

Village of Mukwonago
**MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY BOARD'S
FINANCE COMMITTEE
Monday, November 10, 2025**

Time: **10:00 am**

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

Call to Order

Meeting called to order at 10:05 am by Chairperson Stienstra.

Roll Call and Introduction of Guests

Board Members Present

C. Stienstra

H. Pringle

K. Sperstad

Excused

J. Werner

Also Present

A. Armour, Library Director

C. Kim, Business Manager

Approval of Minutes

H. Pringle/C. Stienstra moved to approve the minutes of October 1, 2025, as presented.
Unanimously carried.

Discussion/Action Items

4.1 Donations

Discussion and possible action on process for accepting and processing donations.

Business Manager Kim provided an overview of current donation processing procedures. Business Manager Kim and Director Armour reviewed the different donation accounts available at the Village and at the Waukesha County Community Foundation (WCCF), explaining the difference between municipal accounting (Village as fiscal agent) and internal accounting (for designated versus undesignated donations). Director Armour explained the two WCCF accounts: the endowment and the capital endowment.

The Committee discussed the purposes and advantages of different financial vehicles, staff time requirements for processing, best practices for maintaining fund balances, and communication between Director and Board.

The Committee provided the following guidance to Director Armour and Business Manager Kim:

- Prioritize undesignated donations toward the renovation project fund at WCCF where feasible.
- Rework monthly reporting of Village donation accounts to clearly distinguish designated funds (awaiting WCCF transfer) from genuinely undesignated funds, with the goal of maintaining \$25,000–\$50,000 total undesignated donation dollars at the Village.
- Ensure the draft Gift Acceptance Policy clarifies that the Director may spend up to \$2,000 per fiscal year of undesignated donation funds (with invoices accounted for during monthly Library Board meetings); expenditures beyond \$2,000 require written request to the Library Board.
- Operate under this guidance and report back in early 2026 on workability and recommendations for any changes or policy revisions.

The Committee's stated goal is to ensure clear procedures for all donations that align with policy so staff understand the Library Board's wishes entering the capital campaign for the renovation project.

No action taken.

4.2 WCCF Project Fund

Discussion and possible action on establishing a Project Fund at the Waukesha County Community Foundation to accept donations for the renovation project.

Director Armour explained how a Project Fund at WCCF would work, noting that Board members had met with the WCCF President in early summer to learn about this type of fund. Director Armour recently met with the WCCF President again to obtain details and posed specific questions to the Committee.

The Committee discussed and provided the following guidance:

- The Project Fund can be established by a motion of the Library Board.
- The Project Fund terms, including a 2% administrative fee on each donation, are acceptable and reasonable for the administrative work it will save MCL and Village staff.
- The Project Fund should be established using the anonymous, undesignated \$25,000 gift currently in the Capital Endowment Fund.
- Fund Advisors should be appointed by title (with current title-holders providing contact information for administration): Library Board President, Library Board Treasurer, Library Director, and Business Manager.
- Upon closing the Project Fund, any unspent monies shall transfer to the Capital Endowment Fund for future upkeep of Library facilities.

H. Pringle/K. Sperstad motioned to recommend to the Library Board to create a WCCF Project Fund for the purpose of collecting donations for the upcoming renovation project. Unanimously carried.

5. Referral Items - none

6. Confirm Next Meeting Date – this Committee meets as needed

7. Adjourn

K. Sperstad/H. Pringle motioned to adjourn the meeting. Unanimously carried. Meeting adjourned at 11:25 am.

Minutes submitted by Abby Armour