to cross-train. • Director Armour wrote job descriptions for staff reorganization to address issues identified by time study. Consulted with Village HR September 2023 to ensure compliance with Village standards of practice. Conducted Compensation Study in summer 2023 with comparable libraries for wage comparisons. Participated in Wisconsin Library Survey and received information on wage comparisons for library workers across the state in August 2023. Attempted to class jobs against the Village classification but wage ranges too low to accurately class. Developed wage ranges based on averages of commensurate library wages. • Library Board approved job descriptions and wage ranges in October 2023. Director Armour began working with staff to identify duty changes and establish times for cross-training. • Director Armour developed clear expectations and duties lists for staff December 2023. All staff will sign an offer letter, get a copy of their new job description, and a list of duties (with any changes noted) for a clear transition on January 1, 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

		<ul style="list-style-type: none"> • Alexandra Ramsey of Engberg Anderson Architects to re-present the Spaces Needs Analysis and Expansion Study at the September 2023 Library Board meeting. • Building & Grounds Committee discussed revisit of Space Needs Analysis end of September 2023 and decided that the plan no longer aligned with the vision for the library and the cost was very high; directed Director Armour to consult with staff and bring back list of priorities they think need to be addressed • During Staff Development Day in October 20, Director Armour lead all staff through brainstorming exercises to identify priorities of facilities upgrades. Director Armour is working on compiling responses to share with the Building & Grounds Committee. • Building & Grounds Committee met November 13 to consider Director Armour's recommendations. Directed her to reach out to Engberg Anderson to get costs on updating the original plan in alignment with new priorities. • Library Board considering updated proposal from Engberg Anderson at December 14 meeting. 			
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Examine staffing levels to determine what is needed to meet the demands of providing timely circulation, help at the Information Desk, and help at the Youth Services Desk	Library Board and Director Armour	2023	0
		<ul style="list-style-type: none"> • Director Armour directed Youth Services Librarian to begin gathering data and recording reflections on the use of the Youth Services desk. • Director Armour and Circulation Supervisor examined data on amount of time needed for shelving. Director hired two more shelvers in May 2023. Hired Summer Shelver in June 2023 to help with increase in circulation during summer months. Consistently have no extra carts that need to be shelved. Info Desk librarians and Circulation Clerks can focus on serving customers instead of helping with shelving. Director Armour is utilizing un-used budgeted wages to begin increasing Circulation Clerk hours to facilitate cross-training. The 2024 budget will be built with increased hours, but increasing now as the opportunity has presented itself will allow for a more efficient and smoother transition of duties as well as increased confidence in the newly trained Circulation Clerks who will have more time to learn the new tasks. • Director Armour, Technical Services Team, and Circulation Team began implementing Thingery maintenance by Circulation Clerks in September 2023 to increase turnaround time of Thingery items back into circulation and decrease workload on Technical Services Librarian. Director Armour built separate workspace for Thingery work and other dedicated tasks the Circulation Team is being cross-trained on. • Director Armour and Adult Services Librarian implemented new Info Desk schedule October 2023. New schedule will give the Adult Services Librarian and Program Assistant more desk hours which would free up desk hours for other specialists and therefore allow for an increase in programming and services elsewhere. 			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Examine staffing levels needed to build and sustain this level of integration into the community	Library Board and Director Armour	Continuous	1
		<ul style="list-style-type: none"> • Director Armour provided schedule of community events the Library will participate in and required each Department Head to sign up for one. Extreme planning allows staff to plan around these events and to give plenty of notice for shift coverage. • Unspent personnel budget dollars (due to absences and turnover) in 2023 being spent on extra hours for Circulation Team to attend outreach events such as the Jack-O-Lantern Jaunt. 			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community	Adult Services Team, Library Board, and Director Armour	Continuous	1

		<ul style="list-style-type: none"> • Outgoing Loan Agreement with MHMS finally executed on July 19, 2023. Director Armour created and attached Loan Inventory and Loan Condition Report as well as the latest appraisal. Certificates of Insurance were exchanged. Director Armour created and posted signage at the Red Brick Museum denoting ownership of the Collection, as per the Loan Agreement. • Grutzmacher Collection Management Policy updated and published on June 15, 2023. Danielle Benden of Driftless Pathways drafted the policy and accompanying forms utilizing museum standards of practice. • Director Armour created composite catalog that includes Collection metadata along with embedded photos taken at the time of cataloging. Makes it easier to find and identify items as well as create paperwork needed for loan agreements. • Have engaged in seven (7) consultations with Tribes this year. One still awaiting rescheduling. • Follow-up calls to Tribes regarding NAGPRA Summary are done. • First ever repatriation on April 11. Transfer of control and care-and-trust agreements signed and in place. Working on physical retrieval. • Library Board approved FAQs on Collection May 10, 2023. Published to website, shared monthly in newsletters. FAQs have been updated monthly to include time investment totals and to accurately reflect where the Library Board is in creating policies, complying with NAGPRA, etc. • Robert "Ernie" Boszhardt reviewed the Native American items in the Grutzmacher Collection July 6, 2023, to identify previously unidentified NAGPRA eligible items and fakes. Report identified two (2) potential NAGPRA eligible items on display. Director Armour following up with Tribes that may be interested in this new information. Grutzmacher Collection Committee will discuss Ernie's recommendations for display curation at next meeting. • Director Armour presented at the national American Library Association (ALA) Conference in Chicago on June 25, 2023. The topic of the session was "Implementing the Native American Graves Protection and Repatriation Act (NAGPRA) in a Public Library: Real Life Experiences and Practical Advice" and was presented with Claire Wilbert of Bernstein & Associates NAGPRA Consultants. • At the invitation of the Village Administrator, Director Armour presented at the Mukwonago Rotary Club on July 27, 2023, about the history of the Grutzmacher Collection and how the Library Board has been complying with NAGPRA. • September 2023 As a result of consultation, Director Armour and MHMS quickly removed from display items identified for repatriation. 			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Examine current website and determine if it meets the needs of users seeking information about the Library	Library Board and Director Armour	2023	1
		<ul style="list-style-type: none"> • Adult Services Librarian developed and deployed survey on library's website. Have received quality feedback so far; will run through May. This will determine a benchmark prior to any changes made to the website. Post-change data will be collected to determine if easy fixes solved the issue or if we need to recommend contracting out for bigger work. • Director Armour and Adult Services Librarian discussed outcomes of survey in August 2023. Adult Services Librarian made minor changes to website to reflect improvements suggested by website visitors and his own research. Work to be completed by the end of September 2023 in anticipation of shifting this duty to the Marketing & Outreach Specialist's position. 			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Invest in marketing and outreach materials	Library Board and Director Armour	Continuous	1
		Purchased new branded pens for use at upcoming Farmer's Markets and other outreach June 2023. Director Armour tasked Community Engagment Coordinator with developing MCL-centered water bottle stickers for on-trend promotion.			
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Use data to analyze open hours and availability of staff to appropriately provide programs and services	Library Board and Director Armour	2023	1
		<ul style="list-style-type: none"> • Library Board approved new hours for fall 2023 based on data presented by Director Armour. The Library will now close at 8:00pm on weeknights as the final half hour of opening was not busy. The change will concentrate professional staff during the busiest hours of the day and save money on Circulation staffing while customers can still get materials in the smartlockers. Director Armour will bring other options to the Library Board for future considerations of operating hours. 			

EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Provide, promote, and enable staff development opportunities that improve customer service and professional skills	Library Board and Director Armour	Continuous	1
		<ul style="list-style-type: none"> Library Board closed library on January 20, 2023, for Staff Development Day. Staff learned about customer service from presentation by Inspired Training and Consulting. Angela Meyers of the Bridges Library System also presented on hearing loops and accessibility and came back later to train newest staff. Library Board closed library on May 12, 2023, for Staff Development Day. Staff learned about Safe Spaces and how to address customers in an inclusive way as well as how to handle stress in the workplace. The programming team shared information on the Summer Library Program so that everyone - from shelveers to Director - is on the same page, knows what to expect, and how to promote it. Library Board closed library on August 18, 2023 for Staff Development Day. Staff learned about providing dementia-friendly service from Waukesha County ADRC. The programming team shared the results of the Summer Library Program and collected feedback from staff for future improvements. Director Armour and Circulation Supervisor attended ALA Annual Conference in Chicago in June 2023. Director Armour presented on NAGPRA and Emily attended numerous educational sessions about cataloging, collection development, making libraries accessible, and general patron services. Lead Innovator and Community Engagement Coordinator attended Play, Make, Learn Conference in Madison in July 2023. LI learned about integrating STEAM concepts in programs, CEC spoke about using Dungeons & Dragons in a learning context. Library Board closed library on October 20, 2023 for Staff Development Day. Staff learned about "Creating Accessible Experiences for Visitors with Disabilities" from Dawn Kocaja of the Milwaukee Public Museum. The staff brainstormed priority needs for facilities updates at request of Building & Grounds Committee 			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Work with Village to ensure Library building needs help fulfill Village goals	Library Board and Director Armour	Continuous	1
		<ul style="list-style-type: none"> Director Armour working with Village Administrator and Village contracted IT professional on upcoming internet connectivity issues in 2024 posed by a Village infrastructure project. Now consistently working with Village DPW to get Library items into the Village's routine of posting to the state auction. Working to not duplicate efforts on getting rid of old items, integrates into DPW's timeline, and provides easy revenue. September 2023 Added report from Village Board representative as a standing agenda item on all Library Board meetings. 			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Provide, promote, and enable staff development opportunities that focus on serving underserved and marginalized populations	Library Board and Director Armour	Continuous	1
		<ul style="list-style-type: none"> People with Hearing Impairment - Training on using hearing loops and accessibility during Staff Development Day on January 20, 2023. LGBTQ Community - Safe Spaces training during Staff Development Day May 12, 2023. People with dementia - training from Waukesha County ADRC during Staff Development Day August 18, 2023 People with disabilities - training from Milwaukee Public Museum during Staff Developmentn Day October 20, 2023 			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Conduct study to determine which geographic areas and demographics do not currently use the Library	Community Engagement Team and Director Armour	2023	1
		Director Armour directed Community Engagement Coordinator to begin consulting with other libraries on how they gather this data and investigating potential sources for this data.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens	Library Board and Director Armour	2023	1

		Director Armour directed Youth Services Librarian to begin gathering data and recording reflections on the use of the Youth Services desk.			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Present regularly scheduled storytimes and programs built around early literacy concepts	Youth Services Team and 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	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
		<ul style="list-style-type: none"> • MetaSpace 511 Lead Innovator began class "Thread And Circuits: A Guide to Electro-Textiles." Plans to bring circuit-based textile exploration to the MetaSpace. • Circulation Supervisor attended ALA Annual Conference in Chicago and attended numerous educational sessions about cataloging, collection development, making libraries accessible, and general patron services. 			
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
		<ul style="list-style-type: none"> • Director Armour directed Community Engagement Coordinator to identify multiple access points for data gathering (i.e. at programs, at desks, at community events, local businesses). Gathered data via "Library Lovers Month" survey on website February 2023. • Conducted post-SLP survey via digital form during August 2023. Data compiled by Community Engagement Coordinator and shared with staff. • Programmers and Director Armour working on developing sign-in sheet for all programs in 2024 to begin gathering data on how users are finding out about programs. Work is based on Director Armour's sign in sheet for Bubble Boogie. Roll out in January 2024. 			
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
		<ul style="list-style-type: none"> • Director Armour directed Community Engagment Coordinator to develop a list of dates for 2023 outreach opportunities at the Farmer's Market, SLP Kick Off, Jack-o-Lantern Jaunt, and Holiday Tree Lighting. Everyone on the Leadership Team had to select two dates. Provides time to plan for desk shift coverage. Farmer's Market planned for every other week throughout summer; Info Desk schedule rearranged so Community Engagment Coordinator can attend. • Director Armour sent Community Engagment Coordinator to National Night Out for the first time August 2023. Will determine if this event if worth devoting more staff time and increased engagement for future years. • Unspent personnel budget dollars (due to absences and turnover) being spent on extra hours for Circulation Team to attend outreach events such as the Jack-O-Lantern Jaunt. • Director Armour allocated personnel budget dollars to allow Circulation Team members to attend Jack-O-Lantern Jaunt. Anyone interested was welcome to help run the community art project. 			
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.		<ul style="list-style-type: none"> • McAdams family portrait and new, professional signage relocated to point of prominence next to front door. Electrical outlet relocated lower and now with USB ports. • Entryway painted, slatwall installed. MetaSpace entryway painted and slatwall installed. Sign holders and signage for interest groupings purchased. Directives to staff to improve organization and user-friendliness of flier presentation, unused mobile display relocated to entry for marketing purposes. • Brochure holder repurposed and relocated to below community board for easier discovery of community resources. • Standing signs now in use for permanent identification of what is happening in the Community Room. 			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly	Community Engagement Team and Director Armour	2024	2
		<ul style="list-style-type: none"> • Director Armour directed Community Engagement Coordinator to begin developing, implementing, and compiling survey data on where customers get their information on the Library and what they find is the most useful information types/mediums • Director Armour has been conducting survey at Bubble Boogie throughout spring and summer 2023; data shows that most participants rely on the events calendar and word of mouth to learn about programs. Data shared with Community Engagement Coordinator to drive future decisions. 			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Conduct noise evaluation and explore solutions	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Use data to determine needs for youth and teen areas	Library Board and Director Armour	2024	2
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Examine the needs and location of the MetaSpace 511	Library Board and Director Armour	2024	2
		<ul style="list-style-type: none"> • Director Armour directed Lead Innovator to begin collecting data on programs and appointments in the MetaSpace. Lead Innovator shared outcomes of survey and observations in August 2023; data shows that users prefer programs on Tuesday nights and Wednesday mornings; Director Armour worked with Lead Innovator to adjust her work schedule to reflect this. • Lead Innovator implementing uniform schedule for fall 2023 with routine open times, program slots, and sign up via LibraryCalendar (as opposed to a separate platform that has hitherto been used). Anticipating consistency in availability will improve user experience as well as new user discoverability. 			
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
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"> • New children's play area fixtures purchased and installed spring 2023. Includes a reading house, repurposing the unused light table from the teen area, child-size reading benches, and a new train table. Area re-arranged to group noisier hands-on exploration as far from the adult area as possible and provide multiple areas for families to sit and read together. • Outlets in Community Room replaced with child-proof outlets. • Kayaks and Stand-Up Paddleboards (SUPs) relocated outside August 2023. Easier for customers to pick up and unload these items directly on the new rack, decreases likelihood of staff injuring themselves brining these bulky items out through two doors, and created space in the workroom for a dedicated Thingery maintenance area. Initial feedback from staff and customers is positive and more customers are aware that we offer them for checkout. • Relocating catalogs to prominent places, providing variety of standing and sitting options • All public PCs will get low-vision keyboards with high-contrast yellow and black keys (late December 2023) 			

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
		<ul style="list-style-type: none"> • Technical Services Librarian rearranged storage of Thingery items in work area and repurposed old fixtures spring 2023. Flow is improved, but still not enough space. • Technical Services Librarian worked with Communication Team to update Explore Pass brochures and boxes spring 2023; now uniform, attractive, and highlights the Friends of the Library's sponsorship of those items. • Kayaks and Stand-Up Paddleboards (SUPs) relocated outside August 2023. Easier for customers to pick up and unload these items directly on the new rack, decreases likelihood of staff injuring themselves brining these bulky items out through two doors, and created space in the workroom for a dedicated Thingery maintenance area. Initial feedback from staff and customers is positive and more customers are aware that we offer them for checkout. 			
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
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
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
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
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"> • Programmers and Director Armour working on developing sign-in sheet for all programs in 2024 to begin gathering data on how users are finding out about programs. Work is based on Director Armour's sign in sheet for Bubble Boogie. Roll out in January 2024. 			
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"> • Director Armour directed Communications Team to install a display and handouts at April 2023 election. Plans with Village Clerk to make this a regular occurrence. • Community Engagement Coordinator attends regular Rotary Club meetings. Director Armour gave presentation on NAGPRA to Rotary July 2023. • Director Armour attended school district focus groups for facilities studies throughout April and May 2023. • Director Armour, Youth Services Librarian, and Community Engagement Coordinator all attended different schools for open house August 2023. • Friends of the Library and Village Board Representative added to monthly Library Board agenda to improve communication between 			
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"> • Rotary held annual State of the Village Address at Library January 2023. • Job Center of Wisconsin has held weekly pop-up job center appointments and drop-ins all year (2023) • State Representative Nik Rettinger held listening session at the Library on May 5, 2023. Rettinger's office plans to hold more in the future. This is the first elected official to use the library as an engagement platform since before the COVID-19 pandemic. • Senator Bradley volunteered at the 2023 Summer Library Program Kick Off Event and met constituents. • Worked with Village Clerk to have Wisconsin Election Commission get feedback from Library visitors on new voting envelopes • Updated Circulation Policy April 2023 to include fine-free cards to the Mukwonago Area School District to further encourage and enable supplemental curricular material help • MetaSpace equipment donation of broken 3D printers and robotics kits in September 2023 to GPS Education Partners who help underserved youth in the Milwaukee area learn how to "create projects and lessons that resulted in leadership and employability reflections, design BPR & tech artifacts, and business and manufacturing lessons in planning student businesses and product design" • second annual Sensory Friendly Holiday Tree Lighting in collaboration with the Autism Society of Southeastern Wisconsin; collaboration is resulting in more programs including a resource night January 2024 			
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
		<ul style="list-style-type: none"> • Café App upgrades launched July 2023. Director Armour updated Mukwonago portal to improve user experience; worked with Bridges to identify deployment issues. • Director Armour advocated for and made motion to approve discovery layer at Café Council. In June 2023, Bridges will start pursuing an RFP for a discovery layer. The website survey conducted by the Adult Services Librarian showed that the top complaint of website visitors was actually the catalog interface. • Finalized rollout of using LibraryAware as email newsletter platform in April 2023. Platform is free. Customer feedback is positive. • Smartlockers officially launched on May 1, 2023. Circulation Supervisor has done a lot of work to develop procedures and train staff for a smooth user experience. April 2023 approved Circulation Policy changes to ensure transparency and standards for this new service. Reception to new service is positive, especially for homeschool families. 			
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
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
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
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

Control System Support Agreement

Between EMCOR Services Integrated Solutions and **Mukwonago Library**

September 25, 2023

Under this agreement, EMCOR Services Integrated Solutions will provide control services as detailed on the control system list, in accordance with the on-site inspections schedule and services that are included, and the terms and conditions hereinafter set forth. These services will be provided and billed to the following location(s):

Mukwonago Library

511 Division St
Mukwonago, WI 53149

Attn: Cathryn Kim
Phone #: (262) 363-6411 ext. 4105
Email: ckim@mukcom.lib.wi.us

Page 2.....	Control System Equipment List
Page 3	System Support Agreement Description
Page 4	Contact List
Page 5	System Support Agreement and Acceptance
Page 6.....	General Terms and Conditions

System Support Agreement Includes

Under this agreement, EMCOR Services Integrated Solutions will provide (2) two on-site inspections per year.

The following is included:

- 1 Year software maintenance from Schneider Electric for the Jace 8100
- Implementation of software maintenance
- Annual database saves
- Server/computer disk management
- Software/firmware revision updates (if applicable)
- Alarm management
- Seasonal setpoint adjustments with time allotted
- Non-critical control adjustments and minor programming adjustments
- Additional operator training, if requested with time allotted
- Troubleshoot and minor programming revisions with time allotted
- Continuing controller retro commissioning with time allotted
- Functional testing for BAS with time allotted
- Testing of cooling through the BAS with time allotted
- Testing of heating through the BAS with time allotted

The following is not included:

- Major programming changes, including control point additions
- Additions to control system or network
- Control components/devices such as controllers, relays, sensors, control devices, etc.
- Major version upgrade
- Overtime and after-hours response
- Telephone support
- Remote troubleshooting

Note: All the above services are available on a time and material basis at preferred control service rates.

Contact List for Obtaining Service

Normal Business Hours 7:00 a.m.to 4:30 p.m.

For Control Service:

During Normal Business Hours (414) 431-7200

After-Hours (414) 431-7200 (*follow prompts*)

Controls Tech / Programmer Rick Schmitz

Cell (414) 750-7521

Email Rick_Schmitz@EmcorGroup.com

Controls Tech / Programmer Jacob Majala

Cell (414) 303-9023

Email Jacob_Majala@EmcorGroup.com

Controls Account Representative/ Superintendent Nathan Bergemann

Direct (414) 431-7156

Cell (414) 550-7781

Email Nate_Bergemann@EmcorGroup.com

Note: Our after-hours answering service will qualify all service requests with specific questions designed to ensure the proper technician is dispatched.

System Support Agreement and Acceptance

This agreement is effective January 1st, 2024, through December 31st, 2024. Either party may cancel with a 30-day written notification prior to the end of the current term.

EMCOR Services Integrated Solutions agrees to provide the scheduled services for which the customer agrees to pay **\$4,001.00**, to be invoiced in Biannual installments as follows:

The first payment of \$2,394.00 is due at the beginning of the contract; the second installment of \$1,607.00 is to be billed in July.

***This agreement will continue at an annual increase of 4% per year until cancelled by either party.

Extra Services performed upon purchaser's approval will be billed at our preferred rate in effect. This rate changes June 1st of each year based on union contracts.

Submitted by:

Nathan Bergemann

Nathan Bergemann
EMCOR Services Integrated Solutions

Purchaser's Acceptance

Purchaser _____

Signature _____

Title _____

Date _____

PO # _____

Seller's Acceptance

EMCOR Services Integrated Solutions

Signature _____

Title _____

Date _____

General Terms & Conditions

1. Upon execution of this agreement, it shall become effective and remain in force from year to year unless cancelled. Except as otherwise provided in this Agreement, either party may cancel this Agreement by giving the other party written notice not less than 30 days prior to the anniversary date.
2. Service will not be provided under the Agreement unless any payments due to EMCOR Services Integrated Solutions are current
3. This Agreement does not include the maintenance, repair or replacement of: recording or portable instruments, electrical disconnect switches, casing or cabinets, ductwork, insulation, gas lines, domestic water lines, refrigerant, asbestos, nonmoving parts of heating, cooling and ventilating equipment, such as ductwork, boiler shell, tubes and refractory material and other like items. Damage from freezing, corrosion, electrolysis, drain stoppage, or plumbing beyond equipment is not covered
4. Purchaser agrees to furnish safe and free access to all equipment covered by this Agreement for the purpose of executing the terms of this Agreement
5. Seller shall not be required to furnish any items of equipment or services as are recommended or required by insurance companies, governmental or other authorities
6. Seller shall not be liable for any utility service connected to or essential to the operation of the equipment, nor for failure thereof, nor shall he be liable for damages sustained to the equipment due to failure thereof. Seller specifically shall not be responsible for damages sustained through power failures, low voltage conditions, lightning, single phasing or other electrical abnormalities
7. This Agreement does not cover damage to, or loss of property, occasioned by Purchaser's improper operation or misuse of the equipment, or by fire, explosion, flooding, the elements, strikes, labor troubles, vandalism, riots or civil commotion or by any other cause beyond Seller's control
8. The services to be performed under the Agreement are not a guarantee against obsolescence or normal wear; nor shall inspections be construed as an approval or guarantee of the condition of the equipment or system design and performance
9. In the event any alterations, additions, adjustments or repairs are made by others without Seller's written consent, Seller may, at its option, immediately terminate this Agreement
10. This Agreement, including pages 1 through 6 contains the entire Agreement, and the parties hereby agree that no conditions, understandings, agreements, modifications, alterations or amendments will be recognized or enforceable unless made in writing and signed by both parties hereto.
11. This proposal 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, and is further conditioned upon the parties agreeing, prior to beginning of any work and in writing as part of any contract, that any (i) schedule issues (including, but not limited to, delays, access issues, or allowed work hours/off-hours work), (ii) overtime hours, or (iii) additional protocols, altered working conditions, or extra costs relating thereto, that arise as a result of the COVID-19 pandemic or coronavirus will entitle contractor to an equitable adjustment for time for performance and costs.
12. Any (i) schedule issues (including, but not limited to, delays, access issues, or allowed work hours/off-hours work), (ii) overtime hours, or (iii) additional protocols, altered working conditions, or extra costs relating thereto, that arise, either directly or indirectly, as a result of the COVID-19 pandemic or coronavirus will entitle contractor to an equitable adjustment for time for performance and costs.

Seller agrees that during the life of this Agreement it will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age or national origin and will include a similar provision in any sub-contracts entered into for the performance hereof.

Planned Maintenance Agreement Renewal

Between Illingworth-Kilgust Mechanical, Inc. and Mukwonago Community Library

September 29, 2023

Under this agreement, Illingworth-Kilgust Mechanical, Inc. will provide maintenance services as detailed on equipment and systems listed, in accordance with the schedules, terms and conditions hereinafter set forth. These services will be provided at the following location:

Mukwonago Community Library
511 Division Street
Mukwonago, Wisconsin

Attn: Cathryn Kim
Phone #: (262) 363-6411 ext. 4105
Email: ckim@mukcom.lib.wi.us

Maintenance Services

These services are included as part of this Agreement

Page 2	Equipment List
Page 3-8	Services Provided
Page 9	Contact List for Obtaining Service
Page 10	Planned Maintenance Agreement Renewal
Page 11	General Terms and Conditions
Page 12	Other Services Provided by Illingworth-Kilgust Mechanical, Inc.

Equipment List

Mukwonago Community Library

Quantity	Equipment	Tons / Size	Manufacturer	Model / Serial	Location
1	Hot Water Boiler	750,000BTU	Thermal Solutions	EVCA-750	Boiler Room
1	Hot Water Boiler	750,000BTU	Thermal Solutions	EVCA-750	Boiler Room
1	In line Pump P-1	38 GPM	Bell & Gosset	80/1-1/2x1-1/2x7B	Mechanical Room
1	In line Pump P-2	38 GPM	Bell & Gosset	80/1-1/2x1-1/2x7B	Mechanical Room
1	Pump P-3	75 GPM	Bell & Gosset	1510 / 1-1/4BC	Mechanical Room
1	Pump P-4	75 GPM	Bell & Gosset	1510 / 1-1/4BC	Mechanical Room
1	In line Pump P-5	9 GPM	Bell & Gosset	PL30	Mechanical Room
1	Condensing Unit	30 ton	Carrier	38AKS034-600	Roof
1	Condensing Unit	30 ton	Carrier	38AKS034	Roof
1	Condensing Unit	40 ton	Trane	RAUJC4	Roof
1	Condensing Unit	1 ton	Liebert	PFC014	Roof
1	Condensing Unit	1 ton	Mitsubishi	PUL12EK	Roof
1	Computer Room Air Handling Unit	1200 CFM	Liebert	MMD12E	Server Room
1	Ductless Split Type A/C Condensing Unit	1 ton	Mitsubishi	PUY-A12NHA4	Elevator Equipment
1	Ductless Air Handling Unit	1 ton	Mitsubishi	PKA-A12HA4	Elevator Equipment
1	Large Air Handling Unit	13,860 CFM	Carrier		Basement
1	Large Air Handling Unit	11,000 CFM	Trane		Basement
1	Exhaust Fan				Ceiling Metaspaces Room

Services Included

AIR HANDLING UNIT

Illingworth-Kilgust Mechanical, Inc. will perform **two (2) scheduled inspections** per year. The tasks to be performed are as follows:

INSPECTION (SPRING, FALL)

- Inspect fan wheels and clean as needed
- Inspect inlet screens
- Inspect fan sheave wear
- Check fan sheave alignment
- Inspect fan spring isolation
- Inspect flexible fan connections where applicable
- Inspect starter and contact surfaces
- Tighten all electrical connections
- Measure motor amps / volts
- Inspect damper linkages
- Test damper motor operation
- Check condition of coils
- Clean condensate pans
- Inspect air filters
- Check for gas leaks as needed
- Check for unusual noises / vibrations
- Inspect cabinetry / hardware conditions
- Report deficiencies and potential problems to the customer

Services Included

AIR COOLED CONDENSING UNIT

Illingworth-Kilgust Mechanical, Inc. will perform **one (1) scheduled inspection** per year.
The tasks to be performed are as follows:

PREPARE ALL EQUIPMENT FOR COOLING SEASON (SPRING)

- Lubricate all points as needed
- Check drive belts and pulleys; change belts as needed
- Check refrigerant charge, superheat and subcooling
- Check compressor amp draws
- Chemically clean condenser coils
- Report deficiencies and potential problems to the customer

Services Included

BOILERS

Illingworth-Kilgust Mechanical, Inc. will perform **one (1) scheduled inspection** per year. The tasks to be performed are as follows:

ANNUAL INSPECTION (FALL)

- Drain boiler and clean waterside
- Clean fireside
- Replace door gaskets
- Clean low water cutoff and replace gasket
- Test relief valve, low water control and water feed valve
- Test high limit and operating controls
- Lubricate all motors and bearings
- Inspect gas valves and regulators for gas leaks
- Test flame safeguard control system
- Clean burner ignition switches
- Test burners
- Test and adjust burner efficiency using combustion analyzer
- Clean sight glass and check water flow valve as needed
- Clean combustion blower as needed
- Check and record blower motor rating and amperage draw
- Check electrical connections
- Report deficiencies and potential problems to the customer

Services Included

PUMPS

Illingworth-Kilgust Mechanical, Inc. will perform **two (2) scheduled inspections** per year. The tasks to be performed are as follows:

SEMI-ANNUAL MAINTENANCE INSPECTION (SPRING, FALL)

- Lube pump bearings
- Lube motor bearings
- Inspect mounts and vibration pads
- Inspect pump alignment and coupling
- Verify motor volts / amps
- Tighten all electrical connections
- Clean strainers
- Inspect hand valves and check valves
- Inspect mechanical seals where applicable
- Inspect packing where applicable
- Verify gauges for accuracy
- Measure and record suction and discharge pressures
- Clean external surfaces
- Visually inspect for leaks
- Report deficiencies and potential problems to the customer

Services Included

EXHAUST FAN

Illingworth-Kilgust Mechanical, Inc. will perform **one (1) scheduled inspection** per year. The tasks to be performed are as follows:

ANNUAL INSPECTION (FALL)

- Check unit operation
- Lubricate fan and motor bearings per manufacturers recommendation
- Tighten electrical wiring and connections
- Test operating and safety controls
- Check belt and sheaves and adjust as necessary
- Report deficiencies and potential problems to the customer

Services Included

DUCTLESS SPLIT SYSTEM

Illingworth-Kilgust Mechanical, Inc. will perform **two (2) scheduled inspections** per year. The tasks to be performed are as follows:

SEMI-ANNUAL INSPECTION (SPRING, FALL)

- Verify power supply to nameplate data
- Inspect volts / amperage of compressors
- Inspect starters and contact surfaces
- Inspect operating temperatures
- Inspect belts > advise on condition
- Adjust belts and pulleys per manufacturer's specifications
- Test all safety controls
- Test all operating controls
- Tighten all electrical connections
- Lube motors / bearings
- Power wash and clean condenser coils
- Inspect for unusual noises / vibrations
- Visually inspect for refrigerant / oil leaks
- Clean condensate drains and drain pans
- Inspect cabinetry / hardware conditions
- Check condition of filters > report any abnormalities
- Report deficiencies and potential problems to the customer

Services Included

COMPUTER ROOM UNIT

Illingworth-Kilgust Mechanical, Inc. will perform **two (2) scheduled inspections** per year. The tasks to be performed are as follows:

SEMI-ANNUAL INSPECTION (SPRING, FALL)

- Test humidification and dehumidification controls
- Confirm operation of humidifier
- Lubricate motor / bearings
- Check belts and pulleys; change belts one (1) time per year if needed
- Change air filters (pleated)
- Change pre-filter pads if needed
- Check proper operation of all electrical components
- Record operating temperatures and amperages if necessary
- Check refrigerant charge, suction and head pressures if necessary
- Inspect and tighten electrical connections if necessary
- Perform analysis of superheat and subcooling
- Cycle operating controls
- Test water regulating valve as needed
- Inspect water cooled condenser as needed
- Check for any unusual noises / vibrations
- Check over cabinetry / hardware conditions
- Report deficiencies and potential problems to the customer

SERVICE CONTACT LIST

NORMAL BUSINESS HOURS7:00 a.m. to 4:00 p.m.

SERVICE DISPATCHERS**Cathy Pitzl / KaTina McMurtry / On-Call**

Service Phone (24 / 7)

(414) 476-6850

ACCOUNT REPRESENTATIVE**Roger Bergemann**Office Phone #
Email(414) 431-7157
RBergemann@IKMechanical.com

FIELD SUPERVISOR**George Mangiaracina**Cell Phone #
Email(414) 587-6119
GMangiaracina@IKMechanical.com

SERVICE REQUESTS

For your service needs, call our dispatch line to speak to a live person 24 hours a day, 7 days a week

Service Dispatch Phone # (414) 476-6850

We will qualify the service request with specific questions to ensure proper response

To the best of your ability, please provide:

- Customer Name
- Location
- Authorizing Name
- Phone Number
- Reason for call
- Urgency of Request
- Purchase Order
- Any special instructions

Planned Maintenance Agreement Renewal

Illingworth-Kilgust Mechanical, Inc.'s Planned Maintenance Agreement Renewal is the base agreement and is included in all maintenance programs offered. Under this agreement, Illingworth-Kilgust Mechanical, Inc. will provide a total of two (2) inspections per year at the following intervals:

SPRING INSPECTION
FALL INSPECTION
COIL CLEANING 1/YEAR
BELT REPLACEMENT 1/YEAR
FILTERS PROVIDED BY OWNER

This agreement is effective **January 1, 2024, through December 31, 2024**. Either party may cancel with a 30-day written notification prior to the end of the current term.

Illingworth-Kilgust Mechanical, Inc. agrees to provide the scheduled services for which the customer agrees to pay **\$4,978.00 + tax**, per year, to be invoiced in advanced, in **two (2)** installments of **\$2,489.00 + tax**.

Repairs will be handled separately from the maintenance agreement. When repairs are identified by the Illingworth-Kilgust Mechanical, Inc. technician, owner will take responsibility or authorize Illingworth-Kilgust Mechanical, Inc. to perform the repair.

Extra services performed upon purchaser's approval will be billed at our special contract rates in effect. This rate changes June 1st of each year based on the union contracts. There are no additional hidden charges incurred above and beyond this preferred rate.

Submitted by: Roger Bergemann
Roger Bergemann
Illingworth-Kilgust Mechanical, Inc.

Purchaser's Acceptance

Purchaser : _____

Signature : _____
Name : _____
Title : _____
Date : _____
PO # (if applicable) : _____

Seller's Acceptance

Seller : Illingworth-Kilgust Mechanical, Inc.

Signature : _____
Name : _____
Title : _____
Date : _____

GENERAL TERMS AND CONDITIONS

1. Upon execution of this agreement, it shall become effective and remain in force from year to year unless cancelled. Except as otherwise provided in this Agreement, either party may cancel this Agreement by giving the other party written notice not less than 30 days prior to the anniversary date.
2. Service will not be provided under the Agreement unless any payments due Illingworth-Kilgust Mechanical are current.
3. This Agreement does not include the maintenance, repair or replacement of: recording or portable instruments, electrical disconnect switches, casing or cabinets, ductwork, insulation, gas lines, domestic water lines, refrigerant, asbestos, nonmoving parts of heating, cooling and ventilating equipment, such as ductwork, boiler shell, tubes and refractory material and other like items. Damage from freezing, corrosion, electrolysis, drain stoppage, or plumbing beyond equipment is not covered.
4. Purchaser agrees to furnish safe and free access to all equipment covered by this Agreement for the purpose of executing the terms of this Agreement.
5. Seller shall not be required to furnish any items of equipment or services as are recommended or required by insurance companies, governmental or other authorities.
6. Seller shall not be liable for any utility service connected to or essential to the operation of the equipment, nor for failure thereof, nor shall he be liable for damages sustained to the equipment due to failure thereof. Seller specifically shall not be responsible for damages sustained through power failures, low voltage conditions, lightning, single phasing or other electrical abnormalities.
7. This Agreement does not cover damage to, or loss of property, occasioned by Purchaser's improper operation or misuse of the equipment, or by fire, explosion, flooding, the elements, strikes, labor troubles, vandalism, riots or civil commotion or by any other cause beyond Seller's control.
8. The services to be performed under the Agreement are not a guarantee against obsolescence or normal wear; nor shall inspections be construed as an approval or guarantee of the condition of the equipment or system design and performance.
9. In the event any alterations, additions, adjustments or repairs are made by others without Seller's written consent, Seller may, at its option, immediately terminate this Agreement.
10. This Agreement, including pages 1 through 11 contains the entire Agreement, and the parties hereby agree that no conditions, understandings, agreements, modifications, alterations or amendments will be recognized or enforceable unless made in writing and signed by both parties hereto.

Seller agrees that during the life of this Agreement it will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age or national origin and will include a similar provision in any sub-contracts entered into for the performance hereof.

Other Services Provided by Illingworth-Kilgust

SERVICES / CAPABILITIES:

- ♦ Environmental Control Systems ▶ Customized Maintenance Programs
 - ▶ Preventive / Predictive
- ♦ HVAC (Heating, Ventilating, Air Conditioning)
- ♦ Medical Gases
- ♦ Piping (Industrial)
- ♦ Plumbing / Installations ▶ Interior & Exterior Site Utilities
 - ▶ Medical Gas Systems
 - ▶ 3D CAD & Modeling
 - ▶ Backflow Preventer Testing
 - ▶ Solar Systems
- ♦ Refrigeration
- ♦ Sheet Metal
- ♦ Temperature & Process Controls ▶ Testing, Adjusting & Balancing
 - ▶ On-site Operations
 - ▶ Mobile Services
- ♦ Additional Services ▶ Building Automation Services & Integration
 - ▶ Commission & Start-up
 - ▶ Design-Build

MARKETS:

- ♦ Biotech / Healthcare..... ▶ Hospitals / Laboratories/Dialysis
- ♦ Commercial..... ▶ Multi-Unit Residential
 - ▶ Office Buildings / Real Estate
 - ▶ Retail
- ♦ Education
- ♦ Manufacturing / Industrial
- ♦ Public / Government
- ♦ Technology ▶ Data Centers / Telecommunication

ADVANTAGES / BENEFITS:

- ♦ Over 35 Years of Experience
- ♦ Certifications ▶ Flammable Liquid Storage Tank
 - ▶ National Environmental Balancing Bureau (NEBB) Air & Water Balancing and Commissioning
 - ▶ Certified Welding
 - ▶ Refrigerant Reclamation
 - ▶ OSHA Safety
 - ▶ LEED Accredited (Green Building Counsel)
 - ▶ BIM (3D CAD Design)
 - ▶ MSCA (STAR) Contractor Certified
- ♦ State-of-the-Art Prefabrication
- ♦ Remote Monitoring
- ♦ 24/7/365 Mobile Service

Createscape

LANDSCAPING SERVICE INC.

ESTIMATE

Estimate Date

10/13/2023

Bill to: Mukwonago Community Library
511 Division Street
Mukwonago, WI 53149
262-363-6411

Description

Amount

Provide labor and material to complete the following work:

Outer parking lot perimeter beds. Spray to kill vegetation in proposed bed expansion area near east walk off public walk. Prepare area for planting adding compost and fertilizer as needed. Transplant roses. Deliver and install 24) each 4.5" allium, butterfly weed, sedum, calamintha, and water perry blue veronica, and 5-6 c.y. shredded hardwood mulch	
Remove and dispose of remaining plants and excess mulch in abandoned beds. Top-dress with topsoil, install seed and straw erosion mat cover.	\$9,300.00
North Triangle bed. Spray to kill/remove and dispose of unwanted turf. Amend soil as needed with compost and fertilizer. Deliver and install 5) flats of vinca minor, and top-dress bed with shredded hardwood mulch.	\$3,000.00
Beds by flagpole/ dumpster. Spray to kill/remove and dispose of small areas of grass around existing obstacles as discussed. Deliver and install 4-5 c.y. shredded hardwood mulch to replace turf.	\$1,675.00
Deliver and install topsoil along sidewalks and curbs where soil has settled/eroded creating a hazard. Seed areas and cover with penn mulch.	\$2,450.00
Either side of front entrance walk east of overhang. Remove existing plant material. Deliver and install 12) each 4.5" Shasta daisies, Vernonia, garden phlox, soapwort, veronica, and sedum.	\$2,400.00
Area around flagstone walk/patio. Remove and dispose of switch grass. Transplant existing	
Hosta to area north of existing overhang. Divide/ Re-group perennials from either side of front walk to create a more cohesive, welcoming layout.	\$1,200.00
option to dispose of existing plants and provide 12) each 4.5" palace purple heuchera, geum, silene, and little miss sunshine sedum.	add \$1,100.00

This is an estimate for work to be completed as described. It does not include material price increases or additional labor or materials which may be required after work has begun. prices valid for 30 days

Estimated by:

Missy

Date:

10/13/23

Sub Total	\$21,125.00
sales tax exempt	\$0.00
Total	\$21,125.00

Acceptance of proposal- The above prices specifications and conditions are hereby accepted. You are authorized to do work as specified. I have read and agree to the terms and conditions on the reverse side. Payment will be made as specified.

Signature: _____

Date: _____

TERMS AND CONDITIONS

ESTIMATES: The estimate does not include material price increases, additional labor charges or material costs that may be required after work has begun. Any additional labor charges and material costs will be presented to customer in writing and the customer must agree with the extras before Createscape is to proceed. A fuel surcharge will be implemented when diesel prices are above \$4.25 /gallon.

GRADING: Createscape is not responsible for drainage problems due to the finish grade, unless performing the rough grading also. The rough grader is responsible for providing proper drainage and setting the grade. If there is a standing water problem (an area that is deeper than two (2) inches and or is standing for more than twenty-four (24) hours, Createscape will correct the problem when conditions are dry enough to work without damaging the rest of the lawn. Createscape will accept no responsibility for water sitting or flowing through ditches and swales, this is where the water is supposed to go.

WEEDS: Customer is responsible for weed control in any areas Createscape is to perform grading, lawn installation or landscaping. If customer is not going to control weed or grass growth, any additional labor or costs required due to weeds or grass will be charged at \$95.00 per man hour for any hand work and \$150.00 per machine hour for additional grading. All hourly rates are one (1) hour minimums.

PLANTS: Nursery stock we supply is guaranteed for one year, one-time replacement, with proper maintenance. There are no guarantees against factors or circumstances beyond Createscape's control, including but not limited to wind burn, fire, severe winter, flood, tornado, vandalism, theft, animals, improper application of pesticides or fertilizers, lack or excess of moisture, delay caused by customer or other contractors on customers' site which prevents timely planting, or customer's request for non-seasonal planting. Roses, perennials, annuals, ground covers and bulbs are not guaranteed. Any material, which is more than 25% dead, shall be considered dead. **Fall Sale Plant material is not guaranteed. Transplanted material is not guaranteed.**

TREES: In most cases it is not necessary to stake a tree when planting therefore, staking is not included in the tree installation price unless stated. Createscape is not responsible for trees shifting or blowing if they are not properly staked.

SEED: Guarantee of workmanship. Createscape guarantees to use the described seed at the appropriate rate and in the prescribed manner. **Createscape does not guarantee seed germination** because the customer is the controlling factor with water. Seed will not germinate without water. Factors such as: rainfall, failure to move sprinklers in a timely manner, and run off from downspouts, drives, patios and walks can all cause erosion in the lawn, especially on slopes and in swales. Erosion fabric, stone and sod are the only ways to limit damage and unless clearly specified on the estimate and/or invoice are not included. Should erosion occur, Createscape will work with the client to repair erosion however, Createscape is not responsible for the costs of repair.

SOD: There is no guarantee either expressed or implied on sod.

PAVERS AND PRECAST RETAINING WALLS: The workmanship of all Unilock paver and retaining wall installations is guaranteed for a period of two years from the date of substantial completion. This guarantee covers problems arising from the installation of the product and does not cover the products themselves which are warranted by the manufacturer, or circumstances beyond our control such as acts of god or vandalism.

NATURAL STONE WALLS: Fieldstone and other natural stone walls are considered gravity walls will be covered by a guarantee of workmanship for a period of one year after substantial completion.

CONCRETE: contractor is not responsible for cracking of concrete outside of control joints.

PERMITS: Most landscaping work does not require permits. Since many municipalities/entities have different ordinances, it is the property owner's responsibility to obtain any permits required. The property owner is also responsible for all costs associated with obtaining the permits.

PAYMENT: One third (1/3) down payment is required upon signing and returning the estimate to Createscape. The balance is due upon completion of the estimated work. The customer is put on our schedule when the original estimate is received with the specified down payment and appropriate signatures. Due to the size and scope of some projects, or the time of the year the estimate is given, Createscape reserves the right to require an additional one third (1/3) down payment due no later than one (1) week before the scheduled start date. Createscape also reserves the right to bill and collect for phases of the project that are completed if further progress is being held up due to weather, other contractors on the customer's site or new additional work requested by the customer. The cancellation of work started or pending will be subject to cancellation fees not limited to: time and materials, load and travel charges for work completed and materials purchased, as well as restocking fees for returned materials/stock. A monthly service charge of one and one-half percent (1-1/2%) or eighteen percent (18%) annually will be charged on all past due accounts. There will be a \$30.00 service charge on all NSF or cancelled checks. All service charges are collectable. In the event that the customer's account is turned over to Createscape's attorney for collection, and the customer loses the litigation, the customer agrees to pay reasonable legal fees and collection costs. Createscape may attach liens on properties and garnish wages if necessary. It is mutually agreed that the original purchase price shall be the maximum damages the customer is entitled to claim.

PHOTO RELEASE: Createscape reserves the right to use photos of projects for advertising purposes.

GUARANTEE: **Any items not specified above will be covered for a period of one year following substantial completion.** No guarantee will be honored if, for any reason, the account balance is not paid in full at time of completion. No guarantees will be honored on any past due accounts. **NO EXCEPTIONS.**

COMPLETION: Createscape is committed to doing everything it can to complete jobs on or ahead of schedule. Customer understands that for every one (1) rainfall, the completion date may be pushed back as many as three (3) days. Createscape reserves the right not to work its employees on Sundays or holidays.

UTILITIES: The customer is responsible for marking all private utilities before work begins. **Diggers Hotline does not mark private utilities.** Createscape shall not be held responsible if we expose or damage any private underground utilities during the construction process. Examples are private electric lines, drain tile, low voltage lighting, irrigation systems and invisible animal fencing.

Please read through everything and call if you have any questions before you sign the estimate. Thank you.

NOTICE OF LIEN RIGHTS

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CREATESCAPE LANDSCAPING SERVICE, INC. HERBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR AND MATERIALS FOR THE CONSTRUCTION ON OWNERS LAND MAY HAVE LIEN RIGHTS ON OWNERS LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CREATESCAPE LANDSCAPING SERVICE, INC. ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY OWNER WILL PROBABLY RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY.

CREATESCAPE LANDSCAPING SERVICE, INC. AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMS ARE DULY PAID.

CREATESCAPE LANDSCAPING SERVICE, INC. 34210 WEST JANESVILLE ROAD, MUKWONAGO, WI 53149.

RESOLUTION 2023-06
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;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$10,117.50 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
Air Handle 1 motor replacement (Illingworth-Kilgust)	\$7,001.47
Air Handler 1 replacement pipes and repair coolant leak (Emcor)	\$3,116.03
Total	\$10,117.50

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 14th day of December, 2023.

Library Board President

December 6, 2023

AGREEMENT FOR ARCHITECTURAL DESIGN SERVICES STUDY UPDATE | MUKWONAGO COMMUNITY LIBRARY

between
Mukwonago Community Library
511 Division Street
Mukwonago, WI 53149

and
Engberg Anderson, Inc.
320 E. Buffalo St., Suite 500
Milwaukee, WI 53202

Engberg Anderson Project No. 193008

Dear Abby,

Engberg Anderson is pleased to submit this proposal for architectural design services. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard. If the proposal is acceptable, please sign both copies and return one for our records.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Mukwonago Community Library will engage Engberg Anderson, Inc. to update the previous space needs and renovation study. The goal of the update is to address key priorities with a more affordable approach, limiting interior construction and eliminating changes to the building envelope. The project will be mapped out in a series of incremental steps to allow for the logical progression to full implementation over several years. We will provide project management, library planning, architectural design, and engage consultants to assist with cost estimation.

PROJECT PARAMETERS

Schedule

The study will take four months to complete after authorization to proceed.

METHODOLOGY

Engberg Anderson believes in an interactive reiterative model of design. Each link in this sequence combines the expertise of all those assembled: Trustees, Administration, Programming Consultant and Designers. The synergy is focused on the multi-dimensional challenges of the project in a creative, rational manner: identify the parameters within which a solution must be found; create a series of potential solutions; apply a systematic set

of measures to evaluate those options; and progressively develop the best solution to the particular needs of the client.

WORK PLAN

A detailed Work Plan, dated December 6, 2023, attached as an exhibit to this agreement.

DELIVERABLES

Within this approach we will produce the following:

- Updated space needs assessment
- Phasing plan for incremental implementation
- Presentation quality floor plan(s), including furnishings
- Three presentation quality renderings appropriate to the final design concept
- Construction cost estimate, by phase and in aggregate
- Furnishings cost estimate, by phase and in aggregate

The materials will be prepared by Engberg Anderson in a professional manner acceptable to the Owner.

FEE PROPOSAL

FEE

Based on the current project understanding, we propose to complete the outlined services for a fee of **\$12,000.**

As with all agreements, if the scope of the work or parameters under which the work is performed are modified, we reserve the right to review the fees related to these modifications and make mutually agreeable adjustments.

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with established review and approval procedures.

Expenses incurred in the course of completing the work will be invoiced to the Library at our cost.

- Transportation in connection with the Project, including the four trips outlined in the Proposal.
- Reproductions, plots, standard form documents, postage, handling and delivery.

Detailed records of reimbursable expenses shall be included in monthly invoices. An initial limit to the reimbursable expenses shall be established at \$500. The limit may be modified upon agreement between parties.

OTHER TERMS

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by

the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other’s right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. As with all agreements, this document has important legal consequences and you are encouraged to consult with your legal counsel. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records, and return the second to us. We will begin work upon receipt of the signed copy.

For: ENGBERG ANDERSON, INC.	For: MUKWONAGO COMMUNITY LIBRARY
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EA File Name: C:\Users\Alexr\Desktop\Mukwonago 2023\EA Proposal 12-6-23.Docx



December 6, 2023

WORKPLAN

Mukwonago Community Library | Space Needs Analysis & Study
Engberg Anderson Project No. 193008

Engberg Anderson believes in an interactive reiterative model of design. Our process brings together the creativity and critical thinking skills of all participants: community leaders, library staff, volunteers, patrons, architects and engineers, to answer the key questions “What do we need?”, “What do we have?” and “How do we best bridge the gap?” To facilitate this process, we propose the following workplan. Please review the approach and the proposed schedule and let us know of modifications desired.

MEETING 1 | KICKOFF MEETING

At the start of the project, we will engage the board in a conversation regarding the goals and priorities of the study update. We will review the previous study to identify what still holds true and what can be set aside. As we think about the project as a series of steps, what is the most important to tackle first and what can be held for the final phase?

MEETING 2 | DEFINE OPTIONS

In this workshop, we will explore a wide variety of options of how to meet the identified needs through multiple renovation and phasing scenarios. Each option will be evaluated in terms of how it meets the stated needs and the sequence of implementation.

MEETING 3 | TEST CONCEPTS

Options identified as most viable will be developed for more detailed review. We will prepare conceptual building plans for two options. Each concept will have worthy components that are identified and analyzed for their potential.

Design Option Evaluation

Concept designs will be compared to the goals and objectives previously identified. Key issues to be discussed include:

- Connectivity and circulation
- Functional requirements of program elements
- Flexibility and adaptability
- Staff efficiency and workflow
- Design innovation

The design concepts selected will likely be an integration of the best of all options previously explored.

MEETING 4 | REFINED CONCEPT & ASSESS COSTS

An additional layer of detail will be added to the plans. Furnishings will be tested to confirm the program fit. Interior materials and finishes will be considered and evaluated.

Deliverables for this phase include:

- Preliminary floor plans and interior concepts, including furnishings.
- Preliminary renderings to convey the design intent of exterior and interior spaces.

Cost Estimates

Cost models will be used over the course of the design process to help inform decision making. The detailed information developed for the selected design options informs the final cost estimate for the various components of the project.

The final estimate will include the total project cost, including line-by-line breakout of all fees, construction costs, ancillary expenses, furnishings, equipment, contingencies, and implementation costs. The group will have an opportunity to weigh options to balance the priorities of the project, considering size, quality and cost to achieve the appropriate project parameters.

Final Report

The design team will submit a report to the Board for review and approval. The concept will be adjusted as needed to meet all cost, quality and functional goals and once approved will set the requirements for the completed project.

SCHEDULE

We propose meeting monthly over four months to accomplish the tasks above. Each meeting day may include multiple meetings as appropriate with the steering committee, library staff, and the Board. A final trip will include delivery of the design report and presentations to the broader community and all those who contributed along the way.

EA File Name: C:\Users\Alexr\Desktop\Mukwonago 2023\MCL Work Plan.Docx

Membership in the Library System

17

Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

In This Trustee Essential

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other *Trustee Essentials* for details on these requirements, including [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #18: Library Board Appointments and Composition](#).)
2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a consolidated county public library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see [Trustee Essential #19: Library Director Certification](#) for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, your library annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

1. Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections [43.11\(3\)](#) and [43.13\(1\)](#) and provides the financial support needed to administer the plan (see <http://dpi.wi.gov/pld/legislation-funding/county-library> for details of these requirements).
2. Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see [*Trustee Essential #26: The Public Library System Trustee—the Broad Viewpoint.*](#))

Discussion Questions

1. What are examples of ways your community's residents have benefited from library system services?
2. What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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