



LIBRARY BOARD OF TRUSTEES MEETING

**Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
August 13, 2026 at 6:00 PM**

AGENDA

Zoom Login

<https://us02web.zoom.us/j/83588040138?pwd=EdlOxXCGXPfcBpNSzB0jJuavWW9Xdl.1>

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.1 Approval of July 9, 2026, Library Board meeting minutes as prepared and distributed

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 August 2026

6. Committee & Community Reports

6.1 Village Board Representative Report

6.2 Friends of the Library Report

6.3 Building & Grounds Committee - last met August 3, 2026; next meets Thursday, November 19, 2026 @ 6:00pm

6.4 Finance Committee - last met July 21, 2026; next meets Tuesday, August 18, 2026 @ 6:00 pm.

6.5 Grutzmacher Collection Committee - last met July 20, 2026; next meeting TBD

6.6 Personnel Committee - last met July 16, 2026; next meets Thursday, August 27, 2026 @ 6:00pm

6.7 Policy Committee - next meets Tuesday, October 20, 2026 @ 6:00pm

6.8 Ad Hoc Capital Campaign Committee - last met July 22, 2026, and August 3, 2026; next meets Wednesday, August 26, 2026 @ 7:00pm

7. Library Director Report

7.1 Library Director Report - August 2026: Reflections on July

8. Discussion/Action Items

8.1 Presentation by Chad Robinson - Matheson Memorial Library Director Chad Robinson will share his experiences running a public library during a major renovation.

8.2 Collect Director Evaluations - The Personnel Committee will collect all Director evaluations.

8.3 Capital Campaign - Discussion and possible action on the progress of the capital campaign including a proposed public campaign launch for Sunday, September 27, from 1:00pm to 3:30pm.

8.4 Owner's Representative - Discussion and possible action on issuing a Request for Proposal (RFP) for an Owner's Representative/Project Manager for the renovation project.

8.5 ADA Doors - Discussion and possible action on entryway doors with motors designed to meet Americans with Disabilities Act (ADA) standards.

8.6 Firewall End of Life - Discussion and possible action on proposal for replacing firewall at end-of-life.

8.7 Revised Job Descriptions - Discussion and possible action on proposed updates to the Adult Services Librarian and Youth Services Librarian job descriptions.

8.8 Loan Agreement with MHMS - Discussion and possible action on continuing the Loan Agreement with the Mukwonago Historical and Museum Society.

8.9 Permanent Grutzmacher Collection Display - Discussion and possible action on design options for a permanent Grutzmacher Collection display.

8.10 NAGPRA Consulting Services Agreement - Discussion and possible action on approving Amendment 6 to Consulting Services Agreement transferring existing service from Bernstein & Associates LLC to J3 Cultural Repatriation

Specialists LLC.

8.11 2026 Mid-Year Budget Amendment - Discussion and possible action on approving a mid-year budget amendment for FY2026 to account for an OPEB payout for retirement.

9. Referral Items

10. Confirm Next Meeting Date

The next Library Board meeting is scheduled for September 10, 2026, at 6:00 pm.

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, July 9, 2026

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 6:07p.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
H. Pringle
K. Sperstad
L. Spielman
C. Stienstra
N. Verheyden
J. Werner
D. Whalen

Excused

E. Brill
M. Oberwise-Lacock

Also Present

A. Armour, Library Director

Introduction of New Library Trustee - Nikki Verheyden

Approval of Minutes

E. Pautz/L. Spielman motioned to approve the minutes from the Board of Trustees meeting on June 11, 2026. Unanimously carried.

Comments from the Public

C. Kim sent a thank you note to the Board for her retirement gift.

Audit and Approval of Monthly Expenditures

A. Cooper/C. Stienstra motioned to approve the monthly expenditures with noted addition. 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 - Director Armour shared that the Village will be switching phone systems in August/September. She will eliminate unnecessary extensions to try to save costs for the library. She also noted that it is currently the budget season for the Village.

Friends of the Library Report - Director Armour shared on behalf of Friends of the Library President, M. Isley. The Mukwonago Culver's Scoopie night was June 22 and fundraising figures are forthcoming. The Friends were an active participant in the Summer Reading Program Kick-Off and noted that lots of popsicles were consumed. The Qdoba fundraiser was held July 8 and the Friends tripled their fundraising for this event compared to last time, raising \$320.88. The annual rummage sale planning is underway and will be held August 20-22.

Building & Grounds Committee - next meets Monday, August 3, 2026 @ 4:00pm – This upcoming meeting will include the process of putting together an RFP for finding a project manager/owner's representative for the building renovation project.

Finance Committee - next meets Tuesday, July 21, 2026 @ 6:00pm – This upcoming meeting will include a mid-year budget adjustment to account for a retirement in order to show the influx from the retirement account happening early so when MCL closes the fiscal year everything is accurate for the annual report in February.

Grutzmacher Collection Committee - next meets Monday, July 20, 2026 @ 6:00pm - D. Benden from Driftless Pathways will be present in person to discuss building renovation options for a permanent Grutzmacher Collection display. The Committee will also review the loan agreement with the Red Brick Museum and Historical Society prior to resubmittal.

Personnel Committee - next meets Thursday, July 16, 2026 @ 6:00pm - This upcoming meeting will start the process of the Director's evaluation.

Policy Committee - last met June 16, 2026; next meets Tuesday, October 20, 2026 @ 6:00pm - The Committee conducted the planned review of policies and no new adjustments were recommended at this point.

Ad Hoc Capital Campaign Committee - last met June 24, 2026; next meets Wednesday, July 22, 2026 @ 7:00pm - N. Verheyden updated the Board on current committee endeavors. Director Armour discussed the naming rights and what rooms are still available.

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

Director Armour shared information about collection weeding. She also highlighted how circulation is up in large contributions to the Library Pages; their ability to quickly and efficiently get items back out onto the shelves is a significant contributor to this increase. It was also noted by Director Armour that K. Morrison, the Associate Director of Circulation and Customer Experience, has been aiding with the report to provide a more comprehensive look at the circulation and collection with graphs and charts.

Discussion/Action Items

Officer Elections

Discussion and possible action on voting for the positions of President and Secretary

H. Pringle noted that the voting today was for President and Secretary which are two-year terms. The floor was opened for additional nominations.

K. Sperstad/J. Werner motioned to appoint E. Pautz to the Secretary position.
Unanimously carried.

D. Whalen/K. Sperstad motioned to appoint H. Pringle to the President position.
Unanimously carried.

Capital Campaign

Discussion and possible action on the progress of the capital campaign.

H. Pringle noted the amounts of the additional funds donated to the capital campaign. Further discussion centered around the goal of the Campaign Committee to go into the public phase by early fall. This phase is where MCL will do a press release and bring the campaign to the public's attention in a more active way.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on August 13, 2026.

Adjournment

C. Stienstra/L. Spielman motioned to adjourn the meeting. Unanimously carried.
Meeting was adjourned at 6:38 pm.

Mukwonago Community Library Executive Summary 2026

As of 8/13/2026

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	785,456.00	404,098.14	381,357.86	51.4%
5111 Overtime	-	13.94	(13.94)	
5112 - Social Security	60,990.00	31,521.22	29,468.78	51.7%
5152 - Retirement	41,274.00	22,899.15	18,374.85	55.5%
5152-10 Deferred Comp. ICMA	10,616.00	7,199.68	3,416.32	67.8%
5154 - Health	39,599.00	23,466.29	16,132.71	59.3%
5158- OPEB Payout	-	26,208.00	(26,208.00)	
5159 - Other Fringe Benefits	3,127.00	2,253.97	873.03	72.1%
5219 - Professional Services	5,000.00	1,990.07	3,009.93	39.8%
5220 - Contractual Services	35,500.00	23,607.28	11,892.72	66.5%
5221 - Water & Sewer	3,100.00	1,604.28	1,495.72	51.8%
5222 - Electric	35,000.00	16,794.74	18,205.26	48.0%
5224 - Gas	12,500.00	5,590.17	6,909.83	44.7%
5225 - Telephone	6,850.00	4,779.53	2,070.47	69.8%
5226 - Insurance	17,000.00	5,077.35	11,922.65	29.9%
5310 - Outside Services	17,500.00	7,846.49	9,653.51	44.8%
5311 - Operational Supplies	12,000.00	5,717.78	6,282.22	47.6%
5312 - Printing	2,000.00	976.16	1,023.84	48.8%
5314 - MetaSpace 511 Equip & Fixtures	2,000.00	519.06	1,480.94	26.0%
5315 - Postage	1,200.00	934.43	265.57	77.9%
5316 - Collection Maintenance & Repair	7,500.00	5,165.71	2,334.29	68.9%
5317 - MetaSpace Maintenance	9,000.00	7,403.67	1,596.33	82.3%
5318 - Thingery Maintenance	6,000.00	4,584.30	1,415.70	76.4%
5326 - Periodicals	1,000.00	834.83	165.17	83.5%
5327 - Newspapers	2,000.00	1,299.33	700.67	65.0%
5328 - Books	85,000.00	58,621.15	26,378.85	69.0%
5329 - AV Materials	9,000.00	5,532.07	3,467.93	61.5%
5330- Thingery Collection	6,000.00	1,993.58	4,006.42	33.2%
5331 - Programming	15,000.00	7,705.47	7,294.53	51.4%
5332 - Mileage	1,000.00	119.28	880.72	11.9%
5333 - Outreach	6,000.00	3,338.87	2,661.13	55.6%
5335 - Training & Travel	8,000.00	5,264.95	2,735.05	65.8%
5340 - Electronic Tools & Services	16,000.00	8,683.88	7,316.12	54.3%
5341 - Cafe	26,830.00	26,830.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	1,282.00	1,282.00	0.00	100.0%
5349 - Digital Collections	9,502.00	9,502.00	0.00	100.0%
5395 - Repairs & Maintenance	15,000.00	8,476.05	6,523.95	56.5%
5399 - Other	500.00	46.57	453.43	9.3%
5810 - Furniture & Fixtures	2,500.00	0.00	2,500.00	0.0%
581100 - Equipment<\$5,000	5,000.00	2,452.90	2,547.10	49.1%
511105 - Equipment >\$5,000	-	0.00	0.00	
TOTAL Budget Accounts	1,324,026.00	752,834.34	571,191.66	56.9%

Donation Accounts	Beginning Balance	Donation Revenue	Donation Expense	Balance
Designated WCCF	(61,549.81)	64,576.00	24,980.00	(21,953.81)
Designated Other	19,200.00	22,579.40	30,835.54	10,943.86
Donation General	33,192.93	1,201.81	176.17	34,218.57
Donation SLP	-	4,262.58	325.00	3,937.58
TOTAL Donation Accounts (Verified)	(9,156.88)	92,619.79	56,316.71	43,360.81

Mukwonago Community Library				
REVENUE 2026				
Department Name	2026 Budget	July 2026		
Property tax	602,180	481,902	80%	
Inter Gov Revenue	699,846	352,164	50%	
Copies & Faxes	5,500	4523	82%	
Material Replacement	1,000	1,181	118%	
Book Sale Revenue	3,500	3,543	101%	
Fines	0	2,035		
Misc. Revenue	0	1,056		
Interest Revenue	12,000	0	0%	
Total Revenue	1,324,026	846,404	63.9%	

* 7500.00 website - 571.87 WCCF Library Strategies- 200.00 Bernstein
 ** 9200.00 MetaSpace, 10,000.00 Landscaping

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
August 13, 2026

Account	Vendor	Description	Amount
5219 Professional Services	Crivello, Nichols & Hall	Legal services	126.00
5220 Contracted Services	Envisionware	Annual Maintenance - Staff Register Station	2689.96
5220 Contracted Services	Envisionware	Annual Maintenance - Verifone	551.25
5220 Contracted Services	IKM Building Solutions	Agreement billing/Mechanical	2137.50
5220 Contracted Services	Johnson Controls Security	8/1/26-10/31/26	2013.14
5220 Contracted Services	Taylor Computer Services	Review DNS settings	33.75
5220 Contracted Services	Great America	Copier Lease 9/10/26-10/9/26	460.74
5221 Water-Sewer	Village Charge	4/1/26-6/30/26	771.41
5222 Electric	WE Energies - Village Charge	6/23/26-7/23/26	4074.69
5224 Gas	WE Energies - Village Charge	6/23/26-7/23/26	125.03
5225 Telephone	Brightspeed - Village Charge	6/24/26-7/23/26	91.84
5225 Telephone	Spectrum Business/Charter - Village Charge	6/24/26-7/23/26	152.05
5225 Telephone	Vonage - Village Charge	7/11/26-8/10/26	423.30
5310 Outside Services	Also	Mats/dusters - June	53.36
5310 Outside Services	America Aquaria	fish tank maintenance & Fish 7/14/26	85.00
5310 Outside Services	Excel Building Services	Weekend cleaning - July	689.00
5310 Outside Services	Unique Management	Placements - June	29.55
5311 Operational Supplies	Amazon Business	Office supplies	86.01
5311 Operational Supplies	Amazon Business	Cleaning supplies	19.66
5311 Operational Supplies	Canva - Village Credit Card	Business Cards	21.00
5311 Operational Supplies	Complete Office	Cleaning supplies	468.79
5311 Operational Supplies	Minuteman Press - Village Charge	Envelopes	132.85
5311 Operational Supplies	Office Pro - Village Charge	Copy paper	6.98
5311 Operational Supplies	Staples - Village Credit Card	Office supplies	43.34
5311 Operational Supplies	Walmart -Village Credit Card	Cleaning supplies	92.24
5312 Printing	Gordon Flesch-Village Charge	Lease 6/20/26 - 7/19/26	18.48
5312 Printing	Gordon Flesch-Village Charge	Copies - June	12.55
5312 Printing	Konica-Village Charge	6/15/26 - 7/14/26	46.29
5312 Printing	PrimaData-Village Charge	Newsletter insert	241.73
5314 MetaSpace Equipment	Amazon Business	Various supplies	38.93
5314 MetaSpace Equipment	Sew Much More - Village Credit Card	Miscellaneous supplies	88.25
5314 MetaSpace Equipment	Amazon Business	Equipment	63.98
5315 Postage	USPS-Village Charge	Postage - June	15.54
5315 Postage	USPS-Village Charge	Supplies	28.37
5316 Collection Maintenance & Repair	Amazon Business	Thingery supplies	35.84
5316 Collection Maintenance & Repair	Amazon Business	Maintenance supplies	167.68
5316 Collection Maintenance & Repair	Amazon Business	Maintenance supplies	88.35
5316 Collection Maintenance & Repair	Amazon Business	Maintenance supplies	46.00
5316 Collection Maintenance & Repair	Amazon Business	Maintenance supplies	40.92
5316 Collection Maintenance & Repair	Demco	Tape	129.86
5316 Collection Maintenance & Repair	Demco	Tape	144.56
5316 Collection Maintenance & Repair	Demco	Tape	98.36
5316 Collection Maintenance & Repair	Demco	Repair supplies	160.32
5317 Metaspaces Maintenance	Amazon Business	Craft supplies	106.16
5317 Metaspaces Maintenance	Amazon Business	Craft supplies	95.23
5317 Metaspaces Maintenance	Amazon Business	Craft supplies	306.62
5318 Thingery Maintenance	Amazon Business	Thingery supplies	512.15
5318 Thingery Maintenance	Amazon Business	Thingery supplies	419.57
5318 Thingery Maintenance	Amazon Business	Thingery supplies	177.28
5318 Thingery Maintenance	Amazon Business	Maintenance supplies	588.94
5318 Thingery Maintenance	Amazon Business	Maintenance supplies	97.76
5318 Thingery Maintenance	Disney Plus - Village Credit Card	Monthly bundle	13.64
5318 Thingery Maintenance	Netflix - Village Credit Card	Monthly streaming	26.99
5328-5700 Books	Ingram	Books	-1.99
5328-5700 Books	Ingram	Books	-3.74
5328-5700 Books	Ingram	Books	273.79
5328-5700 Books	Ingram	Books	26.60
5328-5700 Books	Ingram	Books	940.25
5328-5700 Books	Ingram	Books	98.70
5328-5700 Books	Ingram	Books	419.84
5328-5700 Books	Ingram	Books	999.92
5328-5700 Books	Ingram	Books	538.71
5328-5700 Books	Ingram	Books	396.83
5328-5700 Books	Ingram	Books	19.50
5328-5700 Books	Ingram	Books	141.60
5328-5700 Books	Ingram	Books	662.41
5328-5700 Books	Ingram	Books	38.69
5328-5700 Books	Ingram	Books	19.50
5328-5700 Books	Ingram	Books	47.40
5328-5700 Books	Ingram	Books	187.92
5328-5700 Books	Ingram	Books	358.61
5328-5700 Books	Ingram	Books	519.57

Account	Vendor	Description	Amount
5328-5700 Books	Ingram	Books	283.05
5328-5700 Books	Ingram	Books	1476.92
5328-5700 Books	Ingram	Books	446.68
5328-5700 Books	Ingram	Books	1360.29
5328-5700 Books	Ingram	Books	42.60
5328-5700 Books	Ingram	Books	18.40
5328-5700 Books	Ingram	Books	165.39
5328-5700 Books	Ingram	Books	1120.03
5328-5700 Books	Penworthy	Books	1279.65
5328-5700 Books	Penworthy	Books	380.97
5328-5700 Books	ThriftBooks	Book credit	-13.09
5329-5700 AV Material	Amazon Business	DVDs	147.44
5329-5700 AV Material	Amazon Business	DVD credit	-35.99
5329-5700 AV Material	Midwest Tape	DVDs	158.94
5329-5700 AV Material	Midwest Tape	DVDs	55.48
5329-5700 AV Material	Midwest Tape	DVDs	132.90
5329-5700 AV Material	Midwest Tape	DVDs	128.63
5329-5700 AV Material	Midwest Tape	DVDs	152.19
5329-5700 AV Material	Midwest Tape	DVDs	225.82
5330 Thingery Collection	Amazon Business	Mah Jong cards	21.98
5330 Thingery Collection	Penworthy	Kits	844.95
5331 Programming	Amazon Business	Program supplies Adult	271.35
5331 Programming	Amazon Business	Program supplies YS	39.84
5331 Programming	Amazon Business	Program supplies YS	197.90
5331 Programming	Amazon Business	Event supplies	54.98
5331 Programming	Amazon Business	Event supplies	436.18
5331 Programming	Amazon Business	Program supplies Adult	205.00
5331 Programming	Enchanted Abby	Dec. 8th program	112.00
5331 Programming	Hobby Lobby- Village Credit Card	Program supplies Adult	108.53
5331 Programming	Terry Buchmann	Supplies - Reimbursement	5.59
5332 Mileage	Annika Giese	Delafield Library and Dollar General Trips	23.93
5332 Mileage	Emily Ceithamer	Various trips for SLP prizes	17.04
5332 Mileage	Emily Ceithamer	Michaels for Staff Present	20.30
5332 Mileage	Terry Buchmann	Hobby Lobby in Waukesha and Brookfield	28.28
5333 Outreach	Adobe- Village Credit Card	Creative Cloud 7/6/26-8/5/26	36.74
5333 Outreach	Amazon Business	Craft supplies	99.18
5333 Outreach	Kwik Trip- Village Credit Card	Gift Cards	50.00
5335 Training & Travel	Dominos-Village Credit Card	Staff Appreciation Lunch	238.75
5340 Electronic Tools & Services	Velocity-Village Charge	Licenses	24.00
5340 Electronic Tools & Services	Velocity-Village Charge	IT services	875.00
5340 Electronic Tools & Services	UKG-Village Charge	Payroll processing fee	444.44
5343 Data Lines	Department Of Administration	TEACH Services	600.00
5399 Other	WI Dept of Revenue-Village Charge	Quarterly tax - Book sales	79.23
5399 Other	WI Dept of Revenue-Village Charge	Quarterly tax - Copies	124.15
5811 Equipment (under \$5,000)	Smiota-Village Credit Card	Smart locker sun shade	80.00
TOTAL REGULAR ACCOUNTS			37438.54
Donations			
5806 Donation Designated Other	Amazon Business	AccuQuilt Class-pd by Crazy Quilters Guild	33.37
5806 Donation Designated Other	Friends of the Library	Reimbursement for discount on plant sale order	62.35
5806 Donation Designated WCCF	Bernstein & Associates	NAGPRA Consulting	40.00
5806 Donation Designated WCCF	Library Strategies	Capital Campaign Consulting	720.00
5806 Donation General	Metro Market- Village Credit Card	Treats for Village staff	29.44
5806 Donation SLP	Ace Hardware-Village Credit Card	Gift Card	25.00
5806 Donation SLP	Kwik Trip- Village Credit Card	Gift Card	100.00
5806 Donation SLP	Metro Market- Village Credit Card	Gift Card	100.00
5806 Donation SLP	Reads By The River-Village Credit Card	Gift Card	100.00
Total Donation Expenses			1,210.16
Director	Treasurer	To Be Reimbursed	
		Regular Donation Expenses	1,210.16
Secretary		Total Expenses	38,648.70

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S BUILDING AND GROUNDS COMMITTEE**
Monday, August 3, 2026

Time: **4:00 pm**

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

1. Call to Order

Chairperson E. Brill called the meeting to order at 4:05 p.m.

2. Roll Call and Introduction of Guests

Board Members Present

E. Brill

H. Pringle

L. Spielman

Excused

E. Pautz

Also Present

A. Armour, Library Director

3. Approval of Minutes

H. Pringle/L. Spielman motioned to approve the Building & Grounds Committee Meeting Minutes from May 21, 2026. Unanimously carried.

4. Discussion/Action Items

Facility Updates

Director Armour provided facility updates on several topics: the Village is switching from Vonage to Ring Central for phone systems; the Library will allow the Rotary to install a banner promoting the Jack-O-Lantern Jaunt since the Library is the beneficiaries of this year's fundraising efforts; and staff are addressing two roof leaks. Trustees requested Director Armour to investigate options for bike parking in the front of the Library.

Capital Plan

No action was taken.

Renovation Plans

No action was taken. Director Armour noted that the workgroup assigned to guide the architects in the construction document development will meet for the first time on August 26.

Owner's Representative

Director Armour presented a draft Request For Proposal (RFP) for a project manager/owner's representative for the renovation project. Discussion included timeline, specific duties that may overlap with duties of architect, and authority levels of approval. H. Pringle/L. Spielman motioned to recommend the RFP as amended to the Library Board for approval and publication. Unanimously carried.

Capital Campaign Donor Recognition

The Committee considered the revised mock-ups of the donor wall and approximate costs as prepared by FastSigns. The Committee directed Director Armour to continue working with the vendor to develop this concept in time for the launch of the public phase of the campaign.

Firewall End-Of-Life

Director Armour presented a proposal from Taylor Computers outlining the parts and labor needed to replace the existing firewall which will soon no longer be supported. H. Pringle/E. Brill motioned to recommend the proposal for parts and labor from Taylor Computers to upgrade to a SonicWall TZ480 to the Library Board for approval. Unanimously carried.

ADA Doors

Director Armour explained that the both ADA doors in the entryway have continued to be problematic, sometimes needing multiple re-sets in the same day, despite two visits from Rinderle Door Company this spring and summer. She presented a proposal from Rinderle with multiple options for addressing the issues. Discussion included timing in conjunction with the renovation, the configuration of the entryway limiting door activator placement, and prohibitive costs associated with moving to a high-energy system. H. Pringle/L. Spielman motioned to recommend option A (replacement of motors only) to the Library Board for approval. Unanimously carried.

5. Referral Items – none

6. Confirm Next Meeting Date

The next Building and Grounds Committee meeting is scheduled for Thursday, November 19, 2026 @ 6:00pm.

7. Adjourn

H. Pringle/L. Spielman motioned to adjourn. Unanimously carried. Chairperson Brill adjourned the meeting at 5:32 p.m.

Minutes submitted by Abby Armour

DRAFT

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S FINANCE COMMITTEE**
Tuesday, July 21, 2026

Time: **6:00 pm**

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

Call to Order

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

Roll Call and Introduction of Guests

Board Members Present

C. Stienstra
H. Pringle
K. Sperstad
J. Werner

Also Present

A. Armour, Library Director

Approval of Minutes

J. Werner/H. Pringle moved to approve the minutes of November 10, 2025, as presented. Unanimously carried.

Discussion/Action Items

4.1 Audit Results

Director Armour presented the 2025 audit. A timing mismatch in donation expenditures and revenues required \$1,948 from the general fund balance to balance the budget. All expenditures were accurately accounted for. The issue reflects the difference between the Village's annual reconciliation of the donation accounts and the internal tracking and donation timing of the Library. Staff are working with the Village Head of Finance on improving processes to avoid this in the future.

4.2 2026 Mid-Year Budget Amendment

Director Armour presented a mid-year 2026 budget amendment with the sole change adding in a \$26,208 OPEB retirement expenditure and accompanying revenue from the OPEB fund. This amendment ensures accurate accounting in time for the Annual Report in February before the Village audit. K. Sperstad/J. Werner motioned to recommend the 2026 Mid-Year Budget Adjustment with the OPEB retirement expenditure to the Library Board for approval and adoption. Unanimously carried.

4.3 Preliminary Budget Planning

The Committee gave Director Armour priorities for the 2027 budget including supporting leadership needs during the renovation, targeting digital and high-use collections, staff development, increased outreach and off-site programming during renovation, and furniture not covered by the renovation plan.

5. Referral Items - none

6. Confirm Next Meeting Date – The next Finance Committee meeting is scheduled for Tuesday, August 18, 2026 @ 6:00 pm.

7. Adjourn

K. Sperstad/J. Werner motioned to adjourn the meeting. Unanimously carried. Meeting adjourned at 7:08 pm.

Minutes submitted by Abby Armour

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY BOARD'S
GRUTZMACHER COLLECTION COMMITTEE**
Monday, July 20, 2026

Time: **6:00 pm**

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

Call to Order

The Chairperson H. Pringle called the meeting to order at 6:00 pm.

Roll Call and Introduction of Guests

Committee Members Present

H. Pringle
E. Brill
E. Pautz
M. Oberwise Lacock

Also Present

A. Armour, Library Director
J. Werner, Library Board Trustee
D. Benden of Driftless Pathways (via Zoom)

Approval of Minutes

E. Brill/E. Pautz motioned to approve the minutes from the Grutzmacher Collection Committee meeting on November 20, 2025. Unanimously carried.

Discussion/Action Items

Permanent Grutzmacher Collection Display

Danielle Benden of Driftless Pathways presented options for a permanent Grutzmacher Collection display with cases and interactive elements to fill out the white box that the architects are planning for in the renovation. Discussion included functionality, price points, and the interactivity of the space with visitors. The Committee will report to the Library Board and solicit feedback before making final choices and sharing with the architect.

Annual Review of Committee Directives

Director Armour noted that the directives listed in the Grutzmacher Collection Management Policy have been and continue to be addressed with the renovation, MHMS loan agreement, consultations, and other frequent activities of the Committee. No action was taken.

Loan Agreement with MHMS

The Committee examined the existing Loan Agreement and does not recommend changes for the 2026-2027 loan. M. Oberwise Lacock/E. Pautz motioned to recommend to the Library Board the renewal of the Loan Agreement to the Mukwonago Historical and Museum Society without changes for the same Grutzmacher Collection items already on loan from October 2, 2026, to October 1, 2027. Unanimously carried.

Updates on the Grutzmacher Collection

Director Armour provided updates including that the new signage at the Red Brick Museum was hung in time for their open season and that Trustee H. Pringle and she will bring the issue of the Pike County items glued into display frames to the next Pike County inter-Tribal consultation on August 11 and notify the Committee of the guidance provided by the Tribes.

Referral Items – none

Confirm Next Meeting Date – TBD

Adjournment

Meeting adjourned by Chairperson H. Pringle at 7:28 pm.

Minutes submitted by Abby Armour

Village of Mukwonago
**DRAFT MINUTES OF MUKWONAGO COMMUNITY LIBRARY'S
PERSONNEL COMMITTEE MEETING**
Thursday, July 16, 2026

Time: **6:00 pm**

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

Call to Order

The Chairperson Donna Whalen called the meeting to order at 6:03 p.m. located in the Mukwonago Community Library History Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Committee Members Present

C. Stienstra
D. Whalen
M. Oberwise Lacock
A. Cooper (arrived at 6:04 p.m.)

Also Present

A. Armour, Library Director
K. Morrison, Associate Director of Circulation & Customer Experience

Approval of Minutes

C. Stienstra/A. Cooper motioned to approve the minutes from the Personnel Committee meeting on September 17, 2024, and the minutes from the Joint Personnel/Policy Committee meeting on November 6, 2025. Unanimously carried.

Discussion/Action Items

Village S.P.A.R.K. Committee

K. Morrison is the staff member representing the Library on the Village's S.P.A.R.K. (Support, Positive, Appreciation, Relationships, Knowledge) committee. This is an "employee team partnering with management to ignite ideas, strengthen workplace culture, and help create an environment where people feel valued, supported, and motivated to stay and grow." K. Morrison reported that the committee has made recommendations to Village leadership for updating retirement and anniversary gifts, starting stay interviews, starting a gym wellness incentive, and starting an opt-out of health care stipend to employees who don't take health insurance.

Revised Job Descriptions

Director Armour proposed adding an alternate qualification pathway of a combination of education and experience to the Adult Services Librarian and Youth Services Librarian job descriptions, to align with the Associate Director job descriptions and broaden future applicant pools. M. Oberwise Lacock/A. Cooper motioned to recommend to the Library Board the updates to the Adult Services Librarian and Youth Services Librarian job descriptions as presented. Unanimously carried.

Library Director Evaluation

The Committee determined the following process for the Director's evaluation:

1. The Director will email the evaluation form to all Trustees with instructions for completion.
2. Trustees will return completed evaluations in paper format by the August 13 Library Board meeting, either in person at the meeting, by delivering a sealed envelope to the Library, or by mailing it to the Library in care of the Library Director. Trustees who have not completed the evaluation by the August 13 meeting will complete it before leaving that meeting.
3. The Personnel Committee will convene August 27 to compile the results.
4. The Committee will present the compiled results to the full Board in closed session at the September 10 Library Board meeting and will make a recommendation on the Director's salary in time for inclusion in the 2027 budget.

Referral Items

Including staff feedback as part of future Director evaluations

Confirm Next Meeting Date – Thursday, August 27, 2026, at 6:00pm

Adjournment

M. Oberwise Lacock/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:61 pm.

Minutes submitted by Abby Armour

Village of Mukwonago
**MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY BOARD'S AD
HOC CAPITAL CAMPAIGN COMMITTEE**
Wednesday, July 22, 2026

Time: **7:00 pm**

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

1. Call to Order

Chairperson K. Johnson called the meeting to order at 7:05 pm.

2. Roll Call and Introduction of Guests

Committee Members Present

Kay Johnson, Chairperson

Abby Armour, Library Director

Jill Adler

Joanne Himebauch

Nikki Verheyden

Ashely Flatland (left at 8:12 pm)

Excused

Katie Baker

Julie Felicilda

Also Present

Eliza Pautz, Library Board Trustee

3. Approval of Minutes

A. Flatland/ J. Himebauch motioned to approve the minutes from June 24, 2026, as presented. Unanimously carried.

4. Discussion/Action Items

Capital Campaign

Committee members shared updates on their donor conversations. Discussion included connecting with donors already named on furniture and donor walls in the Library and being named the recipients of the Jack-O-Lantern Jaunt fundraiser which necessitates the need to go public soon. The Committee directed Director Armour to ask whether the Board would approve the proposed public launch date of Sunday, September 27. The Committee further directed her to ask whether alcohol could be served in the Library during the launch event. The Committee will meet on Monday, August 3, at 7:00 pm to begin event planning.

5. Referral Items – none

6. **Confirm Next Meeting Date** – The next regular meeting is scheduled for Wednesday, August 26, 2026 at 7:00 pm in person at the Mukwonago Community Library.

7. **Adjourn**

J. Himebauch/N. Verheyden motioned to adjourn the meeting. Unanimously carried.
Meeting adjourned at 8:34 pm

Minutes submitted by Abby Armour

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S AD HOC CAPITAL CAMPAIGN COMMITTEE
Monday, August 3, 2026**

Time: **7:00 pm**

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

1. Call to Order

Chairperson K. Johnson called the meeting to order at 7:07 pm.

2. Roll Call and Introduction of Guests

Committee Members Present

Kay Johnson, Chairperson
Abby Armour, Library Director
Jill Adler
Joanne Himebauch
Nikki Verheyden
Ashely Flatland

Excused

Katie Baker
Julie Felicilda

3. Approval of Minutes

A. Flatland/ J. Himebauch motioned to approve the minutes from July 22, 2026, as presented. Unanimously carried.

4. Discussion/Action Items

Capital Campaign

Committee members shared updates on their donor conversations. The Committee began planning the public launch of the capital campaign and will request the Library Board to approve a Sunday, September 27, launch party in the afternoon with the option to provide alcohol. Discussion included reaching out to local businesses to assist with the launch party, marketing needs, and general agenda planning.

5. Referral Items – none

6. Confirm Next Meeting Date – The next meeting is scheduled for Wednesday, August 26, 2026 at 7:00 pm in person at the Mukwonago Community Library.

7. Adjourn

Chairperson Johnson adjourned the meeting at 8:15 pm.

Minutes submitted by Abby Armour

THE DIRECTOR'S REPORT

August 2026

Mukwonago Community Library



Library Director Abby Armour

The Headlines

Six Committee Meetings in One Month Kept Our Momentum Going - Between the July and August Board meetings, the Library convened six committee meetings. Most libraries in the Bridges system have only a couple of committees, but MCL sustains five standing committees plus a variety of ad hoc committees related to the renovation project. Director Armour clerks all of them, preparing the materials, assembling and publishing every agenda and packet, and ensuring every decision is brought to the full Board.

🔍 **Why it matters:** This matters because that pace is what makes our ambitious agenda possible: the renovation, the capital campaign, and the many decisions moving in parallel all run through these committees. Our volunteer Board members give significant time and energy to these committees, and that investment now is exactly what will keep the renovation, the fundraising, and every major decision moving as smoothly as possible in the months ahead.

Building Our Future: Renovation and Fundraising for Welcoming Spaces

This month on the project: The construction document workgroup meets for the first time on August 26. This is the first of four meetings running through November, after which Engberg Anderson Architects will submit final construction documents for Library Board approval in December. Separately, the Building and Grounds Committee is developing an RFP to hire a Project Manager and Owner's Representative to guide the project from bid analysis through final closeout.

🕒 **Big picture:** This is where the rubber meets the road. Planning early, including enough time to bring on an Owner's Representative, gives us time to prepare and smooths the path ahead. There may not appear to be much to do before construction begins, but groundwork like this is exactly what keeps the project on track once it does.

The fundraising: The Library renovation was named this year's recipient of the Jack-O-Lantern Jaunt fundraiser. The Ad Hoc Capital Campaign Committee moved quickly, proposing a public capital campaign launch for Sunday, September 27, with building tours and fundraising.

🔍 **Why it matters:** After a summer lull in donations, the campaign needs momentum heading into the public phase. The Jack-O-Lantern Jaunt delivers valuable community exposure right as we launch, and the timing lines up perfectly with the traditional giving season of the end of the year and the holidays.



Addressing Community Needs: Strategic Plan In Action

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

Our community needs a library where new staff can get up to speed quickly and shelve accurately from the start, which sits at the heart of Goal 7, Sustain a Thriving Workforce. This month Associate Director Katelyn Morrison finished creating a Paging Manual, a visual guide with photos of every material type and clear explanations of call numbers, paired with hands-on "flagging" practice for our newest hire. It gives Pages and PSAs reliable reference support, captures the shelving quirks that trip people up, and turns onboarding into a repeatable process rather than something learned piecemeal. It matters most for new staff, who gain confidence faster, and for patrons, who find materials correctly shelved and ready when they need them.

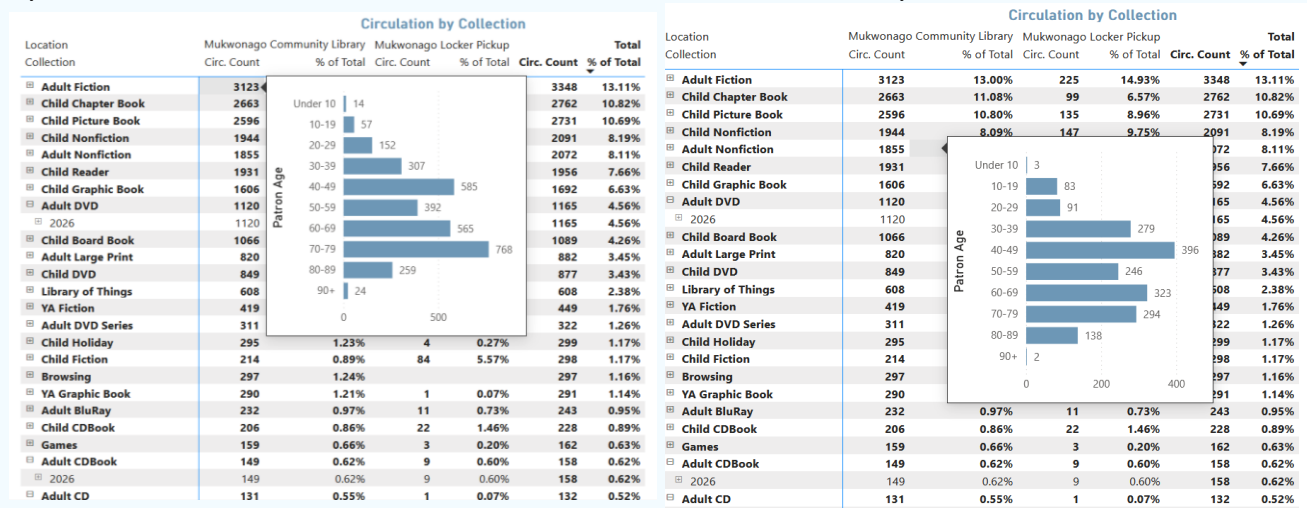
What We Did: Measuring What Matters

Monthly Circulation			Total Annual Circulation 174,291 (+0.8% annually over 2025) Consistent with 2025 while the rest Bridges is lower than last year
	Amount	Compared to Last Year	
Physical Circulation	25,479	+3%	
Digital Circulation	4,206	+15.1%	
New Cards	125	-24%	

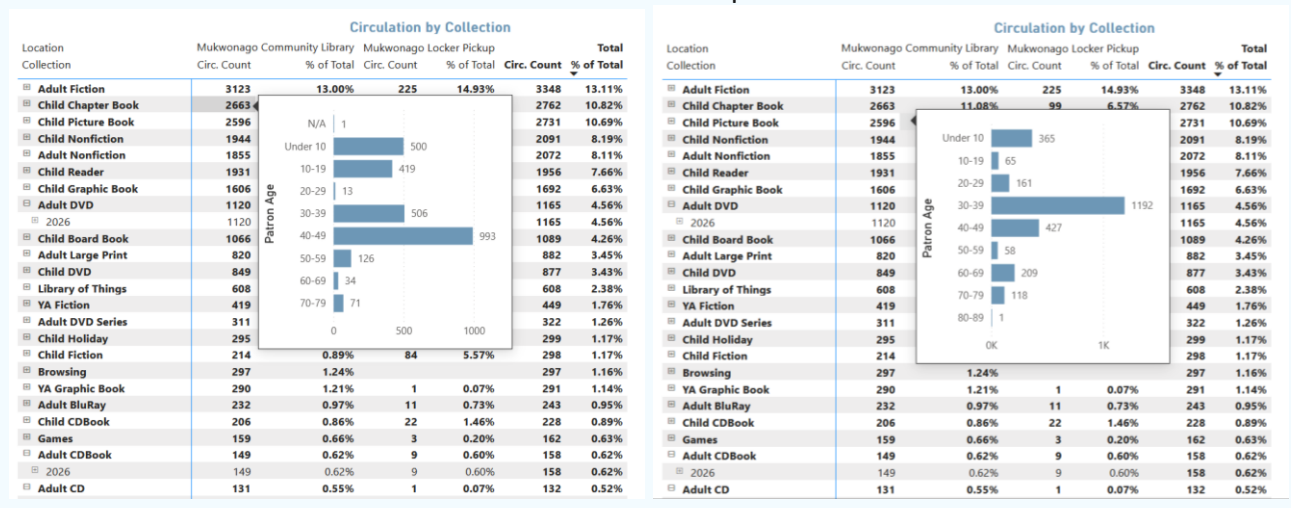
 **Analysis:** The charts below show which age groups check out each material type. "Material type" refers to an item's format, genre, and age level. A few comparisons to last year are noted.



Charts 1 and 2: Adult Fiction is our highest-circulating collection, including new and Lucky Day items. Interestingly, while our heaviest overall borrowers are the 30-39 group followed closely by 40-49 (covered in last month's Director's Report), the biggest borrowers of adult fiction specifically are patrons aged 70-79. Adult Non-fiction circulation matched last year, but Children's Non-fiction rose by 253 items. The two ended within 89 checkouts of each other this year.



Charts 3 and 4: We circulate slightly more Children's Chapter Books than Children's Picture Books, though the difference is negligible at 0.13%. Chapter Books are checked out most by the 40-49 group and Picture Books by the 30-39 group, reflecting the natural life cycle of parents borrowing for their children. The one exception: for Chapter Books, circulation is highest among children under 10 themselves. Children's Non-fiction follows the same pattern as Chart 3.



Monthly Usage			Total Annual Visits 66,490 (-4% annually over 2025) Interestingly, we are circulating more items with fewer visits
	Amount	Compared to Last Year	
Library visits	11,586	-2.2%	
Room Use	419	+15%	
Program Attendance	1,706	+13%	

Collection		
Holds received from other Bridges libraries	3,862	 Analysis: Right now we are adding items faster than we are weeding them. Weeding is the routine practice of removing materials that are worn, outdated, or no longer circulating, which keeps the collection current and easy to browse. It matters even more before the renovation, since every item we keep has to be packed, moved, and reshelfed. Weeding now means moving less later.
Holds shipped from MCL	2,704	
Items Weeded	759	
Items Added	889	

Who We Helped: Changes for Real People



User photo of table with masks and water bottles out the week of July 16 due to wildfire smoke.

"I have been a fan of libraries forever. Your library is par excellence! It is so well maintained orderly, clean, inviting and has a great feel. The staff is remarkable; pleasant, helpful, & informative.

Now the MetaSpace 511. I used to peek in the window. Well now I am taking classes in there. It is amazing! Nancy is a wonderful instructor, she is very knowledgeable and patient.

Last night I was taking a DIY class and went to pick up a hold I had and saw the table with face masks and cold water bottles. I broke the library quiet rule. I said out loud 'Wow! Amazing to have this! This place is incredible!' I said it loud enough that the librarian heard me. 😊

Please thank your staff for their dedication!!"

- Grace

Source: Patron email to Library Director, shared with permission (Strategic Goal 6.2)



How We Connected: User Engagement

157
"Likes" on
Facebook

7,200
Views



A July 23 Facebook post celebrating Board President Howard Pringle and his "60 years in libraries" cake became one of our best-performing posts ever. The reach matters: posts like this put a human face on the library and show that we are led by people who love this place. This kind of organic engagement is some of our most valuable marketing, earning goodwill that paid advertising can't buy.

Our Operations: The Unglamorous But Important Work Behind Great Service

Roof Leak in Children's Area – A leak developed in the roof above the board books in the children's area. Roof leaks are often slow to track down, since water can travel far from where it enters and the source is rarely obvious. The Village DPW responded twice, resealing the ridge vent and patching holes in the asphalt. The Garland Company then ran a water test and found the culprit: a single raised nail under a shingle, letting water through one small hole. Not visible on a standard inspection, it took a targeted test to expose. The contractor sealed it and fixed a few others like it. The issue is resolved.

Pausing Intake of Donations – We stopped accepting donations in mid-July, having run out of space just as summer circulation surged and staff time grew tight. Donations are welcome, but keeping core services like the service desks and circulation running quickly and well takes priority. We will resume accepting donations once space allows.

Our People: Because Great Service Starts with a Thriving Staff

Joining the Team – Library Page Willow joined and immediately picked up shelving, learning fast. Despite this summer's higher circulation, our Pages, Willow included, have done an impressive job keeping the back carts cleared and materials on the shelves.

Capacity & Staffing - Library Associate Terry Buchmann left the Library in early August. We have posted two Library Associate positions in place of the one she held. Dividing a single role across two staff members strengthens our Information Desk coverage, since more trained staff means greater flexibility when someone is out. We are seeking candidates who are eager to work in the MetaSpace and to learn collection development and cataloging. Interest has been strong, with four applications received within a day of posting.

Milestones in July

- Lead Innovator Nancy Aycock celebrated 5 years. Our MetaSpace wouldn't be the amazing, high-caliber space without her!
- Public Service Associate Mary Steinert-Ng celebrated 4 years. Her unflappable, zen-like demeanor always brings calm and confidence to the unpredictability of the Circulation Desk!



Shoutouts – Congratulations to Marketing and Outreach Specialist Emma Plitzner, who was featured in a national ALSC (Association for Library Service to Children) blog post titled "Why This Small Library Hired an Artist Instead of a Librarian." The piece highlights the creative approach Emma, as an artist, brings to our marketing, and it puts Mukwonago's work in front of a national library audience.

Library 101: Big Topics, Bite-Sized

Did you know? As a municipal library, our finances run through the Village, which serves as our fiscal agent and holds the library fund. Under Wisconsin law, though, the Library Board has exclusive control over how those dollars are spent. Revenues come in (mainly the Village tax levy and county reimbursement), expenditures go out, and any unspent money stays in the library fund balance rather than reverting to the Village. Each year the Library Board must approve a one-year budget for the following fiscal year and submit it for inclusion into the Village's overall budget. The process begins in July and concludes in November with a public review and formal adoption.

Wrapping Up: Reflecting on Our Big Moments



Naturalist David Stokes and his animals were a big hit!

All summer long, our Wonderful Wednesdays bring a major program to the Library every week, and they are a genuine draw, regularly pulling 100 or more attendees. The lineup showcased professional performers across a remarkable range, from wild animals and Bollywood dancing to trick yo-yo displays with comedy and interactive music. We are grateful to the Bridges Library System, which funds and schedules three of these programs each summer plus a teen program, making this caliber of entertainment possible for our community at no cost to local taxpayers.

Looking Ahead: What's Coming Up

Coming up

- Next MCL After Dark will be a murder mystery on Saturday, August 15, from 6-8pm
- We are on a programming break in August. Regular programming starts again the week of September 14.

On the horizon

- Budgeting for 2027 from August through October
- Director's evaluation in August
- September is Library Card Sign Up Month





511 Division St., Mukwonago, WI 53149 (262) 363-6411 www.mukwonagolibrary.org

MUKWONAGO COMMUNITY LIBRARY
REQUEST FOR PROPOSALS
Project Manager / Owner's Representative Services
Mukwonago Community Library Renovation Project

Date Issued: October 5, 2026

Submission Deadline: November 6, 2026, by 4:00 PM CT

Submit To: Library Director Abby Armour, aarmour@mukwonagolibrary.org

I. INTRODUCTION

The Mukwonago Community Library (“the Library” or “the Owner”), 511 Division Street, Mukwonago, WI 53149, is seeking a qualified firm or individual to serve as its Project Manager/Owner’s Representative (OR) for the renovation of its facility. The OR will represent the Owner’s interests from the bidding phase through construction and project close-out, protecting the Owner’s budget, schedule, and program goals.

The Library’s design is complete. Construction Documents are being finalized by the project Architect, and the project will be competitively bid to a prime general contractor. The Library is engaging an Owner’s Representative to help evaluate the bids, advise on award, and then guide the Library through construction and close-out—including the significant challenge of remaining open and operating throughout construction. The intent is to place an experienced professional between the Owner and the construction team so that Library staff and Board are not required to manage the construction process, or learn its terminology and pitfalls, under pressure.

II. PROJECT BACKGROUND

The project is an interior renovation of the Library’s main level—approximately 25,644 square feet of the 27,200 SQUARE FEET main level—including a new park-side entrance, modifications to the north façade and site, and modifications to the mechanical, plumbing, and electrical systems. The design follows six guiding principles: improving public spaces for current community needs; reorganizing staff space for efficient workflow; addressing noise transquare feeter; providing access from the park; making good use of existing construction; and selecting durable, economical materials. New and reconfigured spaces include a main entry and checkout

area, a new park entry, an enlarged and relocated Metaspace 511 makerspace, a children's play zone, a teen lounge, an adult lounge, and increasing meeting/study spaces.

- **Total project budget:** approximately \$3.6M including all soft costs. The independent Design Development estimate places construction at roughly \$3.05M, with the total landing near budget after recommended alternates.
- **Delivery method:** Competitive bid to a prime general contractor, with a base bid and a series of add/deduct alternates. Prevailing-wage requirements are anticipated to apply.
- **Architect:** Engberg Anderson, Inc. (Milwaukee, WI), providing Construction Documents, bidding assistance, and construction contract administration.
- **Independent estimator:** The Concord Group prepared the project's construction cost estimate.
- **Phasing / continued operation:** The Library will remain open throughout construction. The work is divided into two phases—Phase 1 (north side, ~9,800 SQUARE FEET) and Phase 2 (south side, ~15,900 SQUARE FEET). The Library will operate out of one half while the other is renovated, then shift operations and reverse. The new park entry and restrooms are built early so access is maintained.

Project reference documents (Design Development package, cost estimate, Construction Documents/bid set when issued) are available upon written request to the Library Director.

III. RELATIONSHIP TO THE ARCHITECT'S SCOPE

The Architect provides construction contract administration under a standard AIA B101 agreement. The OR's role is to complement, not duplicate, the Architect's services and to advocate specifically for the Owner. For reference, the Architect's contract includes twenty-four (24) site visits during construction, two (2) Substantial Completion inspections, one (1) Final Completion inspection, and a warranty review meeting approximately one (1) year after Substantial Completion. The OR is expected to attend these visits and inspections, be present at all Owner-Architect-Contractor (OAC) meetings, and represent the Owner throughout. Section VII sets out the division of responsibilities in detail.

IV. ANTICIPATED PROJECT SCHEDULE

Schedule is subject to change. Construction milestones are per the Architect's agreement.

- **OR RFP issued** — October 5, 2026
- **Proposals due** — November 6, 2026
- **OR contract awarded** — December 10, 2026
- **OR begins — bid & award support** — December 2026
- **Construction Documents complete** — December 31, 2026
- **Bidding period** — January–February 2027
- **Bid analysis & award recommendation** — February 2027

- **Construction commencement** — March 1, 2027
- **Construction (phased: Phase 1 north side, then Phase 2 south side)** — March 2027 – February 2028
- **Substantial Completion** — February 28, 2028
- **Punch list / Final Completion** — March–April 2028
- **FF&E, AV/IT, move-in, grand opening** — Spring 2028
- **Project close-out** — 2028
- **One-year warranty review** — approximately February 2029

V. DEFINITIONS

- **“Owner”** means the Mukwonago Community Library.
- **“Architect”** means Engberg Anderson, Inc.
- **“OR” or “Owner’s Representative”** means the successful fee-for-service Respondent contracting with the Owner for the services described herein.
- **“Contractor”** means the general contractor awarded the construction contract.
- **“Respondent”** means an individual or firm submitting a Proposal.
- **“Proposal”** means the statement of qualifications and cost submitted in reply to this RFP.
- **“Must”/“mandatory”** means a requirement that must be met for a Proposal to be considered.

VI. SCOPE OF SERVICES

A. Bid & Award Support

- Review the Construction Documents/bid set from the Owner’s perspective for completeness, constructability, and biddability before bids are received.
- Assist the Owner, alongside the Architect, throughout the competitive bidding process.
- Analyze and level all bids, including the base bid and all add/deduct alternates. Because the project is designed with a base bid and a series of alternates, the OR will help the Owner and Board decide which alternates to accept to deliver the project within budget.
- Reconcile bids against the independent construction estimate prepared for the project.
- Evaluate the apparent low bidder’s qualifications, references, financial capacity, key personnel, and proposed phased schedule.
- Prepare a bid tabulation and a written award recommendation for the Library Board.
- Assist the Owner with negotiation and execution of the construction contract.

B. Operations During Construction (Phasing)

- Coordinate the two-phase, half-at-a-time approach so the Library remains open and operating throughout construction, including the mid-project shift of operations from one half to the other.
- Work with the Contractor and staff on temporary layouts, relocation of collections and service points between halves, wayfinding, and maintaining public access (including via the new park entry).
- Actively manage the day-to-day realities of an occupied renovation: dust and noise control, temporary partitions, air quality, egress, ADA access, and the safety of patrons and staff adjacent to active work areas.
- Hold the Contractor to the phasing and site-access provisions of the contract and surface conflicts early.

C. Construction Administration (Owner's Side)

- Serve as the single, central point of communication between the Owner and all project team members. Carry the Owner's questions, concerns, and decisions to the Contractor and Architect, and relay issues back to the Owner promptly and in plain language, so staff and Board are not required to deal directly with the construction team.
- On-site presence and contact time: attend every OAC meeting and maintain a frequent presence on site during active construction. Consistent with the Owner's Representative expectations on comparable public library projects, the OR will initiate regular check-in meetings with the Library Director at a frequency appropriate to each phase (weekly recommended during active construction) and attend all required Library Board, committee, and Village meetings. Respondents must describe their proposed on-site presence and staffing.
- Review Contractor applications for payment from the Owner's perspective before Owner payment (the Architect certifies; the OR verifies alignment with progress, budget, and the Owner's interests).
- Review and advise the Owner on change orders, construction change directives, and RFIs that affect cost, schedule, scope, or the Owner's interests (the Architect performs technical review; the OR protects the Owner).
- Monitor the construction schedule against milestones and flag slippage and its causes early.
- Manage the Owner's contingency and maintain the overall project budget with a running cost report.
- Coordinate Owner-furnished items and installations, including furniture (FF&E), audio/visual (AV), and IT/data/telephone systems (these are excluded from the general contractor's scope), and their sequencing and integration with construction.

- Coordinate third-party testing and special inspections, and commissioning of the new HVAC/controls and related MEP systems (see Section VII note on independent commissioning).

D. Communication & Documentation

- Maintain a complete, current record of all decisions, action items, and open issues (decision log; RFI, submittal, and change-order logs).
- Prepare and distribute meeting agendas and minutes.
- Maintain document control so the Owner always has current drawings, estimates, pay applications, and correspondence.
- Establish the OR (with the Library Director) as the sole point of contact the Contractor and Architect work through, and support a process by which staff route all project concerns through the Director/OR rather than contacting the Contractor directly.

E. Reporting & Meeting Attendance

- Attend Library Board meetings and, as required, Village of Mukwonago meetings, and present regular written progress reports.
- Hold regular check-in meetings with the Library Director.

F. Close-Out & Warranty

- Oversee punch-list development and resolution from the Owner's side, coordinating with the Architect's Substantial- and Final-Completion inspections.
- Coordinate final FF&E, AV/IT installation, move-in, and grand-opening readiness.
- Collect and organize all close-out documents: warranties, O&M manuals, as-built drawings, lien waivers, and final releases.
- Perform final budget reconciliation and confirm all contingency and change-order accounting.
- Participate in the one-year warranty review and track resolution of warranty items.

G. Grant & Fundraising Support (limited)

- Assist the Owner with project documentation, cost records, and progress reporting that may be needed to support grant or fundraising reporting requirements. The Library will administer any grants directly; the OR's role is documentation and reporting support only.

VII. DIVISION OF RESPONSIBILITIES

To prevent duplication and gaps, the following shows who leads each activity and the OR's role. This will be confirmed in the OR's contract.

- **Technical answers to contractor RFIs** — Architect leads. OR logs, tracks, and monitors cost/schedule impact
- **Shop drawing/submittal review** — Architect leads. OR tracks status and flags Owner impacts

- **Certifying contractor pay applications** — Architect leads. OR reviews for the Owner before payment
- **Authorizing payment** — Owner leads. OR recommends
- **Change order pricing/technical review** — Architect leads. OR evaluates, advises, and recommends to Owner
- **Change order approval** — Owner leads. OR recommends and enforces thresholds but has no change order approval authority
- **Construction schedule (maintaining)** — Contractor leads. OR monitors, reports, and flags slippage
- **Design-intent site observation** — Architect leads (24 visits). OR provides continuous Owner-side presence
- **Substantial/Final Completion inspection** — Architect leads. OR tracks Owner punch items to closure
- **Special inspections & materials testing** — Owner leads (Owner-furnished). OR coordinates
- **HVAC/MEP commissioning** — Architect leads. Contractor assists. OR coordinates and advises on any potential need for independent commissioning
- **FF&E, AV, IT/data/telephone (Owner-furnished)** — Owner leads. OR coordinates procurement & installation
- **Phasing/staying open** — OR leads. OR leads Owner-side coordination with Contractor
- **Budget & contingency tracking** — OR leads. OR maintains; Owner authorizes contingency use
- **Single point of communication** — OR leads. Owner communicates with staff, stakeholders, and public
- **Board & public reporting** — OR leads. OR prepares and presents

VIII. MINIMUM QUALIFICATIONS

To be considered, a Respondent must demonstrate all of the following:

1. Demonstrated construction-phase Owner's Representative or project management experience on projects of similar scale and complexity—ideally libraries, public buildings, or comparable occupied/phased renovations where the facility stayed operational during construction—with examples and references.
2. Demonstrated experience with competitive-bid procurement, including bid analysis of a base bid plus alternates and award recommendation.
3. Demonstrated experience working with municipal or public-sector agencies and their procurement and approval processes.
4. Demonstrated ability to manage budget, contingency, and change orders and to identify cost savings.

Proposals not meeting all mandatory minimum qualifications will not be evaluated further.

IX. PROPOSAL REQUIREMENTS

Submit an electronic PDF containing:

1. **Cover Letter/Letter of Interest** (preferably one page): identify the project, state that this is a Proposal for Owner's Representative services, identify the firm, and provide contact information for the principal, including email.
2. **Project Team:** identify the project principal, project manager, and key staff; their qualifications and relevant experience; experience working together; who handles day-to-day management and on-site presence; and the time commitment and expected on-site frequency of each key person during construction.
3. **Prior Experience:** relevant projects of similar scope and complexity—especially occupied/phased renovations—with demonstrated success and references (name, current phone, email for each).
4. **Project Approach**, addressing specifically:
 - How you will analyze and level bids, including base bid and alternates, and advise on award within budget.
 - How you will manage the project so the Library stays open and operating through a two-phase renovation.
 - How you will manage budget, contingency, and change orders.
 - How you will communicate with the Owner, staff, Board, Architect, and Contractor in each phase.
 - How you will track decisions, issues, and documentation.
 - How you will function as the single point of contact between the Owner and the project team.
 - Your expected on-site presence during construction.
5. **Cost Proposal:** a flat fee with a "not-to-exceed" price for the scope described. You may propose a payment schedule tied to milestones or monthly progress.

All Proposal costs are borne by the Respondent. Subcontractors are not permitted without prior written approval from the Library Director.

X. ADDITIONAL / SUPPLEMENTAL SERVICES

Respondents are invited, but not required, to propose additional services, tasks, or approaches not expressly identified in this RFP that the Respondent believes would benefit the Owner or

the Project. This may include services the Respondent considers standard to its practice, value-added offerings, or scope the Owner may have omitted.

Each proposed addition should be described separately and include: (a) a brief description of the service and its benefit to the Project; and (b) the associated fee or fee basis, stated separately from the base Proposal.

Proposed additional services are optional and will be evaluated at the Owner's discretion. The Owner may accept, decline, or negotiate any such Proposal, in whole or in part. Respondents that do not propose additional services will not be disadvantaged in the evaluation.

XI. QUESTIONS, PRE-PROPOSAL MEETING & ADDENDA

- **RFP released:** October 5, 2026
- **Pre-Proposal meeting/site visit:** October 15, 2026 at 10:00 AM (approximately one hour). This meeting provides opportunities for Respondents to ask questions, view the site, etc. Strongly encouraged but not mandatory.
- **Questions in writing via email due by:** October 23, 2026 at 4:00 PM to Library Director Abby Armour (aarmour@mukwonagolibrary.org)
- **Responses distributed to all recipients of record by:** October 30, 2026
- **No-contact provision:** from issuance until award, Respondents shall not contact Board members or other staff regarding this RFP except through the designated contact. Improper contact may result in disqualification.
- **Addenda will be issued in writing:** on the Library's website (www.mukwonagolibrary.org). Respondents are responsible for checking before submitting.
- **Proposals due:** November 6, 2026 at 4:00 PM CT. Late Proposals will not be accepted.
- **Evaluation by the Building and Grounds Committee:** November 19, 2026
- **Award consideration by Library Board:** December 10, 2026 with award notification immediately thereafter

XII. EVALUATION & SELECTION

The Library Board (Owner) has appointed its Building and Grounds Committee to evaluate responsive Proposals. The Building and Grounds Committee may interview finalists before making a recommendation to the Library Board. The Owner intends to select the most advantageous Proposal overall and is not bound to select the lowest-cost Proposal.

XIII. INSURANCE & INDEMNIFICATION

The selected OR must carry insurance coverage as specified by the Owner/Village, appropriate to a construction-phase engagement, in place prior to commencing work and maintained

through completion. The OR shall indemnify and hold harmless the Owner and the Village of Mukwonago as provided in the Contract.

XIV. GENERAL TERMS

- The Owner reserves the right to reject any or all Proposals, waive technicalities or informalities, and accept the Proposal deemed most advantageous.
- No Proposal may be withdrawn for ninety (90) days after the submission deadline.
- A Respondent may take exception to terms of this RFP; the Owner reserves the right to disqualify any Proposal with exceptions deemed not in its best interest.
- By submitting, the Respondent certifies its Proposal was made without collusion or fraud and that no elected official or employee has an undisclosed interest.
- All Proposal costs are the Respondent's responsibility.

XV. CONTACT INFORMATION

All questions and communications regarding this RFP must be directed, in writing, to the designated contact below. Respondents shall not contact other Library or Village staff, Board members, or Village officials regarding this RFP.

Contact: Abby Armour

Title: Library Director

Address: Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149

Phone: (262) 363-6411 ext. 4100

Email: aarmour@mukwonagolibrary.org

Sales Team	Estimate Date	Estimate #
Griffin, Daniel	7/7/2026	64769

Bill To:	Service Location:
MUKWONAGO COMMUNITY LIBRARY 511 DIVISION ST MUKWONAGO, WI 53149	MUKWONAGO COMMUNITY LIBRARY - ZONE 0 511 DIVISION ST MUKWONAGO, WI 53149 Contact: ABBY ARMOUR 262-363-6411

Estimate Details

OPTIONS TO REPAIR THE MAIN ENTRANCE INNER & OUTER ADA DOORS

NOTE: THIS ESTIMATE IS BUDGETARY PENDING FINAL MEASUREMENTS AND DETAILS. IF APPROVED, WE WILL CONDUCT A SITE VISIT TO GATHER ALL THE FINAL DETAILS. AT THAT TIME, IF NECESSARY, A REVISED ESTIMATE WITH UPDATED PRICING/INFORMATION WILL BE PROVIDED FOR YOUR REVIEW.

Description

FRONT ENTRANCE INNER (ID 73116) & OUTER (ID 4076) ADA PEDESTRIAN DOORS - OPTION A (\$5232.75 PER DOOR)

- REMOVE & REPLACE EXISTING ADA OPERATOR
- TEST & ADJUST OPERATION AS NEEDED

NOTE: PRICING FOR THIS OPTION IS PER DOOR & ASSUMES REUSE OF EXISTING ACTUATOR(S) IN THEIR CURRENT POSITIONS.

(1) GT8710 GYRO TECH OPERATOR RH-INSWING, ALUMINUM, SQUARE CASE

- Adjustable closing speeds to enhance energy savings
- Approved on fire door assemblies rated up to 3 hours
- Hydraulic back-check during windy conditions protects the door and operator from damage
- Engineered for interior and exterior use
- Operates in both automatic and manual modes

(1) TRANSFORMER, FOOT MOUNT, 120/208/240 VAC TO 24 VDC

NOTE: REUSE EXISTING ACTIVATION

MISCELLANEOUS

ZONE 0

LABOR T REGULAR HOUR RATE - RCO

ACCEPT OPTION: A _____ X _____ DOORS

FRONT ENTRANCE INNER (ID 73116) & OUTER (ID 4076) ADA PEDESTRIAN DOORS - OPTION B (\$1723.19 PER BOLLARD / ACTUATOR)

- REMOVE EXISTING ADA ACTUATOR
- INSTALL BOLLARD NEAR ADA DOOR FOR MORE INTUITIVE OPERATION
- INSTALL WIRELESS ADA ACTUATORS
- TEST & ADJUST OPERATION AS NEEDED

NOTE: PRICING PROVIDED IS PER ACTUATOR POSITION.

IF ACTUATOR(S) CAN BE REUSED, PRICING WILL BE REDUCED ACCORDINGLY.

(1) BEA BOLLARD FOR 4-3/4" SQUARE PUSH PLATE

(1) BEA MAGIC SWITCH, TOUCHLESS, 4.5" x 4.5", WITH "WAVE TO OPEN" TEXT AND LOGO, WAVE HAND IN FRONT TO ACTIVATE

- 12 to 24V AC/DC
- Short range detection zone reduces unwanted activations.
- Touchless design reduces the spread of bacteria, disease and contamination.
- Stainless steel faceplate reduces deterioration and damage caused by liquids and cleaning agents.
- Built-in 900 MHz wireless transmitter provides greater line-of sight transmission distance for reliable activation

571 W23275 Adam Dr. Big Bend, WI 53103
 Phone: 262.662.5200 Fax: 262.662.5295
 www.rinderledoor.com

OUR WORK IS SOMETHING TO A DOOR!!

Sales Team	Estimate Date	Estimate #
	7/7/2026	64769
Griffin, Daniel		

Bill To:	Service Location:
MUKWONAGO COMMUNITY LIBRARY 511 DIVISION ST MUKWONAGO, WI 53149	MUKWONAGO COMMUNITY LIBRARY - ZONE 0 511 DIVISION ST MUKWONAGO, WI 53149 Contact: ABBY ARMOUR 262-363-6411

Description

MISCELLANEOUS

ZONE 0

LABOR T REGULAR HOUR RATE - RCO

ACCEPT OPTION: B _____ X _____ DOORS

No electrical wiring or conduit included-standard mechanical installation only.
 Customer must anticipate limited or no access to the opening during installation/repair.
 Work is to be performed during normal working hours M-F 7:00AM - 3:30PM; unless otherwise stated in estimate.
 Does not include removal/relocation of any object or material that is not stated in estimate. Any needed asbestos/lead abatement is not included.
 If customer requires Fire Watch or Ladder Watch and cannot provide watch, we will provide it at time & material in addition to this estimate.
 Standard Terms are 1/3 or 1/2 Down, Net 30 Remainder, Unless otherwise stated. Permit/Costs not included in estimate, unless discussed prior.

Due to current market volatility industry-wide, all estimates will need to be verified for accurate pricing at time of acceptance to accommodate circumstances beyond our control. In some circumstances, we have experienced pricing increases from the manufacturer during their acknowledgement of the order or during the shipping and handling process. This may also affect the final invoicing of the project. We appreciate your understanding and as always, will do our best to promote transparency and communication as we navigate through these new trends in the market. SUBMIT ACCEPTED Signed Estimates or Purchase Orders to: estimates@rinderledoor.com TERMS: Custom Order Projects Require a Down Payment Prior to Order (1/3 to 1/2 Down) Standard Terms are NET 30. Please note Credit Card Payments will incur a 4% fee.

Subtotal:	\$0.00
Sales Tax:	\$0.00
Estimate Total:	\$0.00

The above prices, specifications and conditions are hereby accepted.

You are hereby authorized to do the work as specified.

Customer Signature

PO#

Date

Taylor Computer Services Inc.

Box 21 • 1265 E. Wisconsin Ave • Pewaukee, WI 53072 • 262/367-7999 (V) • 262/563-6001 (F)

Proposal for Mukwonago Library

June 1, 2026

Proposal expires: 06/28/2026

This proposal is for a new SonicWall TZ480 perimeter firewall to replace your current firewall

SonicWall TZ370

<u>QTY</u>	<u>DESCRIPTION</u>	<u>EACH</u>	<u>EXTENDED</u>
1	SonicWall TZ480 SECURE UPGRADE PLUS ADVANCED EDITION 3YR	\$2,980.50	\$2,980.50
1	Installation & Configuration Labor	\$540.00	\$540.00
		TOTAL:	\$3,520.50

OPTIONS

	<u>EACH</u>
Subscribe to the TCS Network Perimeter Protection and Maintenance Quarterly Program	\$500/year
Create backups of the firewall and wireless access point(s) configurations	
Install the latest "General Release" version of the hardware firmware	
Audit the traffic flow rules and security policies to remove any outdated rules and improve performance	

* Physical installation will be performed on a customer provided shelf, a wall mounted plywood backboard or a drop ceiling no more than 10 feet in height. If other mounting requirements apply, please contact Taylor Computer Services, Inc. to discuss. Installation does not include network data jack or cable installation.

All Prices Subject to Confirmation at Time of Order. Applicable Taxes, if any, Are NOT Included

Mukwonago Community Library Job Description Adult Services Librarian

POSITION:

- a. **Job Title:** Adult Services Librarian
- b. **Under Direct Supervision of:** Associate Director of Collections and Programs
- c. **Supervises:** Library Associates
- d. **Schedule:** 40 hours per week including morning, afternoon, evening and weekend hours
- e. **Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- f. **FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Associate Director of Collections and Programs, this position supervises and coordinates the work and activities in the Adult Services Department. Provides professional library services to adults, teens, and children. Develops and catalogs the adult collections. Manages budgets allocated to the Adult Services Department. Plans, coordinates, and performs adult programming and outreach activities. Advocates for Adult Services and acts as a liaison with other agencies and organizations that serve adults within the community.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Adult Services Department & Leadership

- Responsible for assisting the Associate Director of Collections and Programs in the planning, organization, supervision, development, and administration of all library services, personnel, operations, and programs as related to the Collections & Programs Team and as determined by the Library Director.
- Responsible for mentoring as a specialist in their field including coaching staff and modeling professional standards and behaviors befitting a leader in the library.
- Provides overall leadership including planning, coordinating, and supervising the activities of the Adult Services Department.
- Uses experience and professional knowledge to identify needs, concerns, or challenges in the Adult Services Department and communicates them to the Associate Director of Collections and Programs.
- Designated point of contact regarding adult services for the library system. Communicates adult services related information from the library system to the Associate Director of Collections and Programs. Communicates MCL issues related to adult services to the library system.
- Performs administrative tasks such as record keeping, reporting, and scheduling.
- Supervises Library Associates and other staff assisting in the Adult Services Department. Prepares training materials, guides, and procedures as necessary for tasks and duties in

the Adult Services Department. Provides feedback on performance to the staff member being supervised and to the Associate Director of Collections and Programs.

- Attends conferences, workshops, webinars, and training sessions related to job description as part of on-going professional development. Uses new ideas and information to improve services and collections.
- Attends staff meetings and library system meetings as appropriate. Represents the viewpoint of adult services.
- Provides input and assists with the development of policies and procedures to ensure optimal library operations.
- Performs human resource activities including, but not limited to, assisting Library Director or Associate Directors with screening and selecting staff members, providing training and development, and assisting with performance management.
- Collaborates and coordinates with the other Specialists to deliver high quality educational opportunities, collections, and customer service.
- Performs other job-related duties as assigned. Tasks may extend to other departments within the library.

Collection Development

- Selects materials for the adult collection from reputable sources and according to policy. Maintains collection through periodic review and deselection of worn or non-circulating materials.
- Is the definitive Collection Developer for all items added to the adult collections. Uses professional judgment to consider requests from the community, recommendations from staff members, and donated items.
- Under the direction of the Associate Director of Collections and Programs, utilizes tools, user feedback, and professional discretion to identify needs in the collection and continuously evolve collection development approach to meet the needs of the community.
- Uses professional knowledge to purchase materials wisely. Manages allocated budget independently. Assists with development of materials budget.
- Stays current on changes in publishing, technology, and user demands. Utilizes new technologies and platforms to track and respond to trends and changes in demands for materials. Maintains current knowledge of materials, online databases and resources, current library trends in technology, etc.
- Trains and supervises Library Associates on routine collection development tasks.

Cataloging

- Under the supervision of the Associate Director of Collections and Programs, utilizes library client/server software to catalog items selected for the adult collection according to professional and MCL standards.
- Audits and updates bibliographic and item records as needed. Communicates to the Associate Director of Collections and Programs if errors are found or if they are unable to fix something.

- Supervises Library Associates on routine cataloging tasks as approved by the Associate Director of Collections and Programs.
- Creates catalog content that engages patrons and promotes the library's collections.

Programs & Services

- Performs outreach visits and activities to local assisted living facilities, organizations serving adults and older adults, etc.
- Manages projects, programs, and timelines including the preparation of a calendar of events and programming.
- Creates and performs programs for adults including reading programs.
- Uses data and feedback to provide programs that the community wants and needs.
- Creates displays to enhance the library experience and to promote use of library resources.
- Performs a variety of promotional activities such as preparing promotional materials, attending community events, posting on social media, etc.
- Under the direction of the Associate Director of Collections and Programs, coordinates the Summer Library Program for adults including reading activities, programs, performers, and volunteers.
- Establishes and maintains relationships with appropriate agencies and organizations within the community in order to promote library services and facilitate programming and service delivery through various outreach efforts.
- Performs and supervises reference services at the Information Desk including reader's advisory; placing holds; answering the phone; interpreting and applying library policies and procedures; answering reference questions; instructing customers on the use of library equipment; and assisting users with technology, databases, online resources, and the catalog.
- Organizes and maintains neat and orderly Information Desk that clearly promotes library initiatives and programs.

EXPERIENCE ACQUIRED FOR POTENTIAL ADVANCEMENT:

- Supervisory experience
- Leadership and mentoring experience
- Project management experience
- Budget management experience

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledgeable about professional library standards and ethics.
- Ability to complete training on and maintain library technologies related to job duties and area of supervision including, but not limited to: catalog client and modules; public computers; copiers; and productivity software such as Microsoft 365.
- Ability to display creativity, accountability, and flexibility in implementing the library's mission, vision, values, and strategic plan goals.

- Ability to adhere to professional standards of behavior including, but not limited to: maintaining schedules and meeting deadlines; working within budgeted guidelines; taking direction from supervisor; keeping accurate records in required format; upholding and adhering to library policies; and managing time effectively and productively.
- Ability to teach and train others in an effective and respectful manner.
- Ability to successfully track and manage projects.
- Ability to positively and effectively interact with diverse individuals.
- Ability to establish and maintain effective working relationships with direct supervisor, MCL staff, other agencies, and the general public.
- Ability to learn new tasks and skills, take feedback, reflect on performance, and improve.
- Ability to work independently and make effective decisions based upon experience, knowledge, and training.
- Ability to understand and follow oral and written instructions.
- Ability to utilize data to drive decision making.
- Ability to recognize trends and library user needs and respond to them appropriately.
- Ability to physically perform the essential job functions.
- Ability to work a *flexible* schedule that will include days, evenings, and weekends.
- Skilled in utilizing technology to conduct all aspects of the job including communication, record keeping, and customer service.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Excellent interpersonal skills using tact, adhering to privacy policies, patience and courtesy.

QUALIFICATIONS AND REQUIREMENTS:

- ~~Required: Master's Degree in Library Science (MLS) or Master's Degree in Library and Information Science (MLIS) from an American Library Association accredited program~~
- Required: Master's Degree in Library Science (MLS) or Master's Degree in Library and Information Science (MLIS) from an American Library Association accredited program; or Bachelor's degree in related field plus at least two (2) years of professional experience in adult services, reference, or a closely related area that demonstrates the knowledge, skills, and abilities required for this position.
- Equivalent combination of education and experience may be deemed acceptable by the hiring authority.
- Preferred: two (2) years of related library work experience
- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.

PERSONAL ATTRIBUTES:

The candidate must be detail orientated, have a high standard of customer service, be friendly and cooperative, be open-minded, and strive to provide excellent customer service. The candidate must be eager to collaborate with others and enjoy working in a team environment. The candidate should have a thorough knowledge of adult library user needs and interests in reading for information, recreation, and knowledge. The candidate should be enthusiastic about meeting the needs of the community and take pride in providing high quality programs and collections.

PHYSICAL DEMANDS/WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed inside a typical interior/office work environment. While performing the duties of this job, this position is regularly required to:
 - Constantly remain in a stationary position
 - Frequently move around an office environment to access drawers, shelving, office equipment, etc.
 - Constantly operate a computer and other office productivity equipment such as a computer, copier, telephone, tablet, etc.
 - Occasionally position self to reach office equipment, tall shelves, low shelves, into deep bins, etc.
 - Constantly communicate with supervisors, staff, and library users. Must be able to exchange accurate and timely information in these situations.
 - Frequently process and respond to questions and requests from supervisors, staff, and library users. Must be able to exchange accurate and timely information in these situations.
 - Frequently detect and decode writing, pictures, and colors on a computer screen, in small and large size, on signage, close up, and on a variety of surfaces
 - Occasionally move carts up to 50 lbs.

The Mukwonago Community Library is an equal opportunity employer. The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Mukwonago Community Library Job Description Youth Services Librarian

POSITION:

- a. **Job Title:** Youth Services Librarian
- b. **Under Direct Supervision of:** Associate Director of Collections and Programs
- c. **Supervises:** Library Associates
- d. **Schedule:** 40 hours per week including morning, afternoon, evening and weekend hours
- e. **Benefits:** This position comes with full benefits. Refer to the Village of Mukwonago Employee Handbook for more details.
- f. **FLSA Status:** Non-exempt

GENERAL POSITION SUMMARY:

Working directly under the supervision of the Associate Director of Collections and Programs, this position supervises and coordinates the work and activities in the Youth Services Department. Provides professional library services to children, teens, and adults. Develops and catalogs the youth collections. Manages budgets allocated to the Youth Services Department. Plans, coordinates, and performs youth programming and outreach activities. Advocates for Youth Services and acts as a liaison with schools and other agencies and organizations that serve youth within the community.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Youth Services Department & Leadership

- Responsible for assisting the Associate Director of Collections and Programs in the planning, organization, supervision, development, and administration of all library services, personnel, operations, and programs as related to the Collections & Programs Team and as determined by the Library Director.
- Responsible for mentoring as a specialist in their field including coaching staff and modeling professional standards and behaviors befitting a leader in the library.
- Provides overall leadership including planning, coordinating, and supervising the activities of the Youth Services Department.
- Uses experience and professional knowledge to identify needs, concerns, or challenges in the Youth Services Department and communicates them to the Associate Director of Collections and Programs.
- Designated point of contact regarding youth services for the library system. Communicates youth services related information from the library system to the Associate Director of Collections and Programs. Communicates MCL issues related to youth services to the library system.
- Performs administrative tasks such as record keeping, reporting, and scheduling.
- Supervises Library Associates and other staff assisting in the Youth Services Department. Prepares training materials, guides, and procedures as necessary for tasks and duties in

the Youth Services Department. Provides feedback on performance to the staff member being supervised and to the Associate Director of Collections and Programs.

- Attends conferences, workshops, webinars, and training sessions as part of on-going professional development. Uses new ideas and information to improve services and collections.
- Attends staff meetings and library system meetings as appropriate. Represents the viewpoint of youth services.
- Provides input and assists with the development of policies and procedures to ensure optimal library operations.
- Performs human resource activities including, but not limited to, assisting Library Director or Associate Directors with screening and selecting staff members, providing training and development, and assisting with performance management.
- Collaborates and coordinates with the other Specialists to deliver high quality educational opportunities, collections, and customer service.
- Performs other job-related duties as assigned. Tasks may extend to other departments within the library.

Collection Development

- Selects youth materials from reputable sources and according to policy. Maintains collection through periodic review and deselection of worn or non-circulating materials.
- Is the definitive Collection Developer for all items added to the youth collection. Uses professional judgment to consider requests from the community, recommendations from staff members, and donated items.
- Under the direction of the Associate Director of Collections and Programs, utilizes tools, user feedback, and professional discretion to identify needs in the collection and continuously evolve collection development approaches to meet the needs of the community.
- Uses professional knowledge to purchase materials wisely. Manages allocated budget independently. Assists with development of materials budget.
- Stays current on changes in publishing, technology, and user demands. Utilizes new technologies and platforms to track and respond to trends and changes in demands for materials. Maintains current knowledge of materials, online databases and resources, current library trends in technology, etc.
- Trains and supervises Library Associates on routine collection development tasks.

Cataloging

- Under the supervision of the Associate Director of Collections and Programs, utilizes library client/server software to catalog items selected for the youth collection according to professional and MCL standards.
- Audits and updates bibliographic and item records as needed. Communicates to the Associate Director of Collections and Programs if errors are found or if they are unable to fix something.

- Supervises Library Associates on routine cataloging tasks as approved by the Associate Director of Collections and Programs.
- Creates catalog content that engages patrons and promotes the library's collections.

Programs & Services

- Performs outreach visits and activities to local schools, daycares, parent groups, etc.
- Creates and performs programs for youth including storytime and reading programs.
- Manages projects, programs, and timelines including the preparation of a calendar of events and programming.
- Uses data and feedback to provide programs that the community wants and needs.
- Creates displays to enhance the library experience and to promote use of library resources.
- Performs a variety of promotional activities such as preparing promotional materials, attending community events, posting on social media, etc.
- Under the direction of the Associate Director of Collections and Programs, coordinates the Summer Library Program for youth including reading activities, programs, performers, and volunteers.
- Establishes and maintains relationships with appropriate agencies and organizations within the community in order to promote library services and facilitate programming and service delivery through various outreach efforts.
- Performs and supervises reference services at the Youth Services Desk including reader's advisory; placing holds; interpreting and applying library policies and procedures; answering reference questions; instructing customers on the use of library equipment; and assisting users with technology, databases, online resources, and the catalog.
- Organizes and maintains a neat and orderly Youth Services Desk that clearly promotes library initiatives and programs.
- Performs reference services at the Information Desk including reader's advisory; placing holds; answering the phone; interpreting and applying library policies and procedures; answering reference questions; instructing customers on the use of library equipment; and assisting users with technology, databases, online resources, and the catalog.

EXPERIENCE ACQUIRED FOR POTENTIAL ADVANCEMENT:

- Supervisory experience
- Leadership and mentoring experience
- Project management experience
- Budget management experience

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledgeable about professional library standards and ethics.

- Ability to complete training on and maintain library technologies related to job duties and area of supervision including, but not limited to: catalog client and modules; public computers; copiers; and productivity software such as Microsoft 365.
- Ability to display creativity, accountability, and flexibility in implementing the library's mission, vision, values, and strategic plan goals.
- Ability to adhere to professional standards of behavior including, but not limited to: maintaining schedules and meeting deadlines; working within budgeted guidelines; taking direction from supervisor; keeping accurate records in required format; upholding and adhering to library policies; and managing time effectively and productively.
- Ability to teach and train others in an effective and respectful manner.
- Ability to successfully track and manage projects.
- Ability to positively and effectively interact with diverse individuals.
- Ability to establish and maintain effective working relationships with direct supervisor, MCL staff, other agencies, and the general public.
- Ability to learn new tasks and skills, take feedback, reflect on performance, and improve.
- Ability to work independently and make effective decisions based upon experience, knowledge, and training.
- Ability to understand and follow oral and written instructions.
- Ability to utilize data to drive decision making.
- Ability to recognize trends and library user needs and respond to them appropriately.
- Ability to physically perform the essential job functions.
- Ability to work a *flexible* schedule that will include days, evenings, and weekends.
- Skilled in utilizing technology to conduct all aspects of the job including communication, record keeping, and customer service.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Excellent interpersonal skills using tact, adhering to privacy policies, patience and courtesy.

QUALIFICATIONS AND REQUIREMENTS:

- ~~Required: Master's Degree in Library Science (MLS) or Master's Degree in Library and Information Science (MLIS) from an American Library Association accredited program~~
- Required: Master's Degree in Library Science (MLS) or Master's Degree in Library and Information Science (MLIS) from an American Library Association accredited program; or Bachelor's degree in related field plus at least two (2) years of professional experience in youth services, education, or a closely related area that demonstrates the knowledge, skills, and abilities required for this position.
- Equivalent combination of education and experience may be deemed acceptable by the hiring authority.
- Preferred: two (2) years of related library work experience

- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.

PERSONAL ATTRIBUTES:

The candidate must be detail orientated, have a high standard of customer service, be friendly and cooperative, be open-minded, and strive to provide excellent customer service. The candidate must be eager to collaborate with others and enjoy working in a team environment. The candidate should have a thorough knowledge of children's, tweens', and teens' needs and interests in reading for information, recreation, and knowledge. The candidate should be enthusiastic about meeting the needs of the community and take pride in providing high quality programs and collections.

PHYSICAL DEMANDS/WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed inside a typical interior/office work environment. While performing the duties of this job, this position is regularly required to:
 - Constantly remain in a stationary position
 - Frequently move around an office environment to access drawers, shelving, office equipment, etc.
 - Constantly operate a computer and other office productivity equipment such as a computer, copier, telephone, tablet, etc.
 - Occasionally position self to reach office equipment, tall shelves, low shelves, into deep bins, etc.
 - Constantly communicate with supervisors, staff, and library users. Must be able to exchange accurate and timely information in these situations.
 - Frequently process and respond to questions and requests from supervisors, staff, and library users. Must be able to exchange accurate and timely information in these situations.
 - Frequently detect and decode writing, pictures, and colors on a computer screen, in small and large size, on signage, close up, and on a variety of surfaces
 - Occasionally move carts up to 50 lbs.

The Mukwonago Community Library is an equal opportunity employer. The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

The Mukwonago Community Library Board of Trustees (MCL) hereby agrees to lend to the Mukwonago Historical and Museum Society (MHMS) the object(s)/archive(s) from its Grutzmacher Collection described herein for the purposes described below, and subject to the terms and conditions set forth on the reverse and in the attached paperwork. The signatories below acknowledge that they are the authorized agents for their institutions.

Borrowing Institution: The Mukwonago Historical and Museum Society (MHMS) at the Red Brick Museum
Address: 103 Main St, Mukwonago, WI 53149
Contact Person: Henry Hecker
Telephone: (262) 363-6413 Email: president@mukwonagohistoricalsociety.org

Evaluation for Insurance Purposes: \$376,975 Insured By: Municipal Property Insurance Company
Briefly Describe the Purpose of the Loan: exhibition and education
Duration of the Loan (dates): From: October 2, 2026 To: October 1, 2027
Month/Day/Year Month/Day/Year

Owner Release of Items

1. The items described herein are loaned by the MCL to the MHMS. To the best of their ability, the MCL Board or Trustees President has verified in person that the items in the attached inventory are in the condition visually represented in the photographic inventory and catalog prepared by the MCL in 2022. This loan has been authorized by:

MCL Board of Trustees President Name	Signature	Date

Property Owner Agreement

2. As the owner of the property that the Mukwonago Historical and Museum Society operates on, the Village of Mukwonago acknowledges that these historical items will be stored and displayed at the Red Brick Museum. The Village recognizes the historical importance and value of these items and agrees to ensure that the property and building will be insured and maintained in such a manner that will be conducive to the safety and security of the collection.

Village of Mukwonago Administrator	Signature	Date

Borrower Acceptance of Items and Loan Terms & Conditions

3. The items in the attached paperwork have been received in the condition visually represented in the photographic inventory and catalog prepared by the MCL in 2022. The terms of the loan are hereby accepted by the MHMS representative.

MHMS Board President Name	Signature	Date

See reverse for item return and loan termination

Associated Documentation (check if attached)

☐ Loan Inventory ☐ Condition Report ☐ Appraisal ☐ Appendix A ☐ Other (specify): _____

Return of Items to Owner

4. The items listed in the attached inventory have been returned to the MCL.

_____	_____	_____
MCL Board of Trustees President Name	Signature	Date

_____	_____	_____
MHMS Board President Name	Signature	Date

Received Items and Loan Termination

5. The items listed in the attached inventory have been received in the condition described, thus terminating the Loan Agreement between the MCL and the MHMS. This termination is authorized by:

_____	_____	_____
MCL Board of Trustees President Name	Signature	Date

Property Owner Acknowledgement

6. As the owner of the property that the Mukwonago Historical and Museum Society operates on, the Village of Mukwonago acknowledges that it has been notified that the loan has been terminated and that the items are no longer in the Red Brick Museum or on the property.

_____	_____	_____
Village of Mukwonago Administrator	Signature	Date

TERMS AND CONDITIONS GOVERNING THE LOAN
MUKWONAGO COMMUNITY LIBRARY'S (MCL, Lender) GRUTZMACHER COLLECTION LOANED TO
THE MUKWONAGO HISTORICAL AND MUSEUM SOCIETY (MHMS, Borrower)

Care, Preservation, and Exhibition

1. Except as otherwise provided in this Agreement, it is understood that the Mukwonago Community Library Board of Trustees (hereafter MCL) retains all other rights with respect to the loaned items. The Mukwonago Historical and Museum Society (hereafter MHMS) shall take no other action with respect to the items without the prior written consent of the MCL, unless otherwise authorized by this Agreement. In all cases, initial contact with the MCL shall be through the Library Director.
2. The MHMS will give borrowed items the same care as it does comparable property of its own. The MHMS shall take reasonable precautions within the limits of its control to protect items from fire, theft, loss, mishandling, dirt, insect, and extremes of light, temperature, and humidity while in MHMS care and custody.
3. It is understood by the MCL and the MHMS that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
4. Items covered by this Loan Agreement shall remain in the condition described in the attached paperwork. They shall not be cleaned, retouched, repaired, or otherwise altered without written prior written consent of the MCL. Initial contact to request permission or notify the MCL of potential need for restorative care shall be through the Library Director.
5. Damage to loaned items, whether received in transit or on the premises of the MHMS Red Brick Museum, shall be reported within twenty-four (24) hours and in writing to the Library Director.
6. The MCL or its delegate may request to view the items covered by this Loan Agreement provided they give the MHMS ten (10) days' written notice and the MHMS can arrange for a volunteer to assist.
7. The MHMS personnel may photograph or scan the loaned items for education, research, catalog, or recording purposes, but such photographs or scans may not be reproduced in any publication for sale, except in an exhibit catalog, without written permission of the MCL. Initial contact to request permission to reproduce recordings shall be through the Library Director. Unless prohibited by the MHMS, the public may take photographs using non-flash photography for non-commercial purposes.
8. Loaned items shall be properly identified, catalogued, and credited as belonging to the MCL when on exhibition, reproduced in publications, or used for publicity using the following credit line: "Item(s) on loan from the Mukwonago Community Library's Grutzmacher Collection." MCL will provide branding and labels for the Grutzmacher Collection indicating item ownership.
9. In 2024, the MCL furnished three display cases valued at \$11,000 for the purpose of displaying the items from its Grutzmacher Collection. See "Appendix A: Display Case Inventory." The MCL hereby grants the MHMS permission to use these cases for display of Grutzmacher Collection items as

contemplated herein. In addition to the responsibilities enumerated in the Section titled “Insurance and Other Associated Costs” herein, the MHMS is also required to ensure that adequate property loss insurance covers the display cases herein. The MCL is required to acquire property loss coverage for full replacement value as opposed to actual cash value.

10. The cost of special storage containers or mountings for exhibition, security as it relates to exhibit cases and mountings, and/or any other incidental costs created by the loan shall be paid by MHMS.
11. The parties acknowledge that the items covered by this Loan Agreement have been in the care and custody of the MHMS at the Red Brick Museum, a building owned by the Village of Mukwonago, prior to the date of this Agreement. As such, the parties agree that the attached inventory and condition assessment accurately reflects the condition of the items at the effective date of this Agreement.
12. It is understood that the loaned items will remain on the premises of the MHMS Red Brick Museum, owned by the Village of Mukwonago, for the duration of the loan and cannot be removed from the premises without prior written consent of the MCL. Initial contact to request permission to remove any loaned items shall be through the Library Director.
13. In emergency situations that threaten the safety and security of the loaned items such as, but not limited to, fire or flood, the MHMS personnel may remove, relocate, or otherwise move items in a manner comparable to caring for property of its own. Any emergency movement of loaned items shall be reported within twenty-four (24) hours and in writing to the Library Director.
14. The MCL retains the right to determine how the Grutzmacher Collection items can be exhibited. The MHMS cannot change the exhibit, move items, or otherwise alter the displays without prior written consent of the MCL. Initial contact to request permission to change exhibits shall be through the Library Director.
15. The MCL and the MHMS recognize that all cultural items that fall under the Native American Graves Protection and Repatriation Act ([NAGPRA] Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048); the NAGPRA Regulations (43 CFR Part 10, Dec. 13, 2023); and all subsequent amendments and regulation updates have been, to the best of current knowledge and in good faith, removed from exhibit and are in the care and custody of the MCL. In the event that an item(s) under this Loan Agreement is ever identified as a cultural object under NAGPRA, the MCL and the MHMS agree to work together to expeditiously remove the item(s) from display and return it to the care and custody of the MCL. All costs of relocation will be borne by the MCL. The loan inventory will be updated to reflect this change and copies will be provided to both parties.
16. MCL’s “Outgoing Loan Agreement,” a copy of which is attached hereto, is incorporated herein by reference.

Packing and Transportation

1. Packing and transportation shall be conducted by safe methods approved in advance by the MCL. Since the loaned items have been in the care and custody of the MHMS prior to this Agreement, the Library Director will coordinate with the MHMS personnel thirty (30) days prior to the return of the loan to establish an agreed upon plan for repacking and transport back to the MCL.
2. The cost of packing and transporting the loaned items shall be the responsibility of MHMS. If this Loan Agreement is terminated early for any reason other than justified cause (see clause 7 under "Return/Extension/Cancellation"), the party initiating the termination shall pay for packing and transportation costs.

Insurance and Other Associated Costs

1. The MCL shall obtain applicable insurance coverage for the loaned items in the amount determined by an appraisal of the loaned items. An appraisal of the material must be conducted by a qualified appraiser in order to determine the fair market value of the loaned items. The appraisal shall be attached to this Agreement and fully incorporated herein. In order to maintain adequate insurance coverage, any appraisal incorporated in this Agreement must have been completed within ten (10) years of the date of this Agreement.
2. Both parties will work together to ensure that insurance coverage is complete and cost effective. During the loan term, the MHMS shall obtain adequate property loss coverage insuring the borrowed portions of the Collection against all perils, in an adequate amount to cover the value of the borrowed portion of the Collection. The MHMS is also required to have the MCL named as an additional insured on said policy.
3. Each party is responsible for procuring and providing their own certificate of insurance, evidencing the policies and coverages required by this section, and provide the certificate of insurance to the other party. Each party agrees to require that the insurer list the other party as an Additional Insured and to provide adequate evidence of said status through the liability insurance endorsement.
4. The cost of special communications, security provisions, special packing or mountings for exhibition, and/or any other incidental costs created by the loan shall be paid by the MHMS, except if otherwise covered in this Agreement.

Return/Extension/Cancellation

1. Loan items must be returned to the MCL in satisfactory condition by the stated termination date. Unless otherwise agreed in writing, the loan terminates on the date specified on the first page of this Agreement.
2. Loan extensions must be clearly documented with a Loan Renewal Form and agreed to by both parties.

3. At the end of the loan period specified on the first page of this Agreement, all loaned items will be returned to the Lender of record at the address of record. Upon receipt, the Lender shall review the condition of the returned items and acknowledge that the items have been received in the condition described, thus terminating the Loan Agreement between the MCL and the MHMS. A copy of the completed loan paperwork will be provided to the MCL, the MHMS, and the Village of Mukwonago.
4. If the MCL finds that the returned items are not in satisfactory condition, the MCL must provide MHMS written notice of damage to the returned items.
5. The MCL or its agent shall notify the MHMS in writing if there is any change of ownership of the items specified in this Loan Agreement or if there is a change in the MCL's identity or address. The MHMS reserves the right to require proof of title if there is a change in ownership of items. The MCL is responsible for paying the increased cost of delivery due to an address change.
6. In the spirit of knowledge sharing and education, before or at the termination of this Agreement, the MHMS shall make every effort to provide copies of basic object/archive inventories, reports, publications, or other documents that are a product of researching the loaned items.
7. The MCL may cancel this Agreement for cause at any time if it feels that the MHMS is not properly handling the loaned items in the manner proscribed herein. For cancellation not based upon "cause," the MCL may cancel on thirty (30) days written notice. The MHMS may cancel on thirty (30) days written notice.



MUKWONAGO
COMMUNITY LIBRARY

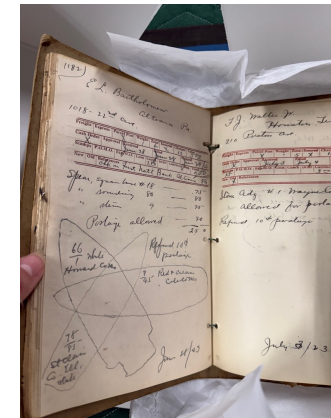


Mukwonago Community Library

Preliminary Design Concept

Grutzmacher Display

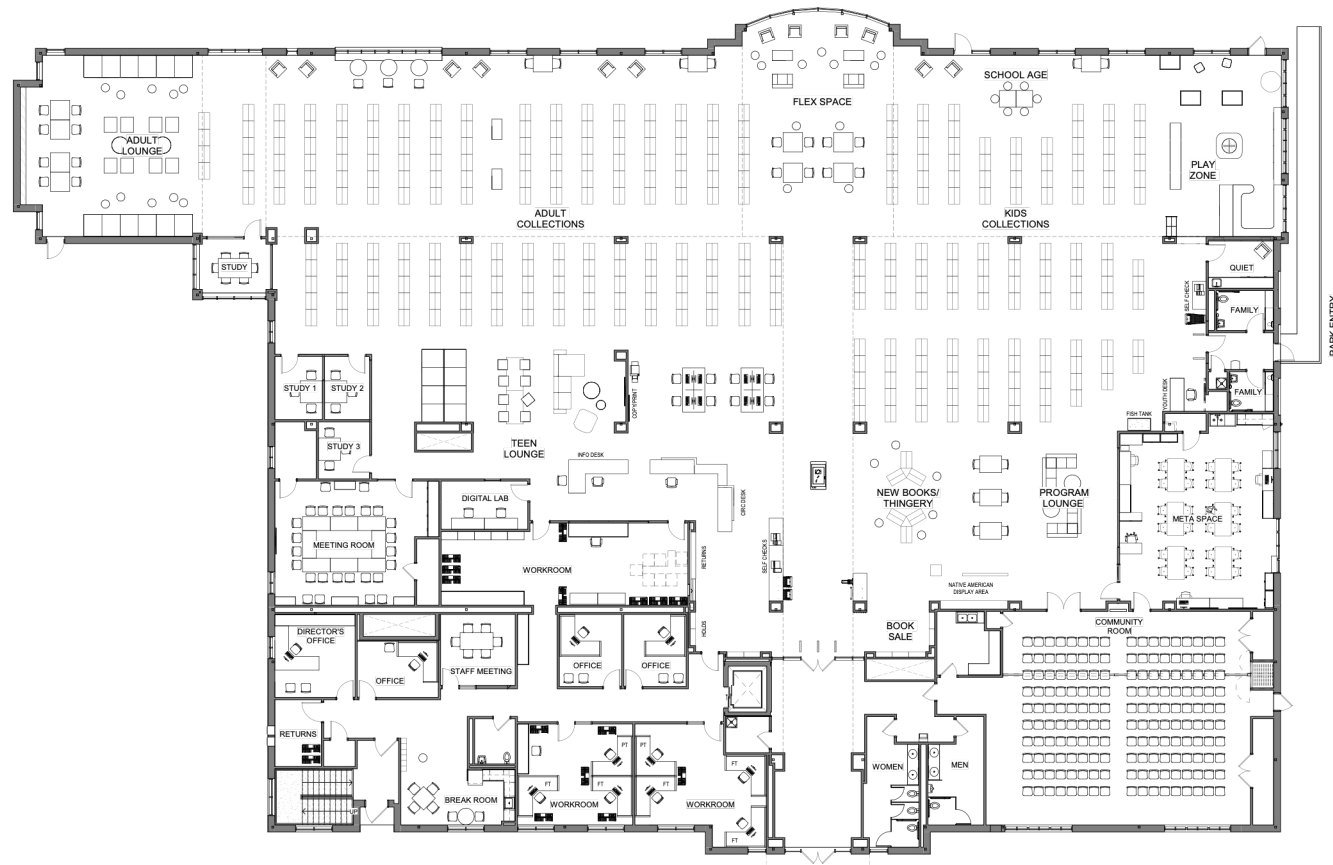
Presented by Danielle M. Benden | July 20, 2026



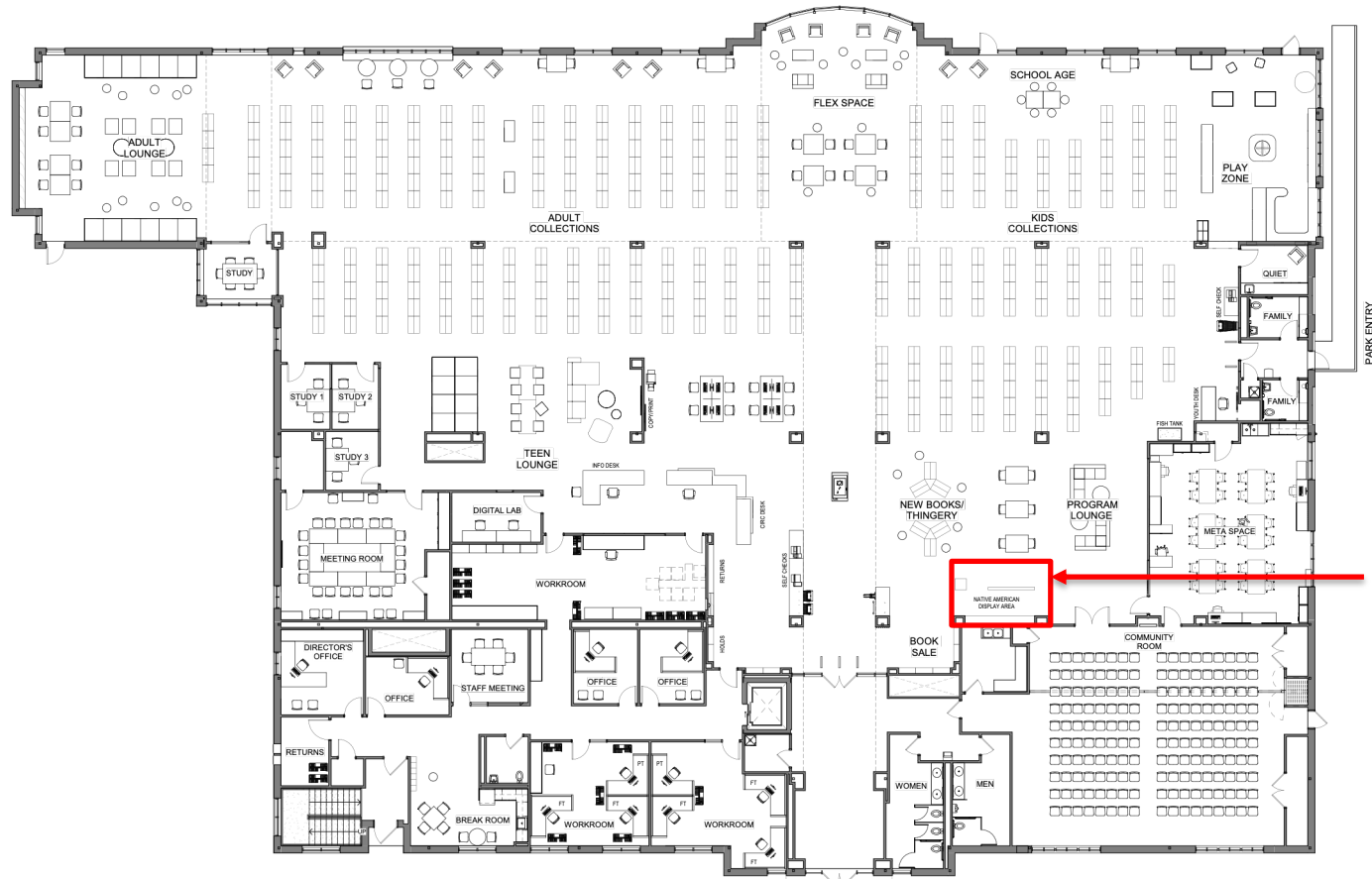
Summary of Process

- June 9th, 2026: on-site visit to assess the proposed display space and the Grutzmacher Collections that are currently housed in the basement of the library.
- Met with Abbey and Ryan Mawhinney (Bradford Systems)
- Bradford provides custom storage and exhibit solutions for libraries and museums
- Prepared preliminary drawings and layouts for your review (range of costs)



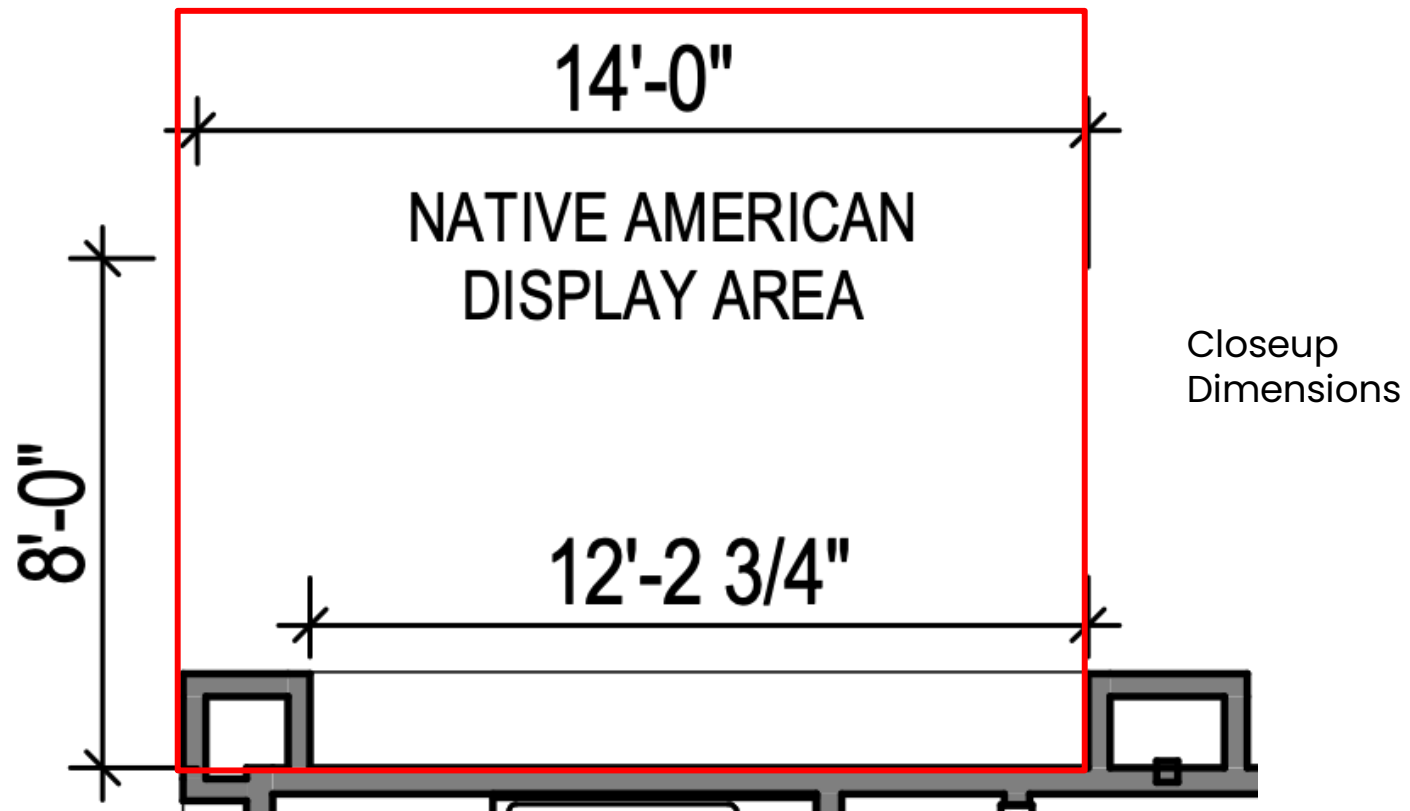


MCL Renovation Plan (as prepared by Engberg Anderson)



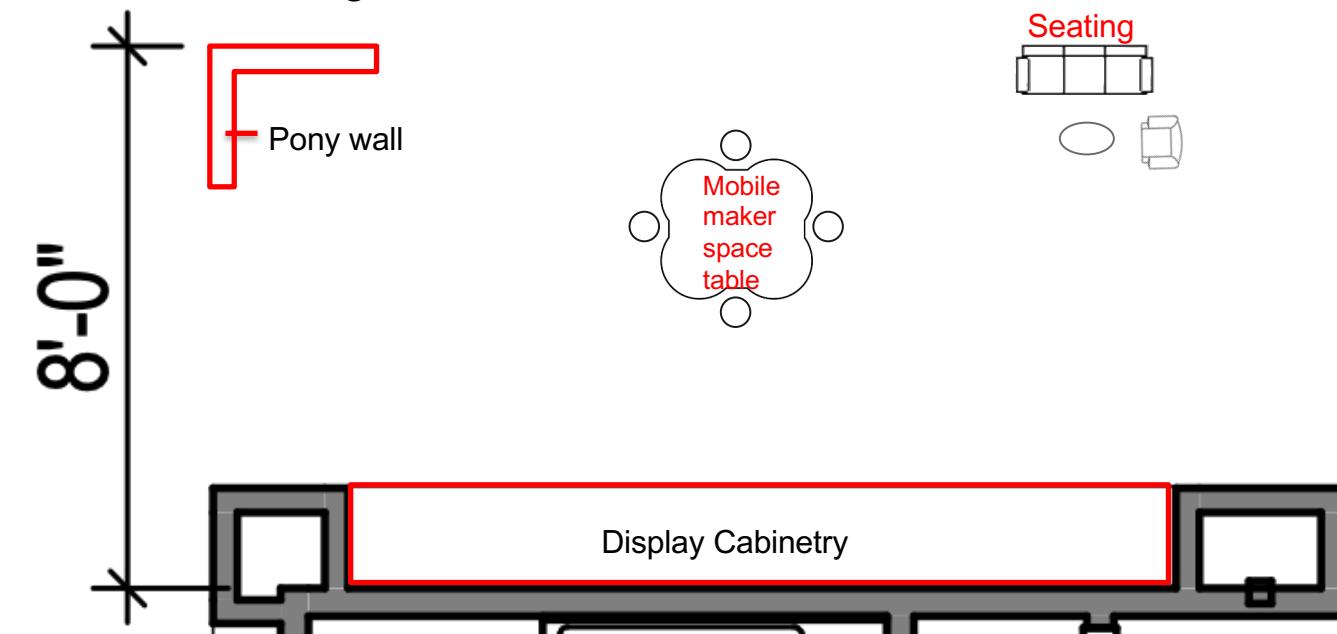
Grutzmacher
Display Area

Proposed Grutzmacher Display Area



Close-up of Display Area

- L-shaped Pony wall to denote space and optional kid's nook
- Display cabinetry and interpretive signage between columns
- Makerspace table (mobile)
- Seating



Proposed Display Elements



- Display cabinetry between columns (16" deep)
- Upper-level lockable display case, front load
- Lower pullout drawers, tempered glass, lockable and storage cabinets

- Options: recessed or wall-mounted, LED lighting inside the case

Grutzmacher Display Cabinetry Option 1

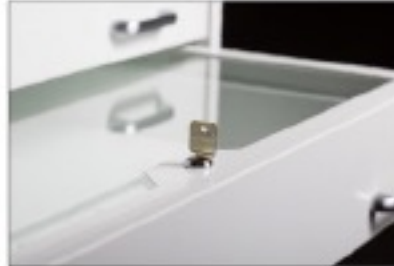


Adjustable shelves

Grutzmacher Display Cabinetry Option 1



Lockable pullout drawers
below, tempered glass to
display the collection
("visual storage")



Grutzmacher Display Cabinetry Option 1



In-cabinet lighting options



LED track lighting



Grutzmacher Display Cabinetry Option 1

Waddell Colossus 2605

Example size: 60" W x 20" D x 66" H

- Aluminum frame, durable case
- Eight 14" deep half-length shelves with brackets, adjustable
- White laminate backing
- Sliding front glass doors, locks
- No lights, but electrician can install LED lights



Grutzmacher Display Cabinetry Option 2a

Tecno Wall Display Case

Example size: 60" w x 19.25" d x 79" h

- On wheels
- Lockable (front side)
- Comes in several standard finishes/colors
- Tempered glass shelves
- LED overhead lights included
- Glass back (solid back available for extra cost)



Grutzmacher Display Cabinetry Option 2b

Waddell Low Profile

Example size: 60" w x 24" d x 39" h

- Hinged top
- Lockable
- Comes in several standard finishes/colors
- Tempered glass



Grutmacher Display Cabinetry Option 2c



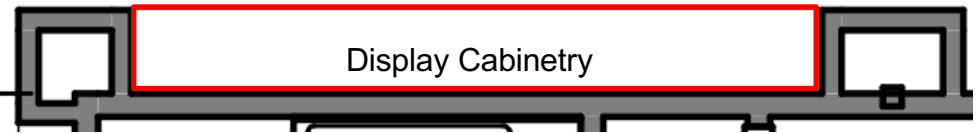
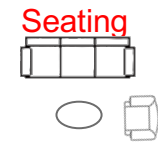
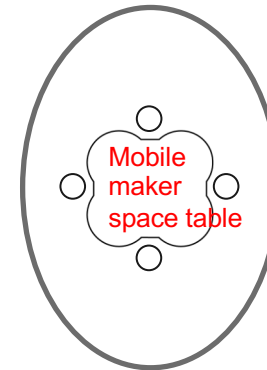
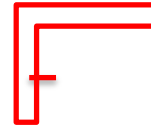
Interpretive wall signs that compliment the object displays
(Inside cases or on walls, depending on cabinetry option)

Interpretive Signage

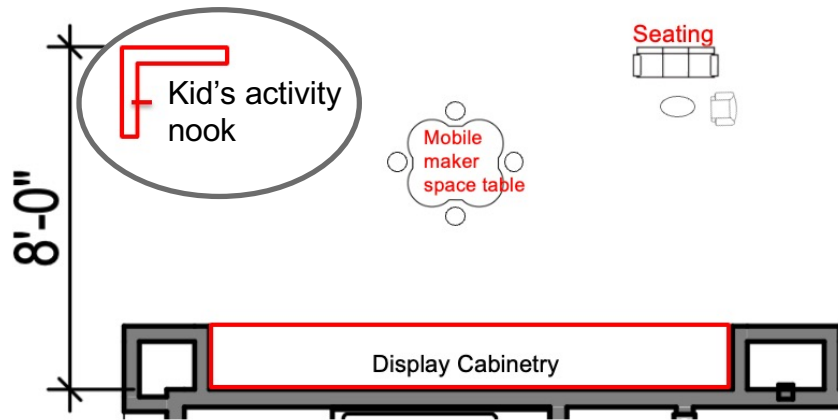


Space for hands-on activities related to exhibit

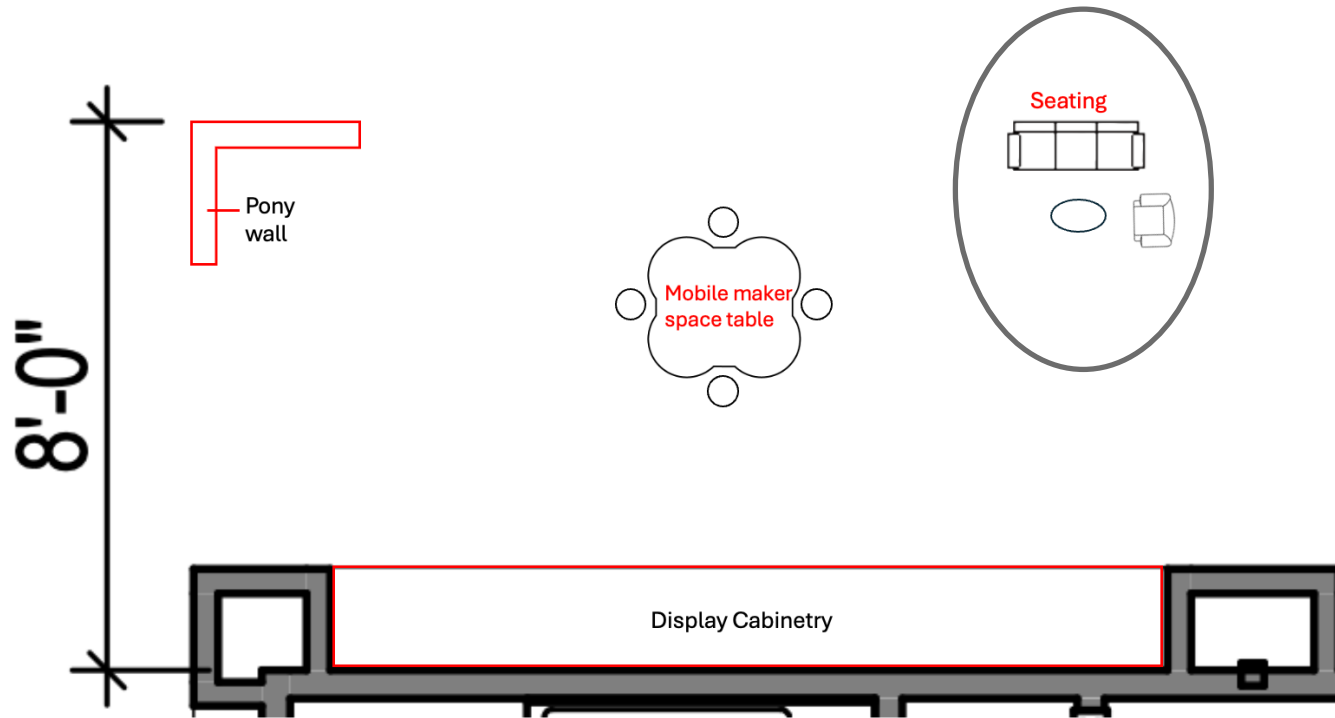
8'-0"



Makerspace Table



Pony Wall and Kid's Nook



Seating

Rough Cost Estimates

- Display cases (\$5,000 to \$40,000)
- Interpretive signs (\$1,000 to \$3,500)
- Lighting (\$2,500 to \$4,500)
- Pony Wall (\$1,200 to \$3,500)
- Kids nook (\$1,000-\$3,500)
- Maker space table (\$3,500)
- Seating (\$1,500-\$3,500)
- Danielle's Labor (\$5,000 to \$15,000?)

Range =
\$20,700 to
\$71,200

* These are rough cost estimates



Proposed Path Forward

- Consider what you wish to allocate for the overall Grutzmacher display project
- Then let's meet to talk about next steps and components based on that budget range



Questions and Discussion

- Timeline for decision-making
- How can I help you decide?
- Preliminary teaser exhibit?





Mukwonago Community Library Artifact Display

Prepared for:
Abby Armour

Mukwonago Community Library
551 Division Street
Mukwonago, WI 53149

Submitted by:
Ryan Mawhinney
(608) 481-1741
rmawhinney@bradfordsystems.com

Bradford Systems Corporation
945 North Oaklawn Avenue
Elmhurst, IL 60126

July 17, 2026
BSC Project #48303

Corporate Headquarters
945 North Oaklawn Ave
Elmhurst, IL 60126

630.350.3453 office
630.350.3454 fax

Indiana Office
6231 Coffman Rd
Indianapolis, IN 46268

317.895.0670 office
317.895.0672 fax

Central Illinois
125 Thunderbird Lane
East Peoria, IL 61611

636.343.1515 office
636.343.3588 fax

Wisconsin Office
201 North Main Street
Fort Atkinson, WI 53538

630.350.3453 office
630.350.3454 fax

Missouri Office
7827 Town Square Ave
O'Fallon, MO 63368

636.343.1515 office
636.343.3588 fax

July 17, 2026

Abby Armour
Mukwonago Community Library
551 Division Street
Mukwonago, WI 53149

Dear Abby:

On behalf of Bradford Systems Corporation, I would like to thank you and the Mukwonago Community Library for the opportunity to present this proposal. The following solution has been designed and tailored to meet your artifact display needs.

We value the opportunity to present our unique capabilities, and look forward to showing you why thousands of clients over the last 58 years have chosen Bradford Systems Corporation to help them solve their most challenging collections storage dilemmas.

If you have any questions regarding this proposal or if we can make any changes to better accommodate your needs or requirements, please call me at (608) 481-1741.

Again, thank you for your consideration.

Sincerely,



Ryan Mawhinney
Storage Specialist

Bradford Systems Corporation
945 North Oaklawn Avenue
Elmhurst, IL 60126
(m) (608) 481-1741
rmawhinney@bradfordsystems.com

Mukwonago Community Library
Option #1 - Recessed Display Cases
Project #48303

Artifact Display Solution:

- (1) Fixed shelving/cabinet range (to sit directly on the floor), 18" D x 12' L

Display Components:

- (4) Four-post single-entry shelving sections, 18" D x 36" W x 35-3/4" H
- (6) Drawer assemblies with locking glass display top, 18" D x 36" W x 3" H
- (4) Drawer assemblies with locking glass display top, 18" D x 36" W x 4-1/2" H
- (4) Drawer assemblies with locking glass display top, 18" D x 36" W x 6" H
- (2) Double wall framed doors keyed alike
- (2) Recessed wall display cases with white back & satin natural frame, 48" H x 72" W x 16" D
- (1) Quad XL table with top diameter of 60", and case body is 45" W x 45" D
- (1) Laminate countertop

Budgetary Total:

Total – Materials Delivered & Installed	\$39,970.00
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Notes:

1. *Sales tax will be charged unless Bradford Systems is provided with a tax exempt or resale certificate.*
2. *The above quote is based on the drawings.*
3. *A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.*
4. *This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.*
5. *Pricing valid for 30 days.*

Mukwonago Community Library
Option #2 - Non-Recessed Display Cases
Project #48303

Artifact Display Solution:

- (1) Fixed shelving/cabinet range (to sit directly on the floor), 18" D x 12' L

Display Components:

- (4) Four-post single-entry shelving sections, 18" D x 36" W x 35-3/4" H
- (6) Drawer assemblies with locking glass display top, 18" D x 36" W x 3" H
- (4) Drawer assemblies with locking glass display top, 18" D x 36" W x 4-1/2" H
- (4) Drawer assemblies with locking glass display top, 18" D x 36" W x 6" H
- (2) Double wall framed doors keyed alike
- (2) Wall mounted display cases with fabric back & satin frame with 4 Shelves, 48" H x 72" W x 16" D
- (1) Quad XL table with top diameter of 60", and case body is 45" W x 45" D
- (1) Laminate countertop

Budgetary Total:

Total – Materials Delivered & Installed	\$38,730.00
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Notes:

1. *Sales tax will be charged unless Bradford Systems is provided with a tax exempt or resale certificate.*
2. *The above quote is based on the drawings.*
3. *A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.*
4. *This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.*
5. *Pricing valid for 30 days.*

Mukwonago Community Library
Artifact Display
Project #48303

1. Purchase orders should be made out to the following:
Bradford Systems Corporation
945 North Oaklawn Avenue
Elmhurst, IL 60126
2. Purchase orders may be sent via:
 - Email: purchaseorders@bradfordsystems.com
 - USPS: 945 North Oaklawn Avenue Elmhurst, IL 60126
 - Facsimile: (630) 350-3454
3. Please send the following in conjunction with your purchase order:
 - Reference BSC project # 48303 on your purchase order
 - Project Information Sheet
 - Signed copy of the proposal and project drawings

Mukwonago Community Library
Artifact Display
Project Implementation Information
Project #48303

Purchase Order Information:

P.O. #: _____
Approved by: _____

Project Selections:

Laminate Top: _____ (WilsonArt Series 60)
Four-Post Cabinets: _____ (See 8 Standard Finishes)
Hinged Door Locks: ☐ Keyed Different ☐ Keyed Alike

Delivery Information:

Delivery Address: _____

Delivery Contact Name: _____
Contact Phone Number: _____
Truck or Delivery Time Restrictions: _____
Delivery Dock: ☐ Yes ☐ No _____
Freight Elevator: ☐ Yes ☐ No _____

Order Acknowledgement/Billing Information:

Order Acknowledgement Required? ☐ Yes ☐ No _____
Billing Address: _____

Billing Contact Name: _____
Contact Phone Number: _____
Contact Email Address: _____

Installation Information:

Installation Address: _____

Floor/Room: _____
Requested Installation Date: _____
Construction Schedule Available: ☐ Yes ☐ No _____
Client Provided Dumpster Available: ☐ Yes ☐ No _____
Are There Security Requirements: ☐ Yes ☐ No _____
Parking: Permission/Permits: ☐ Yes ☐ No _____
Certificate of Insurance Required: ☐ Yes ☐ No _____
General Contractor Name/Phone: ☐ Yes ☐ No _____

STANDARD TERMS AND CONDITIONS

1. GENERAL: These terms and conditions shall apply to sales from Bradford Systems Corporation to Buyer and to any quotation by Bradford Systems Corporation for sales. These terms and conditions shall not be superseded by any terms and conditions in Buyer's order except as otherwise specifically agreed in writing executed by all parties to this agreement. The paragraph headings contained herein are for purposes of reference only and are not to be considered in the interpretation of any clauses contained herein. This agreement may be executed in counterpart and a copy of this agreement shall be as binding as is the original.
2. ENGINEERING: The proposal drawings and/or specifications of any quotation are confidential engineering data, and represent Bradford Systems Corporation investment in engineering skill and development, and remain the property of Bradford Systems Corporation. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to Bradford Systems Corporation. All specifications and dimensions of proposal drawings are approximate, and are subject to changes during detailed engineering.
3. SURVEYS, PERMITS AND REGULATIONS: Buyer shall procure and pay for all permits and/or inspections required by any governmental authority for any part of the work performed by Bradford Systems Corporation, except as otherwise stated.
4. PAYMENT: This system has been specially designed and will be specially manufactured for the Buyers unique requirements. A non-refundable down payment of one-third (1/3) of the contract is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion. One and one-half (1-1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not entirely complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges. A 4% convenience fee will be applied to all orders paid with a credit card.
5. TAXES: All applicable sales taxes, as required by law, will be billed, unless Bradford Systems Corporation has a current Tax Exempt Letter or Resale Certificate on file.
6. EXPIRATION DATE: Pricing is valid for thirty (30) days. After thirty days, a new proposal and revised pricing may be required.
7. CANCELLATION: On all canceled orders, Buyer shall compensate Bradford Systems Corporation for its performance, commitments and damage as follows; Buyer shall pay Bradford Systems Corporation a cancellation fee not to exceed the original purchase price.
8. CHANGE ORDERS: Should the Buyer order changes or additions to the work, such orders and adjustments shall be made in writing to Bradford Systems Corporation utilizing Bradford's formal change order document. The contract price and installation/delivery fees shall be adjusted according to the changes in the work specified in the change order.
9. INSURANCE: Bradford Systems Corporation's employees who enter Buyer's premises will have Workmen's Compensation coverage in statutory limits and Bradford Systems Corporation's automobiles will be covered by Public Liability and Property Damage Insurance.
10. DELIVERY: Installation or delivery date is approximate. Bradford Systems Corporation shall not be liable for delays in or failures of delivery due to changes requested by Buyer, or causes beyond its control. If shipment is delayed at the request of Buyer, payment shall be made by Buyer as though shipment had been made as specified and for any expenses incurred by Bradford due to Buyer's request in delaying shipment.
11. STORAGE: If product is stored for more than thirty (30) days at Bradford Systems Corporation due to delays in delivery caused by buyer, Bradford will charge buyer at the rate of 1% of buyer's invoice per month pro-rated daily.
12. DAMAGE: After product arrival at site, any loss or damage by weather, other trades, fire or other elements, shall be the responsibility of the Buyer. The Buyer agrees to hold Bradford System Corporation harmless for loss for such reasons.
13. BUYER RECEIVING: If the Buyer receives product for any reason, the Buyer is responsible for checking the product during off-load and noting on the packing slip any damage or possible damage and notifying Bradford Systems Corporation immediately. If Bradford does not receive a written notice and copy of the packing slip within twenty-four (24) hours, the Buyer agrees to pay any additional replacement product and delivery costs if a freight claim cannot be awarded.
14. SITE CONDITIONS: Buyer shall provide Bradford Systems Corporation with a free and clear construction site. Buyer shall remove all material and/or construction from the area. Buyer will furnish Bradford with adequate electrical power to operate tools required for the installation.
15. UNLOADING, SPOTTING AND STORAGE: Buyer shall provide Bradford Systems Corporation with adequate unloading facilities and sufficient access to same to insure Bradford's efficient unloading procedure. Adequate aisles shall be provided by the Buyer to provide efficient handling of the materials from the unloading of storage area to construction site.

16. **COMMENCEMENT OF INSTALLATION:** Bradford Systems Corporation will not be obligated to commence work at job site until receipt of written notice from Buyer that Buyer's building is ready for use and necessary utilities and equipment are supplied thereto.
17. **COMPLETION:** Installation shall be deemed completed upon acceptance or use of any equipment by Buyer.
18. **OVERTIME:** This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
19. **TESTING:** All material and equipment for testing the installation shall be provided at Buyer's expense. At the time when Bradford Systems Corporation states to the Buyer that the work is complete, the Buyer will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the Buyer shall accept the same and deliver to Bradford a signed statement of acceptance. If the Buyer declines to sign such a statement, then the Buyer shall immediately inform Bradford in writing of the reasons for such declination. If the Buyer fails to so notify Bradford of if the Buyer fails to make such inspection the work shall be conclusively deemed to have been accepted by the Buyer.

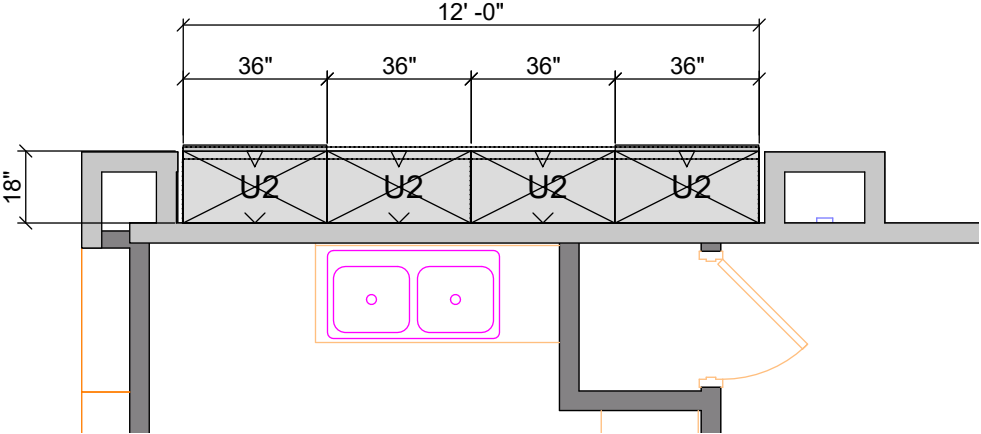
PROJECT TERMS AND CONDITIONS

1. **FLOOR COVERING:** If Bradford Systems Corporation is not the contractor for the installation of the floor covering, Buyer's floor covering contractor is responsible for coordinating floor covering installation after Bradford installs system rail and floor.
2. **FLOOR LOADING:** Buyer is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Floor load data that applies to the project is subject to interpretation by a certified structural engineer. BSC is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed. If media weight is unknown; we recommend a sample weight be verified in the field.
3. **FLOOR DRILLING:** Buyer is responsible to notify Bradford Systems Corporation of any electrical or other obstructions located in the floor and Buyer is responsible for relocating said obstructions at Buyer's expense. Anchoring and/or hammer drilling may be required to which it is the Buyers responsibility to notify Bradford if there are any building restrictions on when this work may be performed.
4. **SEISMIC:** Buyer is responsible for determining if a seismic evaluation is necessary at which Bradford Systems Corporation will provide all equipment information for a seismic evaluation by an engineer if applicable.
5. **FIRE CODE:** Fire code typically requires an 18" minimum clearance between installed height of shelving system and any sprinkler system. It is the Buyer's responsibility to verify that the proposed shelving system height meets this requirement prior to the placement of purchase order.
6. **SPACESAVER WARRANTY:** A 5-year standard warranty and 1-year scheduled maintenance are included with your installation. Extended warranty and maintenance agreements are available upon request.
7. **SPACESAVER SYSTEM TRAINING & ORIENTATION:** Bradford Systems Corporation offers training to all potential users to insure safe and efficient system operation upon the Buyer's request.

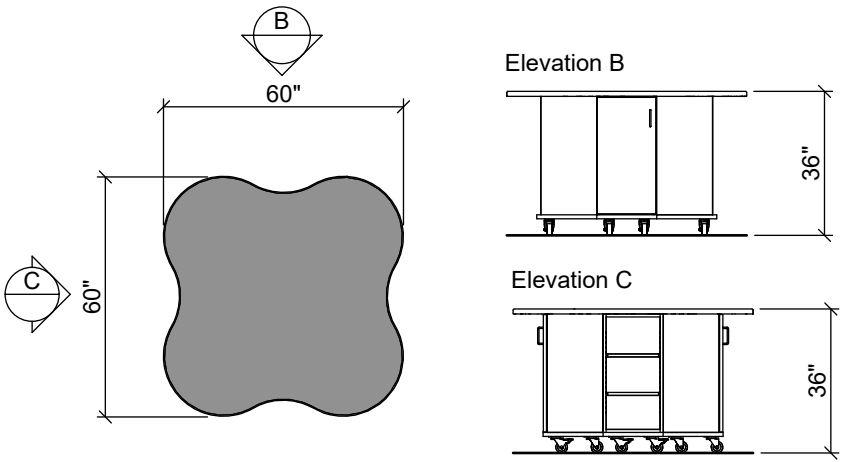
Client Signature	Title	Date

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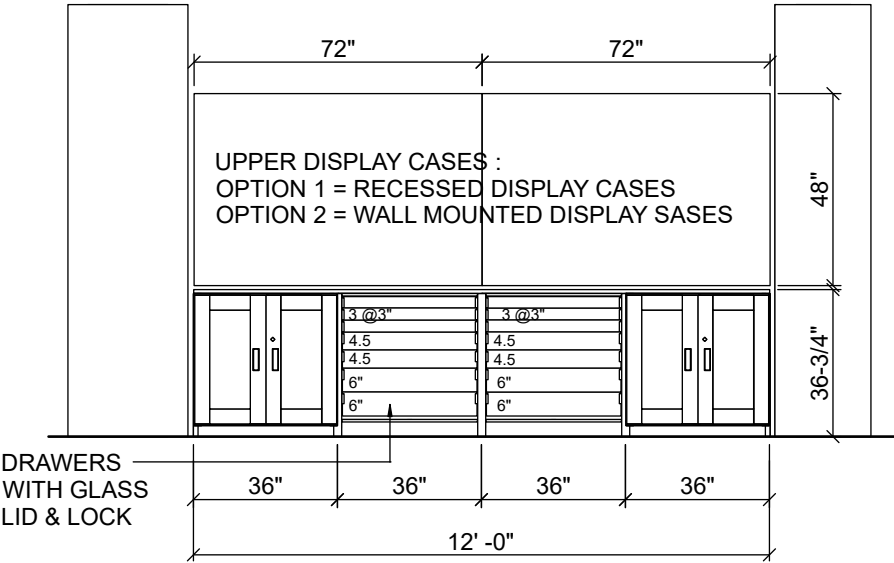
NATIVE AMERICAN
DISPLAY AREA



1 PLAN VIEW
SCALE : 1/4" = 1'-0"



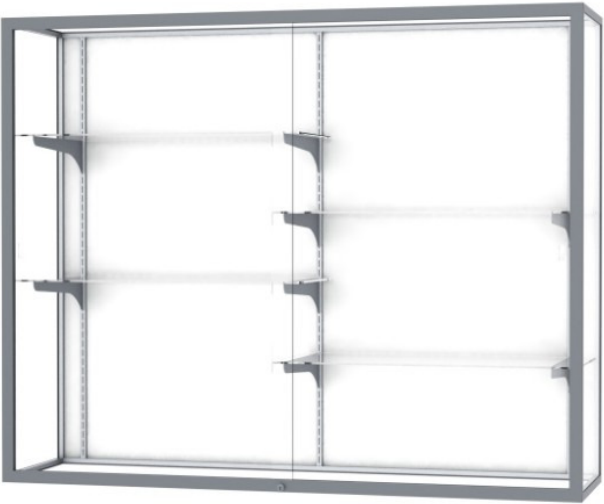
WB QUAD XL TABLE
TOP DIAMETER: 60"
CASEBODY = 45" W x 45" D



2 ELEVATION
SCALE : 1/4" = 1'-0"



OPTION 1 :
RECESSED DISPLAY CASES
72" W x 48" H x 16" D



OPTION 2 :
WALL MOUNTED DISPLAY CASES
WADDELL MODEL #2040 CHAMPION SERIES
72" W x 48" H x 16" D



Project Name:
MUKWONAGO COMMUNITY LIBRARY

Salesperson:
MAWHINNEY, RYAN

Project #:
48303

Drawn by:
RM

Date printed:
7/2/2026

APPROVAL
This drawing is approved
by: _____

DATE: _____

Drawing No.
1

Sheet : 1/1

AMENDMENT 6
to the
CONSULTING SERVICES AGREEMENT

AMENDMENT TO CONSULTING SERVICES AGREEMENT

This Amendment to the Consulting Services Agreement ("Amendment") (as amended if applicable) is entered into by and among **Bernstein & Associates, LLC** ("Original Consultant"), **J3 Cultural Repatriation Specialists LLC** ("New Owner"), and **Mukwonago Community Library** ("Client"), effective only upon the occurrence of the Closing on January 1, 2027 (the "Closing" and, if the Closing occurs, the "Amendment Effective Date").

RECITALS

- A. Client and Original Consultant entered into a Consulting Services Agreement effective June 17, 2022 (the "Agreement").
- B. Original Consultant desires to transfer/assign all of its rights, obligations, and interests under the Agreement to New Owner, and New Owner desires to assume such rights, obligations, and interests, in each case effective only upon the Closing.
- C. Client consents to this transfer, effective only upon the Closing.

AGREEMENT

- 1. **Assignment and Assumption.** Effective only upon the occurrence of the Closing, Original Consultant hereby assigns, transfers, and conveys to New Owner all of its rights, title, interests, and obligations in and to the Agreement. New Owner hereby accepts such assignment and assumes all liabilities and duties of the Original Consultant arising under the Agreement from and after the Amendment Effective Date. Until the Closing occurs, the Agreement shall remain solely with Original Consultant, and no present assignment, delegation, assumption, or transfer shall be effective under this Amendment.
- 2. **Amendment to Parties.** Effective only from and after the Amendment Effective Date, all references in the Agreement to Bernstein & Associates, LLC shall be deemed to refer to J3 Cultural Repatriation Specialists LLC solely to the extent necessary to give effect to this Amendment. Prior to the Closing, all payments, notices, and services shall remain with and be directed to the Original Consultant. After Closing, Client will pay Original Consultant for all work performed through Closing even if invoiced after Closing. Client shall pay the New Owner directly for all Services performed after Closing in accordance with their original Services Agreement.
- 3. **Representations and Warranties.** New Owner represents and warrants that it is duly organized, validly existing, and authorized to perform the services and agrees to be bound by all terms, conditions, and confidentiality provisions of the original Agreement (as amended if applicable) from and after the Amendment Effective Date. Original Consultant shall remain responsible for its obligations and any acts or omissions occurring prior to the Amendment Effective Date, and New Owner shall be responsible for its obligations and any acts or omissions occurring from and after the Amendment Effective Date. Nothing in this Amendment limits the Client's rights or recourse under the Agreement against Original Consultant with respect to matters arising prior to the Amendment Effective Date or against New Owner with respect to matters arising from and after the Amendment Effective Date.

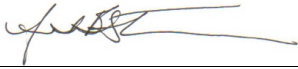
4. **No Other Modifications.** Except as expressly amended by this Amendment, all other terms and conditions of the Agreement (as previously amended if applicable) remain in full force and effect. If the Closing does not occur on January 1, 2027, or if the parties do not consummate the Closing for any reason, then this Amendment shall be null and void ab initio and of no force or effect, and the Agreement shall remain unamended by this Amendment.

-Signatures and Contact Information on Next Page-

I HAVE READ THIS AMENDMENT AND CERTIFY I HAVE THE AUTHORITY TO SIGN AND ENTER INTO THIS AMENDMENT.

ORIGINAL CONSULTANT

Bernstein & Associates, LLC, DBA Bernstein
& Associates NAGPRA Consultants



Signature

Jan I. Bernstein

Printed Name

Sole Member | Managing Director

Title

July 14, 2026

Date

NEW CONSULTANT

J3 Cultural Repatriation Specialists LLC



Signature

Jane Richardson

Printed Name

Business Manager

Title

May 21, 2026

Date

Contact Information:	Contact Information:
Jan Bernstein Sole Member Managing Director jan@nagpra.info janbernstein@comcast.net 303-894-0648 work 303-519-7250 cell	Jane Richardson Business Manager j3repatriation@gmail.com 954-804-3953 cell

CLIENT

Signature

Printed Name

Title

Date

Contact Information:

Name:

Title:

Email:

Phone:

MID-YEAR BUDGET AMENDMENT FY 2026 - for LB Aug. 13, 2026

REVENUES	AMENDMENT FY 2026	Notes	FY 2026
		Village providing \$17,000 increase to account for the 3% COLA and minus the difference in health insurance costs	
411100 - General Property Taxes	\$ 602,180.00		\$ 602,180.00
434300 - County Grant (Hoopla from Bridges)	\$ 2,598.00		\$ 2,598.00
436500 - County Taxes (WK)	\$ 599,848.00	increase of 8.3% over 2025	\$ 599,848.00
436600 - County Taxes (LK)	\$ 95,347.00	increase of 10.8% over 2025 Jetterson: \$1,621 Washington: \$127 Dodge: \$33 Ozaukee: \$272	\$ 95,347.00
436800 - County Taxes (other)	\$ 2,053.00		\$ 2,053.00
430700 - COPIES & FAXES	\$ 5,500.00		\$ 5,500.00
430800 - LIBRARY MATERIAL REPLACEMENT	\$ 1,000.00		\$ 1,000.00
431700 - BOOK SALE REVENUE	\$ 3,500.00		\$ 3,500.00
431200 - FINES	\$ -	Fine Free starting November 1, 2025	\$ -
487100 - INTEREST REVENUE	\$ 12,000.00		\$ 12,000.00
493000 - FUND BALANCE APPLIED	\$ 7,000.00	one-time HSA payment	\$ 7,000.00
492000 - TRANSFER FROM OTHER FUNDS	\$ 26,208.00	Cathryn retirement payout	\$ -
TOTAL REVENUE	1,357,234.00		\$ 1,312,026.00

Bank Accounts

4890 Donation Revenue

		Need about \$30,000 for final retirement payout
111033 OPEB Payouts (Retirement)	\$ 20,282.00	
WCCF Capital Endowment as of 7/31/2023	\$ 733,365.00	
WCCF Library Endowment as of 7/31/2023	\$ 283,604.00	

EXPENDITURES			
Cash Accounts	AMENDMENT FY 2026	Notes	FY 2026 Budget
5110 Salaries & Wages	785,456.00	3% increase for all employees plus merit increase of 1% for "meets expectations" and 2% for "exceeds expectations"	785,456
5112 Social Security	60,990.00		60,990
5152 Retirement	41,274.00	WRS and ICMA were in the same budget line in previous years	41,274
51521 Deferred Compensation ICMA	10,616.00		10,616
5154 Health	39,599.00	Village switch to high deductible in 2026	39,599
5158 OPEB Payout	26,208.00	Cathryn retirement payout	0
5159 Other Fringe Benefits	3,127		3,127
5219 Professional Services	5,000	life insurance and flex spending (FSA) contribution	5,000
5220 Contracted Services	35,500		35,500
5221 Water-Sewer	3,100		3,100
5222 Electric	35,000		35,000
5224 Gas	12,500		12,500
5225 telephone	6,850	eliminated Brightspeed bill (all POTS lines) in 2025	6,850
5226 Insurance Premiums	17,000	Calculations changed between 2024 and 2025, so adjusting appropriately for 2026	17,000
5310 Outside Services	17,500		17,500
5311 Operational Supplies	12,000		12,000
5316 Collection Maintenance & Repair	7,500	increase in collection budget necessitates more materials to cover and process them	7,500

Cash Accounts	AMENDMENT FY 2026	Notes	FY 2026 Budget
5312 Printing	2,000		2,000
5314 MetaSpace Equipment & Fixtures	2,000		2,000
5317 MetaSpace Maintenance	9,000	increases to costs of programs and speciality materials for laser machine and 3D printer	9,000
5315 Postage	1,200		1,200
5326 Periodicals	1,000		1,000
5327 Newspapers	2,000		2,000
5328 Books	85,000	anticipating increases to paper and books due to tariffs	85,000
5329 AV Material	9,000	cost per item continues to increase dramatically	9,000
5330 Thingery Collection	6,000	transferring dollars from hoopla to Roku and Kindles with subscription access	6,000
5318 Thingery Maintenance	6,000	transferring dollars from hoopla to Roku and Kindles with subscription access	6,000
5331 Programming	15,000	performer and speaker costs have tripled since the pandemic, especially for adult programs	15,000
5332 Mileage	1,000	increase in homebound deliveries and outreach	1,000
5333 Outreach	6,000	emphasized in the strategic plan and we continue to grow this	6,000
5335 Training & Travel	8,000		8,000
5340 Electronic Tools & Services	16,000	add LibraryMarket website hosting, increase UKG fees	16,000

Cash Accounts	AMENDMENT FY 2026	Notes	FY 2026 Budget
5349 Digital Collections	9,502	hoopla eliminated in 2025 and diverting investments into Overdrive/Libby as well as Roku and Kindles with subscriptions to streaming and econtent	9,502
5341 Café	26,830		26,830
5343 Data Lines	1,200	TEACH lines with e-rate through the state	1,200
5344 Shared County Databases	1,282		1,282
5395 Repairs	15,000		15,000
5399 Other	500		500
5810 Furniture & Fixtures	2,500.00		2,500
581100 Equipment (under \$5000)	5,000.00	PC replacement cycle	5,000
581105 Equipment (over \$5000)			
580850 One-Time Budgtd Use of Fund Balance	7000	one-time HSA payment	7,000
TOTAL EXPENDITURES	1,357,234.00		1,331,026.00

RESOLUTION 2026-01
MID-YEAR AMENDMENT FOR 2026 LIBRARY BUDGET

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 a fund balance reserved for Other Post-Employment Benefits (OPEB) to meet obligations for post-employment benefits earned by eligible Library employees, including the payout of accumulated sick leave applied toward retiree health insurance; and:

WHEREAS, the retirement of a permanent Library employee in 2026 obligates the Library to pay out that employee's accumulated sick leave toward the cost of the employee's retiree health insurance, an OPEB obligation not provided for in the adopted 2026 operating budget; and:

WHEREAS, satisfying this obligation requires that reserved OPEB funds be recognized as revenue in the current-year operating budget and expended in the same year; and:

WHEREAS, the Library Board of Trustees is required to file an accurate annual report following the close of the fiscal year pursuant to Wisconsin Statute 43.58(6)(a), and the Library's year-end financial records must reflect these transactions in order to report accurate figures;

NOW THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby amends the 2026 operating budget to recognize \$26,208 in OPEB revenue and an offsetting \$26,208 in OPEB expenditure, for the purpose of funding the retiree health insurance sick-leave payout described above, resulting in a balanced amended FY2026 operating budget of \$1,357,234.00.

PASSED AND ADOPTED by the Library Board of the Mukwonago Community Library this 13th day of August 2026.

Library Board President