

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, December 8, 2022

Time: **6:00 pm**

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

1. Call to Order

2. Roll Call and Introduction of Guests

3. Comments from the Public

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

4. Approval of Minutes

4.a Minutes from November 10, 2022

[Library Board Minutes 20221110_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for December 2022

[Financial 2022 December Executive Summary 20221208.pdf](#)

[Financial 2022 December Invoices 20221208.pdf](#)

6. Committee Reports

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

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

6.c Grutzmacher Collection Committee - last met December 1, 2022

[Grutzmacher Collection Committee Minutes 20221201_unapproved.pdf](#)

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

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

6.f Strategic Planning Committee - last met November 7, 2022
[Strategic Planning Committee Minutes 20221107_unapproved.pdf](#)

7. Library Director Report

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

8. Discussion/Action Items

8.a HVAC Maintenance
Discussion and possible action on contracts for Illingworth-Kilgust and Emcor to continue to maintain HVAC in 2023.
[2023 EMCOR Contract_unapproved 20221208.pdf](#)
[2023 Illingworth Kilgust Mechanical Contract_unapproved 20221208.pdf](#)

8.b 2023 Open Hours, Closures, and Library Board Meeting Dates
Discussion and possible action on 2023 open hours, closure dates, and Library Board meeting dates.
[Hours and Closures for 2023_unapproved 20221208.pdf](#)

8.c Resolution 2022-04
Discussion and possible action on Resolution 2022-04 Wage Resolution FY 2023.
[RESOLUTION 2022-04 Wage Resolution FY2023_unapproved 20221208.pdf](#)

8.d Library Board Bylaws
Discussion and possible action on amending the Library Board Bylaws.
[DRAFT Library Board Bylaws presented to Library Board 20221208_unapproved.pdf](#)

8.e Strategic Plan 2023-2025
Discussion and possible action on approving the final, visually engaging version of the Strategic Plan 2023-2025.
[DRAFT Strategic Plan 2023-2025 COMPLETE VISUAL_unapproved 20221208.pdf](#)

8.f Dissolution of Strategic Planning Committee
Discussion and possible action on dissolving the ad hoc committee for Strategic Planning.

8.g Grutzmacher Collection Committee Recommendation for Loan Agreement
Discussion and possible action on the Grutzmacher Collection Committee's recommendation on topics that need to be addressed in the current loan agreement with MHMS.
[DRAFT Topics that Need to Be Addressed in Current Loan Agreement_presented to Library Board 20221208.pdf](#)

8.h Consultant for Loan Agreement

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

9. Closed Session

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

10. Open Session

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

11. Referral Items

12. Confirm Next Meeting Date

The next regular scheduled Library Board meeting is on January 12, 2023.

13. 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 10, 2022

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:01 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
J. Darin
D. Magolan
J. Gasser
S. Kaufman
E. Pautz
H. Pringle
D. Whalen

Zoom

C. Stienstra
M. Lacock (departed at 7:12pm)

Excused

M. Penzkover

Also Present

A. Armour, Library Director

Comments from the Public

Thank you card from staff for Staff Development Day.

Approval of Minutes

E. Brill/J. Darin motioned to approve the minutes from the Board of Trustees meeting on October 13, 2022. Unanimously carried. D. Magolan and D. Whalen abstained.

Audit and Approval of Monthly Expenditures

S. Kaufman/J. Gasser motioned to approve the monthly expenditures. Unanimously carried.

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

Building & Grounds Committee - last met on November 1, 2022

Finance Committee - last met on September 13, 2022

Grutzmacher Collection Committee - last met on August 4, 2022

Personnel Committee - last met on June 2, 2022

Policy Committee - last met on May 26, 2022

Strategic Planning Committee - last met on November 7, 2022 - items related to that meeting are on the agenda

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

A. Armour shared additional information about the Grutzmacher Collection and Tribe contact. Within 48 hours of meeting NAGPRA compliance there had been significant outreach by Tribes. Bernstein and Associates recommended setting up an organizational system called Wrike.

Discussion/Action Items

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 something we do every year to stay within compliance for combined services.

J. Gasser /D. Magolan motioned to approve the 2023 Annual Addendum to the Bridges Library System Member Library & CAFE Agreements to be signed by MCL President and MCL Secretary. Unanimously carried.

Resolution 2022-02

Discussion and possible action on Resolution 2022-02 requesting a Capital Funding Transfer for Community Room AV System upgrade.

H. Pringle noted that this had been pre-approved but the money needs to have a resolution to be transferred.

E. Brill/D. Magolan motioned to approve Resolution 2022-02 request for a Capital Funding Transfer for the upgraded Community Room AV System. Unanimously carried.

Resolution 2022-03

Discussion and possible action on Resolution 2022-03 requesting Endowment Funding Transfer for Bernstein and Associates.

H. Pringle noted that this does cover what has been completed to date by Bernstein and Associates.

S. Kaufman/E. Brill motioned to approve Resolution 2022-03 request for an Endowment Funding Transfer for Bernstein and Associates. Unanimously carried.

2023 Open Hours, Closures, and Library Board Meeting Dates

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

H. Pringle noted that hours of operation are not changing at this point. Observed holidays for Christmas and New Years do correlate with Village time off and will allow observation for the Eves on the Tuesday after. It was discussed to allow for quarterly Staff Development days as well as to adjust the June MCL Board meeting to the proposed date.

D. Whalen/J. Darin motioned to table the 2023 open hours, closure dates, and Library Board meeting dates until the December meeting when the dates are finalized.

Unanimously carried.

Budgeting for 2023

Discussion and possible action regarding the final budget for 2023.

S. Kaufman noted that this final budget has been looked at by the Finance Committee and is at this time ready for approval by the MCL Board.

M. Lacock/D. Magolan motioned to approve the final budget for 2023. Discussion centered around how Walworth County reimbursement alterations and how electronic books being included in reimbursement will affect this 2023 budget. It was proposed at the December meeting to discuss a possible Library Director pay increase as well as possible 2022 one-time bonuses for staff. Further discussion centered around having a Personnel Policy created that dictates potential merit increases based on annual evaluation and having a budget line item included in the 2024 budget. H. Pringle wanted to thank A. Armour for all her dedication to creating the 2023 budget.

Unanimously carried.

Strategic Planning

Discussion and possible action on the final version of Strategic Plan 2023-2025.

H. Pringle noted that A. Armour, staff, and committee members helped compile the final version of this plan.

J. Gasser/J. Darin motioned to approve the final version of Mukwonago Community Library's Strategic Plan for 2023-2025 and forward to A. Armour for final compilation as discussed. Further discussion was held regarding the Strategic Priority #1: Goal #2. It was adjusted to read "adults," not "older adults". It was noted that there was significant staff involvement during the creation of the Mission, Vision, and Values and staff are appreciative of being involved. H. Pringle asked to have a thank you sent to committee and staff members for their tireless involvement.

Unanimously carried.

Grutzmacher Collection Policy

Discussion and possible action on approving the new Grutzmacher Collection Policy.

H. Pringle noted that this will help counsel MCL's Board as we navigate NAGPRA in perpetuity.

D. Whalen/M. Lacock motioned to approve MCLs Grutzmacher Collection Policy.

Discussion centered around how well the policy was put together. Conversation then progressed into questions regarding aspects of the policy. It was discussed how MCL's Board should handle any possible conflict that may arise during the repatriation process. A decision was made that the MCL Board as a whole should be the deciding entity on repatriation following a recommendation from the Grutzmacher Collection Committee. E. Brill brought to light that the MCL by-laws may now need to be adjusted to recognize the Grutzmacher Collection Committee as a formal entity not an ad-hoc committee. An updated by-law regarding committees will be created and brought to the December meeting. Section IV.B. of the Grutzmacher Collection policy - movement of objects section - will also include items that are currently held at the Red Brick Museum by the Mukwonago Historical and Museum Society; this is to ensure during Tribal repatriation or Consultation requests MCL knows the location of all items. In this section it was also asked to open designees to include all Library Board members or a Staff member designated by the Library Director. D. Whalen/J. Darin motioned to amend and approve MCL's Grutzmacher Collection policy to include the items discussed. Unanimously carried.

Review Trustee Essentials - Chapter 9 - tabled until the December meeting

Referral Items

1. Updated by-laws regarding MCL committees.
2. 2023 open hours, closure dates, and Library Board meeting dates.
3. Potential personnel policy and a budget line item for the 2024 budget regarding evaluation based merit increases.
4. Possible 2022 one-time bonuses for exemplary staff.
5. At the Grutzmacher Committee level review the Grutzmacher Loan Agreement based on the approved collection policy.

Confirm Next Meeting Date

Regular Library Board on Thursday, December 8, 2022

Adjournment

E. Brill/D. Magolan motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:32 pm.

Mukwonago Community Library Executive Summary 2022

12/8/2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	559,332.00	498,681.47	60,650.53	89.2%
5112 - Social Security	44,355.00	37,662.93	6,692.07	84.9%
5152 - Retirement	41,145.00	35,848.01	5,296.99	87.1%
5154 - Health	64,788.00	64,191.77	596.23	99.1%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,880.00	2,329.67	1,550.33	60.0%
5219 - Professional Services	4,000.00	4,852.00	(852.00)	121.3%
5220 - Contractual Services	16,000.00	24,665.79	(8,665.79)	154.2%
5221 - Water & Sewer	3,500.00	1,971.59	1,528.41	56.3%
5222 - Electric	30,000.00	28,604.88	1,395.12	95.3%
5224 - Gas	15,000.00	9,780.81	5,219.19	65.2%
5225 - Telephone	9,000.00	6,600.92	2,399.08	73.3%
5226 - Insurance	8,000.00	8377.11	(377.11)	104.7%
5310 - Outside Services	20,000.00	21,982.35	(1,982.35)	109.9%
5311 - Supplies	20,000.00	15,320.37	4,679.63	76.6%
5312 - Printing	500.00	1,248.78	(748.78)	249.8%
5314 - MetaSpace 511 Equip/supplies	5,000.00	4,104.33	895.67	82.1%
5315 - Postage	500.00	352.18	147.82	70.4%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	1,672.34	127.66	92.9%
5328 - Books	70,000.00	61,277.53	8,722.47	87.5%
5329 - AV Materials	12,000.00	11,653.41	346.59	97.1%
5330- The Thingery	4,900.00	4,856.30	43.70	99.1%
5331 - Programming	10,000.00	9,046.72	953.28	90.5%
5332 - Mileage	2,000.00	274.86	1,725.14	13.7%
5333 - Outreach	2,000.00	1,852.72	147.28	92.6%
5335 - Training & Travel	5,000.00	3,011.38	1,988.62	60.2%
5340 - Digital Materials	10,000.00	9,339.93	660.07	93.4%
5341 - Cafe	23,713.00	23,713.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	22,772.00	12,772.00	10,000.00	56.1%
5395 - Repairs & Maintenance	20,000.00	18,637.80	1,362.20	93.2%
5399 - Other	5,000.00	3,763.31	1,236.69	75.3%
5811 - Technology Equipment	18,904.00	12,216.25	6,687.75	64.6%
TOTAL Budget Accounts	1,066,989.00	943,987.73	123,001.27	88.5%
<i>Donation Accounts</i>				
Balance from 2021	53,164.45			
4890 - Donations Revenue 2022			47,745.79	
5806 - Donation Expenditures 2022			(118,687.11)	

TOTAL Donation Accounts	(17,776.87)		(70,941.32)	
OVERALL TOTAL			52,059.95	

**Mukwonago Community Library
REVENUE 2022**

Department Name	2022 Budget	Collected as of 11/30/22	
Property tax	474,105	474,105	100%
Inter Gov Revenue	569,484	568,430	99.8%
Copies	5,000	4343	87%
Material Replacement	1,000	1,408	141%
Book Sale Revenue	3,500	4,232	121%
Faxes	500	309	62%
Fines	13,000	17,670	136%
Meeting Room Fees	0	1,286	
Interest Revenue	500	3,211	642%
 Total Revenue	 1,067,089	 1,074,993	 100.7%

End of November Goal	92%
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MUKWONAGO COMMUNITY LIBRARY

ACCOUNT #440-5511 LIBRARY

December 8, 2022

Account	Vendor	Memo	Amount
5222 Electric	WE Energies	Oct	2562.45
5224 Gas	WE Energies	Oct	786.77
5225 Telephone	Amazon Business- Village Charge	Public Address System	144.95
5225 Telephone	Brightspeed- Village Charge	10/21-11/20/22	188.90
5225 Telephone	Charter Communications- Village Charge	10/27/22-11/27/22	294.55
5225 Telephone	Vonage- Village Charge	11/11/22-12/10/22	248.82
5310 Outside Services	Alsco	Mats & Dusters	72.62
5310 Outside Services	America Aquaria	Fish Tank Maintenance & Food	111.99
5310 Outside Services	Credit Card Processing Fee		77.02
5310 Outside Services	Great America Financial Services	1/10/23-2/9/23	353.14
5310 Outside Services	Klassy Kleaners	November Cleaning	960.00
5311 Supplies	Amazon Business	General Supplies	150.28
5311 Supplies	Demco	Book Support/ Circ	105.57
5311 Supplies	Hahn Ace- Village Charge	Strap	1.25
5311 Supplies	Quill	Processing Supplies	54.50
5311 Supplies	Quill	Copy paper & misc. supplies	98.40
5311 Supplies	Quill- Village Charge	Copy paper	16.10
5311 Supplies	Thomas' Greenhouse- Village Credit Card	Greens for Planters	98.91
5311 Supplies	Walmart- Village Credit Card	Batteries for Security System	39.92
5312 Printing	Bayside Printing- Village Charge	Insert	8.20
5312 Printing	Central Offices- Village Charge	11/1/22-11/30/22	22.64
5312 Printing	De Lange- Village Charge	10/15/22-11/14/22	21.95
5312 Printing	James Imaging	7/3/22-10/29/22 Copies	110.09
5314 MetaSpace 511 Equip-Supplie	Signupgenius- Village Credit Card	MetaSpace signup	11.99
5315 Postage	Quadient Leasing- Village Charge	8/27/22-11/26/22	24.37
5315 Postage	USPS - Village Credit Card	Stamps	60.00
5327 Newspapers	Freeman	12 Month subscription	264.00
5327 Newspapers	Wall Street Journal- Village Credit Card	3 Month Subscription (NOV)	164.97
5328 Books	Amazon Business	Books	9.98
5328 Books	Amazon Business	Books	71.90
5328 Books	Baker & Taylor	Books	6.35
5328 Books	Baker & Taylor	Books	131.95
5328 Books	Baker & Taylor	Books	686.65
5328 Books	Baker & Taylor	Books	26.28
5328 Books	Baker & Taylor	Books	63.45
5328 Books	Baker & Taylor	Books	464.85
5328 Books	Baker & Taylor	Books	57.12
5328 Books	Baker & Taylor	Books	283.12
5328 Books	Brodart Co.	Books	320.56
5328 Books	Brodart Co.	Books	254.98
5328 Books	Brodart Co.	Books	179.98
5328 Books	Brodart Co.	Books	195.57
5328 Books	Brodart Co.	Books	336.24
5328 Books	Brodart Co.	Books	445.03
5328 Books	Brodart Co.	Books	170.39
5328 Books	Brodart Co.	Books	224.77
5328 Books	Cengage	Books	59.98
5328 Books	Cengage	Books	30.39

Account	Vendor	Memo	Amount
5328 Books	Cengage	Books	61.58
5328 Books	Cengage	Books	51.18
5328 Books	Center Point	Books	25.87
5328 Books	Findaway	Wonderbook USB cords	160.77
5328 Books	Findaway	Wonderbook	1467.71
5328 Books	Mukwonago Historical Society	Book	21.00
5329 AV Material	Amazon Business	DVD (NOV)	39.92
5329 AV Material	Amazon Business	DVDs	452.81
5329 AV Material	Midwest Tape	Audio Books	186.96
5330 Thingery	Amazon Business	Thingery Items	1909.82
5330 Thingery	Netflix- Village Credit Card	11/1/22-11/30/22	19.99
5331 Programming	Amazon Business	Program Supplies	295.13
5331 Programming	Amazon Business	Program Supplies	31.34
5331 Programming	Amazon Business	Program Supplies	-11.98
5331 Programming	Dollar General- Village Credit Card	Bingo Prizes	23.25
5331 Programming	Metro Market- Village Credit Card	Teen Program snacks (NOV)	27.48
5331 Programming	Shawna Muren	Tea Party Event	600.00
5331 Programming	Wisconsin Dept. Of Agriculture	Seed License	25.00
5333 Outreach	Facebook- Village Credit Card	Ad Boost	20.00
5340 Digital Materials	MailChimp- Village Credit Card	Newsletter-December	69.99
5340 Digital Materials	Midwest Tape	Hoopla	562.62
5399 Other	UKG Payroll Processing		318.00
581100 Equip < \$5,000	Amazon Business	Computer Docks	319.56

TOTAL REGULAR ACCOUNTS \$ 17,751.89

5806 Donation Expenditure	Amazon Business	MetaSpace Updates	787.51
5806 Donation Expenditure	Amazon Business	Tree Lighting Glow Sticks	112.14
Donation Designated Funds	Bernstein & Associates	NAGPRA Consult	3087.12
Donation Designated Funds	Dropbox- Village Credit Card	Cloud Storage/ November	11.99
Donation Designated Funds	Dropbox- Village Credit Card	Cloud Storage/ December	11.99
Donation Designated Funds	Grand Geneva Resort- Village Credit Card	Conference Room/ PD by Grant	277.78

Total Donation Expenses 4,288.53

Director	Treasurer	To Be Reimbursed	3388.88
		Regular Donation Expenses	899.65

Secretary **Total Expenses \$ 22,040.42**

Village of Mukwonago

DRAFT MINUTES OF THE GRUTZMACHER COLLECTION COMMITTEE MEETING

Thursday, December 1, 2022

Time: **4:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 4:04p.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
E. Pautz
H. Pringle
C. Stienstra

Also Present

A. Armour, Library Director
J. Bernstein, Bernstein & Associates NAGPRA Consultants

Comments from the Public

None.

Approval of Minutes

Tabled until the next meeting.

Discussion/Action Items

Overview of NAGPRA Consultation

J. Bernstein shared information about the Consultation process and what MCL may encounter as well as what steps will need to be followed.

- MCL acts as a surrogate of the Federal Government during the repatriation process
- The member of the Tribe is representing a Sovereign Nation and may be a Tribal Historic Preservation Officer (THPO) which is equivalent to a historical society for the Tribe
- Cultural sensitivity and utilizing proper terminology is key as well as explaining MCL's goal of education and the desire to be taught throughout the NAGPRA process
- Ensure to refer to the collection as "items," "people," or cultural relative"

- The Consultation process has specific steps and documentation procedures regarding repatriation that will need to be followed
- Consultation notes need to be documented and kept in perpetuity. It is important to know what the expectations of these documentation are for each Tribe as the type and level of notes will vary between individuals and Tribes
- Multiple consultations could be held; it may be important to have consistent MCL representatives to aid in building the Tribal relationship
- Be open with where things are displayed or held so the Tribal Officer isn't blindsided during the consultation
- During consultations the items aren't present, you are discussing the items that will have been viewed ahead of time with photos.
- MCL should know what is said during the tours of the Native American items at the museum as the MCL representatives may be asked by Tribal Officers during the Consultation process

Grutzmacher Collection Loan Agreement

E. Brill noted that there are several areas that will need to be addressed given the information we just learned from J. Bernstein. It is the hope of this committee going forward that a partnership of learning and collaboration with MHMS could take place so enlightenment of both parties can occur simultaneously.

- Absolutely no photos should be taken, shared, or displayed without the consent of the specific Tribe and any verbiage should have Tribal guidance. A recent example of this issue would be the Detroit Institute of Arts having to pull all images from their website.
- It would be pertinent to have the right to input in regards to interpretation of the Grutzmacher Collection, this would ensure Tribal guidance was given
- There is a Wisconsin Intertribal Repatriation Committee which meets quarterly; MCL could ask to be placed on their agenda to seek the committee guidance regarding verbiage
- There is a Wisconsin entity that could aid in the Loan Agreement; they specialize in both agreements and curation consultation of Native American items
- MCL may opt to change the Loan Agreement to read "Curation Agreement"

Referral Items

None.

Confirm Next Meeting Date

To Be Determined

Adjournment

D. Magolan/E. Brill motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 5:33 p.m.

DRAFT MINUTES OF THE STRATEGIC PLANNING COMMITTEE MEETING

Monday, November 7, 2022

Time: **4:00 pm**

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

Call to Order

Library Director Armour called the meeting to order at 4:03 p.m. located in the Mukwonago Community Library History Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Committee Members Present

J. Darin

J. Gasser

Joanne Tlachac (Friends of the Library representative)

Amy Mueller (community representative)

Committee Members Absent and Excused

H. Pringle

Scott Reeves (Village Board representative)

Also Present

A. Armour, Library Director

Approval of Minutes

3.a. Minutes from October 10, 2022

J. Darin/J. Tlachac motioned to approve the minutes. Unanimously carried

Discussion/Action Items

4a. Strategic Planning - Discussion and possible action on the final draft of the Strategic Plan 2023-2025.

Director Armour presented a final draft of the Strategic Plan 2023-2025.

Discussion centered around the staff's investment in the new mission statement and values as well as polishing wording and staying consistent with terminology.

Referral Items

Refer final draft of Strategic Plan 2023-2025 with noted changes to the Library Board for consideration at their November 10, 2022 meeting.

Confirm Next Meeting Date

The Committee will meet next depending upon the direction of the Library Board.

Adjournment

Meeting was adjourned at 5:05 pm by Director Armour.

Minutes submitted by A. Armour.

DRAFT

Library Director Report: December 2022

Director Meetings and Activities

Much of my time this month was spent handling follow-up to our NAGPRA Summary submission for the Grutzmacher Collection. There is a significant amount of administrative work necessary to ensure that we document our contact, share photos respectfully and sensitively, and follow up with Tribes. I am extremely grateful that the Board has kept on Bernstein & Associates to help with this work as they are handling booking consultations, organizing contact, and answering my questions. None of us were prepared for the very high interest in the Collection, and it took me most of November to get through the backlog of initial requests for further information and finally start in on follow up phone calls to Tribes I hadn't heard from. Though I am proud of the work I've accomplished and how much I've learned about respectfully managing the items in our Collection, I'm exhausted. It is mentally and psychologically very taxing to have to learn new things every single day about a topic I have no background or training for and deal with items and tasks that are neither part of my job description nor anything an average library director would ever expect to do. As a surrogate for the Federal Government in this matter, this is also not something I can easily delegate. Especially without an assistant director or anyone else empowered to make decisions at the library, I've struggled to juggle this monumental task at the same time as running the library, building the strategic plan, writing policies, preparing for and following up on all the Board and Committee meetings, overseeing AV and locker installations, building the budget, and continuously hiring employees.

The new phones were installed the day before Thanksgiving. We are now on the new Vonage system the Village purchased in June. One component that took a lot of time was having the Village's IT person figure out which adapter for our PA system was needed, then setting up and testing the component. Porting the phone number also took time as Charter and Vonage have complete control over the switch, which is why we wound up with a horrible date of transfer. Since some staff were gone on that day and a holiday immediately followed, it took us about a week to get everyone caught up, create the new online logins, and relocate phones as I was unaware that the new phones need both an ethernet connection and a power outlet (our old ones were PoE, power over ethernet). So far the new, cordless phones are working well and allow us better mobility to serve customers.

Midnight Magic is a busy time of year for the Library and this year we offered two separate tree lightings (more in the "Community Engagement Coordinator" report below) as a kickoff to the weekend's events, both at which I was the official "tree lighter." I was also again invited by the Chamber of Commerce to be one of the dignitaries Lynch of Mukwonago drives through the parade. I'm proud to represent the Library and annually thrilled that this community thinks of their Library so highly as to feature it in this way.

Circulation (Emily Ceithamer)

In November we were really excited to update our hold shelf signs as I knew we needed something that looked sharp as well as functional. I reached out to other circulation supervisors



in Bridges asking to send pictures of their hold shelves to help my search in updating ours. Our old signs were made from cardboard magazine boxes and paper and were not holding up over time. We decided on bright yellow bookends with a crisp, black letter for easy visibility and inclusivity to patrons with vision limitations or color blindness. We're happy with how they turned out!

We also had our phones updated towards the end of the month and I am working on getting all our part-time circulation clerks comfortable with the change. We are extremely happy to have cordless phones in circulation as it helps us get answers for patrons quicker. Before we had to put them on hold to get to a computer or check in with someone else on the team. I've already noticed putting patrons on hold has almost completely been eliminated with the cordless phones which has led to better customer service.

Since our last circulation clerk quit right after we hired them, Director Armour and I decided we would hire a new shelper instead with the goal of finding someone who would be interested in “training up” to be a full circulation clerk in the future. With constant training and turnover, it’s been impossible to get everything shelved on time and we frequently have several carts sitting in the back or have to ask other staff to help. Getting up to (and staying at) full staffing in circulation and me going full time in January should help significantly.

Children’s Department (Jane DeAngelis)

Novice ballet dancers of all ages—from school-age to teen to adult--came to the library to learn **Dance Athleticism** from two real ballerinas from the Milwaukee Ballet. The session included a warm up, the basic positions, a short dance routine, and a cool down. Afterward, there was a photo op with the ballerinas.

Over 50 people attended the **Identifying Dinosaur** program where we answered the question "Are dinosaurs alive today?" (Yes!), worked with soft brushes to reveal real dinosaur fossils from an actual dig site, and had the opportunity to hold dinosaur poop—a hit with the young boys.

New this season, the early childhood program **Discovery Time** has consistently brought families with toddlers and preschoolers to the library to investigate educational toys such as building blocks, gears, and fruit to sort by color, magnetic tiles, lacing cards, fidget toys, stackables, puzzles, the ever-popular balance beam and stepping stones and, of course, books.

Reference and Adult Services (Chris Stape)

As we all know, November was the big A/V system install month. Had to cancel one Adult Bingo, but other than that it wasn't very disruptive. Speaking of Bingo, it's still growing. I bumped it up to twice per month over the summer, and now we're getting requests for weekly sessions, though we don't have the capacity to handle that. We had a fantastic program about the sinking of the Edmund Fitzgerald presented by the Badger Talk series. The speaker was

great, and we had 52 folks in attendance—one of our biggest turnouts since COVID-19 hit. Next month's biggest event is the Christmas Tea Party—one for the kids, and another for teens and adults. It was very popular last year, so I have high hopes for this year too. Lastly, I think we've found an average for our Spice of the Month Club: 70 kits handed out seems to be the rough number each month—far more than I expected when we started, but it's really gained a following. I look forward to building the same following over next year's Seed of the Month.

Technical Services and Thingery (Mary Jo Isely)

Over 650 new items were processed and catalogued in November. As the budget for 2022 will close by month's end, no orders will be submitted after November 30. Seasonal Thingery items were shifted. Snowshoes, the toboggan, sleds and snow fort kits are now available for checkout. New and replaced Thingery items were ordered and arriving daily. A portable paper shredder was added to Tech Tools in the Thingery. The shredder has an adjustable arm which allows it to be used on a waste basket. The Mindfulness Kit has proved unpopular and was deleted. The Therapy Light, part of the Mindfulness Kit, is now repurposed as a separate Thingery item in the Fitbrary theme for checkout. The light can serve as therapy for individuals with seasonal affective disorder. Magazine sale began November 28. The titles represent older issues that are commonly not retained by the library and is an annual revenue stream for the library. Weeding continues in Adult Fiction.

MetaSpace 511 & Technology (Nancy Aycok)

MetaSpace 511 is running at a much higher capacity than in the past due to more patrons who have been stopping in for tours and coming in to learn how to use the space. Lead Innovator Nancy went on vacation for a week in November and had to close MetaSpace 511 since there was no available adult staff to work with patrons. In response to finding full email and voicemail boxes with messages requesting appointments, the decision was made to streamline the process of appointment-making and create an online sign-up. In less than two weeks, without any advertising, the online sign-up has 49 of 142 one-hour slots, some of which overlap, reserved by patrons for the last two weeks of November and the month of December.

MetaSpace 511 is still having to turn away patrons from programs due to not being able to have larger classes due to room space, limits on equipment, and not enough adult staffing of the space. Patrons have requested multiple sessions for the laser engraving/cutting, 3D printing, Cricut Maker, Kids Who Code, and STEAM Design Lab classes due to them filling up within 9 minutes of registration opening, as commented on by patrons who said they are now setting alarms to try to get into classes. We have been able to modify the STEAM Design Lab to add in a few more spaces, but only when computers are not being used, which does limit the lesson ideas like using Tinkercad to learn 3D design for 3D printing, which the kids enjoy.

There has been an exciting and positive culture shift in MetaSpace 511 with patrons who are trained on equipment and coming in regularly now helping new MetaSpace 511 patrons work on their creative projects. We have seen patrons grow more skillful and independent in their making skills, and they are now sharing with each other, creating a collaborative space, showing

the maker spirit, and trying out innovative ideas. This change has allowed Lead Innovator Nancy to be able to schedule overlapping times for people who need less staff assistance and offer more time slots for patrons.

Volunteers and the Friends of the Library helped staff prepare the Annual Tree Lighting Make & Take Ornaments that Lead Innovator Nancy created. The trees were laser engraved and cut using leftover white hardboard from the Community Art Project along with donated beads and yarn. The activity was held inside MetaSpace 511 with additional tables outside in the Children's area due to the small size of MetaSpace 511. The activity was developed to show how to tie in using the laser machine and create a craft. MetaSpace 511 staff and library youth helped decorate the Maker Tree outside of MetaSpace 511 to show all the different types of ornaments that can be made in MetaSpace 511.



Friends of the Library helped prepare 300 kits for the Holiday Tree Lighting ornament



Parachute making from STEAM Design Lab

Community Engagement Coordinator (Eric Huemmer)

Community Engagement

The Midterm Elections in early November was a great opportunity to showcase how the Village and the Library can partner on community projects like the "I Voted" Sticker Design Contest. At the exit of the election polls was the in-person voting for the sticker design as well as a fully stocked Library display table; with over 4,000 residents voting in-person that day, that was a great bit of visibility for the Library! So a big thank you to the Village for the opportunity.

The Library has been connecting with a few individuals and organizations to support patrons with autism or developmental disabilities, including the Haase House, a student job shadow with Director Armour, and the Autism Society of Southeastern Wisconsin partnering on a growing Autism Resource & Support Group and the first annual Sensory Friendly Holiday Tree Lighting.

Events & Programs

Speaking of tree lighting, the end of the month wrapped up with not one, but two tree lightings: our second Annual Holiday Tree Lighting on Wednesday, November 30, and the new Library Director Report: December 2022
prepared by Director Abby Armour

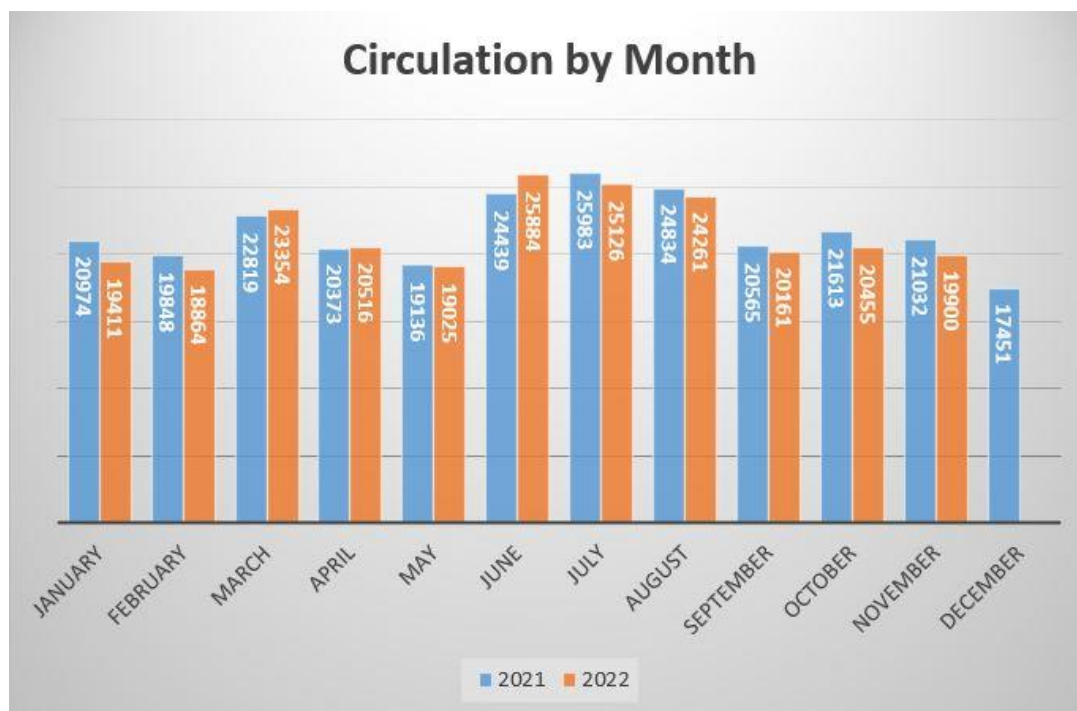
Sensory Friendly Holiday Tree Lighting on Thursday, December 1 to help kick off the Mukwonago Chamber's Midnight Magic weekend. These events are made possible via partnerships with the Chamber, Educator's Credit Union, Mukwonago Historical Society, ASSEW, and volunteers from the Teen Advisory Board.

One consistent bit of feedback we receive from the Teen Advisory Board is that teens are looking for more events and programs, including forming a film club. The MetaSpace 511 will be taking the lead on that with the equipment and technology needed as well as an opportunity to get more teens in the makerspace.

Finally, we've already begun work on the AARP Tax Aide Program for next year and not a moment too soon as we're already received requests from patrons about when they can schedule an appointment early next year. We are always happy to partner with AARP to offer this valuable service to the community.

Statistics

Mukwonago Community Library								
STATISTICS NOVEMBER 2022								
Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	5,924	5,352	11%	68,408	Friday Flicks	71		
Town of Mukwonago	6,178	5,898	5%	67,750	Book Clubs	25		
Eagle	718	917	-22%	11,018	Other Adult Programs	122		
Genesee	793	661	20%	8,536	Special Kids Programs		73	
North Prairie	884	1,514	-42%	11,889	Bubble boogie		162	
Vernon	1,709	1,884	-9%	21,968	Kids Storytimes		95	
All other Waukesha County	986	1,250	-21%	11,943	Other Kids Programs		63	
Jefferson County	59	147	-60%	1,576	Makerspace Kid programs		94	
Subtotal Bridges System	17,251	17,623	-2%	203,088	Makerspace for Adults	70		
Other Wisconsin Counties				-	Passive Programs		62	
Milwaukee County	27	79	-66%	740	Reading Program	79		
Racine County	182	409	-56%	2,752	Tree Lighting Programs	200		
Walworth County	2,387	2,875	-17%	29,883	Teen Programs			32
All other Wisconsin Counties	53	46	15%	493	Totals (1148)	567	549	32
Subtotal Wisconsin Counties	2,649	3,409	-22%	33,868	Total Childrens Programs		25	
Total All Counties	19,900	21,032	-5%	236,956	Total YA Programs		4	
YTD ALL COUNTIES	236,956	241,616	-2%		Total General Programs		38	
Facility Usage								
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	/	
Study Room Users	107	114	-6.1%	Flipster (System Wide)		4035	-100.0%	
History Room Users	81	9	800.0%	Overdrive Circulation (Mukwonago)	2782	2629	5.8%	
Community Room Use	135	NA		Gale Courses Verified (System Wide)	107	90	18.9%	
Patron Visits	8,348	6,965	19.9%	Interlibrary Loans Borrower	7	3	133.3%	
Curbside Pick Ups	15	18	-16.7%	Interlibrary Loans Lender	32	19	68.4%	
				New Items Added	669	586	14.2%	
				New Cards Added	65	57	14.0%	



Mukwonago Community Library									
Time Study									
Nov 2022									
Row Labels	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total		
8AM-9AM	3	2	6	25	0	4	40		
9AM-10AM	157	329	116	123	174	182	1081		
10AM-11AM	279	468	344	184	230	294	1799		Top 10
11AM-12PM	147	344	205	142	229	296	1363		Above Average
12PM-1PM	215	163	190	83	153	266	1070		Below Average
1PM-2PM	211	150	187	104	144	151	947		Bottom 10
2PM-3PM	258	225	387	143	238	225	1476		
3PM-4PM	225	439	361	47	176	185	1433		
4PM-5PM	500	328	341	107	248	4	1528		
5PM-6PM	279	457	189	198	129		1252		
6PM-7PM	201	286	201	111			799	Average	185.3943662
7PM-8PM	84	113	69	31			297	Median	184
8PM-9PM	15	27	14	22			78	Max	500
Grand Total	2574	3331	2610	1320	1721	1607	13163		

Circulation Averages in 2022													
	Feb	avg. per day	Mar	avg. per day	Apr	avg. per day	May	avg. per day	Jun	avg. per day	Jul	avg. per day	
6PM-7PM	648	22	689	22	586	20	880	28	1108	37	664	21	
7PM-8PM	299	10	379	12	279	9	501	16	831	28	468	15	
8PM-9PM	157	5	53	2	79	3	146	5	177	6	118	4	
	Aug	avg. per day	Sept	avg. per day	Oct	avg. per day	Nov	avg. per day	Dec	avg. per day	Year Total Averages		
6PM-7PM	648	21	897	30	694	23	799	27			6PM-7PM	25	
7PM-8PM	299	10	583	19	466	16	297	10			7PM-8PM	15	
8PM-9PM	157	5	61	2	125	4	78	3			8PM-9PM	4	

Control System Support Agreement

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

December 1, 2022

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):

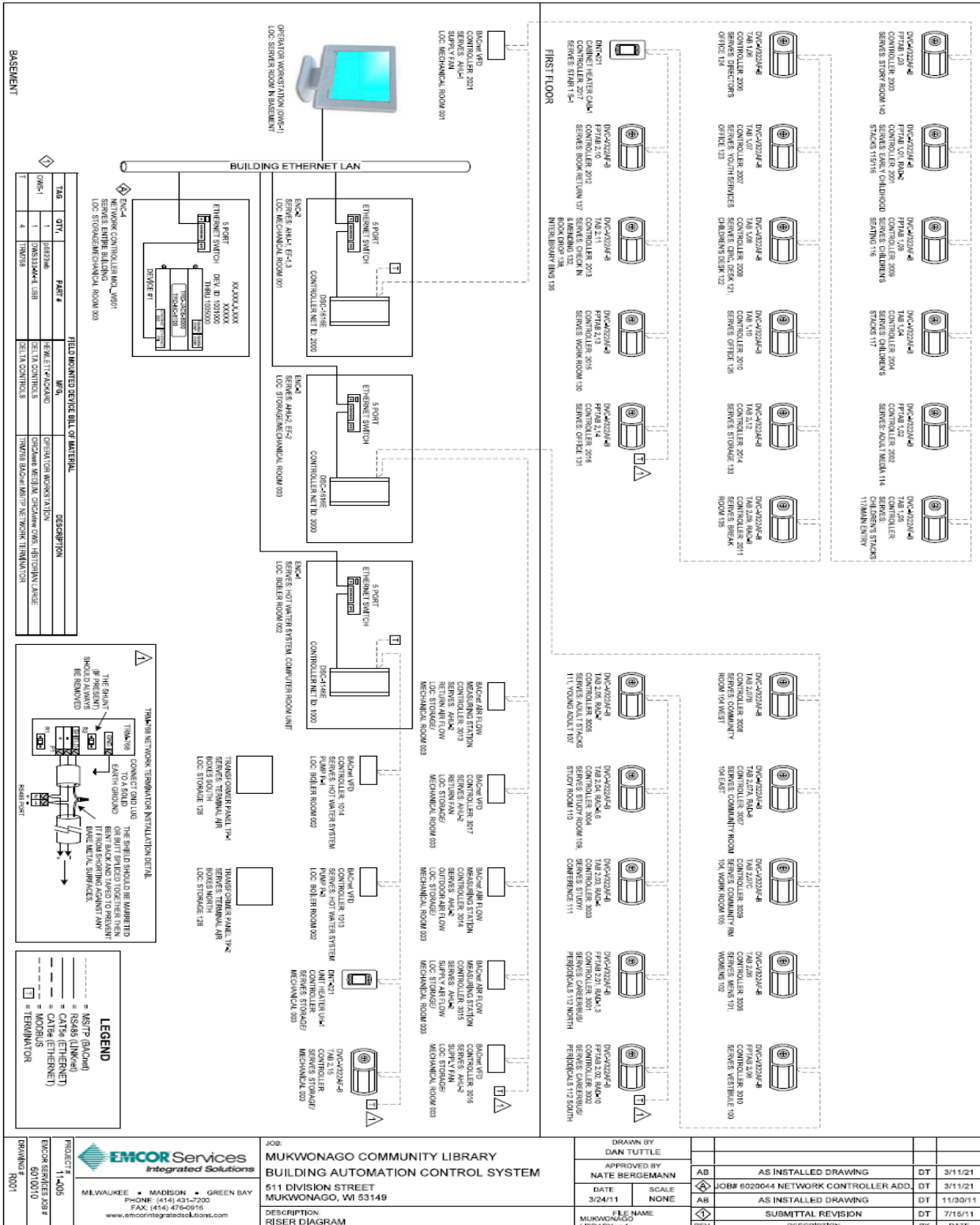
Mukwonago Library

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

Control System Equipment List



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, 2023, through December 31st, 2023. 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 **\$3,929.00**, to be invoiced in Biannual installments as follows:

The first payment of \$2,307.00 is due at the beginning of the contract; the second installment of \$1,622.00 to be billed in July.

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

November 20, 2022

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

*** Added in 2023

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 inspections 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:

INSPECTION

- 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

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

- 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

Contact List for Obtaining Service

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

Service Dispatch Cathy Pitzl / KaTina McMurtry

Service Phone # (414) 476-6850

After Hours Phone # Same as Above

Account Representative David Bavisotto

Direct Office Phone # (414) 431-7142

Email dbavisotto@ikmechanical.com

Field Supervisor George Mangiaracina

Direct Office Phone # (414) 431-7166

Cell # (414) 587-6119

Email jmangiaracina@ikmechanical.com

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

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, 2023, through December 31, 2023**. 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 **\$4,786.00 + tax**, per year, to be invoiced in advanced, in **two (2)** installments of **\$2,393.00 + 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: David Bavisotto
David Bavisotto
Illingworth-Kilgust Mechanical, Inc.

Purchaser's Acceptance

Purchaser _____

Signature _____

Title _____

Date _____

PO # _____

Seller's Acceptance

Illingworth-Kilgust Mechanical

Signature _____

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 12 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

Weekend Rotation 2023	
Date	Saturday Hours
1/7/2023	9:00 - 4:00
1/14/2023	9:00 - 4:00
1/21/2023	9:00 - 4:00
1/28/2023	9:00 - 4:00
2/4/2023	9:00 - 4:00
2/11/2023	9:00 - 4:00
2/18/2023	9:00 - 4:00
2/25/2023	9:00 - 4:00
3/4/2023	9:00 - 4:00
3/11/2023	9:00 - 4:00
3/18/2023	9:00 - 4:00
3/25/2023	9:00 - 4:00
4/1/2023	9:00 - 4:00
4/8/2023	9:00 - 4:00
4/15/2023	9:00 - 4:00
4/22/2023	9:00 - 4:00
4/29/2023	9:00 - 4:00
5/6/2023	9:00 - 4:00
5/13/2023	9:00 - 4:00
5/20/2023	9:00 - 4:00
5/27/2023	9:00 - 2:00
6/3/2023	9:00 - 2:00
6/10/2023	9:00 - 2:00
6/17/2023	9:00 - 2:00
6/24/2023	9:00 - 2:00
7/1/2023	9:00 - 2:00
7/8/2023	9:00 - 2:00
7/15/2023	9:00 - 2:00
7/22/2023	9:00 - 2:00
7/29/2023	9:00 - 2:00
8/5/2023	9:00 - 2:00
8/12/2023	9:00 - 2:00
8/19/2023	9:00 - 2:00
8/26/2023	9:00 - 2:00
9/2/2023	9:00 - 2:00
9/9/2023	9:00 - 4:00
9/16/2023	9:00 - 4:00
9/23/2023	9:00 - 4:00
9/30/2023	9:00 - 4:00
10/7/2023	9:00 - 4:00
10/14/2023	9:00 - 4:00
10/21/2023	9:00 - 4:00
10/28/2023	9:00 - 4:00
11/4/2023	9:00 - 4:00
11/11/2023	9:00 - 4:00
11/18/2023	9:00 - 4:00
11/25/2023	9:00 - 4:00
12/2/2023	9:00 - 4:00
12/9/2023	9:00 - 4:00
12/16/2023	9:00 - 4:00
12/23/2023	9:00 - 4:00
12/30/2023	9:00 - 4:00

Holidays and Closures in 2023		
Holiday	Date	Day of the week
New Years	1/1/2023	Sunday
Holiday for New Years	1/2/2023	Monday
Staff Development	1/20/2023	Friday
Easter	4/9/2023	Sunday
Staff Development	5/12/2023	Friday
Memorial Day	5/29/2023	Monday
Fourth of July	7/4/2023	Tuesday
Staff Development	8/18/2023	Friday
Labor Day	9/4/2023	Monday
Staff Development	10/20/2023	Friday
Thanksgiving	11/23/2023	Thursday
Christmas Eve	12/24/2023	Sunday
Christmas Day	12/25/2023	Monday
Holiday for Christmas	12/26/2023	Tuesday
New Years Eve	12/31/2022	Sunday
New Years	1/1/2024	Monday
Holiday for New Years	1/2/2024	Tuesday

Library Board Meetings in 2023	
January 12	6:00pm
February 9	6:00pm
March 9	6:00pm
April 13	6:00pm
May 11	6:00pm
June 15	6:00pm
July 13	6:00pm
August 10	6:00pm
September 14	6:00pm
October 12	6:00pm
November 9	6:00pm
December 14	6:00pm

RESOLUTION 2022-04
SALARY AND WAGE SCHEDULES FOR FULL-TIME AND PART-TIME LIBRARY EMPLOYEES

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

WHEREAS, the Library Board adopted the 2023 Library Budget on November 10, 2022; and,

WHEREAS, the Library Board annually adjusts the minimum and maximum values for each range; and:

WHEREAS, the Village of Mukwonago and the Library have provided an across-the-board cost of living pay increase for every Village employee at the rate of 7.48%; and:

WHEREAS, the Library Budget included the following salary and hourly rates for full-time and part-time Library employees for the calendar year 2022; and:

A. Full-Time Salaried Positions	
Library Director	\$64,488-90,283
B. Full-Time Hourly Positions	
Adult Services Librarian	\$20.29 – 28.41
Technical Services Librarian	\$20.29 – 28.41
Youth Services Librarian	\$20.29 – 28.41
Administrative Assistant	\$18.45 – 25.83
MetaSpace 511 Lead Innovator	\$18.45 – 25.83
Circulation Supervisor	\$18.45 – 25.83
Community Engagement Coordinator	\$18.45 – 25.83
C. Part-Time Hourly Positions	
Technical Services Assistant	\$14.54 – 20.36
Youth Services Assistant	\$14.54 – 20.36
Program Assistant	\$14.54 – 20.36
Circulation Clerk	\$12.65 – 17.70
Materials Processing Assistant	\$12.65 – 17.70
Custodian	\$12.65 – 17.70
Shelver	\$8.70 – 10.87
D. Temporary Positions	
Seasonal Landscaper	\$16.44 – 21.93

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted; and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2023 for the 2023 Fiscal Year.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 8th day of December, 2022.

Library Board President

DRAFT

Mukwonago Community Library
DRAFT Library Board Bylaws
Presented to the Library Board December 8, 2022 – Last Reviewed Dec. 9, 2021

Article I
Identification

This organization is the Board of Trustees of the Mukwonago Community Library, a municipal public library located in Mukwonago, Wisconsin, established by the Wisconsin county of Waukesha, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II
Membership

Section 1. Appointments and Terms of Office

The Mukwonago Community Library Board shall consist of eleven members, constituted as follows as per Wisconsin Statutes Chapter 43.54(1)(a):

- a. One (1) member shall be a Village of Mukwonago Trustee liaison, appointed by the Village of Mukwonago President and approved by the Village Board.
- b. Five (5) members shall be appointed by the Village of Mukwonago President and approved by the Village Board.
- c. One (1) member shall be a Mukwonago Area School District liaison, approved by the Village Board.
- d. Four (4) members shall be appointed by the Waukesha County Executive and approved by the Waukesha County Board of Supervisors. The number of library board members appointed by the county is in proportion to the county's share of the annual library budget pursuant to Chapter 43.60(3)(a) and may change if funding percentages change.

Members shall be appointed for a three (3) year term unless otherwise designated by the appointing authority. Three-year Board appointments run through June with new terms starting on July 1st.

Library Board membership and terms of office shall be posted on the Library website.

Section 2. Meeting Attendance

Members shall be expected to attend all meetings, except as they are prevented by valid reasons. Members may participate fully in a meeting via electronic means so long as they follow the Electronic Meetings Policy.

Section 3. Removal of Board Members

A Library Board member who misses three (3) Board meetings within a period of one year without notifying the Board President or Library Director shall be subject to removal.

A Library Board member may be removed for cause at any time, by the appointing authority. Cause includes any behavior that interferes with the proper discharge of the member's duties as a member of the board including misconduct, incapacity, neglect of duty or refusal to carry into effect the library's mission.

In the event of a circumstance as detailed above, the Board Member may be recommended for removal by a vote of not less than a majority vote of the entire board. Upon such a vote to remove, the recommendation shall be forwarded to the appropriate appointing body for final action.

Article III Officers

Section 1. Officer Positions

The officers shall be a president, vice-president, secretary, and a treasurer, elected from among the appointed trustees at the July annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Nominations

The Library Board shall serve as a Committee of the Whole for the purpose of nominating a slate of officers. The Nominating Committee of the Whole shall meet prior to the July annual meeting and shall present a slate of officers at the July annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officer Term Limits

Officers shall serve a term of two years from the July annual meeting at which they are elected and until their successors are duly elected.

Section 4. Duties of the President

The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library, and generally perform all duties associated with the office of the President.

Section 5. Duties of the Vice President

The Vice President will assume the role and duties of the president in the event of the absence or disability of the president, or a vacancy in that office.

Section 6. Duties of the Secretary

The Secretary shall keep true and accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of Secretary. If no Board member accepts election/appointment to the Secretary position, the Library Director may appoint, with the approval of the Board, a Library staff member to take minutes of Board meetings until a Board member assumes the position of Secretary.

Section 7. Duties of the Treasurer

The Treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her.

Article IV Meetings

Section 1. Regular Meetings

The regular meetings shall be held on the second Thursday of each month at 6:00 p.m. at the Library. An annual meeting at which Board officers shall be elected shall be held in July.

Section 2. Agendas and Notices

Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

- a. Meeting agendas and notices shall be posted at the main entrance of the Library, fully visible from the entrance exterior. Meeting agendas and notices shall also be sent to the Village for public posting consistent with the posting of other public notices, to the Library website, and to any other locations and media as required by law and the Board.
- b. A consent agenda may be used. Items of business that are expected to be so routine as to not require discussion may be placed on this agenda by the chairperson of a committee, the board president, or the library director. Items may be removed from the consent agenda by the request of any board member. The board will vote on the consent agenda in its entirety without discussion.

Section 3. Minutes

Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the results of all votes taken. Current draft Board minutes shall be distributed to all Board members upon completion and submission by the Board secretary. All approved Board minutes shall be posted on a bulletin board in the Library, to the Library website, and to any other locations and media as required by law.

- a. The Library Director shall be the designated custodian of the approved Library Board minutes and shall retain a complete file of the minutes in perpetuity.
- b. Library Board meetings may be recorded and the recordings retained for up to six (6) months or a period designated by the Library Board.

Section 4. Special Meetings

Special meetings may be called at the direction of the President or at the written request of five (5) members, for the transaction of business as stated in the call for the meeting. In accordance with Wis. Stat. § 19.84(3), notice must be given at least twenty-four (24) hours before the commencement of the meeting. If there is good cause why a 24-hour notice is impossible or impractical, a shorter notice may be given. However, in no case may notice be provided less than two (2) hours before the meeting.

Section 5. Quorum

- a. A quorum for the transaction of business at any meeting shall consist of 51% of the members of the Board present in person or via or via electronic means. Members attending a meeting using electronic means must comply with the Electronic Meetings Policy in order to be counted towards the quorum. If the member cannot comply with the audio/visual and security requirements, that member is not considered part of the quorum.
- b. In the event that a quorum is not present as specified in item a, in accordance with Wis. Stat. § 43.54(e), three (3) members of the Board shall constitute a quorum for the sole purpose of approving bills.

Section 6. Open Meetings Law Compliance.

All Board meetings and all Committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stat. § 19.81 through 19.98).

Section 7. Parliamentary Authority.

The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. Standing Committees

The following Committees or persons shall be appointed by the President promptly after the July meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items:

- a. **Personnel Committee** – Shall handle all issues, grievances, policies, and compensation as related to staffing the Library. The Committee shall annually review the Library Director and provide a recommendation on compensation to the Board. Neither the Committee nor the Board reviews

the Library staff (per Wis. Stat. § 43.58(4)), but the Committee shall recommend wage ranges, job descriptions, and organizational structure for the Board to approve and for the Library Director to use in managing the staff. The Board may direct the Committee to explore staff-related issues such as, but not limited to, wage studies, succession planning, and Personnel Policy changes.

- b. **Buildings and Grounds Committee** – Shall address and investigate improvements, problems, or needs in the Library building or on the Library grounds. The Committee shall provide recommendations to the Board on vendors and contractors for routine and non-routine projects and maintenance and may be directed by the Board to explore facility issues in order to bring information and recommendations back to the Board.
- c. **Policy Committee** - Shall facilitate the creation of any new policies felt necessary by the Library Director and/or Library Board. The Committee shall examine all existing policies on a regular basis for relevance and currency and to reflect any changes required by legislation or proposed by Board or staff. The Committee shall, after review, route any requests to examine, revise, or update the policies to the appropriate Board Committee or to the Library Director for action. Changes to policy shall be first considered by the Committee who will provide a recommendation to the Board for adoption.
- d. **Finance Committee** – Shall prepare the initial budget annually for the Board to approve. The Board may direct the Committee to investigate and report back on any issues that impact the revenues and expenditures of the Library.
- e. **Grutzmacher Collection Committee** – Shall oversee the care, custody, and control of the Grutzmacher Collection as well as compliance with the federal Native American Graves Protection and Repatriation Act (NAGPRA). The Committee shall approve all Repatriation Requests before recommending them to the Board. The Board may instruct the Committee to explore issues related to controlling the Collection including, but not limited to, housing and display, insurance, and policy. See “Grutzmacher Collection Policy.”

Section 2. Nominating Committee

See Article III, Section 2

Section 3. ~~Policy Committee.~~

Section 3. Ad Hoc Committees

Ad hoc committees for the study of special problems shall be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives as well as outside experts.

Section 4. Limits of Powers

No Committee shall have other than advisory powers.

Mukwonago Community Library

DRAFT Library Board Bylaws

Presented to the Library Board December 8, 2022 – Last Reviewed December 9, 2021

Page 5 of 9

Article VI

Duties of the Board of Trustees

Section 1. Power and Duty

Legal responsibility for the operation of the Mukwonago Community Library is vested in the Board of Trustees through Wis. Stat. § 43.58. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing operations and services.

Section 2. Duty to Hire Library Director

The Board shall select, appoint, and supervise a properly certified and competent Library Director, who shall be evaluated on an annual basis. The Library Director shall determine the duties and compensation of all library employees for the Board to approve.

Section 3. Budget

The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. Exclusive Control of Money

The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures. See "Finance Policy"

Section 5. Facility and Maintenance

The Board shall supervise and oversee buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. Advocacy

The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. Public Relations

The Board shall cooperate with other public officials and boards and maintain vital public relations.

Article VII

Library Director

Section 1. Appointment

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the Library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall act as technical advisor to the Board. The Director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall not have a vote.

Section 2. Duty to Publish Meeting Notice

The Library Director shall issue notice of all regular and special meetings.

Section 3. Duty to Report

The Library Director shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Section 4. Duty to Submit Annual Report

The Library Director, with Board approval, shall submit the required annual report to the Division for Libraries, Technology and Community Learning, and the village board.

Article VIII Conflict of Interest

Section 1. Financial Gain

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Mukwonago Community Library in which they have a direct or indirect financial interest.

Section 2. Duty to Recuse

A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. Compensation

Per Wis. Stat. § 43.54(d), a board member may not be compensated for their service on the Board or receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX General

Section 1. Majority Vote

An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Temporary Suspension of Rules

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Mukwonago Community Library on December 8, 2022.

Revision History

- August 12, 2016** Removed Section C to reflect changes in Bridges policy.
- July 21, 2016**
- Revised Article I to show library type as specified by Statute
 - Revised Article II, Section 1 to delineate Board appointments and terms of office
 - Revised Article III, Section 6 to permit Director to appoint a staff member to take minutes in absence of Secretary
 - Revised Article IV, Section 1 to list meeting Board schedule and to list purpose of Annual Meeting
 - Revised Article IV, Section 2 to clarify and expand agenda posting requirements
 - Revised Article IV, Section 3 to clarify and expand minutes posting requirements
 - Added Article V, Section 3 to delineate responsibilities of Policy Committee
 - Revised and Expanded Article VII by moving references to Library Director responsibilities from previous locations in Article III, Section 6, Article III, Section 7, and Article VI, Section 8.
 - Added Section markers to Article VII.
 - Revised adoption date and signatory Board officers
- September 15, 2016** Revised Article II, Section 1 to specify approval of Board Village and School appointments by Village Board.

January 19, 2017	Revised Article IV, Section 1 to change Board meeting time from 7 p.m. to 6 p.m.
May 18, 2017	Revised Article IV, Section 3 to clarify draft and approved minutes distribution, specify that the Library Director is custodian of records, and that Board meetings may be recorded and retention of those recordings.
August 17, 2017	Revised Article II, Membership. Added Section 3 - Removal of Board Members. Revised Article III, Officers. Modified Section 2 to have eliminate the use of a nominating committee and have the Board meet as a Committee of the Whole to nominate Board officers.
January 18, 2018	Revised Article IV, Meetings, Section 5 adding Paragraph b to provide for a 3 person quorum to permit only for the paying of bills in the event of a lack of full meeting quorum.
March 15, 201:	Revised Article II, Membership. Modified Section 3. Added paragraph on removal of Board Member for cause. Revised Article IV. Meetings, Section 5 to add that a quorum may consist of Board Members attending via videoconference or teleconference.
June 21, 2018	Revised Article IV. Meetings, Section 2 to include usage of a consent agenda.
June 20, 2019	Revised Article II, Section 1 to include "Three-year Board appointments run through June with new terms starting on July 1 st " Revised Article IV, Section 1 to revise the section indicated that Board meetings have now moved to the second Thursday of each month
December 9, 2021	Article II, Section 1 and Article IV, Section 5 updated to reflect adoption of Electronic Meetings Policy.
December 8, 2022	Created consistent section headings and state statute references throughout. Revised Article IV, Section 4 for clarity. Revised Article V, Section 1 with scope of responsibilities for standing committees. Struck Article V, Section 3 as it was added into Section 1. Added Grutzmacher Collection Committee to standing committees.

STRATEGIC PLAN

2023 - 2025



MUKWONAGO
COMMUNITY LIBRARY

Inspire Creativity
Embrace Community
Cultivate Connections



Welcome to our Library!

The Mukwonago Community Library Board of Trustees is proud to present the Strategic Plan for 2023-2025. It's an understatement to say that a lot has happened in the last few years. On a large scale, the COVID-19 pandemic irrevocably changed modern life and on a local scale the Library experienced major changes including retirements, staff turnover, and hiring a new Library Director. This plan was created in response to these seismic shifts, focusing on gathering data about changing user preferences, assessing staffing for sustainability and expansion of services, and examining facilities to handle post-pandemic needs and community growth.



Planning Process

In May 2022, the Library Board formed the Strategic Planning Committee (SPC), and engaged Nancy Wilhelm to facilitate SWOT analyses with both the Library staff and Library Board. The SPC conducted a community survey in September 2022, then analyzed these data and the previous plan. Director Armour was instructed to develop a final draft. The staff created a new mission statement and values. The Library Board approved the final plan in November 2022.

Thank you to the 402 survey respondents, the Library Staff, the volunteer SPC, and the Library's stakeholders who provided the input that was essential to crafting this plan.

Strategic Planning Committee

Amy Mueller (homeschool community)
Scott Reeves (Village Trustee)
Joanne Tlachac (Friends of the Library)
Jim Darin (Library Board)
Jerry Gasser (Library Board)
Howard Pringle (Library Board)

Mission

Serving the diverse needs of the community
by meeting the unique needs of the individual.

Vision

Inspire Creativity, Embrace Community,
and Cultivate Connections



Values

Innovation
Collaboration
Equity
Inclusion
Integrity

Our Commitment

INNOVATION

We embrace a culture of exploration, experimentation, and reflection to improve services, anticipate needs, and manage change.

We do this by...

Encouraging staff to pursue professional development to keep them on the cutting edge of library services and bring forward-thinking ideas to the Library

Creating a culture of openness to alternative solutions and empowering staff to propose new ideas that address shared challenges

Accepting and commending failures, understanding that innovation comes with risk

Allocating time and resources to seek out new and creative ideas

We do this by...

Working closely with the Bridges Library System and the Village of Mukwonago to provide the maximum amount of services and resources for the least amount of cost

Providing spaces, services, resources, and tools that facilitate interactivity and creativity for our staff and our users

Combining expertise and resources with community partners to amplify and extend the impact of the work done at the Library

COLLABORATION

We invest in sustained and intentional partnerships both internally and externally to achieve shared goals that increase the impact of our services and resources.

EQUITY

We actively seek opportunities to remove barriers to access and reflect on current practices to determine how we can better meet the needs of every individual in the community.

We do this by...

Providing equitable services and resources as well as supportive spaces to all users and staff members, regardless of race, age, sex, creed or religion, color, socio-economic status, handicap or disability, sexual orientation, gender identity or expression, arrest or conviction records, marital status, citizenship status, military or veteran's status, national origin, or ancestry

Continuously engaging in addressing our personal and organizational biases in order to transform our practices and achieve real change that benefits the community

Fostering an inclusive and respectful environment by listening and responding to the needs of our user communities and Library staff

We do this by...

Creating spaces, procedures, and policies that are user-friendly and accessible to all

Striving to build collections that represent the diverse life experiences and viewpoints of our local and global community

Seeking feedback and input from staff and community members with different identities, backgrounds, and perspectives to identify gaps in need and improve our facilities and services

INCLUSION

We commit to pursuing deliberate efforts to ensure that our Library is a welcoming place for all staff and users.

INTEGRITY

We seek to advocate for and protect the values of a public library.

We do this by...

Upholding the rights guaranteed by the First Amendment and the tenets of the American Library Association's "Freedom to Read Statement"

Finding and addressing problems proactively, then working closely as a unified team to brainstorm and implement solutions

Participating in advocacy efforts at the local, state, and national level to ensure libraries receive the funding and attention they deserve

Listening and communicating openly and effectively with each other and our user communities

Adhering to our Mission, Vision, and Values and following the Library Board's policies and Strategic Plan to provide the services, resources, and improvements we promise to our community



Strategic Priority

Inspire Creativity

We INSPIRE CREATIVITY by providing unique programs, services, and collections.

I LOVE the **Thingery!!** We are so lucky to have all of these items to check out and use or try **rather than buy or rent!**

- survey respondent

I LOVE the **Libby app**. I may not come to the library often but I am **CONSTANTLY listening to audiobooks**. I drive a lot so it's perfect.

- survey respondent

I love bringing my grandchildren to the library. The little one loves the 0-5 programs. **She calls it library school.**

- survey respondent

49%

of survey respondents
come to the library to
check out physical items

Area of Focus to... INSPIRE CREATIVITY

We focus on providing early literacy collections, services, and programs for our growing community.

To achieve this, the **Library Board** and **Library Director** will...

- Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens (2023)

To achieve this, the **Leadership Team** and **Library Director** will...

- Examine the usage and available staffing of the Youth Services desk (2024)
- Analyze youth program offerings to determine if we are meeting the needs of the community

To achieve this, the **Youth Services Team** and **Library Director** will...

- Use data to analyze the youth collections to identify and address needs and weaknesses
- Present regularly scheduled storytimes and programs built around early literacy concepts



To measure the success of these efforts we might look at...

- Number and percentage of youth in the community who have a library card
- Circulation statistics of children's materials

Area of Focus to... INSPIRE CREATIVITY

We focus on providing programs and services to meet the wide variety of interests and needs of adults.

To achieve this, the **Library Board** and **Library Director** will...

- Assess the capacity of the Adult Services Department to meet the needs of adults, retirees, and older adults (2023)



To achieve this, the **Leadership Team** and **Library Director** will...

- Examine the usage and available staffing for services available to adults (2024)

To achieve this, the **Adult Services Team** and **Library Director** will...

- Analyze adult program offerings to determine if we are meeting the needs of the community (2024)

To measure the success of these efforts we might look at...

- Number of adult users who utilize available services
- Number and percentage of adults who try new programs
- Percent of adults users in a survey who respond that they find programs and services that are valuable to them



Area of Focus to... INSPIRE CREATIVITY

We strive to build collections in all formats that enhance our community and satisfy their information, education, and entertainment needs.

To achieve this, the **Technical Services Team** and **Library Director** will...

- Assess The Thingery circulation, costs, and demands (2024)

To achieve this, the **Selectors** and **Library Director** will...

- Use data to analyze the shifting demands between physical items and digital items (2025)
- Use data to develop procedures for selection, deselection, and collection maintenance (2025)

To achieve this, the **Leadership Team** and **Library Director** will...

- Encourage staff to seek out professional development that shows them cutting-edge collection development techniques and fresh ideas for new collections



To measure the success of these efforts we might look at...

- Cost per circulation of Thingery items
- Implementation of new ideas brought back from Professional Development
- Percentage of users in a survey who respond that they find the materials they are looking for

Area of Focus to... INSPIRE CREATIVITY

We listen to our users and stakeholders on what they need and value in the Library.



To achieve this, the **Leadership Team** and **Library Director** will...

- Develop workflow internally to share user suggestions and survey responses amongst staff to meet user needs in alignment with the data (2025)
- Offer ways for users to recommend resources, programs, and services

To achieve this, the **Programming Team** and **Library Director** will...

- Provide short surveys for attendees of programs, then utilize that data to determine future program needs.

To achieve this, the **Community Engagement Team** and **Library Director** will...

- Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction



To **measure the success of these efforts** we might look at...

- Public engagement with surveys and other data gathering tools
- Implementation of ways for public to voice their recommendations and needs
- Percentage of users in a survey who respond that they find value in what the Library offers

Strategic Priority

Embrace Community

We EMBRACE COMMUNITY by being a welcoming, safe space for all. We understand that we are one part of a vibrant, thriving community and seek to meet our users where they are, delivering services and resources tailored to the needs of each individual.

I just wish there was more adult space/more private because it can become **very loud** during children activities and **hard to work quietly**.

- survey respondent

We are continually amazed at your **professional staff** in all areas of the library. Their **knowledge** and **friendliness** are appreciated.

- survey respondent

49%
of survey respondents
visit the library a few
times a month

I think the children's area is great but it needs to be **kept current** as the needs of the children change.

- survey respondent

Area of Focus to...

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.

To achieve this, the **Library Board** and **Library Director** will...

- 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 (2023)
- Use data to analyze open hours and availability of staff to appropriately provide programs and services (2023)
- Conduct time study of staff to determine gaps in needs and identify more efficient use of skills and talent (2023)
- Provide, promote, and enable staff development opportunities that improve customer service and professional skills

To **measure the success of these efforts** we might look at...

- Consistent delivery of high quality service at customer service desks
- Ability of Library to offer consistent level of service during all open hours
- Number of users in a survey who respond that they received timely, accurate service
- Number of staff who are able to complete professional development opportunities



Area of Focus to...
EMBRACE COMMUNITY

We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.



To achieve this, the **Library Board** and **Library Director** will...

- Revisit the space needs plan considering post-pandemic needs such as more study rooms (2023)
- Conduct noise evaluation and explore solutions (2024)
- Use data to determine needs for youth and teen areas (2024)
- Examine the needs and location of the MetaSpace 511 (2024)
- Work in partnership with the Village to ensure Library improvements fulfill mutual goals of providing welcoming, equitable spaces that are accessible to the whole community

To measure the success of these efforts we will...

- Create a capital plan



Area of Focus to... EMBRACE COMMUNITY

We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.

To achieve this, the **Library Board** and **Library Director** will...

- Explore the possibility of going fine free (2024)

To achieve this, the **Leadership Team** and **Library Director** will...

- Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility (2023)
- Explore technologies that help users find and get what they need faster and more efficiently

To achieve this, the **Community Engagement Team** and **Library Director** will...

- Conduct a study to determine which geographic areas and demographics do not currently use the Library (2023)

To achieve this, the **Technical Services Team**, **Library Board**, and **Library Director** will...

- Explore options for displaying and storing The Thingery items (2024)

To **measure the success of these efforts** we might look at...

- Number and percentage of users in a survey who respond that they find the Library facilities user-friendly
- Number of new library card holders from under-served areas
- Proper care and expansion of The Thingery



Strategic Priority

Cultivate Connections

We CULTIVATE CONNECTIONS by making it easy for users to find the materials, services, and other community resources they need through strategic marketing and communications.

As an educator, the **library was a life-saver** when school buildings were closed. So fortunate to have a community library with such a **wealth of services!**

- survey respondent

I didn't realize all what this library offers.

- survey respondent

I miss out on hearing about classes that I would have attended.

- survey respondent

61%

of survey respondents get their information about the Library from **our website**

47%

of survey respondents get their information about the Library from **social media**

Area of Focus to... 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.

To achieve this, the **Library Board** and **Library Director** will...

- Provide, promote, and enable staff engagement at key community events
- Examine staffing levels needed to build and sustain this level of integration into the community

To achieve this, the **Programming Team** and **Library Director** will...

- Embed Library staff and programs in major events and influential organizations that already provide service to the community



To achieve this, the **Community Engagement Team** and **Library Director** will...

- Encourage other organizations to see the Library as a platform and hub for presenting, connecting, and sharing with the rest of the community

To achieve this, the **Adult Services Team**, **Library Board**, and **Library Director** will...

- Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community

To **measure the success of these efforts** we might look at...

- Number and percentage of unique community organizations collaborating with the Library
- Number of community events the Library actively participate in
- Staff participation in offsite community collaborations and events

Area of Focus to... CULTIVATE CONNECTIONS

We provide user-friendly and appealing ways to learn about the Library.

To achieve this, the **Library Board** and **Library Director** will...

- Examine current website and determine if it meets the needs of users seeking information about the Library (2023)
- Provide, promote, and enable staff development opportunities that focus on serving underserved and marginalized populations
- Invest in marketing and outreach materials



To achieve this, the **Leadership Team** and **Library Director** will...

- Explore options to utilize entryway for better communication of Library and community events and resources (2024)

To achieve this, the **Community Engagement Team** and **Library Director** will...

- Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly (2024)

To measure the success of these efforts we might look at...

- Usage statistics on website views
- Number and percentage of users on a survey who respond that they found what they were looking for easily on our website



Topics that Need to Be Addressed in Current Loan Agreement with MHMS
Recommended by the Grutzmacher Collection Committee
Prepared by Abby Armour
Presented to the Library Board on December 8, 2022

As the Mukwonago Community Library Board of Trustees seeks to fulfill its responsibilities of complying with federal law and respecting Indian Tribes and their cultural items, the Board has re-examined the existing loan agreement with MHMS and learned that there are clauses which are disrespectful to Indian Tribes and other clauses which might not allow for full and timely NAGPRA compliance. The Library Board values MHMS as a partner and knows both parties have the same goals of respectful representation of Native American culture and providing educational opportunities to the community. To that end, the Library Board would like to work with MHMS to address these issues immediately and then renegotiate the agreement to codify these best practices.

Below are the topics that Library Board is addressing:

1. Respectful Treatment of Native American Items
 - Clause 5 needs to be amended to not allow photography of the items. As these are cultural items, the Library Board wants to seek direct input from Tribes on whether images of items can be recorded in any way.
 - The Library Board is requesting immediate removal of photographs and information about the Grutzmacher Collection from MHMS's website. The Library Board now understands that it is disrespectful to provide un-verified interpretations of Native American items without consulting the Tribes themselves for culturally accurate information as well as disrespectful to share images of Native American items without their explicit consent. The Library Board does not wish to cause further trauma to the Native American communities and wants to consult with the Wisconsin Intertribal Repatriation Committee on how to respectfully represent the Collection in a digital landscape. The Library Board will be seeking to add a clause to the loan agreement addressing the right to have input on interpretations of the Collection.
2. NAGPRA Compliance
 - Clause 6 needs to allow for immediate access to items. After submitting the NAGPRA Summary to Tribes and seeing the overwhelming interest in the Collection, it is clear that the Library will need timely access to items in order to fulfill Tribal requests for information during the consultation process.
 - The Library is requesting immediate permission to permanently remove any item identified as sensitive by a Tribe during consultation or in a Request for Repatriation. The Library Board understands that Tribes bring a wealth of knowledge to the consultation process and might be able to identify items of cultural patrimony that are currently unidentified. Furthermore, a Request for Repatriation clearly proves that the Library controls an item of cultural patrimony. The Library needs the access

to act on any new knowledge learned during communication with Tribes so it is can immediately remove the item and relocate it to secure storage with other sensitive items. The Library Board will be seeking to add language allowing immediate removal of items in the next loan agreement.

The Library Board will be exploring options to engage a consultant to help navigate rewriting the loan agreement with the complexities inherent to the situation. Jan Bernstein of Bernstein & Associates NAGPRA Consultants has recommended Danielle Benden of Driftless Pathways, who “consult with museums and libraries on the design of new facilities and renovation of existing ones...develop interpretive exhibits, and provide professional development training in curation and collections management” (<https://www.driftlesspathways.com/our-story>). The Library Board invites MHMS to be part of the process and learn more about how together both parties can create a robust and respectful loan agreement.