

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, September 15, 2022

Time: **6:00 pm**

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

Zoom Login

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

Meeting ID: 874 0704 0519

Passcode: 242560

1. Call to Order

2. Roll Call and Introduction of Guests

3. Comments from the Public

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

4. Approval of Minutes

4.a Minutes from August 11, 2022

[Library Board Minutes 20220811_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for September 2022

[Financial 2022 September Executive Summary 20220915.pdf](#)

[Financial 2022 September Invoices 20220915.pdf](#)

6. Committee Reports

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

6.b Finance Committee - last met September 12, 2022

6.c Grutzmacher Collection Committee - last met August 4, 2022

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

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

6.f Strategic Planning Committee - last met August 1, 2022

7. Library Director Report

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

8. Discussion/Action Items

8.a IMLS National Leadership Grants for Libraries
Discussion and possible action on pursuing IMLS National Leadership Grants for Libraries for FY 2023.

8.b Regular Meeting Times for 2023
Discussion and possible action on selecting different regular meeting times for 2023.

8.c USA Fire Protection Maintenance Contract for 2023
Discussion and possible action on USA Fire Protection's 2023 contract for maintenance services.
[USA Fire maintenance contract for 2023 20220913.pdf](#)

8.d MetaSpace 511 Furniture Request
Discussion and possible action on purchasing requested furniture for the MetaSpace.
[MetaSpace 511 New Furniture Request 20220913.pdf](#)

8.e Community Room AV System
Discussion and possible action regarding the community room AV system.

8.f Budgeting for 2023
Discussion and possible action regarding budget planning for 2023.

9. Closed Session

Closed session pursuant to Wis. Stats § 19.85 (1) (c) (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) Annual Library Director evaluation; and pursuant to Wis. Stats. § 19.85(1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) Grutzmacher Collection donation agreement.

10. Open Session

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

11. Referral Items

12. Confirm Next Meeting Date

The next regular scheduled Library Board meeting is October 13, 2022 at 6:00pm.

13. Adjourn

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

DRAFT MINUTES OF THE LIBRARY BOARD MEETING

Thursday, August 11, 2022

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:04 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Board Members Present

E. Brill
J. Darin
J. Gasser
D. Magolan
E. Pautz
H. Pringle

Excused

S. Kaufman
M. Lacock
M. Penzkover
C. Stienstra
D. Whalen

Also Present

A. Armour, Library Director
C. Wilbert, Bernstein & Associates

Comments from the Public

None.

Approval of Minutes

E. Brill/J. Gasser motioned to approve the minutes from the Board of Trustees meeting on Thursday, July 14, 2022. Unanimously carried. D. Magolan abstained.

Audit and Approval of Monthly Expenditures

J. Darin/D. Magolan motioned to approve the monthly expenditures. Unanimously carried.

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

Building & Grounds Committee - July 13, 2022 - E. Brill noted that we will be moving forward with the same Village system and equipment for MCL phones.

Finance Committee - July 25, 2022 - items related to that meeting are on the agenda
Personnel Committee – last met June 2, 2022. Nothing to report.
Policy Committee – Last met May 26, 2022. Nothing to report
Strategic Planning Committee - August 1, 2022 - items related to that meeting are on the agenda
Grutzmacher Collection Committee - August 4, 2022 - items related to that meeting are on the agenda

Library Director Report

The Library Director Report is for information only.

A. Armour shared information about how the NAGPRA process has started. Steve Pautz has started co-working with Oliver Zimmermann for the grounds keeping. The smart lockers have not been in stock, Smiota now has them available. MCL hopes to get them in the next couple months.

Discussion/Action Items

Wisconsin Trustee Training Week

H. Pringle noted that this Trustee Training week occurs every year and this year will be held August 22nd to August 26th. Registration is required for you to be able to watch the presenters live and participate or have the recorded session sent to you after the fact. A. Armour mentioned that several of the topics are highly applicable for our library and board members.

Grutzmacher Collection

A. Armour noted that the Committee met and both parties are hoping to move forward with the donation. At 2pm on Tuesday August 23, 2022 at the Red Brick Museum the Historical Society attorney, H. Hecker, MCLs attorney via Zoom, A. Armour and H. Pringle will be meeting to discuss the issues seen within the current document in regard to State Statutes.
C. Wilbert discussed the NAGPRA summarization process.

Strategic Plan Community Survey

A. Armour noted how the survey was created and why those specific questions were chosen. Discussion regarding the questions continued.
J. Darin/J. Gasser motioned to approve the Strategic Planning Committee's proposed community survey as presented. Unanimously carried.

IMLS National Leadership Grants for Libraries

A. Armour noted that this is a large grant opportunity from a Federal institution. She highlighted several ideas and discussed thoughts on how MCL could apply. MetaSpace 511 would likely be the main focus along with investigating the interest in creating a partnership between the Village and School District as collaboration is part of the grant requirement.

Further discussion centered around board members reaching out to the Village and School District Administration as well as locating individuals that may have experience writing grants to aid in phase one. It was then determined if MCL is chosen to continue with phase two we may need to hire an individual for that purpose.

E. Pautz/J. Darin motioned to approve investigating and preparing a preliminary proposal of an IMLS National Leadership Grants for Libraries for FY 2023 to be brought back at the September MCL Board meeting. Unanimously carried.

Preliminary Budget Planning

A. Armour noted that the Finance Committee met on July 25, 2022. It was explained that a SWOT was conducted and the results are included in this packet. The preliminary budget numbers for MCL are also included in the packet. Village administration have kindly requested that we bring our preliminary numbers to them by August 20th.

J. Darin/J. Gasser motioned to have A. Armour prepare the preliminary budget for the Village to reflect a 7.48% increase in wages and 4.5% increase in operating costs reflecting the potential loss in revenue. Unanimously carried.

Review Trustee Essentials - chapter 9

This agenda item was tabled until the September meeting

Closed Session

Library Director Evaluation

This agenda item was tabled until the September meeting due to the excused absence of the Personnel Committee Chairperson, D. Whalen.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on Thursday, September 8, 2022

Adjournment

J. Gasser/E. Brill motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:38pm.

Mukwonago Community Library Executive Summary 2022

9/15/2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	559,332.00	365,652.31	193,679.69	65.4%
5112 - Social Security	44,355.00	25,855.92	18,499.08	58.3%
5152 - Retirement	41,145.00	24,999.72	16,145.28	60.8%
5154 - Health	64,788.00	47,744.41	17,043.59	73.7%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,880.00	1,888.88	1,991.12	48.7%
5219 - Professional Services	4,000.00	3,892.00	108.00	97.3%
5220 - Contractual Services	16,000.00	18,783.41	(2,783.41)	117.4%
5221 - Water & Sewer	3,500.00	1,264.62	2,235.38	36.1%
5222 - Electric	30,000.00	19,709.46	10,290.54	65.7%
5224 - Gas	15,000.00	8,300.47	6,699.53	55.3%
5225 - Telephone	9,000.00	4,253.87	4,746.13	47.3%
5226 - Insurance	8,000.00	-1192.02	9,192.02	-14.9%
5310 - Outside Services	20,000.00	16,500.53	3,499.47	82.5%
5311 - Supplies	20,000.00	13,229.39	6,770.61	66.1%
5312 - Printing	500.00	860.71	(360.71)	172.1%
5314 - MetaSpace 511 Equip/supplies	5,000.00	3,980.14	1,019.86	79.6%
5315 - Postage	500.00	231.09	268.91	46.2%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	1,243.37	556.63	69.1%
5328 - Books	70,000.00	42,730.33	27,269.67	61.0%
5329 - AV Materials	12,000.00	8,773.33	3,226.67	73.1%
5330- The Thingery	4,900.00	1,669.72	3,230.28	34.1%
5331 - Programming	10,000.00	5,628.50	4,371.50	56.3%
5332 - Mileage	2,000.00	172.98	1,827.02	8.6%
5333 - Outreach	2,000.00	1,832.72	167.28	91.6%
5335 - Training & Travel	5,000.00	1,917.30	3,082.70	38.3%
5340 - Digital Materials	10,000.00	5,811.06	4,188.94	58.1%
5341 - Cafe	23,713.00	23,713.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	22,772.00	12,772.00	10,000.00	56.1%
5395 - Repairs & Maintenance	20,000.00	14,104.59	5,895.41	70.5%
5399 - Other	5,000.00	2,527.42	2,472.58	50.5%
5811 - Technology Equipment	18,904.00	11,896.69	7,007.31	62.9%
TOTAL Budget Accounts	1,066,989.00	694,073.14	372,915.86	65.0%
<i>Donation Accounts</i>				
Balance from 2021	53,164.45			
4890 - Donations Revenue 2022			47,349.57	
5806 - Donation Expenditures 2022			(77,592.77)	
TOTAL Donation Accounts	22,921.25		(30,243.20)	
OVERALL TOTAL			342,672.66	

Mukwonago Community Library

REVENUE 2022

Department Name	2022 Budget	Collected as of 8/31/2022	
Property tax	474,105	399,195	84%
Inter Gov Revenue	569,484	286,243	50%
Copies	5,000	3054.54	61%
Material Replacement	1,000	974	97%
Book Sale Revenue	3,500	2,799	80%
Faxes	500	274	55%
Fines	13,000	12,754	98%
Meeting Room Fees	0	689	
Interest Revenue	500	1,214	243%
 Total Revenue	 1,067,089	 707,195	 66%

End of August Goal	67%
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MUKWONAGO COMMUNITY LIBRARY

ACCOUNT #440-5511 LIBRARY

September 15, 2022

Account	Vendor	Memo	Amount
5219 Professional Services	Hippenmeyer, Reilly & Blum	Grutzmacher issue	40.00
5219 Professional Services	Hippenmeyer, Reilly & Blum	Grutzmacher issue	580.00
5220 Contracted Services	Envisionware	Payware Gateway	680.40
5220 Contracted Services	Impact	Software maintenance	425.65
5220 Contracted Services	Impact	Finance Charge	6.38
5222 Electric	WE Energies	July	3324.65
5224 Gas	WE Energies	July	515.22
5225 Telephone	Century Link -Village Charge	7/21-8/20/22	187.79
5225 Telephone	Charter Communications- Village Charge	7/27/22-8/26/22	295.31
5310 Outside Services	Alsco	Mats & Dusters	28.47
5310 Outside Services	Alsco	Mats & Dusters	28.47
5310 Outside Services	America Aquaria	Fish Tank Maintenance August	85.00
5310 Outside Services	America Aquaria	Fish Tank Maintenance September	85.00
5310 Outside Services	Great America Financial Services	9/10/22-10/9/22	353.14
5310 Outside Services	Great America Financial Services	10/10/22-11/09/22	353.14
5310 Outside Services	Klassy Kleaners	August Cleaning	960.00
5310 Outside Services	Payware	Merchant fees	81.68
5310 Outside Services	Seed Live	Processing fees	5.49
5310 Outside Services	Seed Live	Service & Processing fees	23.53
5310 Outside Services	Seed Live	Processing fee	3.45
5310 Outside Services	Seed Live	Processing & Service fees	12.52
5311 Supplies	Amazon Business	General office supplies	68.91
5311 Supplies	Amazon Business	Stylus Pens & Adapter	42.88
5311 Supplies	Demco	Processing Supplies	165.92
5311 Supplies	Demco	Processing Supplies	255.25
5311 Supplies	Hahn Ace- Village Charge	silicone caulk	21.58
5311 Supplies	Home Depot- Village Charge	Shelf for Bound Chief Papers	222.92
5311 Supplies	Home Depot- Village Credit Card	Trimmer Line	49.94
5311 Supplies	OfficePro- Village Charge	Copy Paper	19.99
5311 Supplies	Quill	timer	27.46
5311 Supplies	Quill	Toner & circ supplies	231.56
5311 Supplies	Uline	Bags for NAGPRA	180.96
5312 Printing	Bayside Printing- Village Charge	Newsletter	70.97
5312 Printing	Central Offices- Village Charge	8/1/22-8/31/22	22.64
5312 Printing	De Lage Landen Financial- Village Charge	7/15/22-8/14/22	21.95
5312 Printing	De Lage Landen Financial- Village Charge	8/15/22-9/14/22	21.95
5312 Printing	James Imaging	4/30/22-7/29/22	97.35
5312 Printing	Quadient Leasing- Village Charge	Postage machine ink	3.84
5312 Printing	Quadient Leasing- Village Charge	Postage machine ink	29.59
5312 Printing	Quadient Leasing- Village Charge	Postage machine ink	21.25
5314 MetaSpace 511 Equip-Supplies	Amazon Business	CREDIT Baking sheets	-15.99
5315 Postage	Quadient Leasing- Village Charge	Lease	24.37
5327 Newspapers	Wall Street Journal- Village Credit Card	3 month subscription	152.44
5327 Newspapers	Wall Street Journal- Village Credit Card	Credit Tax	-2.47
5328 Books	Amazon Business	Books	438.71
5328 Books	Baker & Taylor	Books	17.26
5328 Books	Baker & Taylor	Books	15.26
5328 Books	Baker & Taylor	Books	300.66
5328 Books	Baker & Taylor	Books	17.53
5328 Books	Baker & Taylor	Books	30.52
5328 Books	Baker & Taylor	Books	372.82
5328 Books	Baker & Taylor	Books	518.03
5328 Books	Brodart Co.	Books	326.32
5328 Books	Brodart Co.	Books	304.78
5328 Books	Brodart Co.	Books	107.02

Account	Vendor	Memo	Amount
5328 Books	Brodart Co.	Books	300.24
5328 Books	Brodart Co.	Books	402.61
5328 Books	Brodart Co.	Books	96.25
5328 Books	Cengage	Books	30.39
5328 Books	Cengage	Books	48.80
5328 Books	Cengage	Books	27.99
5328 Books	Cengage	Books	88.77
5328 Books	Center Point	Books	55.24
5328 Books	Center Point	Books	22.49
5328 Books	Center Point	Books	26.57
5329 AV Material	Amazon Business	DVD	1472.57
5329 AV Material	Midwest Tape	Audio Books	44.99
5330 Thingery	Amazon Business	CREDIT Gloves & Metal Detector	-79.16
5330 Thingery	Netflix- Village Credit Card	8/1/22-8/31/22	19.99
5331 Programming	Amazon Business	Program Supplies	28.33
5331 Programming	Amazon Business	Program Supplies	120.45
5331 Programming	Hobby Lobby- Village Credit Card	program supplies	50.30
5331 Programming	Hobby Lobby- Village Credit Card	program supplies	27.96
5331 Programming	Jim Gibbons	Edgar Allan Poe Presentation	342.50
5331 Programming	Pick N Save- Village Credit Card	Program supplies Outreach	26.98
5331 Programming	Storybook Enchantments	Storytime with Tinkerbell	135.00
5331 Programming	Wehr Nature Center- Village Credit Card	Nature Program	124.19
5332 Mileage	Eric Huemmer	Outreach Mileage	28.06
5333 Outreach	Canva- Village Credit Card	Business Cards	50.00
5333 Outreach	Mukwonago Rotary Club	Breakfast & Dues	277.00
5335 Training & Travel	Sol De Mexico -Village Credit Card	Staff Lunch/Meeting	88.00
5335 Training & Travel	Sol De Mexico -Village Credit Card	Staff Lunch/Meeting	35.73
5340 Digital Materials	MailChimp- Village Credit Card	Newsletter-September	69.99
5340 Digital Materials	Midwest Tape	Hoopla	562.54
5395 Repairs & Maintenance	County Wide Extinguishers Inc.	Annual Inspection	35.75
5395 Repairs & Maintenance	United States Alliance Fire	10 YR test of dry sprinkler heads	4090.00
5399 Other	UKG Payroll Processing	July Payroll Processing Fee	291.50
5399 Other	WI Department Of Revenue	Tax on copies	54.32
5399 Other	WI Department Of Revenue	Tax on Book Sale	48.52
5399 Other	WI Department Of Revenue	Tax on faxes	5.23
TOTAL REGULAR ACCOUNTS			\$ 21,309.55
5806 Donation Expenditure	Americana Flower Station- Village Credit Card	Library Board member Flowers	79.86
5806 Donation Expenditure	Bee Well Cafe- Village Credit Card	SLP Prize	9.98
5806 Donation Expenditure	Brew 52- Village Credit Card	SLP Prize	10.00
5806 Donation Expenditure	Dropbox- Village Credit Card	Cloud Storage	11.99
5806 Donation Expenditure	E & S Sweets-Village Credit Card	SLP Prize	60.53
5806 Donation Expenditure	E & S Sweets-Village Credit Card	SLP Prize	15.00
5806 Donation Expenditure	Gaylord- Village Credit Card	Archival Boxes	160.21
5806 Donation Expenditure	Gaylord- Village Credit Card	Archival Boxes	264.36
5806 Donation Expenditure	Walmart- Village Credit Card	SLP Prizes	64.94
Donation Designated Funds	Bernstein & Associates	NAGPRA consultant	15931.49
Donation Designated Funds	Illingworth-Kilgust	Replace supply fan & blower bearings	3351.00
Total Donation Expenses			\$ 19,959.36
Director	Treasurer	To Be Reimbursed	19879.50
		Regular Donation Expenses	79.86
Total Expenses			\$ 41,268.91
Secretary			

Library Director Report: September 2022

Director Meetings and Activities

Most of my month has been consumed with the Grutzmacher Collection, even significantly eating into my “vacation” at the end of August. Claire Wilbert from Bernstein and Associates was on-site between August 10 and 17. I worked side-by-side with her to help photograph and catalog every single item in the Grutzmacher Collection. We spent about three-and-a-half days at the Red Brick Museum (with some help from Jeff Vanevenhoven, Vice President of the Mukwonago Historical and Museum Society), and about two-and-a-half days in the Library basement where we got a little help from Mary Jo and Chris. I also cataloged all the non-Native American items and Chris put together an archival finding guide for all the Grutzmacher documents, so, for the first time ever, we will finally have a complete inventory (with photographs) of the entire Grutzmacher Collection. Though this is not *at all* in a public library director’s usual course of duties, I can say it has been very interesting to learn all about Native American artifacts, NAGPRA, museum curation and care, and proper handling and storage of fragile items. I also believe I am the first and only person in the history of the collection to have touched the entire collection and am definitely more knowledgeable than anyone else about the collection as whole including the history, contents, and responsibilities.



As we cataloged the Grutzmacher items in the Library basement, we removed them from the old ammo boxes and decrepit Tupperware and into clean, archival bags and boxes that are neatly labeled. This labelling corresponds to the Excel spreadsheet we created so it is easy to locate any item.



Claire and Jeff at the RBM



Chris working on organizing the archive



Abby cataloging non-Native American artifacts

Circulation (Emily Ceithamer)

Our long-time circulation clerk, Lindsey, got a full-time job offer somewhere else and left the Library at the end of August. While we are very happy for her, once again, we have been short-staffed and have continued to struggle to finish basic circulation tasks like checking in items and shelving. I've worked closely with Abby to examine the circulation department needs and have provided data and insight into improving staffing in order to break the cycle of being behind and having to ask other non-circ staff members to help out—which then means they get behind on their own jobs. Based on that, Abby is increasing budgeted hours for circulation to get me off the weekly schedule (so I have flexibility to act as back-up when someone can't work) and we have already hired two new circulation clerks to get us up to appropriate staffing numbers. I think they will fit in well with the existing staff and will train quickly. With these changes, I plan to be able to not only get caught up with basic circulation, but to start in on tasks that should be happening routinely (such as shelf-reading and inventorying) but have not been accomplished due to short staffing and increased library material circulation.

Children's Department (Jane DeAngelis)

It was a busy Summer at the library. 732 children and 68 teens participated in the Summer Reading Challenge. 267 children and teens named the library mascot dragon, dreaming of taking him home. 237 children and teens participated in the In-Library Firefly Scavenger Hunt earning a free book from the Prize Book Collection. And 335 children and teens tried to guess how many mini-marshmallows were in the container in hopes of taking home a s'more making kit.

Looking ahead to Fall, we will learn about Lake Michigan's treasures, host a fairytale-sharing Tinkerbelle, have a storytime on the bus. Regular programs resume with Bubble Boogie, Family Storytime, Discovery Time, and Paws to Read.

Reference and Adult Services (Chris Stape)

The Summer Library program wrapped up in August. We had 302 adult registrations for the Beanstack Challenge, an increase from last year. We experimented with offering a paper version of Summer Bingo (not part of the Beanstack program) for those wanting to avoid the computer. Patrons were free to do both, but they were separate programs. While more than 100 Bingo sheets were taken, only 16 were returned at the end. The scratch-off tickets for checking out 10 items were really popular again. We had about 350 tickets entered in the final prize drawing for local gift cards.

One of our bigger programs in August was a visit by local author Corey Geiger. Attendance at book talks is a little hit or miss in our community, but it was a hit—well attended and he wound up interacting with folks for a good two hours.

And just because I find it interesting, among our seven SLP grand prize baskets, once again, the gift certificate to Fork In the Road was by far the most popular.

Technical Services and Thingery (Mary Jo Isely)

555 new items were processed and catalogued in August. Added the following items to the Thingery: the CREATE collection now has an Engraver; a “Discover the Paranormal” kit was added to DISCOVER BACKPACKS. Due to low circulation, maintenance, and the need for more room the following items were removed from the Thingery & S.T.E.A.M. Kits: Foldable bikes, AED Trainer, Chromecasts, Fishing Rod Adult (copy 2), Fishing Rod Children (copy 2), Littlecodr (copy 2), Aria’s Adventures (Virtual Reality S.T.E.A.M. Kit)— items were donated to the Friends of the Mukwonago Library Rummage Sale. 25 Nintendo Switch games are ready to be added to the Video Game collection-- hope to see the games available next week. After 5 months the issue with the Hotspots connecting with Rokus, Smart TVs, Kindles and gaming consoles is hopefully resolved. Each hotspot required an additional profile be added to its configuration. This was done manually. Troubleshooting followed with the various devices to confirm the fix. The adult fiction weeding project plods along.

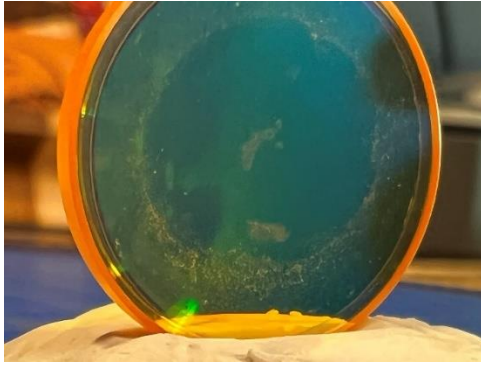
MetaSpace 511 & Technology (Nancy Ayccock)

MetaSpace 511 ended summer with patrons attending Demo Days; coming in for 1:1 appointments and classes for the laser machine, 3D printers, and the Cricut Maker machine; and the Friends of the Library using the Cricut Maker for the rummage sale signs.

The laser machine has been at limited use July through August and unavailable for two weeks in August due to repairs and replacement parts needed. The laser machine needed to have a mirror and lens replaced along with an alignment which all contributed to a decrease in power and not being able to cut through materials. Also, the fume extractor would no longer run due to needing replacement filters.

Northern Laser Systems sent out a service tech who did a thorough inspection and maintenance of the laser machine along with instructing Lead Innovator Nancy on what to look for and how/when to do regular maintenance. There was a notable increase in power and cutting accuracy after the new parts were installed and the alignment corrected. Nancy ordered and replaced the fume extractor filters which should be replaced every 12-18 months, it had been three years since the original ones had been installed. Nancy is creating a maintenance schedule along with a budget forecast for future equipment emergency repairs, replacement parts, and maintenance costs. The total cost of repairs was \$1,361.00.

Nancy was able to reschedule laser machine appointments for customers, has been testing out new materials such as stone and slate, and assisting patrons in creating little looms, wood and stone memorials, and many other laser engraving/cutting projects. Mark A. volunteered and assisted setting up the new laptops for MetaSpace 511 which have become a great asset for customers during 1:1 appointments and classes. Mark also assisted with setting up the new mini iPads for MetaSpace 511 staff to use to communicate via Teams and be able to easily access documents, emails, and schedules on the go.



Old deteriorated/damaged laser lens



laser machine being serviced

Community Engagement Coordinator (Eric Huemmer)

We're continuing to find ways to get in front of the community, stay visible, and get involved. Jane, Abby, and I tackled four open houses (three elementary and the middle school) to showcase what resources the Library has for returning students and how it will continue to stay busy with programs and reading challenges throughout September and beyond. Pair that with the last Farmer's Market of the year this past week and our monthly visit to Linden Grove senior facility, and we continue to find ways to get in front of the community!

The Annual Rummage Sale put on by the Friends of the Library had an incredible turnout! While we won't take credit for the hard work the Friends did, the three-day event brought in a slew of visitors to the Library.

To capitalize on both the Open Houses and the Annual Rummage Sale taking place on Thursday, we launched the 2022 Community Survey and shared quarter-sheets with Open House families and Rummage Sale shoppers alike. As of 9/12, 836 surveys have been submitted! In addition to the Strategic Planning Committee using the data to write the next Strategic Plan, we will also use that information to make data-driven recommendations and explore how better to reach and serve the community.

Events & Programs

The Summer Library Program has wrapped up and we are already looking at ways to organize and create an even better experience year-after-year. But not to simply rest on our laurels, we're already part of the planning committee concerning this year's Jack-O'-Lantern Jaunt as the MCL will be offering a free Community Art Project. We received the request last year, and with over 2,000 attendees, this is a perfect opportunity to reach a high-priority demographic (local families) and stay visible throughout the year.

The start of the school year doesn't mean the end of programming, so we're continuing to host events and programs of all kinds. Teen D&D continues to be popular, while we're receiving feedback from the Teen Advisory Board about ways to improve the Young Adult experience and programming further.

Finally, we just wanted to pass on some feedback that we received from Mark Johnson from the Wisconsin Job Center who handles our weekly ad hoc job enter here at the Library:

"I just want to make sure you're aware that your marketing is working! Last Thursday afternoon, a dad who had heard about our career services brought his son into the library for resume help. I was able to provide significant assistance to help him write his first resume."

That makes three weeks in a row that people were coming in without appointments looking for support from the Job Center here at the Library. We are proud to facilitate this collaboration so our community gets the resources they need!

Statistics

Mukwonago Community Library								
STATISTICS AUGUST 2022								
Circulation					Programming			
Bridges Library System	2022	2021	% to 2021	YR to Date	Type	General	Kids	Teens
Village of Mukwonago	7,712	7,316	5%	49,838	Summer Reading Program	302	732	68
Town of Mukwonago	6,536	7,089	-8%	50,539	Farmers Market	166		
Eagle	1,122	1,058	6%	8,612	Friday Flicks	55		
Genesee	858	847	1%	6,038	Other Adult Programs	113		
North Prairie	1,434	968	48%	9,174	Other Kids Programs		12	
Vernon	2,073	2,375	-13%	16,591	Shake Rattle & Roll		52	
All other Waukesha County	1,015	1,451	-30%	9,022	School Open House		848	186
Jefferson County	222	92	141%	1,291	Paws to read		38	
Subtotal Bridges System	20,972	21,196	-1%	151,105	Special Summer Programs		87	
Other Wisconsin Counties				-	Makerspace Tours	31		
Milwaukee County	17	45	-62%	665	Demo Night & Other MS 51	52		
Racine County	175	386	-55%	2,143	Teen Programs			37
Walworth County	3,021	3,175	-5%	22,158	Passive Summer Programs	16	894	54
All other Wisconsin Counties	76	32	138%	369	Totals (2943)	735	1931	277
Subtotal Wisconsin Counties	3,289	3,638	-10%	25,335	Total Childrens Programs		20	
Total All Counties	24,261	24,834	-2%	176,440	Total YA Programs		5	
YTD ALL COUNTIES	176,440	178,406	-1%		Total General Programs		40	
Facility Usage				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	/	
Study Room Users	120	88	36.4%	Flipster (System Wide)	2125	3960	-46.3%	
History Room Users	76	6	1166.7%	Overdrive Circulation (Mukwonago)	3291	2736	20.3%	
Community Room Use	12	-		Gale Courses Verified (System Wide)	89	86	3.5%	
Computer Usage	N/A	459		Interlibrary Loans Borrower	24	16	50.0%	
Patron Visits	10,019	8,107	23.6%	Interlibrary Loans Lender	37	30	23.3%	
Curbside Pick Ups	17	13	30.8%	New Items Added	555	488	13.7%	
				New Cards Added	115	76	51.3%	

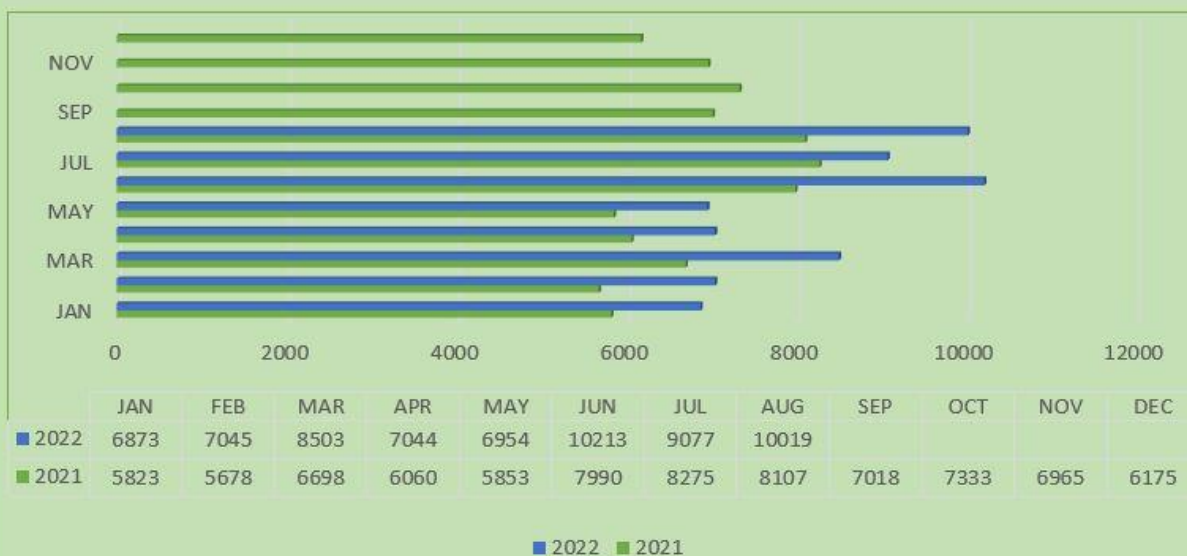
Mukwonago Community Library

Time Study

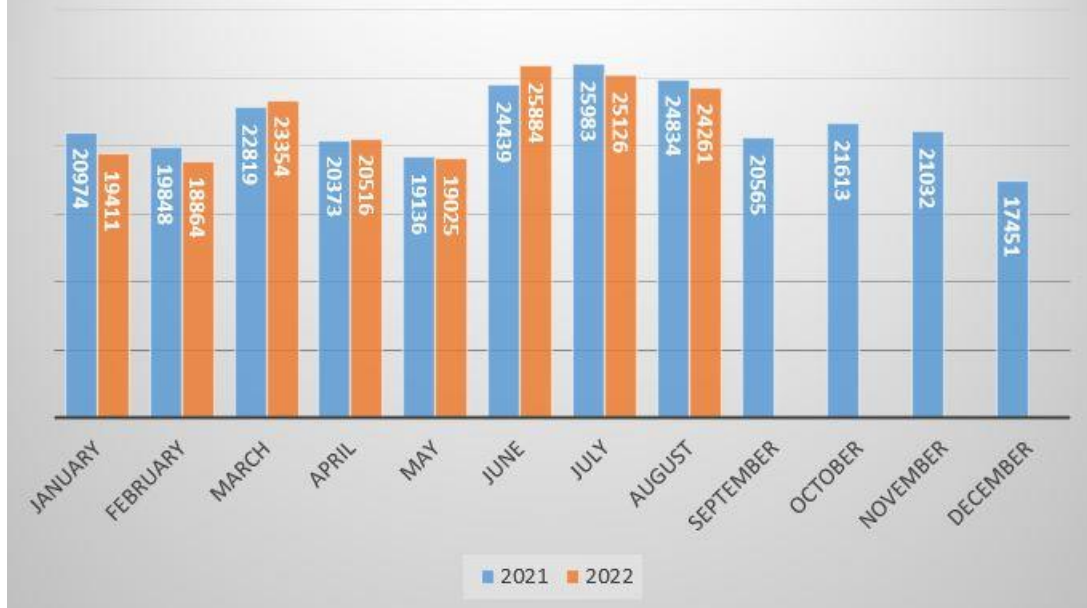
August 2022

Row Labels	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total		
12AM-1AM									
1AM-2AM									
7AM-8AM					2				
8AM-9AM	15	12	1	2	10	4	62		
9AM-10AM	284	349	148	114	198	161	928		
10AM-11AM	472	523	363	286	313	250	1594		Top 10
11AM-12PM	649	535	515	415	329	317	1687		Above Average
12PM-1PM	440	266	352	264	269	235	1349		Below Average
1PM-2PM	497	301	238	141	264	466	1137		Bottom 10
2PM-3PM	455	263	282	335	177	3	1276		
3PM-4PM	415	301	323	246	186		1458		
4PM-5PM	353	299	329	144	235		1458		
5PM-6PM	289	250	276	138	131		1078		
6PM-7PM	187	215	186	144	3		648	Average	238.7323944
7PM-8PM	196	196	100	80			299	Median	250
8PM-9PM	31	102	34	46			157	Max	649
Grand Total	4283	3612	3147	2150	2310	1790	13140		

PATRON VISITS



Circulation by Month





USA Fire Protection, Inc.

A Subsidiary of APi Group, Inc.

9/2/2022

Village of Mukwonago
440 Rivercrest Ct.
Mukwonago, WI 53149

Attention: Owner/Manager

REFERENCE: Renewal Contract for the following location:

Village of Mukwonago - Library 511 Division St Mukwonago, WI 53149

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

Quoted Inspection:

1 Fire Alarm Inspection

Annual - \$ 990.00

DUE: September 2023

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

Annual - \$ 185.00

DUE: August 2023

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).

1 Wet Sprinkler System Inspection

Annual - \$ 350.00

DUE: August 2023

Full flood every 3 years if performed \$175 per dry system. Due 2024

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.

15775 W. Schaefer Ct. - New Berlin, WI 53151 - 262/782-3311 - Fax 262/782-3539

Design/Installation • Testing • Maintenance • Inspections • 24 Hr Emergency Service



USA Fire Protection, Inc.

A Subsidiary of APi Group, Inc.

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.

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 FOR ANY INSPECTION, REPORT, ACT OR OMISSION 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 UNDER THIS 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 53149

- ☐ Annual Fire Alarm Inspection
- ☐ Annual Backflow Certification
- ☐ Annual Wet Sprinkler System Inspection

Customer Acceptance:

Signature: _____

Printed Name: _____

Date: _____

Phone: _____

USA Fire Protection, Inc.

Your Full Service Fire Protection Contractor

Inspection 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 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 at a rate allowed under applicable law. Purchaser shall pay any reasonable attorney fees incurred in the collection of past due accounts.

15775 W. Schaefer Ct. - New Berlin, WI 53151 - 262/782-3311 - Fax 262/782-3539

Design/Installation • Testing • Maintenance • Inspections • 24 Hr Emergency Service

MetaSpace 511 Furniture Proposal: \$1,972 total
Recommend using non-designated donation funds

Items to replace:

1. Replacing 2 green tables with a new table for the sewing machine, button maker, and printing press and to use for programs.



2. Replacing community room table with a new table for the desktop computer, phone, & 3D printer.



3. Improve accessibility in the first set of cabinets (the left hand side of built-in) and replace six drawers with shelving so items are easier to see and reach by putting materials for public to use in bins that can be easily taken out. It is difficult to see what's in the first drawer and we're uncomfortable having children and older adults on a tall step stool to see what's in the second drawer. The shelves that replace these drawers will also be affixed to the cabinet walls so they can't accidentally fall out like the top shelf can right now.



4. Replacing small wobbly bookshelf with two sturdier and more spacious bookshelves to display items made in the makerspace. Placing one in the front and one in the back of the room.

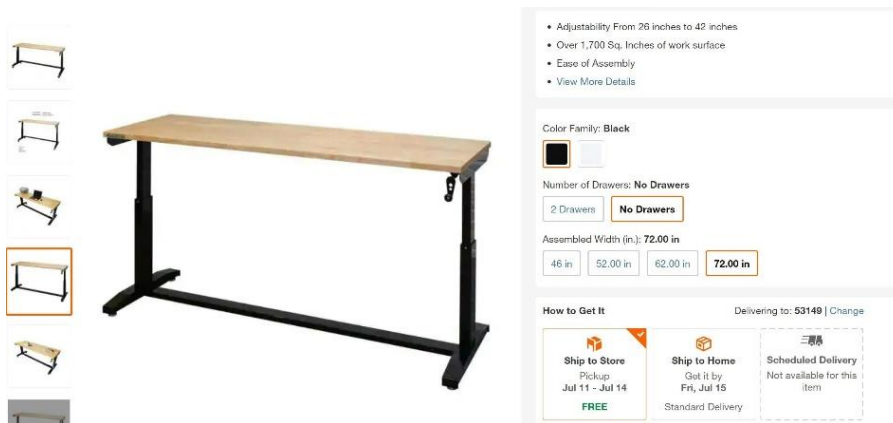


5. Replacing black computer desk and laptop desk that Lead Innovator is using for a desk with a new desk that will be ergonomic, looks more professional, matches the worktables in the space, has enough space to do work, and can be used as an extra worktable for events. Also replacing stool desk chair with a desk chair that is regular height for sitting. Adding dual monitor arms to give extra workspace on table and to keep monitors secure when moving table.



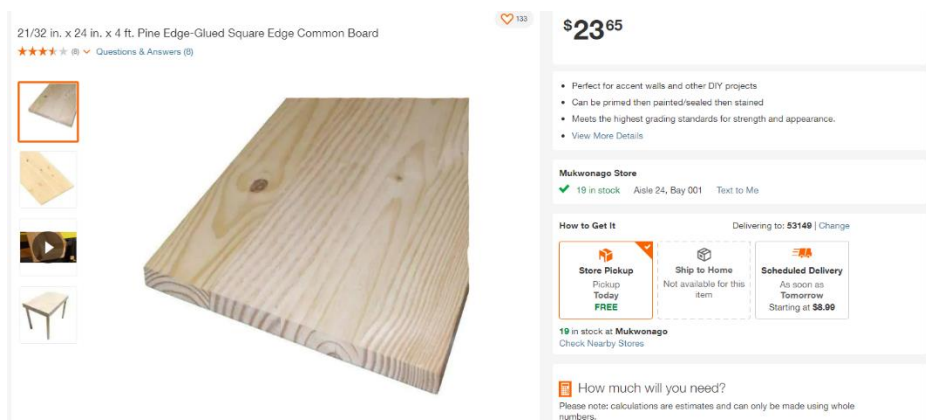
Replacement Items:

1. Replacing 3 tables with 3 new tables that match the work tabletop color in the room and that can be moved and put together to make large working spaces for events.
 - 24" x 72" in. Adjustable Height Workbench Table in Black - \$289.00 each (3 total = \$867.00)
 - Delivery Fee - \$79.00
 - 3 Tables and Delivery Fee = \$946 total



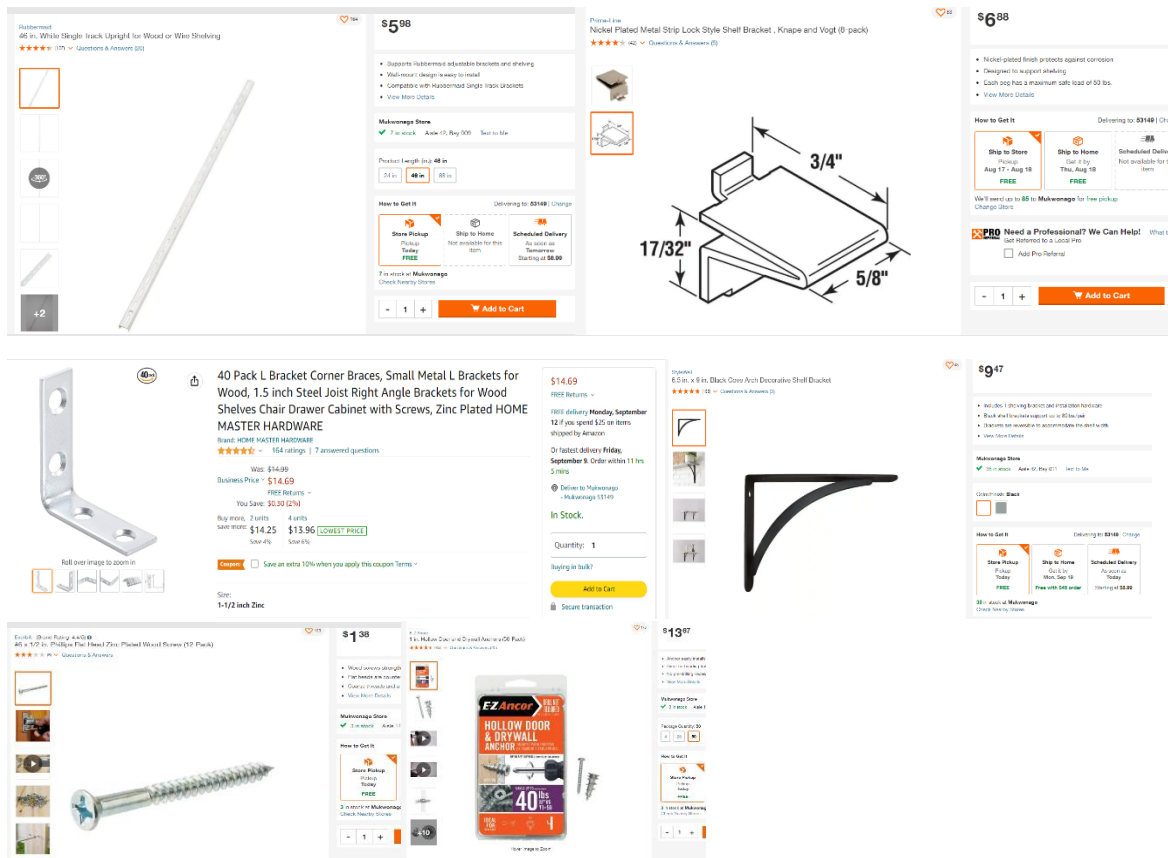
2. Replacing cabinet drawers with shelves and using leftover wood to make display shelves.

- Six 24" x 4' pine boards - \$23.65 each (6 total = \$141.90)



3. Adding shelf tracks, brackets, and corner braces for new cabinet shelves and brackets for new wall shelves.

- 12 shelf tracks for cabinets - \$5.98 each (12 total = \$71.76)
- Metal Shelf Brackets (8 pack) - \$6.88 each (4 total = \$27.52)
- 40 Pack L Bracket Corner Braces - \$14.69
- 6.5" x 9" Black Cove Arch Decorative Shelf Bracket - \$9.47 (12 total = \$113.64)
- #6 x 1/2" Phillips Flat Head Zinc Plated Wood Screw (12 Pack) - \$1.38 (4 total = \$5.52)
- Hollow Door & Drywall Anchor (50 Pack) - \$13.67
- Shelf tracks, brackets, and braces total = \$246.80



4. Adding new bins to use on new accessible shelves in cabinet for makerspace supplies for easy organization and use of by staff and patrons.

- IRIS Slim Portable Project Case (10 Pack) - \$54.99
- IRIS USA Portable Art & Craft Storage - \$34.99 (2 total = \$69.98)
- IRIS USA 6 Qt. Large Flat Plastic Storage, 6 pack - \$44.99
- Project case, art & craft storage, flat storage = \$169.96 total



Roll over image to zoom in



IRIS USA, Inc. IRIS Slim Portable Project Case, 10 Pack, Clear (586390)

Brand: IRIS USA, Inc.

★★★★★ 2,974 ratings | 55 answered questions

Price: **\$54.99** (\$5.50 / Count)
FREE Returns

Style Name: **10 Pack**

10 Pack

6 Pack

Design: **Case**

Case

\$54.99

(\$5.50 / Count)

Case + 10
Piece Case

\$127.98

Case + Box
Organizer

\$79.98

Case + Photo
and...

\$84.98

- Organizing solutions - Plastic Clear Hobby Modular Craft Supply Art Satchel Storage Box Organizer with snap-tight closure latch offers an easy solution to organize craft supplies for your hobbies, school supplies, and kid's toys. Great use for 8.5" x 11" paper, note books, pens, ribbons, stickers, yarn, ornaments stationary, documents, pens and cravons. small tools. card stock. embossing folders. and



Roll over image to zoom in



IRIS USA Portable Art & Craft Storage Organizer with Handle, 4 Removable Storage Bins with 4 Dividers, Divided Acid Free Craft Bin, Clear

Brand: IRIS USA, Inc.

★★★★★ 70 ratings | 5 answered questions

Price: **\$34.99**
FREE Returns

Style Name:
1 Pack

- VERSATILE AND COMPACT: Multi-bin storage case with dividers offers a portable, customizable solution for any storage need. Use in the classroom room, art or craft studio to keep all your supplies organized and within easy reach.
- UNIQUE STORAGE SOLUTION: Create a large storage box by taking out removable plastic baskets or slipping dividers into place to create up to an 8-cup organizer case. Each divider is perfect for all your small essentials like beads, small toys, crayons, and other small hardware.
- TRAVEL FRIENDLY: Locking latches keep the portable lid securely closed. The tabs on the lid keep inner trays in place when locked. Easily take this lightweight storage box wherever you go, without creating disorganization within.
- DURABLE: A sleek built-in handle makes everything easy to carry. And two of the same size stack securely for easy storage.
- MADE IN THE USA: With global materials for quality construction. Dimensions: 15. 25L x 15. 13W x 6. 75H

\$34.99

FREE Returns

FREE delivery **Monday, September 12**

Deliver to Mukwonago
- Mukwonago 53149

Available to ship in 1-2 days.

Buy more, get it as low as **\$34.10**

Quantity: **1**

Buying in bulk?

Add to Cart

Secure transaction

Sold by Amazon and Fulfilled by Amazon.

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

Shows what's inside. Item often ships in manufacturer container to reduce packaging. To hide what's inside, choose **Ship in Amazon packaging** at checkout.

☐ Add a gift receipt for easy returns



Roll over image to zoom in



IRIS USA 6 Qt. Large Flat Plastic Modular Storage Bin Tote Organizing Container with Durable Lid and Secure Latching Buckles, Stackable and Nestable, 6 Pack, Clear and Purple

Brand: IRIS USA, Inc.

★★★★★ 999 ratings | 36 answered questions

Amazon's Choice for "iris storage containers"

Price: **\$44.99** (\$7.50 / Count)
FREE Returns

Don't forget to checkout with **Pay by Invoice** - with no interest or fees.

Available at a lower price from other sellers that may not offer free Prime shipping.

Color: **Violet**



Pattern Name: **Solid**

Solid

\$44.99

(\$7.50 / Count)

Box + Case,
10 Pack,...

\$99.98

Box

See available
options

5. New office chair, desk, and monitor arms for Lead Innovator
- Office Chair - \$179.42
 - Double Arm Monitor Mount - \$57.98
 - 46" Adjustable Height Solid Wood Top Workbench Table - \$229.00 (delivery fee is included with the order of the other 3 worktables if they are ordered together)
 - Office Chair, Monitor Mount, and Table = \$466.40



Flash Furniture Mid-Back Black Mesh Multifunction Executive Swivel Ergonomic Office Chair with Adjustable Arms

Visit the Flash Furniture Store

★★★★★ ~ 3,534 ratings | 209 answered questions

Amazon's Choice for "office+chair+adjustable+arms"

List Price: \$299.99

Price: **\$179.42**

FREE Returns

You Save: **\$120.57 (40%)**

Buy more, save more: 25 units

\$175.68 **LOWEST PRICE**

Save 41%

Don't forget to checkout with Pay by Invoice - with no interest or fees.

Available at a lower price from other sellers that may not offer free Prime shipping.

Click image to open expanded view



Color: **Black Mesh/Black Frame**



Roll over image to zoom in

HUANUO Dual Monitor Stand - Height Adjustable Gas Spring Double Arm Monitor Mount Desk Stand Fits Two 17 to 32 inch Screens with Clamp, Grommet Mounting Base, Each Arm Holds up to 19.8lbs

Brand: HUANUO
★★★★★ ~ 6,458 ratings | 178 answered questions

List Price: \$76.99

Business Price: **\$57.98**

FREE Returns

You Save: **\$18.01 (23%)**

Don't forget to checkout with Pay by Invoice - with no interest or fees.

Available at a lower price from other sellers that may not offer free Prime shipping.

- Improve Your posture for Efficient Work - With the stand, the upper articulating gas spring arm reaches up to 26.18" VESA center to desktop, freely choose the monitor height and comfortable posture for productive work.
- Maximize Your Desktop - Hold your monitor on the arm off desktop, save up valuable space on your desk and make your workstation spacious; the integrated cable management keeps your cables neat and ordered.
- Customize Your Screen Angle - This full motion monitor arm allows your monitor tilt, swivel and rotate to find an optimal view angle to meet your demands; Landscape to portrait is just a piece of cake!
- Customize Your Monitor Combination - The adjustable arms and stand allow you to stack 2 monitors up to 27 inches, more convenient and

Buy new: **\$57.98**

FREE Returns

FREE delivery **Monday, September 12**

Or fastest delivery **Friday, September 9**. Order within 11 hrs 7 mins

Deliver to Mukwonago - Mukwonago 53149

In Stock.

Qty: 1

Buying in bulk?

Add to Cart

Secure transaction

Sold by Dream Fit 2020 and Fulfilled by Amazon.

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt.

Shows what's inside. Item often ships in manufacturer container to reduce packaging. To hide what's inside, choose **Ship in Amazon packaging** at checkout.

☐ Add a gift receipt for easy

Exclusive

Husky

46 in. W x 24 in. D Steel Adjustable Height Solid Wood Top Workbench Table in Black

★★★★★ (8087) ~ Questions & Answers (916)



Hover Image to Zoom

2.4k

\$229.00

Pay **\$204.00** after **\$25 OFF** your total qualifying purchase upon on card. **0**
Apply for a Home Depot Consumer Card

- Adjustability From 26 inches to 42 inches
- Over 1,100 Sq. Inches of work surface
- Can be used as a home office desk or workstation
- View More Details

Color Family: **Black**



Number of Drawers: **No Drawers**

2 Drawers **No Drawers**

Assembled Width (in.): **46 in**

46 in 52.00 in 62.00 in 72.00 in

How to Get It

Delivering to: **53149** | Change

Store Pickup
Pickup Today

FREE

Ship to Home
Get it by Sat, Sep 10

Standard Delivery

Scheduled Delivery
As soon as Tomorrow

\$79.00

2 in stock at Mukwonago
Check Nearby Stores