



LIBRARY BOARD OF TRUSTEES MEETING

Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
and via Zoom
December 11, 2025 at 6:00 PM

AGENDA

Zoom Login

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

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.1 Minutes from November 13, 2025

4. Public Comment

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

5. Audit and Approval of Monthly Expenditures

5.1 Invoices and Executive Summary for December 2025

6. Committee & Community Reports

6.1 Village Board Representative Report

6.2 Friends of the Library Report

6.3 Building & Grounds Committee - last met November 17, 2025; next meets
Thursday, February 19, 2026 @ 6:00pm

6.4 Finance Committee - next meets Tuesday, July 21, 2026 @ 6:00pm

6.5 Grutzmacher Collection Committee - last met November 20, 2025; next meets
Thursday, April 16, 2026 @ 6:00pm

6.6 Personnel Committee - next meets Thursday, January 15, 2025 @ 6:00pm

6.7 Policy Committee - next meets Tuesday, March 17, 2026 @ 6:00pm

6.8 Ad Hoc Capital Campaign Committee - next meets December 10, 2025 @ 5:30pm

7. Library Director Report

7.1 Library Director Report - December 2025: Reflections on November

8. Discussion/Action Items

8.1 Library Board Capital Campaign Preparation - Karen Rose of Library Strategies will Zoom in to train the Board on their role in the upcoming capital campaign.

8.2 Capital Campaign Naming Rights Considerations - Discussion and possible action on approving naming rights and accompanying gift levels for the upcoming capital campaign.

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

8.4 Strategic Plan 2026-2028 - Discussion and possible action on the draft of the Strategic Plan 2026-2028.

8.5 HVAC Contracts - Discussion and possible action on the Building & Grounds Committee's recommendation to approve the Illingworth-Kilgust/Emcor mechanical and controls maintenance contracts for 2026.

8.6 Fire Safety System Contract - Discussion and possible action on the Building & Grounds Committee's recommendation to approve the USA Fire Protection inspection and monitoring contract for 2026-2027.

8.7 Hours and Closures for 2026 - Discussion and possible action on approving hours and closure dates for 2026.

8.8 Resolution 2025-07 - Discussion and possible action on approving Resolution 2025-07 2026 Wage Ranges.

8.9 Resolution 2025-08 - Discussion and possible action on approving Resolution 2025-08 Funding Transfer For Library Strategies Capital Campaign Development.

8.10 Resolution 2025-09 - Discussion and possible action on approving Resolution 2025-09 Funding Transfer For Engberg Anderson Design Services.

8.11 Resolution 2025-10 - Discussion and possible action on approving Resolution 2025-10 Funding Transfer For Bernstein And Associates.

9. Referral Items

10. Confirm Next Meeting Date

The next Library Board meeting is scheduled for Thursday, January 8, 2026 @ 6:00pm.

11. Adjournment

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

Village of Mukwonago
DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, November 13, 2025

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:05 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

A. Cooper
E. Pautz
S. Perkins
H. Pringle
K. Sperstad
L. Spielman
C. Stienstra
J. Werner (arrived at 6:10pm)
D. Whalen

Via Zoom

M. Oberwise-Lacock (left at 7:32pm)

Excused

E. Brill

Also Present

A. Armour, Library Director

Approval of Minutes

C. Stienstra/L. Spielman motioned to approve the minutes from the Board of Trustees meeting on October 9, 2025 as corrected. Unanimously carried.

Comments from the Public

None.

Audit and Approval of Monthly Expenditures

D. Whalen/C. Stienstra motioned to approve the monthly expenditures. Unanimously carried.

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

Village Board Representative Report - E. Brill was excused from this meeting.

Friends of the Library Report - Director Armour shared for M. Isley, Friends Vice President. In October the Friends participated in the Jack-O-Lantern Jaunt reaching many community members with their display, created a bookmark Scavenger Hunt throughout the library for National Friends of the Library Week, and hosted an additional East Troy Culver's Scoopie Night raising \$266.23. Future events include sponsoring the Book Festival, a Native Plant Fundraiser, and the Cookie Sale while partnering with Kendra Scott Jewelry during Midnight Magic.

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

Finance Committee - last met November 10, 2025 - items related to that meeting are on the agenda

Grutzmacher Collection Committee - next meets November 20, 2025 - D. Benden from Driftless Pathways will be presenting and the agenda will be coming out shortly.

Personnel Committee - joint meeting with Policy on November 6, 2025 - items related to that meeting are on the agenda

Policy Committee - joint meeting with Personnel on November 6, 2025 - items related to that meeting are on the agenda

Library Director Report

The Library Director Report is for information only.

Director Armour shared information about the Fine Free roll out. It is the initiative of staff to begin flipping the focus in regards to lost and late item interactions, with the goal being to create a better patron relationship with MCL.

Discussion/Action Items

Strategic Plan 2023-2025 Updates

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

Library Property Issuance

Discussion and possible action on the Personnel/Policy Committees' recommendation to add a new section and appendix form to the Personnel Policy regarding issuing Library property to employees.

Director Armour noted that this has also been reviewed by legal and came from a recent employee leaving and not returning a MCL issued key.

D. Whalen/C. Stienstra motioned to approve the new section and appendix form to the Personnel Policy regarding issuing Library property to employees. Unanimously carried.

Capital Campaign Planning

Discussion and possible action on the capital campaign planning for the renovation project.

Director Armour noted that this agenda item is to inform the Board of their role within the Capital Campaign per Library Strategies recommendations. There is an attached Board Activity that will be helpful as we start the Capital Campaign. Karen Rose with

Library Strategies will be coming to MCL on December 10 for the committee training. This will be a 2.5-4 hour training and will be to prepare the members for the beginning phases of the project. Further discussion was held regarding how this Board Activity will be helpful to have filled out and handed to Director Armour prior to the December 10 meeting to better aid the new committee's discussions. E. Pautz also mentioned that if Board members are available to come it would be beneficial to learn alongside the committee as we are all Library Champions.

Ad Hoc Capital Campaign Committee

Discussion and possible action on creating an Ad Hoc Capital Campaign Committee.

Director Armour noted that this will run like other Ad Hoc committees the Board has enacted. The Capital Campaign Committee will be given the specific task of raising the donation funds and beginning the framework of donor stewardship that will then be handled by MCL employees and the Board. Director Armour explained how the list of members came to fruition. Discussion continued regarding the vetting of members as they will be library representatives, what role the training from Library Strategies will have on the consistent messaging, and who decides new membership either committee member or champion.

E. Pautz/K. Sperstad motioned to approve the creation of the Ad Hoc Capital Campaign Committee with the names of the members listed and noting that any additions be reported back to the Board. Roll Call: "Yes" A. Cooper, E. Pautz, S. Perkins, H. Pringle, K. Sperstad, L. Spielman, C. Stienstra, J. Werner, M. Oberwise-Lacock. "No" D. Whalen. Motion carried.

Library Strategies and Capital Campaign

Discussion and possible action on retaining Library Strategies for help on the next phase of the capital campaign.

A. Amour noted the consulting services proposal for the quiet phase was sent for review. Library Strategies did note that they are providing a discounted rate as we have been contracting with them for some time. Discussion continued regarding what their work hours have looked like thus far, how they have aided in shaping the current committee, what benefit there is to having support for the new Ad Hoc Capital Campaign Committee, and the variance in work hours for the monthly retainer versus hourly support, and the length of time to initially contract with Library Strategies for the quiet phase.

H. Pringle/K. Sperstad motioned to accept the proposal from Library Strategies for help on the next phase of the capital campaign with the monthly retainer plan for a period of four (4) months with the monies coming out of the donation funds accounts held at the Village of Mukwonago. Unanimously carried.

WCCF Project Fund

Discussion and possible action on the Finance Committee's recommendation to establish a Project Fund at the Waukesha County Community Foundation (WCCF) for collecting donations for the renovation project.

H. Pringle noted that this stems from the capital campaign. The WCCF Project Fund is a specific fund that will aid in gathering donations as well as some of the up front

administrative tasks. There is no initial cost for setting up this fund but a 2% administrative fee is placed upon deposited contributions of the Fund. Currently there is a \$25,00 anonymous gift that was placed within MCLs WCCF Capital Endowment Fund that could be utilized to establish this Project Fund. It was noted that there would be several Fund Advisors whom would have direct access to the portal. Also to note the funds utilize a money market and there are no fees on earnings and all donations are protected under WCCF's insurance.

C. Stienstra/J. Werner motioned to approve establishing a Project Fund per the parameters discussed at the Waukesha County Community Foundation (WCCF) for collecting donations for the renovation project. Unanimously carried.

Gift Acceptance Policy

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

Director Armour noted that this is all related to the Capital Campaign. The Donation of Materials policy was revamped to include all Gift Acceptance as we enter the money collection phases of the capital campaign. Library Strategies did provide feedback in October regarding this policy as they have extensive experience in gift acceptance; in addition, the Policy and Finance Committees have vetted this policy prior to it coming before the Board. Further discussion occurred regarding the wording of Section 1.B. as it seemed to be in direct contrast to previous verbiage.

D. Whalen/C. Stienstra motioned to approve and adopt the updated Gift Acceptance Policy, formerly titled the Donation of Materials Policy minus section 1. B. as discussed. Unanimously carried.

2026 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 the Annual Addendum to Bridges is a general agreement between Bridges and MCL wherein both parties agreement to make the payments listed. Agreement to this addendum should also authorize the President and Secretary to sign the document.

K. Sperstad/L. Spielman motioned to approve the annual addendum to the Bridges Library System agreement and the signature of the document. Unanimously carried.

Hours and Closures for 2026

Discussion and possible action on approving hours and closure dates for 2026.

Director Armour noted the 2026 hours and closure changes, staff development days, the 4th of July holiday adjustments per MCLs policy, and next year's MCL After Dark Programming.

J. Werner/S. Perkins motioned to approve the hours and closure dates for 2026.

Discussion included gathering more information regarding the summer Saturday hour schedule in regards to transitioning to shorter summer hours after finals are

completed in early June. Additionally, the new school district schedule was released today and the proposed October staff development day falls on a school district day off for 2026.

J. Werner/S. Perkins amended their motion to postpone this discussion to the December meeting. Unanimously carried.

Library Board and Committee Meetings for 2026

Discussion and possible action on approving the Library Board and Committee meeting schedule for 2026.

Director Armour presented the 2026 Library Board meeting schedule, which is set for the third Thursday of each month at 6:00 PM, and a tentative committee meeting schedule to establish a framework. The Board meeting schedule is firm, while committee meeting dates and times are flexible guidelines that may be adjusted based on referrals or topics requiring guidance. All meetings will be posted in accordance with open meetings laws.

S. Perkins/L. Spielman motioned to approve the Library Board and committee meeting schedule for 2026. Unanimously carried.

Referral Items – none

Confirm Next Meeting Date

Regular Library Board on December 11, 2025 at 6:00 pm.

Adjournment

C. Stienstra/L. Spielman motioned to adjourn the meeting. Unanimously carried. The meeting was adjourned at 7:47 pm.

Mukwonago Community Library Executive Summary 2025

As of 12/11/2025

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	737,688.00	659,900.65	77,787.35	89.5%
5112 - Social Security	55,244.00	50,429.89	4,814.11	91.3%
5152 - Retirement	39,735.00	35,364.68	4,370.32	89.0%
5152-10 Deferred Comp. ICMA	10,812.00	10,280.25	531.75	95.1%
5154 - Health	61,089.00	55,741.92	5,347.08	91.2%
5158- OPEB Payout	-	0.00	0.00	
5159 - Other Fringe Benefits	3,500.00	3,184.48	315.52	91.0%
5219 - Professional Services	4,500.00	8,556.35	(4,056.35)	190.1%
5220 - Contractual Services	32,500.00	32,353.80	146.20	99.6%
5221 - Water & Sewer	3,000.00	2,375.64	624.36	79.2%
5222 - Electric	34,500.00	30,992.36	3,507.64	89.8%
5224 - Gas	12,500.00	1,517.64	10,982.36	12.1%
5225 - Telephone	10,700.00	7,343.07	3,356.93	68.6%
5226 - Insurance	10,000.00	16,880.92	(6,880.92)	168.8%
5310 - Outside Services	17,500.00	14,757.73	2,742.27	84.3%
5311 - Operational Supplies	11,500.00	11,506.75	(6.75)	100.1%
5312 - Printing	1,600.00	1,631.71	(31.71)	102.0%
5314 - MetaSpace 511 Equip & Fixtures	2,000.00	2,232.64	(232.64)	111.6%
5315 - Postage	1,200.00	973.57	226.43	81.1%
5316 - Collection Maintenance & Repair	6,500.00	5,993.27	506.73	92.2%
5317 - MetaSpace Maintenance	7,000.00	6,798.95	201.05	97.1%
5318 - Thingery Maintenance	2,500.00	3,057.50	(557.50)	122.3%
5326 - Periodicals	1,000.00	733.17	266.83	73.3%
5327 - Newspapers	2,000.00	1,884.52	115.48	94.2%
5328 - Books	80,000.00	77,898.77	2,101.23	97.4%
5329 - AV Materials	7,000.00	6,748.78	251.22	96.4%
5330- Thingery Collection	3,500.00	3,454.60	45.40	98.7%
5331 - Programming	11,000.00	12,615.92	(1,615.92)	114.7%
5332 - Mileage	500.00	239.35	260.65	47.9%
5333 - Outreach	3,000.00	2,850.84	149.16	95.0%
5335 - Training & Travel	7,000.00	6,528.20	471.80	93.3%
5340 - Electronic Tools & Services	10,500.00	11,679.09	(1,179.09)	111.2%
5341 - Cafe	26,951.00	26,951.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	1,275.00	1,275.00	0.00	100.0%
5349 - Digital Collections	19,441.00	16,151.44	3,289.56	83.1%
5395 - Repairs & Maintenance	13,000.00	15,605.72	(2,605.72)	120.0%
5399 - Other	500.00	491.85	8.15	98.4%
5810 - Furniture & Fixtures	2,000.00	1,706.68	293.32	85.3%
581100 - Equipment<\$5,000	9,659.00	3,281.81	6,377.19	34.0%
511105 - Equipment >\$5,000	-	0.00	0.00	
TOTAL Budget Accounts	1,265,094.00	1,152,570.51	112,523.49	91.1%
<i>Donation Accounts</i>				
Balance from 2024(verified)	24,412.34			
4890 - Donations Revenue 2025			127,672.21	

5806 - Donation Expenditures 2025			(170,812.81)
TOTAL Donation Accounts	(18,728.26)		(43,140.60)
OVERALL TOTAL			69,382.89

Mukwonago Community Library

REVENUE 2025

Department Name	2025 Budget	11/30/2025	
Property tax	585,180	585,180	100%
Inter Gov Revenue	644,914	644,964	100%
Copies & Faxes	5,500	7,234	132%
Material Replacement	1,000	2,338	234%
Book Sale Revenue	3,500	5,073	145%
Fines	13,000	13,570	104%
Misc. Revenue	0	1,870	
Interest Revenue	12,000	17,502	146%
Total Revenue	1,265,094	1,277,730	101.0%
Over/Short		12,636	

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
December 11, 2025

Account	Vendor	Description	Amount
5220 Contracted Services	Bridges Library System	Cloud Nine	248.04
5220 Contracted Services	Great America Financial Services	1/10/26-2/9/26	460.74
5222 Electric	WE Energies	10/22/25-11/20/25	2426.57
5224 Gas	WE Energies	10/22/25-11/20/25	645.70
5225 Telephone	Spectrum Business/ Charter	10/28/25-11/27/25	152.05
5225 Telephone	Vonage- Village Charge	11/11/25-12/10/25	423.30
5310 Outside Services	AlSCO	Mats & dusters	107.08
5310 Outside Services	America In-Home Premium Aquatics	December Fish tank Maintenanc	85.00
5310 Outside Services	Credit Card Monthly Service Fee	Elavon November	69.63
5310 Outside Services	Credit Card Processing Fees	11/7/25-11/14/25	6.45
5310 Outside Services	Credit Card Monthly Service Fee	Seedlive November 2025	9.95
5310 Outside Services	Credit Card Processing Fees	Seedlive 11/14/25-11/21/25	4.62
5310 Outside Services	Credit Card Processing Fees	Seedlive 11/21/25-12/5/25	2.37
5310 Outside Services	Klassy Kleaners	Weekend Cleaning/ November	960.00
5311 Operational Supplies	Amazon Business	General supplies	118.86
5311 Operational Supplies	Complete Office	Cleaning Supplies	328.46
5311 Operational Supplies	Complete Office	Cleaning Supplies	11.91
5311 Operational Supplies	End Of The Leash- Village Credit Ca	Volunteer Recognition	75.00
5311 Operational Supplies	Hahn Ace Hardware- Village Charge	Hardware	3.59
5311 Operational Supplies	Home Depot- Village Charge	Planter decor	89.94
5311 Operational Supplies	Metro Market- Village Credit Card	Volunteer Recognition	317.83
5311 Operational Supplies	Petty Cash	cards, etc.	66.74
5311 Operational Supplies	Walmart- Village Credit Card	General supplies	33.13
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning supplies	50.12
5311 Operational Supplies	Zoro- Village Charge	Replacement parts for toilets	147.96
5312 Printing	Gordon Flesch- Village Charge	copies 9/17/25-10/15/25	13.53
5312 Printing	Gordon Flesch- Village Charge	Lease 10/20/25-11/19/25	18.48
5312 Printing	Gordon Flesch- Village Charge	Lease 11/20/25-12/19/25	18.48
5312 Printing	James Imaging- Village Charge	Lease 10/15/25-11/14/25	53.62
5314 MetaSpace Equipment	Sew Much More- Village Credit Card	Fabric dies	1678.62
5315 Postage	Postage Used	October	17.31
5315 Postage	Quadient-Village Charge	Lease 9/8/25-12/7/25	66.96
5316 Collection Maintenance	Demco	Bag refund	-60.40
5316 Collection Maintenance	Demco	Book Jackets	455.96
5316 Collection Maintenance	Demco	Tape & Labels	114.36
5316 Collection Maintenance	Library Supply Solutions	Barcodes	374.31
5317 MetaSpace Maintenance	Amazon Business	Sewing machine parts	114.95
5317 MetaSpace Maintenance	Amazon Business	Program supplies	924.37
5317 MetaSpace Maintenance	Cricut- Village Credit Card	annual fee	100.67
5318 Thingery Maintenance	Disney + -Village Credit Card	Monthly Bundle	21.08
5318 Thingery Maintenance	Mobile Beacon- Village Credit Card	Hotspot renewals	129.00
5318 Thingery Maintenance	Mobile Beacon- Village Credit Card	Hotspot renewals	18.00
5318 Thingery Maintenance	Netflix- Village Credit Card	12/1/25-12/31/25	24.99
5327 Newspapers	Wall Street Journal- Village Credit C	4th Quarterly billing	194.97

5328-5700 Books	Amazon Business	Books	271.81
5328-5700 Books	Ingram	Books	14.99
5328-5700 Books	Ingram	Books	96.87
5328-5700 Books	Ingram	Books	147.27
5328-5700 Books	Ingram	Books	14.55
5328-5700 Books	Ingram	Books	1125.21
5328-5700 Books	Ingram	Books	478.26
5328-5700 Books	Ingram	Books	130.56
5328-5700 Books	Ingram	Books	242.38
5328-5700 Books	Ingram	Books	23.84
5328-5700 Books	Ingram	Books	813.87
5328-5700 Books	Ingram	Books	20.60
5328-5700 Books	Ingram	Books	226.31
5328-5700 Books	Ingram	Books	401.99
5328-5700 Books	Ingram	Books	19.50
5328-5700 Books	Ingram	Books	1526.29
5328-5700 Books	Ingram	Books	13.44
5328-5700 Books	Ingram	Books	734.99
5328-5700 Books	Ingram	Books	244.24
5328-5700 Books	Ingram	Books	14.40
5328-5700 Books	Ingram	Books	69.90
5328-5700 Books	Ingram	Books	141.21
5328-5700 Books	Ingram	Books	780.92
5328-5700 Books	Ingram	Books	38.20
5328-5700 Books	Ingram	Books	151.26
5328-5700 Books	Ingram	Books	320.56
5328-5700 Books	Ingram	Books	1186.02
5328-5700 Books	Ingram	Books	20.06
5328-5700 Books	Ingram	Books	262.15
5328-5700 Books	Ingram	Books	143.25
5328-5700 Books	Penworthy Company	Books	287.40
5328-5700 Books	Penworthy Company	Books	993.85
5328-5700 Books	Penworthy Company	Books	1889.52
5328-5700 Books	Petty Cash	Payment to Watertown for Book	35.00
5328-5700 Books	Thrift Books- Village Credit Card	Books	31.43
5328-5700 Books	Thrift Books- Village Credit Card	Books	10.68
5329-5700 AV Material	Midwest Tape	DVDs	59.48
5329-5700 AV Material	Midwest Tape	DVDs	354.20
5329-5700 AV Material	Midwest Tape	DVDs	66.27
5329-5700 AV Material	Midwest Tape	DVDs	128.39
5329-5700 AV Material	Midwest Tape	DVD	44.98
5330 Thingery Collection	Amazon Business	Tonies	248.50
5331 Programming	Amazon Business	Program supplies/ YS	139.99
5331 Programming	Amazon Business	Program supplies/ Event	151.54
5331 Programming	Paul G Akert	Santa/ tree lighting	175.00
5331 Programming	Petty Cash	Misc. Program supplies	47.93
5331 Programming	Shawna Muren/ Queen Bee Tea & T	Jane Austin Program	700.00
5331 Programming	Walmart- Village Credit Card	Program Supplies/ Adult	73.51
5333 Outreach	Adobe- Village Credit card	Creative Cloud	36.74

5333 Outreach	Mukwonago Rotary Club	2nd QTR Dues	57.00
5333 Outreach	Walgreens- Village Credit Card	Soda for program	14.48
5333 Outreach	Walgreens- Village Credit Card	Soda for program/ refund	-6.83
5340 Electronic Tools & Servi	UKG- Village Charge	October Payroll Processing	365.44
5395 Repairs & Maintenance	Roman Electric	Replace 12 Drivers & 2 battery	4119.80

TOTAL REGULAR ACCOUNTS 30,823.50

5806 Donation Expense	Amazon Business	Metaspace donation/ supplies	89.08
5806 Donation Expense	Kwik Trip- Village Credit Card	Van driver appreciation	20.00
5806 Donation Expense	Petty Cash	Employee Recognition	22.22
5806 Donation Expense Desig	Bernstein & Associates	NAGPRA Consult	400.00
5806 Donation Expense Desig	East Troy Railroad- Village Credit C	Explore Pass/ PD by Friends	560.00
5806 Donation Expense Desig	Engberg Anderson	Development Design/ PD by W	5532.50
5806 Donation Expense Desig	Library Strategies	Consulting - November	5000.00

Total Donation Expenses 11,623.80
 To Be Reimbursed 11,492.50
 Regular Donation Expenses 131.30

Director

Treasurer

Secretary

Total Expenses 42,447.30



**DRAFT MINUTES OF THE
BUILDING & GROUNDS COMMITTEE
LIBRARY BOARD OF TRUSTEES
MEETING**

**Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
and via Zoom
November 17, 2025 at 6:00 PM**

1. Call to Order

Meeting was called to order at 6:00pm by Chairperson Brill.

2. Roll Call and Introduction of Guests

Committee Members Present

E. Brill
E. Pautz
H. Pringle
L. Spielman

Also Present

A. Armour, Library Director

3. Approval of Minutes

3.1 Approval of the August 25, 2025, Library Building & Ground Committee Minutes as prepared and distributed

E. Pautz/E. Brill motioned to approve the August 25, 2025 Building & Grounds Committee meeting minutes. Unanimously carried.

4. Discussion/Action Items

4.1 Facility Updates - Discussion and possible action on updates regarding the facilities.

The Village is working on and paying for the Certified Survey Map (CSM) of the Library property which will combine all the separate lots into one and remove the roadway from the west side of the building, instead splitting the easement for underground utilities between the Washington Avenue Park lot and the Library lot.

4.2 Capital Plan - Discussion and possible action on the Capital Plan.
The Committee reviewed the Capital Plan. No action was taken.

4.3 Renovation Plans - Discussion and possible action on the renovation project.
The Committee did not discuss the renovation plans. No action was taken.

- 4.4 Capital Campaign Naming Rights Considerations - Discussion and possible action on developing guidelines for naming rights and considerations such as signage in preparation for the capital campaign.
Director Armour explained that Library Strategies, the consultants assisting with the Capital Campaign Committee, recommended the Library Board consider naming opportunities now to prepare for soliciting gifts. Discussion included recognitions and rights from previous campaigns, gift levels for naming rights at the schools, and ranking the importance of areas to be named. The Committee identified potential areas for naming—excluding the entire building but including specific spaces rather than individual bookshelves or furniture—and assigned approximate gift levels. The Committee also considered signage commemoration, preferring a cohesive theme that flows with the renovation design and sizing appropriate to gift levels. The Committee directed Director Armour and Trustee Pautz to consult with Library Strategies to refine the list before the next Library Board meeting.
- 4.5 HVAC Contracts - Discussion and possible action on the Illingworth-Kilgust/Emcor mechanical and controls maintenance contracts for 2026.
H. Pringle/E. Pautz motioned to recommend to the Library Board acceptance of the Illingworth-Kilgust/Emcor mechanical and controls maintenance contracts for 2026. Unanimously carried.
- 4.6 Fire Safety System Contract - Discussion and possible action on the USA Fire Protection inspection and monitoring contract for 2026-2027.
E. Pautz/E. Brill motioned to recommend to the Library Board acceptance of the USA Fire Protection inspection and monitoring contract for 2026-2027. Unanimously carried.
- 4.7 JACE End-of-Life - Discussion and possible action on the JACE 8100 end-of-life notification.
Discussion included the history of the controller, ensuring all products purchased support an open communication protocol such as Niagara, and determining whether other HVAC system elements are worth upgrading instead. The Committee decided more information is needed before making a decision. Chairperson Brill will conduct further research and Director Armour will contact Illingworth-Kilgust/Emcor to learn more about the HVAC setup.

5. Referral Items – JACE End-of-Life

6. Confirm Next Meeting Date - Thursday, February 19, 2026 @ 6:00pm

7. Adjournment

H. Pringle/L. Spielman motioned to adjourn. Unanimously carried. Adjourned at 7:08 pm.

Minutes submitted by Abby Armour



**DRAFT MINUTES OF THE
GRUTZMACHER COLLECTION
COMMITTEE LIBRARY BOARD OF
TRUSTEES
MEETING**

**Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
and via Zoom
November 20, 2025 at 6:00 PM**

1. Call to Order

Meeting was called to order at 6:09pm by Chairperson Pringle.

2. Roll Call and Introduction of Guests

Committee Members Present

H. Pringle
E. Brill

Via Zoom

E. Pautz (left at 6:40pm)
M. Oberwise Lacock (joined at 6:10pm)

Excused

S. Perkins

Also Present

A. Armour, Library Director
D. Benden of Driftless Pathways (via Zoom)

3. Approval of Minutes

3.1 Approval of August 21, 2025, Library Grutzmacher Collection Committee Minutes as prepared and distributed

E. Brill/H. Pringle motioned to approve the August 21, 2025, Grutzmacher Collection Committee meeting minutes. Unanimously carried.

4. Discussion/Action Items

4.1 Permanent Grutzmacher Collection Display - Discussion and possible action on developing a permanent display inside the Library for the Grutzmacher Collection.

Danielle Benden of Driftless Pathways joined via Zoom to engage the Committee in a discussion regarding a permanent display in the Library.

Discussion included having Danielle visit to assess the smallest and largest items in the Collection before recommending shelving options, being mindful of lighting levels, incorporating permanent design elements such as a pony wall with a wrap, and considering interactivity with flexible furniture that allows for accessibility, durability, and longevity. The Committee discussed the need to identify core furniture pieces for the architect sooner rather than later. The Committee noted that the Grutzmacher display is scheduled to go online in July 2027 but would be interested in putting together a “teaser” display before the renovation is complete that could be incorporated into the permanent display. The Committee discussed approaching this as a contracted design development in two parts: establishing the foundational elements and filling the space. Director Armour will connect with Danielle after the new year to schedule an onsite visit by March/April. If Danielle provides a quote, it will be presented to the Library Board.

4.2 Red Brick Museum Signage - Discussion and possible action on drafted signage proposed for display in the Red Brick Museum.

Director Armour presented an updated draft of the proposed signage. The Committee requested final revisions and directed Director Armour to share the draft with MHMS President Henry Hecker for approval. The Committee approves the display with the revisions and indicated that if MHMS approves the display, the Committee approves moving forward with its development.

4.3 Updates on the Grutzmacher Collection - Discussion and possible action on updates regarding the Grutzmacher Collection including NAGPRA.

Director Armour shared that she, Trustee Perkins, and Trustee Pringle attended an Inter-Tribal Consultation led by the Illinois State University regarding items from Pike County, Illinois. Based on guidance from the Tribes, items on display at the Red Brick Museum will need to be removed. Director Armour will consult with Bernstein & Associates on moving forward.

5. Referral Items - None

6. Confirm Next Meeting Date - Thursday, April 16, 2026 @ 6:00pm

7. Adjournment

E. Brill/M. Oberwise Lacock motioned to adjourn. Unanimously carried. Adjourned at 7:13 pm.

Minutes submitted by Abby Armour

THE DIRECTOR'S REPORT

DECEMBER 2025 MUKWONAGO COMMUNITY LIBRARY

reflections on November

*from the desk of
Abby Armour*

NEWS YOU CAN USE

Library Board & Governance - Much of this month was devoted to board-related administrative work, including updating several policies and ensuring staff were properly notified of the changes. I facilitated four committee meetings this month, which involved substantial preparation creating packet materials, coordinating with guests, taking minutes, and following through on action items.

Website Development - Our weekly meetings with Library Market continued throughout the month and are proceeding on schedule. We'll wrap up these weekly sessions on December 17, at which point Library Market will focus on building the most complicated pages of the new site. In the new year, they'll transition to guiding us as we build out the remaining pages ourselves. We're still on track for a February launch.

NAGPRA - Trustees Pringle and Perkins attended an Inter-Tribal Consultation with me in early November coordinated by the Illinois State University regarding items from Pike County, Illinois. These joint consultations efficiently connect many institutions and Tribes to enhance communication and speed consultation and repatriation. The Library controls 38 items from this area and we are working on Duty of Care compliance as we connect with individual Tribes for further consultation.

STAFF DEVELOPMENT

Staff Development Day on November 7 - We held a staff development day in November that proved invaluable for team alignment and communication. These dedicated times allow staff to discuss major initiatives like our transition to fine-free services, address staff questions, and hold uninterrupted meetings about the new Polaris Acquisitions module. Since this module will impact multiple team members across ordering, receiving, cataloging, and processing, it was crucial to bring everyone together to align on workflows and address questions proactively. These development days enable our staff to deliver better, more efficient, and higher quality service while also fostering a stronger sense of belonging and improving our overall workplace culture. I'm grateful to the Library Board for supporting these important professional development opportunities.



WHAT IS THE ACQUISITIONS MODULE?

1. A tool within Polaris that manages the entire purchasing process for library materials - Libraries currently using: WK, MF, OC, PK, & MS (Sussex setting up for 2026 too)
2. Tracks what we order, from whom, how much we spend, and what we receive
3. Replaces manual/spreadsheet-based ordering systems with an integrated workflow that everyone has access to in an instant
4. Connects purchasing directly to our catalog (creates an order item records by uploading MARC records after an order is placed) and budget management

Associate Director Emily Ceithamer created a comprehensive presentation during Staff Development Day for training on the new Polaris Acquisitions module

CIRCULATION & CUSTOMER EXPERIENCE TEAM

Smoke-Damaged DVDs - When 20 DVDs were returned with heavy smoke odor, our team developed a cost-effective solution: replacing only the cases and labels while retaining the undamaged discs, assessing patrons a \$5 processing fee rather than full replacement cost. This inspired the Circulation & Customer Experience Team to create a comprehensive guide for handling common damaged materials with procedural workflows and communication scripts to ensure consistent responses.

Teen Loot Boxes - Library Associate Graysen MacGregor-Lungren launched Teen Loot Boxes in November, with each monthly box including a book and activity designed to promote literacy and creativity among teens. Graysen coordinated across multiple departments—partnering with Marketing Specialist Emma, Youth Services Librarian Jane, and Associate Director Ceithamer. With 20 boxes available monthly, all have circulated each month, demonstrating strong demand and successful cross-departmental collaboration.



THE DIRECTOR'S REPORT

Mukwonago Community Library
Dec. 2025 - Reflections on Nov.

COLLECTIONS & PROGRAMS TEAM

Collection Development & Year-End Planning - Our collection development team—Emily, Jane, and Lindsey—focused in November on finalizing material orders and ensuring our budget is fully allocated before year-end. The team dedicated significant time to running extra reports alongside normal holds lists, reviewing outstanding orders to confirm that all materials will arrive and be cataloged by December 31. This includes purchasing additional copies of highly requested book club titles in anticipation of launching standalone book club kits for permanent display in the adult section in 2026. We placed our final materials orders in November to account for shipping times. This careful tracking allows us to start 2026 with a clean slate for our first full year using the Polaris Acquisitions module to manage our collections.



Azura Memory Care Partnership - We're excited to continue and expand our partnership with Azura Memory Care and Assisted Living, which recently opened in our community. Even before opening their doors, Azura used our Community Room to host Memory Cafes and Dementia Support Groups, providing vital resources to families in our area. Following a tour of their facility on November 13, we established a monthly outreach program to bring library materials directly to their residents. Our first visit took place on December 4, where we provided a curated selection of books and resources for residents to enjoy. This partnership reflects our commitment to ensuring that all community members have access to library services, especially those unable to visit the library in person. Page 19 of 69

BY THE NUMBERS: NOVEMBER 2025

266,728

Total 2025
physical + digital circulation
-1% compared to 2024



17,677

physical item circulation
in November
-8% compared to 2024

3,657

digital item circulation
in November
+7% compared to 2024



1,410

items circulated through the
smartlockers in November
-13% compared to 2024

298

community members
used our rooms
in November
-17% compared to 2024



608

new items added
in November
+74% compared to 2024

105,015

Total 2025
visits to the Library
-.7% compared to 2024

76

new library cards
in November
+13% compared to 2024



1,011

people attended
programs in November
+10% compared to 2024

WAUKESHA COUNTY ACT 150 LIBRARY PLANNING COMMITTEE

Act 150 Library Planning Committee

I was appointed to the Waukesha County Act 150 Library Planning Committee and have been attending monthly meetings since July. Act 150 refers to Wisconsin legislation requiring counties to develop a library services plan every five years. This plan determines how library service is provided to residents of municipalities without libraries and establishes both the funding formulas for county support and the minimum standards libraries must meet.

This planning process is critically important to our library's financial health. In 2026, we will receive \$599,848 in reimbursement for services from the county—nearly equivalent to what we receive from the Village itself. The plan establishes two key components that directly impact our library: the "Minimums to Exempt" standards we must meet to comply with the plan and the reimbursement formula that calculates how much funding each library receives based on service to non-library community residents (TNR or true non-residents).

The committee began meeting in July and will present the final plan to the County Board for approval in early 2026. Our participation ensures our library's voice is heard in decisions that significantly impact our annual budget and service requirements.

**Read the current Waukesha
County Library Services Plan**



THE DIRECTOR'S REPORT

Mukwonago Community Library
Dec. 2025 - Reflections on Nov.



ABBY ARMOUR
LIBRARY DIRECTOR

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

Proposed Areas for Naming Opportunities Mukwonago Community Library Renovation Project

For Library Board - December 11, 2025

Room/Area	Gift Amount
MetaSpace 511	\$125,000
Community Room	\$125,000
Children's Area	\$75,000
Adult Lounge	\$75,000
Grutzmacher Collection Display	\$50,000
Teen Zone	\$50,000
Medium meeting room	\$50,000
Digital Lab	\$35,000
Automated Materials Handler (AMH) window	\$35,000
Study Room 1	\$25,000
Study Room 2	\$25,000
Study Room 3	\$25,000
Study Room 4	\$25,000
Quiet/Nursing Room	\$25,000
Total	\$745,000

From the MCL "Naming Rights and Commemorations Policy":

Naming Opportunities and Donation Levels

A. Naming rights shall be granted for a specific time period rather than in perpetuity. At the end of the naming period, the donor or their heirs shall have the right of first refusal to continue the naming at the then-current donation level. Any proposed name change must be formally submitted in writing to the Library Board and approved by the Library Board in consultation with the donor(s) or their designee(s).

B. The Library Board shall establish and periodically review minimum donation levels for naming opportunities based on:

- i. The prominence and public visibility of the space
- ii. The size and utility of the area
- iii. Construction or renovation costs associated with the space
- iv. Current fundraising goals and community capacity

C. For each capital campaign or major fundraising initiative, the Library Board shall approve a separate naming opportunities document that:

- i. Lists available spaces, items, or areas eligible for naming

- ii. Establishes corresponding donation levels for each opportunity
- iii. Establishes corresponding duration of naming time period
- iv. Includes photographs or renderings when possible
- v. Can be updated as naming opportunities are claimed without requiring policy revisions

DRAFT

Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour

Updated for Library Board December 11, 2025

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

Order of Operations Numbering Hierarchy:

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

1 - this is foundational to completing other goals

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

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

Strategic Priority	Strategic Goal	Strategy	Strategy Owner	Time Frame	Order of Operations
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Conduct staff time study to determine gaps in needs and efficient use of skills and talent	Library Board and Director Armour	2023	0
		This goal has been met as of January 2024.			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Revisit the space needs plan considering post-pandemic needs such as more study rooms	Library Board and Director Armour	2023	0
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • December 2024 Engberg Anderson presented final design development report for Phase 1 • January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1 • May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project • May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board • Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting • Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins • September 2025 Engberg Anderson present final design development plan, Village Board commits to funding for 2027, Director Armour begins state grant application • October 2025 Village Board passes resolution to commit \$2.5 million in 2027, submitted grant proposal to Wisconsin Local Project program, and built capital campaign committee • November 2025 Library Board creates Ad Hoc Capital Campaign Committee chaired by Kay Johnson; first training meeting on December 10, 2025			

	<p>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.</p>	<p>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</p>	<p>Library Board and Director Armour</p>	<p>2023</p>	<p>0</p>
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • April 2025 hired two (instead of one) new Library Associates to fill outgoing position; will have more staff trained on the complexities of the Info Desk and allow us to remove Associate Directors from closing shift and concentraing their time during the busiest times • August 2025 hired new Adult Services Librarian and explicitly selected candidate with strong refernce desk background and ability to develop and implement procedures 					
<p>CULTIVATE CONNECTIONS</p>	<p>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.</p>	<p>Examine staffing levels needed to build and sustain this level of integration into the community</p>	<p>Library Board and Director Armour</p>	<p>Continuous</p>	<p>1</p>
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • February 2025 Director Armour visited Nature's Classroom Montessori School to learn how each organization can support each other; Co-Directress Deepa Shreekumar shared that the outreach was deeply meaningful as the Library has never visited before and offered many ideas of how we could collaborate • April 2025 partnered with Waukesha State Bank for second year in a row for their Pay It Forward initiative during National Library Week • Summer 2025 scheduled staff to be available for outreach at Farmer's Markets, Village 120th Anniversary, and National Night Out including offering extra shifts to PSAs and Pages • October 2025 offered extra shifts to PSAs and Pages to represent the Library at the Jack-O-Lantern Jaunt 					

<p>CULTIVATE CONNECTIONS</p>	<p>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.</p>	<p>Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community</p>	<p>Adult Services Team, Library Board, and Director Armour</p>	<p>Continuous</p>	<p>1</p>
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • NAGPRA compliance in 2024: transferred physical custody of 1 repatriation (Wilton Rancheria), granted second repatriation request (Shingle Springs Band of Miwok Indians), received third request for repatriation (Delaware Nation), and participated in 3 consultations • December 2024 received Request for Repatriation from Delaware Nation and Library Board is currently considering Request • March 2025 Library Board approves request for repatriation from Delaware Nation; Director Armour and Bernstein & Associates are working on proper noticing and administration • May 2025 Notice of Intended Repatriation is posted to the Federal Register; concludes with no contesting request and Belongings are repatriated to Delaware Nation • June 2025 repatriated Belongings are physically returned to Delaware Nation via the mail • June 2025 two retractable banners displaying information about the Grutzmacher Collection are developed, with copy written by Director Armour and design created by Marketing & Outreach Specialist Emma Plitzner; first displayed at Village 120th Anniversary celebration on July 3 • June 2025 Inventory for Bennett Mound and/or Sand Cove Belongings submitted to National NAGPRA for notice publication • Summer 2025 began working with the MHMS to design signage for the RBM for visitors to learn more about the Collection and NAGPRA more broadly • September 2025 Engberg Anderson present final design development plan which includes dedicated Grutzmacher Collection display area • October 2025 Village Board passes resolution to commit \$2.5 million in 2027, submitted grant proposal to Wisconsin Local Project program, and built capital campaign committee • November 2025 Grutzmacher Collection Committee meets with Danielle Benden of Driftless Pathways to start planning a permanent display to be built during the renovation 					
<p>CULTIVATE CONNECTIONS</p>	<p>We provide user-friendly and appealing ways to learn about the Library.</p>	<p>Examine current website and determine if it meets the needs of users seeking information about the Library</p>	<p>Library Board and Director Armour</p>	<p>2023</p>	<p>1</p>
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • May 2025 ended expensive Wowbrary membership and began integrating content from platforms we already own or use including LibraryCalendar rolling out the ability to embed content into our website and exploring using LibraryAware for recommended reads • July 2025 Library Board acknowledges need to move forward with website development and requests LibraryMarket provide further information at the August meeting • August 2025 Library Board hires LibraryMarket to build new website; Director Armour, Associate Director Pride, and Marketing & Outreach Specialist Plitzner begin working with LibraryMarket team on first steps with rollout expected around February 2026 • September - November 2025 website workgroup comprised of Director Armour, Associate Director Pride, and Marketing & Outreach Specialist Plitzner work with LibraryMarket on website development; basic design is complete and LM will build initial pages at the end of December 					

CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Invest in marketing and outreach materials	Library Board and Director Armour	Continuous	1
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • Janaury 2025 conducted review of rack cards and brochures; working on updates and will purchase more soon. • Invested in banner for front of library sharing Director Armour's I Love My Librarian Award; receive daily compliments • February 2025 began posting yard signs advertising each month's major programs; installed on Library property with high-visibility (i.e. near exterior book drop, parking lot entrances) as well as installed at Village Hall • February - March 2025 Director Armour, Associate Director Pride, Circulation Specialist Fiehweg, and Marketing & Outreach Specialist Plitzner worked together on rolling out LX Starter, developing new email notices for holds and overdues, becoming one of the first Bridges' libraries to adopt these more user-friendly notices; significant staff time was invested in the design of the notices, the public awareness campaign, and coordinating with Bridges on the technical deployment. • June 2025 collaborated with Village of Mukwonago Utilities department to have them hand out Library swag bags to water meter changeout customers, investing outreach dollars directly into Village resident awareness • October 2025 invested in fine free marketing materials including a banner, yard signs, t-shirts for staff, bookmarks, and stickers 					
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Use data to analyze open hours and availability of staff to appropriately provide programs and services	Library Board and Director Armour	2023	1
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p>					
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Provide, promote, and enable staff development opportunities that improve customer service and professional skills	Library Board and Director Armour	Continuous	1
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • April 2025 Marketing and Outreach Specialist Emma Plitzner attended the Wisconsin Association for Public Libraries (WAPL) conference to present alongside Emily Heller of Bridges regarding the implementation of the 360 online virtual tours • May 2025 Business Manager Cathryn Kim took class entitled "Emergency and Crisis Management: Prioritizing, Providing, and Preparedness for Libraries" then used what she learned to improve our internal emergency procedures • January through July 2025 Director Armour and Associate Director Ceithamer participate in the Village's Health Care Task Force to learn more about health care options available to the Village; will make a recommendation to the Village Board at the beginning of budgeting season • September 2025 two staff attend SEWI book covering workshop at Wauwatosa Public Library 					

EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	<p>Work with Village to ensure Library building needs help fulfill Village goals</p> <p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> December 2024 on recommendation from DPW Head, sought out quote for converting fire panel communication to cellular, reducing costs and improving functionality; Building & Grounds Committee to consider proposal in February February 2025 Building & Grounds Committee approves plan to install rain gardens in stormwater management ponds in collaboration with Village DPW and with educational support by Waukesha County Parks and Land Use Department; the solution would not only eliminate a hard-to-mow area but would help the Village in their stormwater management initiative February - April 2025: Village runs underground fiber optic cable to Library and into server closet with junction to school district's fiber; installation finished in April; school district, Village, and Library sign MOU regarding this shared resource May 2025 rain garden in north stormwater pond is installed with two programs open to the public and in collaboration with teh Waukesha County Parks and Land Use Department June 2025 locks are updated to align with needs of emergency personnel and DPW to access necessary areas when needed Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting October 2025 Village Board passes resolution to commit \$2.5 million in 2027 	Library Board and Director Armour	Continuous	1
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	<p>Provide, promote, and enable staff development opportunities that focus on serving underserved and marginalized populations</p> <p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> February 2025 Associate Director Ceithamer and Youth Services Librarian DeAngelis attend virtual training on offering Braille resources; use knowledge to craft grant proposal for the the competitive Bridges Innovation Grant 	Library Board and Director Armour	Continuous	1
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	<p>Conduct study to determine which geographic areas and demographics do not currently use the Library</p> <p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> January 2025 launched online survey to gather information about usage January 2025 included questions on program sign-in sheet requesting zip code to determine who attends programs June 2025 reflected on data gathered in first half of year and updated the program sign-in sheet to gather missing data in order to better determine where users are learning about the library 	Community Engagement Team and Director Armour	2023	1
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	<p>Assess the capacity of the Youth Services Department to meet the needs of young children, tweens, and teens</p> <p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> January 2025 Developed and implemented comprehensive program planning checklist - streamlines staff collaboration across development, execution, and evaluation phases while maintaining strategic alignment April 2025 hired two (instead of one) new Library Associate to fill outgoing position; will have more staff trained on core programs such as Bubble Boogie as well as provide more programs overall Summer 2025 offering increased tween and teen programming including weekly Teen Tuesdays October 2025 hired new Library Associate to specifically focus on youth services 	Library Board and Director Armour	2023	1

INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Present regularly scheduled storytimes and programs built around early literacy concepts	Youth Services Team and Director Armour	Continuous	1
		→ See 2024 Updates for prior work on this goal • In 2024 we offered 352 separate programs for ages 0-17 with total attendance of 8,555; this is an improvement over 2023 when we offered 322 separate programs (10% increase) with total attendance of 8,793 (decrease of 2.7%)			
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Assess the capacity of the Adult Services Department to meet the needs of adults, retirees, and older adults	Library Board and Director Armour	2023	1
		• January 2025 Developed and implemented comprehensive program planning checklist - streamlines staff collaboration across development, execution, and evaluation phases while maintaining strategic alignment • February 2025 began offering second, afternoon option for popular Zentangle program • April 2025 hired two (instead of one) new Library Associate to fill outgoing position; will provide more bandwidth to cross-train on adult programs and overall increase number of programs • June 2025 Adult Services Librarian submitted resignation; subsequent job search emphasized community engagement and Info Desk leadership • August 2025 hired new Adult Services Librarian with strong background in reference services and programming; immediately began training on Info Desk and assessing resource information center • October 2025 based on feedback and requests from the community, the Adults Services Librarian and Associate Director expanded offerings to adults with a second after-hours murder mystery, establishing a mahjong club, and providing a craft swap • November 2025 Adult Services Librarian conducted first visit to Azura Memory Care Facility, establishing a monthly schedule of visits where residents can borrow books			
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Encourage staff to seek out professional development that shows them cutting-edge collection development techniques and fresh ideas for new collections	Leadership Team and Director Armour	Continuous	1
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 Director Armour and Associate Director Ceithamer attended the ALA LibLearnX Conference in Phoenix; attended sessions on indigenous librarianship and cataloging practices • February 2025 Associate Director Ceithamer and Youth Services Librarian DeAngelis attend virtual training on offering Braille resources; use knowledge to craft grant proposal for the the competitive Bridges Innovation Grant • April 2025 Associate Director Ceithamer selected for Bridge's committee to help hone and troubleshoot the new catalog discovery layer, Vega, before deployment in late summer • March - May 2025 Associate Director Ceithamer leads the Collection Developers in creating cataloging standards across all collections; included visits to other libraries to learn how they do cataloging, consultations with Bridges staff and Library Director, and several meetings; further work will be to collaborate with the new Materials Specialist to ensure streamlined label printing and processing as well the entire C&CE Team to ensure ease of finding things in the collection for tasks like the picklist • October 2025 Director Armour attends and speaks at annual WLA Conference			
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Conduct frequent surveys in multiple formats to continuously gather data on user preferences, needs, and satisfaction	Community Engagement Team and Director Armour	Continuous	1
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 launched online survey to gather information about usage • January 2025 included questions on program sign-in sheet requesting zip code to determine who attends programs • May 2025 Associate Director Pride and his team conduct an online survey to close out a semester of the marketing plan and conduct a coffee chat with library visitors to gain more qualitative insight			

CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Provide, promote, and enable staff engagement at key community events	Library Board and Director Armour	Continuous	2
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • February 2025 continued collaboration with Village Clerk's office to promote Library resources at elections • May 2025 the Administrative Team creates summer outreach calendar and each selects two events to be in charge of, then works with their teams to ensure everyone gets a chance to do outreach; includes monthly Farmer's Markets and National Night Out • October 2025 fourth year in a row hosting the craft area at the Jack-O-Lantern Jaunt			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Explore options to utilize entryway for better communication of Library and community events and resources	Leadership Team and Director Armour	2024	2
This goal has been met as of May 2023.					
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Use data to determine the preferred communication platforms of our users and tailor our marketing accordingly	Community Engagement Team and Director Armour	2024	2
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 launched online survey to gather information about usage • January 2025 included questions on program sign-in sheet about where users heard about the program • January 2025 through May 2025 was first marketing plan; a community survey and coffee chat were used as a benchmark and updates to the plan are currently underway			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Conduct noise evaluation and explore solutions	Library Board and Director Armour	2024	2
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • December 2024 Engberg Anderson presented final design development report for Phase 1 • January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1 • May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project • May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board • Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting • Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins • September 2025 Engberg Anderson present final design development plan • October 2025 Village Board passes resolution to commit \$2.5 million in 2027, submitted grant proposal to Wisconsin Local Project program, and built capital campaign committee • November 2025 Library Board creates Ad Hoc Capital Campaign Committee chaired by Kay Johnson; first training meeting on December 10, 2025			

<p>EMBRACE COMMUNITY</p>	<p>We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.</p>	<p>Use data to determine needs for youth and teen areas</p>	<p>Library Board and Director Armour</p>	<p>2024</p>	<p>2</p>
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • December 2024 Engberg Anderson presented final design development report for Phase 1 • January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1 • May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project • May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board • Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting • Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins • September 2025 Engberg Anderson present final design development plan • October 2025 Village Board passes resolution to commit \$2.5 million in 2027, submitted grant proposal to Wisconsin Local Project program, and built capital campaign committee • November 2025 Library Board creates Ad Hoc Capital Campaign Committee chaired by Kay Johnson; first training meeting on December 10, 2025 					

EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Examine the needs and location of the MetaSpace 511	Library Board and Director Armour	2024	2
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal <ul style="list-style-type: none"> December 2024 Engberg Anderson presented final design development report for Phase 1 February 2025 determined sink in MetaSpace is leaking and replaced with larger sink with convenient sprayer head January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1 May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project; first design development meeting with the workgroup slated for June 10, 2025 May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins September 2025 Engberg Anderson present final design development plan October 2025 Village Board passes resolution to commit \$2.5 million in 2027, submitted grant proposal to Wisconsin Local Project program, and built capital campaign committee November 2025 Library Board creates Ad Hoc Capital Campaign Committee chaired by Kay Johnson; first training meeting on December 10, 2025 			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore the possibility of going fine free	Library Board and Director Armour	2024	2
		<ul style="list-style-type: none"> February 2025 Policy Committee conducts preliminary discussion about fines and directs Director Armour to compile research for the next meeting in May May 2025 Policy Committee examines research conducted by Director Armour and makes recommendation to Library Board to consider going fine free in 2026 June 2025 Library Board considers recommendation from Policy Committee and decides to continue examining the issue at future meetings July 2025 Library Board revisits topic and request Director Armour provide a list of outcomes that would be assessed during a fine-free month and bring it to the August Library Board meeting September through October 2025 is designated "Fine Free Fall" with no fines accruing on non-Thingery items and forgiving old fines when users visit the Circulation Desk; initial feedback from staff indicate that expensive items were returned in the first week and significantly less time was spent processing and administering payments October 2025 Library Board approves updated Circulation Policy to be implemented on November 1 eliminating fines on all regular collections <p>This goal has been met as of October 2025</p>			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility	Leadership Team and Director Armour	2023	2
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore options for displaying and storing The Thingery items	Technical Services Team, Library Board, and Director Armour	2024	2
		This goal has been met as of December 2024			

INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Analyze youth program offerings to determine if we are meeting the needs of the community	Leadership Team and Director Armour	Continuous	2
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Examine the usage and available staffing of the Youth Services desk	Leadership Team and Director Armour	2024	2
		→ See 2024 Updates for prior work on this goal • April 2025 hired two (instead of one) new Library Associate to fill outgoing position; will have more staff trained on the complexities of the Info Desk and allow us to remove Associate Directors from closing shift and concentraing their time during the busiest times			
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Examine the usage and available staffing for services available to adults	Leadership Team and Director Armour	2024	2
		→ See 2024 Updates for prior work on this goal • June 2025 Discontinuing notary services following June 2025 Adult Services Librarian resignation; notary services require individual bonding creating service gaps when staff unavailable; patron frustration from inconsistent availability due to 40-hour coverage during 60-hour operating schedule; front desk staff inappropriately asked to share employee schedules compromising privacy; multiple staff certification/bonding diverts resources from core library services; no other library in Bridges offers notarization; Village Hall maintains several authorized notaries providing more reliable alternative for this non-core service			
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Analyze adult program offerings to determine if we are meeting the needs of the community	Adult Services Team and Director Armour	Continuous	2
		• 2025 bi-monthly Collections & Programs Team meetings include standing agenda item to discuss program calendar and collaboratively develop programming two months out • Spring 2025 Associate Director Ceithamer and Adult Services Librarian Stape overhaul current book clubs, establishing a new non-fiction book club and offering Library-run book clubs during both afternoon and evening times • April 2025 tried first "after hours" adult program with a murder mystery, was big success and will replicate in October 2025 • August 2025 Associate Director Ceithamer created a mahjong group in response to community request; at least 12 participants will attend weekly meet-ups and the Library will provide necessary equipment, stock a mahjong game in The Thingery, and add books to the adult nonfiction collection • October 2025 based on feedback and requests from the community, the Adults Services Librarian and Associate Director expanded offerings to adults with a second after-hours murder mystery, establishing a mahjong club, and providing a craft swap			
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Assess The Thingery circulation, costs, and demands	Technical Services Team and Director Armour	2024	2
		This goal has been met as of December 2024			
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Provide short surveys for attendees of programs, then utilize that data to determine future program needs.	Programming Team and Director Armour	Continuous	2
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January 2025 launched Marketing Plan • May 2025 Associate Director Pride and his team conduct an online survey to close out a semester of the marketing plan and conduct a coffee chat with library visitors to gain more qualitative insight			

CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Embed Library staff and programs in major events and influential organizations that already are providing service to the community	Programming Team and Director Armour	Continuous	3
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • February 2025 and April 2025 continued collaboration with Village Clerk's office to promote Library resources at elections • 2025 attended Farmer's Market monthly, the Village 120th Anniversary celebration, and National Night Out, and Jack-O-Lantern Jaunt 					
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Encourage other organizations to see the Library as a platform and hub for presenting, connecting, and sharing with the rest of the community	Community Engagement Team and Director Armour	Continuous	3
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • January 2025 hosted annual State of the Village address; staff arrive at 6:30am to enable program to occur • Spring 2025 collaborating with The Haase House to present monthly Art Club program open to all, helping them fill their need to connect, create, and socialize while offering a fun new program to the community • Spring 2025 local author Shawn Verdoni collaborates with MCL for a special book club about her "Canoodling" series; Associate Director Ceithamer connects with Crush Wine Bar to host the book club in the community • May 2025 Norris Academy conducts second annual art display and gala at the library as a way to reach the broader community • June 2025 Summer Library Program Kick-Off Event includes The Haase House and Citizens Bank as well as Friends of the Library sponsoring a petting zoo 					
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore technologies that help users find and get what they need faster and more efficiently	Leadership Team and Director Armour	Continuous	3
<p>→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> • January - February 2025 Director Armour visits 5 area libraries to research their automated materials handlers (AMHs); reports findings to the Building & Grounds Committee who agree this is a technology MCL should invest in and then direct Director Armour to contact vendors to get approximate costs and to determine if the current renovation plans are satisfactory for this machine or if changes need to be made during the construction document phase • March 2025 begin early stages of Cafe catalog discovery layer, Vega, rollout; Collections & Programs team engages in seminars to learn how to update the platform and begins discussions on how to utilize it • April 2025 Associate Director Ceithamer selected for Bridge's committee to help hone and troubleshoot the new catalog discovery layer, Vega, before deployment in late summer • Summer 2025 Collections and Programs Team builds the Vega discovery layer alongside cataloging standards in preparation for launch with the goal of seamless and enthusiastic user uptake • September 2025 Vega is launched and becomes the default user platform for the Cafe Catalog • September - November 2025 Associate Director Ceithamer sets up Acquisitions module in Polaris and trains staff on using it; will allow staff to track encumbered funds on books ordered and allow customers to see when items are "on order" in the catalog, placing a temporary record in the catalog that they can place a hold on even before we get the item in 					

INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Use data to analyze the youth collections to identify and address needs and weaknesses	Youth Services Team and Director Armour	Continuous	3
		→ See 2024 Updates for prior work on this goal • January 2025 new budget includes a "Replacement" budget based on feedback from Collection Developers; start tracking how much of the materials budgets are being spent on replacing lost/damaged items • January 2025 new budget includes a "Focus" budget based on feedback from Collection Developers; prioritize needs as they are identified throughout the year (i.e. purchasing extremely high-demand copies, filling holes in the collection, etc.); the Collection Developers will collaborate to determine how these funds should be spent, ensuring the entire collection is considered • November 2025 monthly reports are being run and shared with Collection Developers to keep track of lost items, circulation, and gaps			
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to analyze the shifting demands between physical items and digital items	Selectors and Director Armour	2025	3
		• August 2025 all Bridges Library System member libraries agree to end their hoopla contracts due to the unsustainability of the pay-per-use model; funds instead are invested in Overdrive/Libby which allows permanent purchases, a massively lower cost-per-circulation with a resulting higher ROI, and serves a wide audience			
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to develop procedures for selection, deselection, and collection maintenance	Selectors and Director Armour	2025	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Offer ways for users to recommend resources, programs, and services	Leadership Team and Director Armour	Continuous	3
		→ See 2024 Updates for prior work on this goal • September - November 2025 work on website development includes prioritizing creation of webforms and logical website structure to enable users to connect with staff for requests and feedback			
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Develop workflow internally to share user suggestions and survey data amongst staff and close the loop on delivering outcomes in alignment with the data	Leadership Team and Director Armour	2025	3
		• January 2025 launched Marketing Plan • April 2025 Develop begun on robust, evergreen story collection infrastructure • June 2025 Associate Director Pride and his Team begin updates to Marketing Plan based on data collected in first half of the year			

DRAFT MUKWONAGO COMMUNITY LIBRARY
STRATEGIC PLAN 2026 – 2028

For Library Board December 11, 2025
Prepared by Director Armour

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

Strategic Priority: INSPIRE CREATIVITY

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

Goal 1: Integrated Discovery

Pair learning opportunities with curated resources - *We pair every learning opportunity with curated resources, creating seamless pathways from interest to exploration.*

- Initiative 1.1: Develop and implement standards for integrating collections with programs
- Initiative 1.2: Position library as introductory learning hub with pathways to community expertise
- Initiative 1.3: Curate high-quality digital and physical resources to meet evolving user needs

Goal 2: Space for Making & Learning

Provide accessible tools, technologies, and mentorship - *We provide accessible tools, technologies, and mentorship that inspire hands-on creation and skill development.*

- Initiative 2.1: Prioritize MetaSpace services during facility renovation and optimize post-renovation capabilities
- Initiative 2.2: Expand MetaSpace 511 community collaborations and Maker-In-Residence program
- Initiative 2.3: Align Thingery collection with Library vision while improving accessibility and visibility

Strategic Priority: EMBRACE COMMUNITY

We EMBRACE COMMUNITY by being a welcoming, safe space for all.

Goal 3: Grow Our Community

Reach people who do not yet know about or use the library - *We actively reach people who do not yet know about the library or have not engaged with our services.*

- Initiative 3.1: Strengthen school partnerships and align library services with educational needs
- Initiative 3.2: Develop targeted outreach to new residents and developing neighborhoods
- Initiative 3.3: Develop comprehensive services for homebound patrons and assisted living communities

Goal 4: Welcoming Spaces for All

Create physical spaces that welcome and adapt- *We create and maintain physical spaces that welcome every community member and adapt to their changing needs.*

- Initiative 4.1: Prioritize quality core Library services throughout facility renovation
- Initiative 4.2: Maximize facility renovation to enhance future service delivery
- Initiative 4.3: Develop comprehensive donor stewardship and fundraising capacity

Strategic Priority: CULTIVATE CONNECTIONS

We CULTIVATE CONNECTIONS by making it easy to find materials, services, and community resources.

Goal 5: Designed for Discovery

Design assuming every interaction is someone's first experience - *We design our services, spaces, and communications assuming every interaction might be someone's first experience with us.*

- Initiative 5.1: Embed user-centered service approach in staff training and service design
- Initiative 5.2: Develop comprehensive and user-friendly wayfinding for renovation phases and completed facility
- Initiative 5.3: Develop user-friendly digital interfaces and online engagement tools

Goal 6: Welcoming Spaces for All

Collect data, tell our story, ensure awareness- *We collect meaningful data, tell our story effectively, and ensure the community knows what we offer.*

- Initiative 6.1: Develop comprehensive data collection and reporting aligned with strategic goals
- Initiative 6.2: Develop qualitative impact measurement through user story collection
- Initiative 6.3: Strengthen community awareness through strategic marketing and communications

Goal 7: Sustain a Thriving Workforce

Recruit, develop, and retain exceptional staff - *We recruit, develop, and retain exceptional staff who are empowered to serve the community with excellence.*

- Initiative 7.1: Create structured onboarding processes and professional development pathways
- Initiative 6.2: Cultivate future librarians through student partnerships and staff educational support

Example of what the completed initiatives would look like:

Initiative 1.1: Develop and implement standards for integrating collections with programs

ACTION	MEASURE OF COMPLETION	TARGET DATE
Audit current programs to identify which already include paired resources (booklists, databases, Thingery items)	Audit report completed showing baseline integration rate	Q1 2026
Develop template/checklist for programmers that includes resource pairing requirements	Template created and approved by A-Team	Q2 2026
Train all programming staff on integration standards and use of template	100% of programming staff complete training	Q2 2026
Pilot integration standards with one program series per department (Adult, Youth, MetaSpace)	Three pilot programs completed with documented resources	Q3 2026
Evaluate pilot results and refine standards based on feedback	Evaluation report with refinements completed	Q3 2026
Implement integration standards across all programs	100% of programs include paired resources	Q4 2026
Create method to track and display integrated resources to users (booklists, display QR codes, etc.)	System implemented and visible to users	Q1 2027
Establish quarterly review process to assess integration quality and impact	First quarterly review completed	Q1 2027

CONTROL SYSTEM SUPPORT AGREEMENT

between

IKM BUILDING SOLUTIONS, INC.

and

Mukwonago Community Library

September 26, 2025

Under this agreement IKM Building Solutions, 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(s):

Mukwonago Community 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 Acceptance
Page 6-8	General Terms and Conditions
Page 9.....	Other Services Provided by IKM Building Solutions, Inc.

APPENDIX A: SYSTEM SUPPORT AGREEMENT DESCRIPTION

Under this agreement, IKM Building Solutions, Inc. 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.

CONTROLS CONTACT LIST

NORMAL BUSINESS HOURS

7:00 a.m. to 4:00 p.m.

CONTROL SERVICE

During Normal Hours (414) 431-7200
 After Hours (414) 431-7200 (follow prompts)

CONTROL TECH / PROGRAMMER

Steve Dillon

Cell Phone # (414) 429-9117
 Email SDillon@IKMBuildingSolutions.com

CONTROLS ACCOUNT REP / SUP

Nate Bergemann

Office Phone # (414) 431-7156
 Cell Phone # (414) 550-7781
 Email NBergemann@IKMBuildingSolutions.com

REQUESTS

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

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

To the best of your ability, please provide:

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

SYSTEM SUPPORT AGREEMENT & ACCEPTANCE

This agreement is effective January 1st, 2026, through December 31st, 2026. Either party may cancel with a 30-day written notification prior to the end of the current term.

IKM Building Solutions, Inc. agrees to provide the scheduled services for which the customer agrees to pay **\$4,275.00**, to be invoiced in annual installments as follows:

The first payment of \$2,560.00 is due at the beginning of the contract, the second payment of \$1,715.00 is due 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*

 Nate Bergemann
 IKM Building Solutions, Inc.

Purchaser's Acceptance

Purchaser : _____

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

Seller's Acceptance

Seller : IKM Building Solutions, Inc.

 Signature : _____
 Name : Nate Bergemann
 Title : Milwaukee Controls Manager
 Date : _____



GENERAL TERMS AND CONDITIONS

This agreement (the "Agreement") is made this **26 of September, 2025** between **Mukwonago Community Library**, located at **(511 Division St Mukwonago, WI 53149)** (the "Customer"), and **IKM Building Solutions, Inc (11217 W Becher St, West Allis, Wisconsin, 53227)** (the "Contractor").

1. SERVICES:

1. Contractor will perform the mechanical maintenance services set forth in Appendix A (the "Services"), attached hereto, for Customer at Customer's premises, located at **511 Division St Mukwonago, WI 53149** (the "Site").
2. Contractor will provide the Services at the Site for the equipment set forth in Appendix A1 (the "Equipment").
3. Contractor will perform the Services for the Equipment pursuant to the provisions of this Agreement.
4. Scheduling for each inspection will depend on (i) equipment type and (ii) actual annual and/or seasonal conditions, but will be consistent with industry standards and manufacturer's recommendations.
5. Unless specified otherwise, Contractor will perform the Services during normal working hours, Monday through Friday, and Services do not include any labor for or during off-hours, overtime work, stand by time, or emergency services.
6. Unless specified otherwise, Services do not include the following:
 - i. maintenance, repair, or replacement of (a) stationary and/or non-maintainable parts of the Equipment, including, but not limited to, cabinets, enclosures, casings, insulating materials, electrical wiring, structural supports, pressure vessels, tubes, door seals, floor drains, thermometers, gauges, flues, ductwork, grilles, heat transfer tubes and coils, refractories, oil or gas heat exchangers, fan housings, ductwork, and like or similar other things/parts, and (b) obsolete components
 - ii. maintenance, repair, replacement, or other work that is necessitated by (a) circumstances beyond the normal, customary, and anticipated operating environment for the Equipment, including, but not limited to, vandalism, flooding, fire, lightning, roof leaks, or power failure, (b) Customer's improper acts or omissions, including, but not limited to, installation of incompatible equipment, improper operating procedures, and improper or inadequate water treatment or filter service, or (c) Customer's failure to authorize Contractor to perform recommended work;
 - iii. any other goods or services not set forth in the Services that any governmental authority, insurance company, or other entity may require that has the authority to direct Customer to take certain actions concerning the Equipment;
 - iv. any goods or services for, or concerning (a) piping, other than refrigerant piping; (b) maintenance, repair, replacement, or other work due to damage to Equipment caused by freezing weather or corrosion; (c) valves; (d) electrical supply, disconnect switches, circuit breakers; (e) monitoring/recording devices affixed to Equipment, and (f) temporary cooling or heating.

2. PRICING AND PAYMENT

1. Customer agrees to pay Contractor pursuant to the provisions of this Agreement
2. Customer agrees to pay Contractor for the Services in accordance with the pricing set forth in the proposal's Section 2 (and as set forth elsewhere for additional work), and Customer also shall pay Contractor all excise, sales, use, occupation or other similar taxes imposed on Contractor by any governmental authority or in any way connected with Contractor's performance of its obligations under this Agreement.
3. Unless specified otherwise, the pricing set forth in the proposal's Section 2 does not include cost of refrigerant.
4. Unless specified otherwise,
 - i. Contractor will invoice Customer for the Services no less frequently than quarterly, and in advance of Service performance;
 - ii. For additional work, Contractor will invoice Customer upon completion unless the duration of work is greater than 30 days, in which event Contractor may invoice Customer on a 30-day progress basis for cost incurred to date with the remaining balance invoiced upon completion;
 - iii. Customer's payment on invoices is due net 30 days from date of invoice; and late payment to Contractor shall be subject to simple interest at the rate of one and one-half percent (1½ %) per month, not to exceed the maximum amount allowed by applicable law, calculated from the date payment was due until the date payment is received by Contractor;

3. PRELIMINARY INSPECTIONS, EQUIPMENT STATUS AND ADDITIONAL WORK:

1. Contractor's obligation to commence Services is expressly conditioned on the Equipment being in good working order and serviceable condition, and Contractor reserves the right to exclude any Equipment that does not meet this standard, or that otherwise is obsolete or beyond serviceable life. Contractor also reserves the right to conduct operating inspections to determine the status of Equipment on an on-going basis for planned maintenance, and for maintenance programs with Services that include repairs (labor-only or labor and materials), Contractor will complete these operating inspections prior to performing Services, unless certain Equipment is operationally constrained by season, weather, and/or Site restrictions / Equipment application. Contractor will perform follow-up inspections for such Equipment when possible, but no later than 120 days from commencement of Services. If Contractor determines that initial repair, replacement, or other work is required to restore Equipment to a suitable condition (or such determination is made at any point for planned maintenance), such work shall not constitute a Service under this Agreement, and Contractor will provide Customer with a quotation for such work. If Customer refuses to authorize such work, Contractor may, at its sole option, renegotiate the provisions of this Agreement for such Equipment or terminate this Agreement.
2. If Customer requests maintenance, repair, replacement, emergency services, or any other work that Contractor concludes is outside the scope of Services, Customer will pay Contractor according to Contractor's quotation for such work or, absent quotation, the rates and material charges then applicable to such labor and items at such time. Additional work also is subject to truck and/or trip charges and charges for miscellaneous items (including, but not limited to, PPE, consumables, disposal charges, and use of specialty tools) then applicable to such work at such time.

4. SITE ACCESS AND CUSTOMER OBLIGATIONS- Customer agrees to:

1. provide safe and reasonable access to the Equipment so that Contractor can perform the Services, and to remove any partitions, fixtures, or materials that may impede Contractor's ability to perform the Services;
2. allow Contractor to start and stop the Equipment as is necessary to perform the Services;
3. provide access to on-site utilities required to perform the Services, including electrical and water supply with hose spigot within 100 feet of Equipment;
4. provide any other assistance as is reasonably necessary so that Contractor can perform the Services;
5. use and operate the Equipment in accordance with the manufacturer's specifications and directions;
6. immediately notify Contractor in the event of any change in the normal use or operation of the Equipment, or any Equipment malfunction;
7. take reasonable safety precautions to protect life and property including, but not limited to, fire watch and/or suppression, in the event of any emergency or system failure during the period of time from when Contractor is first notified of the emergency or failure until such time that Contractor notifies Customer that the emergency has cleared or the system is operational; and
8. consent to the recording of all inbound and outbound calls for training and quality assurance purposes, and Customer hereby acknowledges and consents to such recording.

5. WARRANTY:

1. Contractor warrants that (i) the materials provided in performing the Services will be free from defects to the same extent as set forth in the warranty provided by the manufacturer of such materials and (ii) the workmanship provided in performing the Services will be good and of a workman-like standard for sixty (60) days from the date of the Services.
2. Contractor's warranty in section 5.1. of this article (i) applies only to materials and labor furnished by Contractor in performing the Services and (ii) shall be null and void if Customer subsequently has another contractor provide goods or services that relate to, concern, or otherwise affect the Equipment.
3. Contractor promptly shall repair or replace, at its sole option, any defective materials occurring within the applicable warranty period for such item, to the extent of such warranty. If a manufacturer's warranty excludes payment to Contractor for labor costs associated with removal, installation, repair, or other like or similar costs to remedy defective materials, Contractor will provide such labor at its own expense during normal working hours for sixty (60) days from the date of the Service, and if Customer requires warranty work at any other time outside normal hours, Customer will pay Contractor the rates then applicable to such labor at such time. Thereafter, Customer will pay Contractor the rates then applicable to such labor at such time.
4. Contractor promptly shall repair or replace, at its sole option, any improper workmanship of its Work occurring within the applicable warranty period without cost to Customer. Contractor will provide labor for the performance of this warranty work at its own expense only during normal working hours, and if Customer requires warranty work at any other time, Customer will pay Contractor the rates then applicable to such labor at such time.
5. CUSTOMER'S SOLE AND EXCLUSIVE WARRANTY IS THE REPAIR OR REPLACEMENT SET FORTH IN THIS ARTICLE. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER IMPLIED WARRANTIES. CONTRACTOR'S TOTAL LIABILITY UNDER THIS WARRANTY IS LIMITED TO THE OBLIGATIONS SET FORTH IN THIS ARTICLE. THIS IS CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AND IT IS IN LIEU OF ANY AND ALL OTHER POSSIBLE REMEDIES, DAMAGES, CLAIMS, OR WARRANTIES WHETHER EXPRESS OR IMPLIED. THE DAMAGE LIMITATION SET FORTH IN ARTICLE 7 ALSO SHALL APPLY TO THIS WARRANTY.

6. EXCUSED DELAY:

1. Contractor shall not be liable for any delay, or loss or damage arising therefrom, and shall be entitled to additional time for the Services, if the delay is caused by an occurrence beyond the control of Contractor, or Contractor's subcontractors, suppliers, or vendors, and without fault or negligence of any of them. In addition, 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 Corona virus will entitle contractor to an equitable adjustment for time for performance and costs.
2. Contractor shall be entitled to additional compensation for any excused delay as set forth in section 6.1 of this article.
3. Contractor shall be entitled to additional compensation for any acceleration or compression of the Services, and for any out of sequence or overtime work, except to the extent caused by Contractor's own negligent acts or omissions.

7. LIMITATION OF LIABILITY:

1. Under no circumstances, whether arising out of contract, tort (including negligence), strict liability, warranty or otherwise, shall either party be liable to the other for special, indirect, incidental, consequential, exemplary or punitive damages of any nature.
2. In no event shall Contractor's aggregate liability to Customer for such actual and direct damage exceed an amount, at Contractor's sole option, that is equal to (i) the amount of this Agreement, but if the Agreement is multi-year agreement or variable-priced agreement, an amount that is equal to the value of all Services performed in the year of the event giving rise to the claim, or (ii) the cost to Contractor to repair or replace the Equipment giving rise to the claim.

8. HAZARDOUS MATERIALS:

1. Contractor shall not perform any services of any sort that concerns hazardous materials, and shall have no responsibility for accumulation, storage, transportation, or disposal of any hazardous materials or waste generated by Customer or present at the Site.
2. Contractor shall not be deemed an "operator" of the Site for purposes of current or pending federal, state, or local laws, rules, or regulations pertaining to hazardous materials.
3. In no event shall Contractor be required to sign any manifests related to hazardous materials generated by Customer or present at the Site.
4. Customer shall disclose to Contractor in writing and in advance of Contractor performing any Services any known hazardous materials that are present at the Site, including, but not limited to, the location and type of each such hazardous material, so that Contractor can inform and protect its employees from health risks associated with such hazardous materials.

5. Contractor shall not be required to perform any Services in any part of the Site where hazardous materials are present or where Contractor suspects the presence of hazardous materials, and Contractor immediately may stop providing Services in either instance and notify Customer of the circumstance giving rise to the stoppage. Contractor's nonperformance of Services due to such actual or potentially unsafe working conditions shall constitute an excused delay. Customer will be responsible for taking any and all actions necessary to correct such condition in accordance with all applicable laws and regulations, and Contractor will resume performance of the Services in the affected area only in the absence of hazardous materials and/or when the affected area has been rendered harmless and safe for Contractor's performance of the Services.
6. Customer shall defend, indemnify, and hold harmless Contractor from any claims, damages, losses or expenses, including, but not limited to, reasonable attorneys fees, arising out of or resulting from this article.
7. Notwithstanding anything to the contrary in this Agreement, any water treatment program and/or services provided by Contractor or its subcontractor expressly exclude any detection or remediation of, prevention or protection from, or other form of treatment for micro-biological growth and/or biological hazards that may be present in or enter Customer's water, water works, and/or systems that contain water, specifically including, but not limited to, Legionella bacteria. Customer and Contractor agree that Contractor or its subcontractor shall not be liable or responsible for any of the foregoing, or for any loss or damage arising therefrom.
- 9. TERM AND TERMINATION:**
1. The term of this Agreement shall be for the period set forth in the proposal (the "Term"), unless sooner terminated as provided herein.
2. This Agreement automatically shall renew for successive one (1) year terms, commencing on the expiration of the Term, and renewing on each such yearly anniversary thereafter, conditioned upon mutually acceptable provisions, as set forth in section 9.3. of this article.
3. The provisions set forth in the proposal and this Agreement concerning scope and price shall apply for the duration of the Term. If the Agreement is not terminated at the end of the Term, the parties will endeavor to reach agreement on mutually acceptable prospective provisions for these terms, which will apply to the next yearly successive term. The parties will follow such process for each successive yearly term until the Agreement is terminated. Failure to reach agreement on such prospective provisions for any successive yearly term shall render the Agreement terminated, which the parties shall confirm in writing.
4. Customer or Contractor may terminate this Agreement (i) for convenience upon sixty (60) days prior written notice to the other party or (ii) upon thirty (30) days written notice prior to the commencement of any successive yearly term. In the event of either such termination, Customer will pay Contractor for all Services performed through the date of termination and, in addition, in the event of termination for convenience by Customer, all other reasonable costs incurred by Contractor that are associated with such termination.
5. Customer may terminate this Agreement for cause, but only upon seven (7) days written notice and, further, upon Contractor's failure to commence curative measures in such time and thereafter to proceed to effect such cure. In the event of such termination, Customer will pay Contractor all undisputed amounts due Contractor for all Services performed through to the date of termination.
6. Contractor may suspend its performance of Services, without liability of any sort to Customer, if Customer fails to make payment to Contractor within thirty (30) days after the date payment is due. Upon payment, Contractor will recommence performance, and shall be entitled to an extension of time equal to the suspension and all reasonable costs associated with such suspension.
7. If, during the Term or successive terms of this Agreement, Customer utilizes an entity other than Contractor to perform any repair, replacement, modification, or other work on any Equipment, Contractor may, at its sole option, renegotiate the provisions of this Agreement for such Equipment or terminate this Agreement.
8. If (i) Customer terminates this Agreement for convenience or (ii) Contractor terminates this Agreement for cause, Customer shall pay Contractor all start-up, transition, initial assessment, proposal development, or like or similar costs that Contractor deferred or amortized for payment across the Term of the Agreement, and all such amounts shall become presently due and owing to Contractor.
- 10. NO ASSIGNMENT-** Neither Customer nor Contractor shall assign any of its rights or obligations hereunder without the prior written approval of the other party.
- 11. CHOICE OF LAW AND JURISDICTION:**
1. This Agreement shall be governed by, construed, and enforced for all purposes in accordance with the laws of the State where the Services are performed, without giving effect to its conflict of laws provisions.
2. Any and all actions arising from, relating to, or concerning the subject matter of this Agreement shall be commenced in the United States Federal Court in the appropriate district of such State or the State court of such State, either of which shall have exclusive jurisdiction over such actions.
3. Any such action shall be submitted TO THE COURT ONLY for resolution, WITHOUT TRIAL TO A JURY. THE PARTIES HEREBY WAIVE ANY RIGHT TO A JURY TRIAL REGARDING ANY SUCH ACTION.
4. Any such action also shall be commenced with one (1) year from the date of the Services giving rise to such claim, with the exception of any action by Contractor for collection of amounts due to it.
5. Contractor shall be entitled to all fees and costs, including reasonable attorney's fees, incurred by it in any action to collect amounts due to it from Customer.
- 1. ENTIRE AGREEMENT-** This Agreement sets forth the entire agreement between the parties on the subject matter contained herein, and supersedes and renders null and void any and all prior or contemporaneous oral or written understandings, negotiations, or promises relating to these issues. No agreement modifying this Agreement shall be binding unless made in writing and signed by a duly authorized representative of the party to be bound.

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.

IKM BUILDING SOLUTIONS, INC. CAPABILITIES

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



IKM

Building Solutions

An EMCOR Company

PLANNED MAINTENANCE AGREEMENT RENEWAL
between
IKM BUILDING SOLUTIONS, INC.
and
MUKWONAGO COMMUNITY LIBRARY

September 24, 2025

Under this agreement IKM Building Solutions, 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(s):

MUKWONAGO COMMUNITY LIBRARY
511 Division Street
Mukwonago, Wisconsin 53149

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 Renewal

Page 2.....Equipment List
Page 3-9Services Provided
Page 10.....Contact List for Obtaining Service
Page 11.....Planned Maintenance Agreement
Page 12-14.....General Terms and Conditions
Page 15.....Other Services Provided by IKM Building Solutions, Inc.

APPENDIX A 1: 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 Metaspase Room

APPENDIX A: SERVICES INCLUDED**AIR HANDLING UNIT**

IKM Building Solutions, 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**

IKM Building Solutions, Inc will perform **one (1) scheduled inspection** per year.
The tasks to be performed are as follows:

PREPARE ALL EQUIPMENT FOR COOLING SEASON (SPRING)

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

SERVICES INCLUDED**BOILERS**

IKM Building Solutions, Inc. will perform **one (1) scheduled inspection** per year. The tasks to be performed are as follows:

ANNUAL INSPECTION (FALL)

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

SERVICES INCLUDED**PUMPS**

IKM Building Solutions, Inc. will perform **two (2) scheduled inspections** per year. The tasks to be performed are as follows:

SEMI-ANNUAL MAINTENANCE INSPECTION (SPRING, FALL)

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

SERVICES INCLUDED**EXHAUST FANS**

IKM Building Solutions, Inc. will perform **one (1) scheduled inspection** per year. The tasks to be performed are as follows:

ANNUAL INSPECTION (FALL)

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

SERVICES INCLUDED**DUCTLESS SPLIT SYSTEM**

IKM Building Solutions, 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**

IKM Building Solutions, Inc. will perform **two (2) scheduled inspections** per year. The tasks to be performed are as follows:

SEMI-ANNUAL INSPECTION (SPRING, FALL)

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

SERVICE CONTACT LIST

NORMAL BUSINESS HOURS

7:00 a.m. to 4:00 p.m.

SERVICE DISPATCHERS

Cathy Pitzl / Lori Kugel / On-Call

Service Phone (24 / 7) (414) 476-6850

ACCOUNT REPRESENTATIVE

Roger Bergemann

Office Phone #

414-431-7157

Cell Phone #

414-750-7540

Email

RBergemann@IKMBuildingSolutions.com

FIELD SUPERVISOR

George Mangiaracina

Office Phone #

(414) 431-7166

Cell Phone #

(414) 587-6119

Email

GMangiaracina@IKMBuildingSolutions.com

SERVICE REQUESTS

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

Service Dispatch Phone # (414) 476-6850

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

To the best of your ability, please provide:

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

PLANNED MAINTENANCE AGREEMENT RENEWAL

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

- SPRING INSPECTION
- FALL INSPECTION
- COIL CLEANING 1/YEAR
- FILTER REPLACEMENT 1/YEAR
- BELT REPLACEMENT 1/YEAR

This agreement is effective **January 1, 2025, through December 31, 2025**. Either party may cancel with a 30-day written notification prior to the end of the current term.

IKM Building Solutions, Inc. agrees to provide the scheduled services for which the customer agrees to pay **\$5,411.10 + tax**, per year, to be invoiced in advanced, in **two (2)** installments of **\$2,705.55 + tax**.

Repairs will be handled separately from the maintenance agreement. When repairs are identified by the IKM Building Solutions, Inc. technician, owner will take responsibility or authorize IKM Building Solutions, Inc. to perform the repair.

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

Submitted by: *Roger Bergemann*
 Roger Bergemann
 IKM Building Solutions, Inc.

Purchaser's Acceptance

Purchaser : _____

Signature : _____

Name : _____

Title : _____

Date : _____

PO # (if applicable) : _____

Seller's Acceptance

Seller : IKM Building Solutions, Inc.

Signature : _____

Name : Roger Bergemann

Title : Service Sales Project Manager

Date : _____



GENERAL TERMS AND CONDITIONS

This agreement (the "Agreement") is made this **24 of September, 2025** between **Mukwonago Community Library**, located at **(511 Division Street Mukwonago, WI 53149)** (the "Customer"), and **IKM Building Solutions, Inc (11217 W Becher St, West Allis, Wisconsin, 53227)** (the "Contractor").

1. SERVICES:

1. Contractor will perform the mechanical maintenance services set forth in Appendix A (the "Services"), attached hereto, for Customer at Customer's premises, located at **511 Division Street Mukwonago, WI 53149** (the "Site").
2. Contractor will provide the Services at the Site for the equipment set forth in Appendix A1 (the "Equipment").
3. Contractor will perform the Services for the Equipment pursuant to the provisions of this Agreement.
4. Scheduling for each inspection will depend on (i) equipment type and (ii) actual annual and/or seasonal conditions, but will be consistent with industry standards and manufacturer's recommendations.
5. Unless specified otherwise, Contractor will perform the Services during normal working hours, Monday through Friday, and Services do not include any labor for or during off-hours, overtime work, stand by time, or emergency services.
6. Unless specified otherwise, Services do not include the following:
 - i. maintenance, repair, or replacement of (a) stationary and/or non-maintainable parts of the Equipment, including, but not limited to, cabinets, enclosures, casings, insulating materials, electrical wiring, structural supports, pressure vessels, tubes, door seals, floor drains, thermometers, gauges, flues, ductwork, grilles, heat transfer tubes and coils, refractories, oil or gas heat exchangers, fan housings, ductwork, and like or similar other things/parts, and (b) obsolete components
 - ii. maintenance, repair, replacement, or other work that is necessitated by (a) circumstances beyond the normal, customary, and anticipated operating environment for the Equipment, including, but not limited to, vandalism, flooding, fire, lightning, roof leaks, or power failure, (b) Customer's improper acts or omissions, including, but not limited to, installation of incompatible equipment, improper operating procedures, and improper or inadequate water treatment or filter service, or (c) Customer's failure to authorize Contractor to perform recommended work;
 - iii. any other goods or services not set forth in the Services that any governmental authority, insurance company, or other entity may require that has the authority to direct Customer to take certain actions concerning the Equipment;
 - iv. any goods or services for, or concerning (a) piping, other than refrigerant piping; (b) maintenance, repair, replacement, or other work due to damage to Equipment caused by freezing weather or corrosion; (c) valves; (d) electrical supply, disconnect switches, circuit breakers; (e) monitoring/recording devices affixed to Equipment, and (f) temporary cooling or heating.

2. PRICING AND PAYMENT

1. Customer agrees to pay Contractor pursuant to the provisions of this Agreement
2. Customer agrees to pay Contractor for the Services in accordance with the pricing set forth in the proposal's Section 2 (and as set forth elsewhere for additional work), and Customer also shall pay Contractor all excise, sales, use, occupation or other similar taxes imposed on Contractor by any governmental authority or in any way connected with Contractor's performance of its obligations under this Agreement.
3. Unless specified otherwise, the pricing set forth in the proposal's Section 2 does not include cost of refrigerant.
4. Unless specified otherwise,
 - i. Contractor will invoice Customer for the Services no less frequently than quarterly, and in advance of Service performance;
 - ii. For additional work, Contractor will invoice Customer upon completion unless the duration of work is greater than 30 days, in which event Contractor may invoice Customer on a 30-day progress basis for cost incurred to date with the remaining balance invoiced upon completion;
 - iii. Customer's payment on invoices is due net 30 days from date of invoice; and late payment to Contractor shall be subject to simple interest at the rate of one and one-half percent (1½ %) per month, not to exceed the maximum amount allowed by applicable law, calculated from the date payment was due until the date payment is received by Contractor;

3. PRELIMINARY INSPECTIONS, EQUIPMENT STATUS AND ADDITIONAL WORK:

1. Contractor's obligation to commence Services is expressly conditioned on the Equipment being in good working order and serviceable condition, and Contractor reserves the right to exclude any Equipment that does not meet this standard, or that otherwise is obsolete or beyond serviceable life. Contractor also reserves the right to conduct operating inspections to determine the status of Equipment on an on-going basis for planned maintenance, and for maintenance programs with Services that include repairs (labor-only or labor and materials), Contractor will complete these operating inspections prior to performing Services, unless certain Equipment is operationally constrained by season, weather, and/or Site restrictions / Equipment application. Contractor will perform follow-up inspections for such Equipment when possible, but no later than 120 days from commencement of Services. If Contractor determines that initial repair, replacement, or other work is required to restore Equipment to a suitable condition (or such determination is made at any point for planned maintenance), such work shall not constitute a Service under this Agreement, and Contractor will provide Customer with a quotation for such work. If Customer refuses to authorize such work, Contractor may, at its sole option, renegotiate the provisions of this Agreement for such Equipment or terminate this Agreement.
2. If Customer requests maintenance, repair, replacement, emergency services, or any other work that Contractor concludes is outside the scope of Services, Customer will pay Contractor according to Contractor's quotation for such work or, absent quotation, the rates and material charges then applicable to such labor and items at such time. Additional work also is subject to truck and/or trip charges and charges for miscellaneous items (including, but not limited to, PPE, consumables, disposal charges, and use of specialty tools) then applicable to such work at such time.

4. SITE ACCESS AND CUSTOMER OBLIGATIONS- Customer agrees to:

1. provide safe and reasonable access to the Equipment so that Contractor can perform the Services, and to remove any partitions, fixtures, or materials that may impede Contractor's ability to perform the Services;
2. allow Contractor to start and stop the Equipment as is necessary to perform the Services;
3. provide access to on-site utilities required to perform the Services, including electrical and water supply with hose spigot within 100 feet of Equipment;
4. provide any other assistance as is reasonably necessary so that Contractor can perform the Services;
5. use and operate the Equipment in accordance with the manufacturer's specifications and directions;
6. immediately notify Contractor in the event of any change in the normal use or operation of the Equipment, or any Equipment malfunction;
7. take reasonable safety precautions to protect life and property including, but not limited to, fire watch and/or suppression, in the event of any emergency or system failure during the period of time from when Contractor is first notified of the emergency or failure until such time that Contractor notifies Customer that the emergency has cleared or the system is operational; and
8. consent to the recording of all inbound and outbound calls for training and quality assurance purposes, and Customer hereby acknowledges and consents to such recording.

5. WARRANTY:

1. Contractor warrants that (i) the materials provided in performing the Services will be free from defects to the same extent as set forth in the warranty provided by the manufacturer of such materials and (ii) the workmanship provided in performing the Services will be good and of a workman-like standard for sixty (60) days from the date of the Services.
2. Contractor's warranty in section 5.1. of this article (i) applies only to materials and labor furnished by Contractor in performing the Services and (ii) shall be null and void if Customer subsequently has another contractor provide goods or services that relate to, concern, or otherwise affect the Equipment.
3. Contractor promptly shall repair or replace, at its sole option, any defective materials occurring within the applicable warranty period for such item, to the extent of such warranty. If a manufacturer's warranty excludes payment to Contractor for labor costs associated with removal, installation, repair, or other like or similar costs to remedy defective materials, Contractor will provide such labor at its own expense during normal working hours for sixty (60) days from the date of the Service, and if Customer requires warranty work at any other time outside normal hours, Customer will pay Contractor the rates then applicable to such labor at such time. Thereafter, Customer will pay Contractor the rates then applicable to such labor at such time.
4. Contractor promptly shall repair or replace, at its sole option, any improper workmanship of its Work occurring within the applicable warranty period without cost to Customer. Contractor will provide labor for the performance of this warranty work at its own expense only during normal working hours, and if Customer requires warranty work at any other time, Customer will pay Contractor the rates then applicable to such labor at such time.
5. CUSTOMER'S SOLE AND EXCLUSIVE WARRANTY IS THE REPAIR OR REPLACEMENT SET FORTH IN THIS ARTICLE. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER IMPLIED WARRANTIES. CONTRACTOR'S TOTAL LIABILITY UNDER THIS WARRANTY IS LIMITED TO THE OBLIGATIONS SET FORTH IN THIS ARTICLE. THIS IS CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AND IT IS IN LIEU OF ANY AND ALL OTHER POSSIBLE REMEDIES, DAMAGES, CLAIMS, OR WARRANTIES WHETHER EXPRESS OR IMPLIED. THE DAMAGE LIMITATION SET FORTH IN ARTICLE 7 ALSO SHALL APPLY TO THIS WARRANTY.

6. EXCUSED DELAY:

1. Contractor shall not be liable for any delay, or loss or damage arising therefrom, and shall be entitled to additional time for the Services, if the delay is caused by an occurrence beyond the control of Contractor, or Contractor's subcontractors, suppliers, or vendors, and without fault or negligence of any of them. In addition, 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 Corona virus will entitle contractor to an equitable adjustment for time for performance and costs.
2. Contractor shall be entitled to additional compensation for any excused delay as set forth in section 6.1 of this article.
3. Contractor shall be entitled to additional compensation for any acceleration or compression of the Services, and for any out of sequence or overtime work, except to the extent caused by Contractor's own negligent acts or omissions.

7. LIMITATION OF LIABILITY:

1. Under no circumstances, whether arising out of contract, tort (including negligence), strict liability, warranty or otherwise, shall either party be liable to the other for special, indirect, incidental, consequential, exemplary or punitive damages of any nature.
2. In no event shall Contractor's aggregate liability to Customer for such actual and direct damage exceed an amount, at Contractor's sole option, that is equal to (i) the amount of this Agreement, but if the Agreement is multi-year agreement or variable-priced agreement, an amount that is equal to the value of all Services performed in the year of the event giving rise to the claim, or (ii) the cost to Contractor to repair or replace the Equipment giving rise to the claim.

8. HAZARDOUS MATERIALS:

1. Contractor shall not perform any services of any sort that concerns hazardous materials, and shall have no responsibility for accumulation, storage, transportation, or disposal of any hazardous materials or waste generated by Customer or present at the Site.
2. Contractor shall not be deemed an "operator" of the Site for purposes of current or pending federal, state, or local laws, rules, or regulations pertaining to hazardous materials.
3. In no event shall Contractor be required to sign any manifests related to hazardous materials generated by Customer or present at the Site.
4. Customer shall disclose to Contractor in writing and in advance of Contractor performing any Services any known hazardous materials that are present at the Site, including, but not limited to, the location and type of each such hazardous material, so that Contractor can inform and protect its employees from health risks associated with such hazardous materials.

5. Contractor shall not be required to perform any Services in any part of the Site where hazardous materials are present or where Contractor suspects the presence of hazardous materials, and Contractor immediately may stop providing Services in either instance and notify Customer of the circumstance giving rise to the stoppage. Contractor's nonperformance of Services due to such actual or potentially unsafe working conditions shall constitute an excused delay. Customer will be responsible for taking any and all actions necessary to correct such condition in accordance with all applicable laws and regulations, and Contractor will resume performance of the Services in the affected area only in the absence of hazardous materials and/or when the affected area has been rendered harmless and safe for Contractor's performance of the Services.
6. Customer shall defend, indemnify, and hold harmless Contractor from any claims, damages, losses or expenses, including, but not limited to, reasonable attorneys fees, arising out of or resulting from this article.
7. Notwithstanding anything to the contrary in this Agreement, any water treatment program and/or services provided by Contractor or its subcontractor expressly exclude any detection or remediation of, prevention or protection from, or other form of treatment for micro-biological growth and/or biological hazards that may be present in or enter Customer's water, water works, and/or systems that contain water, specifically including, but not limited to, Legionella bacteria. Customer and Contractor agree that Contractor or its subcontractor shall not be liable or responsible for any of the foregoing, or for any loss or damage arising therefrom.
- 9. TERM AND TERMINATION:**
1. The term of this Agreement shall be for the period set forth in the proposal (the "Term"), unless sooner terminated as provided herein.
2. This Agreement automatically shall renew for successive one (1) year terms, commencing on the expiration of the Term, and renewing on each such yearly anniversary thereafter, conditioned upon mutually acceptable provisions, as set forth in section 9.3. of this article.
3. The provisions set forth in the proposal and this Agreement concerning scope and price shall apply for the duration of the Term. If the Agreement is not terminated at the end of the Term, the parties will endeavor to reach agreement on mutually acceptable prospective provisions for these terms, which will apply to the next yearly successive term. The parties will follow such process for each successive yearly term until the Agreement is terminated. Failure to reach agreement on such prospective provisions for any successive yearly term shall render the Agreement terminated, which the parties shall confirm in writing.
4. Customer or Contractor may terminate this Agreement (i) for convenience upon sixty (60) days prior written notice to the other party or (ii) upon thirty (30) days written notice prior to the commencement of any successive yearly term. In the event of either such termination, Customer will pay Contractor for all Services performed through the date of termination and, in addition, in the event of termination for convenience by Customer, all other reasonable costs incurred by Contractor that are associated with such termination.
5. Customer may terminate this Agreement for cause, but only upon seven (7) days written notice and, further, upon Contractor's failure to commence curative measures in such time and thereafter to proceed to effect such cure. In the event of such termination, Customer will pay Contractor all undisputed amounts due Contractor for all Services performed through to the date of termination.
6. Contractor may suspend its performance of Services, without liability of any sort to Customer, if Customer fails to make payment to Contractor within thirty (30) days after the date payment is due. Upon payment, Contractor will recommence performance, and shall be entitled to an extension of time equal to the suspension and all reasonable costs associated with such suspension.
7. If, during the Term or successive terms of this Agreement, Customer utilizes an entity other than Contractor to perform any repair, replacement, modification, or other work on any Equipment, Contractor may, at its sole option, renegotiate the provisions of this Agreement for such Equipment or terminate this Agreement.
8. If (i) Customer terminates this Agreement for convenience or (ii) Contractor terminates this Agreement for cause, Customer shall pay Contractor all start-up, transition, initial assessment, proposal development, or like or similar costs that Contractor deferred or amortized for payment across the Term of the Agreement, and all such amounts shall become presently due and owing to Contractor.
- 10. NO ASSIGNMENT-** Neither Customer nor Contractor shall assign any of its rights or obligations hereunder without the prior written approval of the other party.
- 11. CHOICE OF LAW AND JURISDICTION:**
1. This Agreement shall be governed by, construed, and enforced for all purposes in accordance with the laws of the State where the Services are performed, without giving effect to its conflict of laws provisions.
2. Any and all actions arising from, relating to, or concerning the subject matter of this Agreement shall be commenced in the United States Federal Court in the appropriate district of such State or the State court of such State, either of which shall have exclusive jurisdiction over such actions.
3. Any such action shall be submitted TO THE COURT ONLY for resolution, WITHOUT TRIAL TO A JURY. THE PARTIES HEREBY WAIVE ANY RIGHT TO A JURY TRIAL REGARDING ANY SUCH ACTION.
4. Any such action also shall be commenced with one (1) year from the date of the Services giving rise to such claim, with the exception of any action by Contractor for collection of amounts due to it.
5. Contractor shall be entitled to all fees and costs, including reasonable attorney's fees, incurred by it in any action to collect amounts due to it from Customer.
- 1. ENTIRE AGREEMENT-** This Agreement sets forth the entire agreement between the parties on the subject matter contained herein, and supersedes and renders null and void any and all prior or contemporaneous oral or written understandings, negotiations, or promises relating to these issues. No agreement modifying this Agreement shall be binding unless made in writing and signed by a duly authorized representative of the party to be bound.

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.

IKM BUILDING SOLUTIONS, INC. CAPABILITIES

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



IKM

Building Solutions

An EMCOR Company



USA Fire Protection, Inc.

A Subsidiary of APi Group, Inc.

POWERED BY **API GROUP**

9/3/2025

Village of Mukwonago
440 Rivercrest Ct.
Mukwonago, WI 53149

REFERENCE: Renewal Contract for the following location:
Village of Mukwonago - Library - 511 Division St Mukwonago, WI

Thank you for the continued opportunity to provide you with excellent service on the referenced inspections below.

Quoted Inspection:

These inspections are required by the Wisconsin Administrative Code ILHR 51.23 (6), pursuant to the National Fire Protection Association Pamphlet #25. (Standard for Inspection, Testing and Maintenance of Water-Based Fire Protection Systems - 2011 Edition). Full flood due on dry sprinkler systems every 3 years and is charged at \$195 each dry system.

1 Wet/Dry Sprinkler Inspection

Due: June 2026 Annual \$455.00 (Once per year)

Backflow Certification:

On newer installations, where backflow equipment has been installed, the state of Wisconsin requires that these devices be certified for proper operation upon installation and at least annually thereafter (ILHR 82.21).

1 Backflow Certification

Due: June 2026 Annual \$215.00 (Once per year)

Quoted Inspection:

1 Fire Alarm Inspection

Due: October 2025 Annual \$1,295.00 (Once per year)

Quoted Inspection:

Monitoring is auto renewing with a 3% price increase every 2 years, unless a 30 day written cancellation is given by customer or USA Fire Protection.

1 Fire Alarm Monitoring

Due: March 2026 Annual \$720.00 (Once per year)

If third party reporting service is required, this includes permit, there will be an additional charge for the reporting and admin fee. *Any repairs or maintenance to the system or equipment can be done on a time and material basis or a quoted price at your request.*

Our pricing is based on maintaining a 2-year service agreement. Any scheduled inspection that is canceled without notice is subject to a service trip charge. Unless otherwise required due to the type of periodic inspection, the inspection will not cover every piece of fire protection equipment or parts but is limited to visual, external inspection of only a representative number or sample of the fire sprinklers, valves, pipe, hangers, and/or other devices and equipment in their installed positions.



USA Fire Protection, Inc.

A Subsidiary of APi Group, Inc.

POWERED BY **API GROUP**

THE COMPANY DOES NOT GUARANTEE OR WARRANT THE CONDITION OR OPERATION OF ANY PIPE, SYSTEM FIRE SPRINKLER EQUIPMENT, ATTACHMENTS OR PORTIONS THEREOF TO BE INSPECTED HEREUNDER. IT IS HEREBY EXPRESSLY AGREED THAT THE LIABILITY, IF ANY, THE COMPANY TO THE SUBSCRIBER AND/OR OTHER OCCUPANTS OR VISITORS OF THE BUILDING OF THE BUILDING FOR ANY INSPECTION, REPORT, ACT OR OMMISION TO ACT, OR ANY CLAIMED BREACH OF THIS AGREEMENT BY THE COMPANY OR ITS OFFICERS, EMPLOYEES OR AGENTS HEREUNDER SHALL IN NO EVENT EXCEED THE FEE PAID UNDERTHIS AGREEMENT FOR THE SPECIFIC INSPECTION SERVICES THAT GIVE RISE TO ANY LIABILITY.

The company, following each inspection, will provide to the subscriber a written "Report of Inspection" (Report). If desired, a copy of the report will be forwarded to the Subscriber's insurance company. The Report and recommendations by the company are only advisory in nature and are intended to assist the subscriber in reducing the possibility of loss to property by indicating obvious defects or impairments to the system(s) and/or equipment attached thereto, which should receive prompt attention.

Please indicate the services you would like us to perform, sign the Customer Acceptance block and fax or mail to our office. We will schedule your inspection, and/or backflow recertification program upon receipt of signature.

If you have any questions or need any additional information regarding the above mentioned codes or your fire protection needs, please feel free to contact me.

Village of Mukwonago - Library - 511 Division St Mukwonago, WI

- _____ Annual Wet/Dry Sprinkler Inspection
- _____ Annual Backflow Certification
- _____ Annual Fire Alarm Inspection
- _____ Annual Fire Alarm Monitoring

Customer Acceptance:

Signature: _____

Printed Name: _____

Date: _____

Phone: _____

Email: _____

Site Contact: _____

Site Phone: _____

USA Fire Protection , Inc.
Your Full Service Fire Protection Contractor

Inspections Sales Representative
Yvonne.Priest@usafp.us

Terms of Payment are net thirty (30) days from date of invoice. Invoices may be rendered on a progress basis for work completed through the date of invoicing and purchaser through the date of invoicing and purchaser agrees to pay such progress billings in full. Purchaser agrees that payment to seller shall not be contingent upon settlement of insurance claim or reimbursement by another party. A service charge will be charged and added to the price on all payments past due and owed by the purchaser under this contract at a monthly rate of 1.5% or a rate of allowed under applicable law. Purchaser shall pay any reasonable attorney fees incurred in the collection of past due accounts.

Weekend Rotation 2026	
Date	Saturday Hours
1/3/2026	9:00 - 4:00
1/10/2026	9:00 - 4:00
1/17/2026	9:00 - 4:00
1/24/2026	9:00 - 4:00
1/31/2026	9:00 - 4:00
2/7/2026	9:00 - 4:00
2/14/2026	9:00 - 4:00
2/21/2026	9:00 - 4:00
2/28/2026	9:00 - 4:00
3/7/2026	9:00 - 4:00
3/14/2026	9:00 - 4:00
3/21/2026	9:00 - 4:00
3/28/2026	9:00 - 4:00
4/4/2026	9:00 - 4:00
4/11/2026	9:00 - 4:00
4/18/2026	9:00 - 4:00
4/25/2026	9:00 - 4:00
5/2/2026	9:00 - 4:00
5/9/2026	9:00 - 4:00
5/16/2026	9:00 - 4:00
5/23/2026**	9:00 - 2:00
5/30/2026**	9:00 - 2:00
6/6/2026**	9:00 - 2:00
6/13/2026	9:00 - 2:00
6/20/2026	9:00 - 2:00
6/27/2026	9:00 - 2:00
7/4/2026	CLOSED
7/11/2026	9:00 - 2:00
7/18/2026	9:00 - 2:00
7/25/2026	9:00 - 2:00
8/1/2026	9:00 - 2:00
8/8/2026	9:00 - 2:00
8/15/2026	9:00 - 2:00
8/22/2026	9:00 - 2:00
8/29/2026	9:00 - 2:00
9/5/2026	9:00 - 2:00
9/12/2026	9:00 - 4:00
9/19/2026	9:00 - 4:00
9/26/2026	9:00 - 4:00
10/3/2026	9:00 - 4:00
10/10/2026	9:00 - 4:00
10/17/2026	9:00 - 4:00
10/24/2026	9:00 - 4:00
10/31/2026	9:00 - 4:00
11/7/2026	9:00 - 4:00
11/14/2026	9:00 - 4:00
11/21/2026	9:00 - 4:00
11/28/2026	9:00 - 4:00
12/5/2026	9:00 - 4:00
12/12/2026	9:00 - 4:00
12/19/2026	9:00 - 4:00
12/26/2026	9:00 - 4:00

Holidays 2026		
Holiday	Date	Day of the week
New Years Day	1/1/2026	Thursday
Staff Development	1/16/2026	Friday
Easter	4/5/2026	Sunday
Staff Development	5/1/2026	Friday
Memorial Day	5/25/2025	Monday
Fourth of July*	7/3/2025	Friday
Fourth of July	7/4/2025	Saturday
Staff Development	8/14/2026	Friday
Labor Day	9/7/2026	Monday
Staff Development	11/6/2026	Friday
Thanksgiving	11/26/2026	Thursday
Christmas Eve	12/24/2026	Thursday
Christmas Day	12/25/2026	Friday
New Years Eve	12/31/2026	Thursday
New Years Day	1/1/2027	Friday

* Personnel Policy states "If a holiday falls on a Saturday, the preceding Friday will be the holiday."

Requested Late Hours for Programming			
MCL After Dark	2/21/2026	Saturday	6-8:30pm
MCL After Dark	5/16/2026	Saturday	6-8:30pm
MCL After Dark	8/15/2026	Saturday	6-8:30pm
MCL After Dark	11/14/2026	Saturday	6-8:30pm

**Teen Advisory Board members suggested the Library focus on practical support during finals—like providing charging blocks, snacks, reserved study rooms, and study tips—rather than extending hours. They felt extra open hours wouldn't significantly impact their study habits.

**RESOLUTION 2025-07
2026 WAGE RANGES**

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

WHEREAS, the Library Board adopted the 2026 Library Budget on October 9, 2025; and,

WHEREAS, the Library Board annually adjusts the minimum and maximum values for each range to keep up with the Cost-of-Living Adjustment (COLA) each year; and:

WHEREAS, the Village of Mukwonago and the Library have provided an across-the-board COLA pay increase for every Village employee at the rate of 3%; and:

WHEREAS, the Library Budget included the following wage ranges for the calendar year 2026:

A. Salaried Positions (Exempt)

Library Director	\$76,505 – \$106,156
Associate Director of Collections & Programs	\$56,361 – \$76,263
Associate Director of Circulation & Customer Service	\$56,361 – \$76,263

B. Hourly Positions (Non-Exempt)

Business Manager	\$22.58 – \$30.53
Adult Services Librarian	\$23.39 – \$31.66
Youth Services Librarian	\$23.39 – \$31.66
MetaSpace 511 Lead Innovator	\$21.96 – \$29.71
Circulation Specialist	\$21.59 – \$29.21
Marketing & Outreach Specialist	\$19.18 – \$25.95
Materials Specialist	\$16.36 – \$22.13
Library Associate	\$17.31 – \$23.42
Public Service Associate	\$14.14 – \$19.14
Library Page	\$9.97 – \$13.49
Custodian	\$14.36 – \$19.42

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 2026 for the 2026 Fiscal Year.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 11th day of December, 2025.

Library Board President

RESOLUTION 2025-08
FUNDING TRANSFER FOR LIBRARY STRATEGIES CAPITAL CAMPAIGN DEVELOPMENT

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

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

WHEREAS, the Library Board of Trustees maintains the Mukwonago Community Library Endowment Fund (MCLEF) to fund unexpected costs in excess of the typical operating budget; and:

WHEREAS, the Library Board of Trustees has contracted the services of Library Strategies to develop the capital campaign committee for the upcoming renovation project approved by the Library Board in June 2025;

WHEREAS, Library Strategies delivered the final capital campaign development deliverables on time in December 2025;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$20,000.00 from the Mukwonago Community Library Capital Endowment Fund (MCLCEF) and deposit it in the Library's Operational Donation Account in the Village of Mukwonago in order to cover the invoices associated with this project.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 11th day of December 2025.

Library Board President

RESOLUTION 2025-09
FUNDING TRANSFER FOR ENGBERG ANDERSON DESIGN SERVICES

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

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

WHEREAS, the Library Board of Trustees maintains the Mukwonago Community Library Endowment Fund (MCLEF) to fund unexpected costs in excess of the typical operating budget; and:

WHEREAS, the Library Board of Trustees has contracted the services of Engberg Anderson Architects to conduct the design development for Phase 2 as outlined in the Renovation Study approved by the Library Board in May 2025;

WHEREAS, Engberg Anderson met the criteria outlined in the Engberg Anderson Project No. 243695.20 and delivered the final design development concept deliverables on time in September 2025;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$44,200.00 from the Mukwonago Community Library Endowment Fund (MCLEF) and deposit it in the Library's Operational Donation Account in the Village of Mukwonago in order to cover the invoices associated with this project.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 11th day of December, 2025.



Library Board President

**RESOLUTION 2025-10
FUNDING TRANSFER FOR BERNSTEIN AND ASSOCIATES**

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

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

WHEREAS, the Library Board of Trustees maintains the Mukwonago Community Library Endowment Fund (MCLEF) to fund unexpected costs in excess of the typical operating budget; and:

WHEREAS, the Library Board of Trustees has committed to ensuring the Grutzmacher Collection is in compliance with the federal Native American Graves Protection and Repatriation Act (NAGPRA); and:

WHEREAS, the Library Board of Trustees has contracted the services of Bernstein and Associates to ensure accurate and respectful compliance;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees will withdraw \$4,077.94 from the Mukwonago Community Library Endowment Fund (MCLEF) and deposit it in the Library's Operational Donation Account in the Village of Mukwonago in order to cover the costs of invoices for services from Bernstein and Associates between June 30, 2025, and November 30, 2025.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 11th day of December 2025.

Library Board President