



LIBRARY BOARD OF TRUSTEES MEETING

Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
September 10, 2026 at 6:00 PM

AGENDA

Zoom Login

Join Zoom Meeting

<https://us02web.zoom.us/j/83608100709?pwd=x39JH4VmrCAaWsMBgLOuWqjLrOrK97.1>

Meeting chat link

<https://us02web.zoom.us/launch/jc/83608100709>

Meeting ID: 836 0810 0709

Passcode: 609221

Join instructions

<https://us02web.zoom.us/meetings/83608100709/invitations?signature=4RCBiP5JVZsNfP0S56dQvZ>

1. **Call to Order**
2. **Roll Call and Introduction of Guests**
3. **Approval of Minutes**

3.1 Approval of August 13, 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 September 2026

6. **Committee & Community Reports**

6.1 Village Board Representative Report

6.2 Friends of the Library Report

6.3 Building & Grounds Committee - next meets Thursday, November 19, 2026 @ 6:00pm

6.4 Finance Committee - last met August 18, 2026; next meets Wednesday, September 30, 2026, @ 6:00pm

6.5 Grutzmacher Collection Committee - next meeting TBD

6.6 Personnel Committee - last met August 27, 2026; next meeting TBD

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

6.8 Ad Hoc Capital Campaign Committee - last met August 26, 2026; next meets Wednesday, September 16, 2026, @ 7:00pm.

7. Library Director Report

7.1 Library Director Report - September 2026: Reflections on August

8. Discussion/Action Items

8.1 Presentation on Materials Selection - Presentation by Associate Directors Ceithamer and Morrison on how materials are selected, processed, and deselected from the collection.

8.2 Capital Campaign - Discussion and possible action on the progress of the capital campaign.

9. Closed Session

Closed session pursuant to Wis. Stat. § 19.85 (1) (c) (Compensation and Evaluation. Considering employment, promotion, compensation, or performance evaluation data of any public employee subject to the jurisdiction or authority of the governing body.) Library Director's evaluation.

9.1 Library Director Evaluation

9.2 Library Director Goals for 2026-2027

10. Reconvene into Open Session

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

11. Referral Items

12. Confirm Next Meeting Date

The next Library Board meeting is scheduled for October 8, 2026, at 6:00 pm.

13. 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, August 13, 2026

Time: **6:00 pm**

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

Call to Order

President H. Pringle called the meeting to order at 6:01 pm located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149 and via electronic means on Zoom.

Roll Call and Introduction of Guests

Board Members Present

A. Cooper
H. Pringle
K. Sperstad
L. Spielman (arrived at 6:02 pm)
N. Verheyden
J. Werner
D. Whalen
E. Brill

Via Zoom

E. Pautz

Excused

C. Stienstra
M. Oberwise-Lacock

Also Present

A. Armour, Library Director

Approval of Minutes

D. Whalen/J. Werner motioned to approve the minutes from the Board of Trustees meeting on July 9, 2026. Unanimously carried.

Comments from the Public - none

Audit and Approval of Monthly Expenditures

E. Brill/K. Sperstad motioned to approve the monthly expenditures. Unanimously carried.

Committee Reports

Village Board Representative Report – E. Brill reported that the Village held the groundbreaking for the new barn at Indianhead Park. Budget planning for fiscal year 2027 has started. The Village is working on changes to the Employee Handbook. Lots of roads are under construction including Marshview by Culver's. The DOT has moved up their Highway 83 project to 2029. Teronomy lawsuit settled and this development is going through engineering again.

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 raised \$449.52 with \$12.41 in donations. Rummage Sale is coming soon: donations will be accepted on Tuesday, August 18 and Wednesday, August 19. The sale begins on Thursday, August 20 and runs through Saturday, August 22. St. Vincent's will again be collecting what remains from the sale and paying the Friends by the pound.

Building & Grounds Committee – Last met August 3, 2026. Next meets Thursday, November 19, 2026 @ 6:00 pm. Items are on this agenda.

Finance Committee - Last met July 21, 2026. Next Meets Tuesday, August 18, 2026 @ 6:00 pm to approve a draft budget. Items are on this agenda.

Grutzmacher Collection Committee - Last met Monday, July 20, 2026. Items are on this agenda.

Personnel Committee - Last met July 16, 2026. Next meets Thursday, August 27, 2026, at 6:00 pm to review the Director Evaluations.

Policy Committee - Next meets Tuesday, October 20, 2026 @ 6:00 pm.

Ad Hoc Capital Campaign Committee - Last met July 22 and August 3, 2026. Next meets Wednesday, August 26, 2026, @ 7:00 pm. Items are on this agenda.

Library Director Report – As presented.

Discussion/Action Items

Presentation by Chad Robinson

Chad Robinson, the Director of the Matheson Memorial Library in Elkhorn, shared his experiences running a library during a major renovation.

Collect Director Evaluations

The Personnel Committee collected the Director Evaluations.

Capital Campaign

Director Armour shared that the Library was named the recipient of the Jack-O-Lantern Jaunt fundraiser this year and the Ad Hoc Capital Campaign Committee is requesting approval for a public campaign launch prior to that. J. Werner/A.

Cooper motioned to approve a capital campaign launch event for Sunday, September 27, 2026, between 1:00-3:30 pm at the Library with the option to have alcohol and light food served. Unanimously carried.

Owner's Representative

The Building and Grounds Committee recommends approval of an RFP for an Owner's Representative/Project Manager for the renovation project. K. Sperstad/N. Verheyden motioned to approve the draft of the RFP for an Owner's Representative as presented including the timeline with a publication date of October 5, 2026. Unanimously carried.

ADA Doors

The Building and Grounds Committee recommends replacing the worn motors on both entryway doors. D. Whalen/J. Werner motioned to approve Option A from Rinderle Door Company's estimate #64769 with a do not exceed amount of \$11,000 to be expended out of the current year's operating budget. Unanimously carried.

Firewall End of Life

The Building and Grounds Committee recommends replacing end-of-life firewall. E. Brill/K. Sperstad motioned to approve hardware, installation, and labor from Taylor Computer Service's June 1, 2026 estimate with a do not exceed amount of \$3,750 to be expended out of the current year's operating budget. Unanimously carried.

Revised Job Descriptions

The Personnel Committee recommends updating the Youth Services and Adult Services job descriptions to retain the Master's Degree in Library Science (MLS/MLIS) as the primary and preferred qualification, while adding an alternative pathway—a bachelor's degree plus relevant professional experience—along with standard equivalency language allowing the hiring authority to consider comparable combinations of education and experience. H. Pringle/E. Brill motioned to approve the drafts as presented. Unanimously carried.

Loan Agreement with MHMS

The Grutzmacher Collection Committee recommends continuing the Loan Agreement with the Mukwonago Historical and Museum Society to display items from the Grutzmacher Collection at the Red Brick Museum without change. E. Brill/A. Cooper motioned to approve the draft of the Loan Agreement as presented. Carried. D. Whalen abstained.

Permanent Grutzmacher Collection Display

The Grutzmacher Collection Committee shared the proposals from Danielle Benden of Driftless Pathways for constructing a permanent display area for the Grutzmacher Collection during the renovation. They requested feedback before they shared with the architects for incorporation into the construction documents.

NAGPRA Consulting Services Agreement

Director Armour shared that the owner of Bernstein & Associates will be retiring at the end of 2026 and that current employees of that company will incorporate as a

new company and take over all clients under the same contracts. One of the new owners, Jori Hurst, is already MCL's consultant. E. Brill/J. Werner motioned to approve Amendment 6 to the Consulting Services Agreement transferring existing service from Bernstein & Associates LLC to J3 Cultural Repatriation Specialists LLC. Unanimously carried.

2026 Mid-Year Budget Amendment

The Finance Committee recommends making a mid-year budget adjustment to account for Cathryn Kim's retirement and ensure accurate accounting for the Annual Report. K. Sperstad/A. Cooper motioned to approve Resolution 2026-01 Mid-Year Amendment for 2026 Library Budget. Unanimously carried.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on September 10, 2026. Director Armour will be on vacation, but Associate Directors Ceithamer and Morrison will administer in her stead.

Adjournment

E. Brill/A. Cooper motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:13 pm.

Minutes submitted by Abby Armour

Mukwonago Community Library Executive Summary 2026

As of 9/10/2026

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	785,456.00	461,948.64	323,507.36	58.8%
5111 Overtime	-	13.94	(13.94)	
5112 - Social Security	60,990.00	35,933.59	25,056.41	58.9%
5152 - Retirement	41,274.00	26,094.73	15,179.27	63.2%
5152-10 Deferred Comp. ICMA	10,616.00	7,999.60	2,616.40	75.4%
5154 - Health	39,599.00	26,784.78	12,814.22	67.6%
5158- OPEB Payout	-	26,208.00	(26,208.00)	
5159 - Other Fringe Benefits	3,127.00	2,556.68	570.32	81.8%
5219 - Professional Services	5,000.00	1,990.07	3,009.93	39.8%
5220 - Contractual Services	35,500.00	24,068.02	11,431.98	67.8%
5221 - Water & Sewer	3,100.00	1,604.28	1,495.72	51.8%
5222 - Electric	35,000.00	20,869.43	14,130.57	59.6%
5224 - Gas	12,500.00	5,715.20	6,784.80	45.7%
5225 - Telephone	6,850.00	5,297.74	1,552.26	77.3%
5226 - Insurance	17,000.00	5,077.35	11,922.65	29.9%
5310 - Outside Services	17,500.00	8,839.60	8,660.40	50.5%
5311 - Operational Supplies	12,000.00	6,893.25	5,106.75	57.4%
5312 - Printing	2,000.00	1,050.92	949.08	52.5%
5314 - MetaSpace 511 Equip & Fixtures	2,000.00	556.72	1,443.28	27.8%
5315 - Postage	1,200.00	1,173.97	26.03	97.8%
5316 - Collection Maintenance & Repair	7,500.00	5,639.06	1,860.94	75.2%
5317 - MetaSpace Maintenance	9,000.00	7,698.43	1,301.57	85.5%
5318 - Thingery Maintenance	6,000.00	4,726.74	1,273.26	78.8%
5326 - Periodicals	1,000.00	834.83	165.17	83.5%
5327 - Newspapers	2,000.00	1,530.30	469.70	76.5%
5328 - Books	85,000.00	63,706.12	21,293.88	74.9%
5329 - AV Materials	9,000.00	6,527.91	2,472.09	72.5%
5330- Thingery Collection	6,000.00	1,993.58	4,006.42	33.2%
5331 - Programming	15,000.00	9,088.17	5,911.83	60.6%
5332 - Mileage	1,000.00	127.98	872.02	12.8%
5333 - Outreach	6,000.00	3,795.88	2,204.12	63.3%
5335 - Training & Travel	8,000.00	6,133.37	1,866.63	76.7%
5340 - Electronic Tools & Services	16,000.00	9,389.61	6,610.39	58.7%
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	24,411.44	(9,411.44)	162.7%
5399 - Other	500.00	10.57	489.43	2.1%
5810 - Furniture & Fixtures	2,500.00	0.00	2,500.00	0.0%
581100 - Equipment<\$5,000	5,000.00	3,803.32	1,196.68	76.1%
511105 - Equipment >\$5,000	-	0.00	0.00	
TOTAL Budget Accounts	1,324,026.00	858,307.82	465,718.18	64.8%

Donation Accounts	Beginning Balance	Donation Revenue	Donation Expense	Balance
Designated WCCF	(61,549.81)	64,576.00	21,518.06	(18,491.87) *
Designated Other	19,200.00	22,489.34	30,655.42	11,033.92 **
Donation General	33,192.93	1,025.64	176.17	34,042.40
Donation SLP	-	3,887.58	325.00	3,562.58
TOTAL Donation Accounts (Verified)	(9,156.88)	91,978.56	52,674.65	43,040.75

Mukwonago Community Library				
REVENUE 2026				
Department Name	2026 Budget	August 2026		
Property tax	602,180	481,902	80%	
Inter Gov Revenue	699,846	352,164	50%	
Copies & Faxes	5,500	5918	108%	
Material Replacement	1,000	1,605	160%	
Book Sale Revenue	3,500	4,085	117%	
Fines	0	2,499		
Misc. Revenue	0	1,681		
Interest Revenue	12,000	0	0%	
Total Revenue	1,324,026	849,853	64.2%	

* 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
September 10, 2026

Account	Vendor	Description
5220 Contracted Services	Great America Financial	10/10-11/9/26
5225 Telephone	Brightspeed-Village Charge	7/24-8/23/26
5225 Telephone	Vonage-Village Charge	8/11-9/10/26
5310 Outside Services	Alsco Uniforms	Mats and Towels
5310 Outside Services	America Aquaria	Fish tank maintenance
5310 Outside Services	Excel Building Services	August cleaning services
5310 Outside Services	Unique Management Service	July placements
5311-5806	Amazon Business	Supplies (Combined invoices on statement)
5311 Operational Supplies	Complete Office	Office supplies - envelopes
5311 Operational Supplies	Complete Office	Copy paper
5311 Operational Supplies	Elegant Themes - Village Credit Card	Annual subscription
5311 Operational Supplies	Office Depot - Village Credit Card	Office supplies
5311 Operational Supplies	Office Pro-Village Charge	Copy paper
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning supplies
5312 Printing	Gordon Flesch-Village Charge	Canon Lease
5312 Printing	Gordon Flesch-Village Charge	Canon Copier - Copies
5312 Printing	James Imaging-Village Charge	Konica Lease
5315 Postage	USPS - Village Charge	Postage used July
5315 Postage	Village Charge	Quadrient Leasing
5315 Postage	USPS- Village Credit Card	Stamps
5316 Collection Maintenance & Repair	Demco	DVD albums
5316 Collection Maintenance & Repair	Demco	Tape
5318 Thingery Maintenance	Disney Plus-Village Credit Card	Disney+/Hulu Bundle
5318 Thingery Maintenance	Karma Distributing - Village Credit Card	Guitar strings/tuning
5327 Newspapers	Wall Street Journal - Village Credit Card	3rd Quarter subscription
5328-5700 Books	Ingram	Books (Combined invoices on statement)
5328-5700 Books	ThriftBooks- Village Credit Card	Books
5329-5700 AV Material	Blackstone Publishing	DVDs
5329-5700 AV Material	Midwest Tape	DVDs
5331 Programming	David Heritsch	Wildlife Program 9.2.26
5331 Programming	e-Bay-Village Credit Card	Cassette Recorder-Memory Lab

Account	Vendor	Description
5331 Programming	Leah Rivas	Mindful Art Class - Sept. 10th
5331 Programming	Schlitz Audubon Nature Center	Monarch Magic
5331 Programming	Walgreens - Village Credit Card	Refreshments - Adult
5331 Programming	Walmart- Village Credit Card	Refreshments - Adult
5332 Mileage	Annika Giese	Trip to pick up supplies for event
5332 Mileage	Emily Ceithamer	Various library trips
5333 Outreach	Adobe - Village Credit Card	Creative Cloud App 8.6-9.5.26
5333 Outreach	CBS Marketing Solutions - Village Credit Card	Custom library cards
5333 Outreach	Walmart- Village Credit Card	Refreshments for Murder Mystery event
5335 Training & Travel	ALA - Village Credit Card	Developing the Adult Collection
5335 Training & Travel	Metro Market - Village Credit Card	Food for Staff Development Day
5335 Training & Travel	Metro Market - Village Credit Card	Snacks for Staff Development Day
5335 Training & Travel	Michaels - Village Credit Card	Balloons for Employee Anniversary
5340 Electronic tools & Services	PayPro Global - Village Credit Card	Annual Deep Freeze Renewal
5340 Electronic tools & Services	Village Charge	Payroll processing fees - Monthly
5395 Repairs & Maintenance	IKM Building Solutions	HW valve inspection/testing
5395 Repairs & Maintenance	Marmic Fire & Safety	Fire extinguisher inspection - Annual
5395 Repairs & Maintenance	Merit Painting	Painting of exterior EIFS
5395 Repairs & Maintenance	Schindler Elevator Corporation	Elevator repairs
5395 Repairs & Maintenance	UBreakIFix - Village Credit Card	Laptop Diagnostic testing
5395 Repairs & Maintenance	Waukesha Roofing	Water test for ceiling leak
5395 Repairs & Maintenance	Wisconsin DSPS	Elevator permit
5395 Repairs & Maintenance	Wisconsin Elevator Inspection	Annual inspection
5811 Equipment (Under \$5,000)	Complete Office	Chairs for Associate and Youth desks

TOTAL REGULAR ACCOUNTS

Account	Vendor	Description
Donations		
5806 Donation Designated WCCF	Library Strategies	Campaign Consulting Fee
5806 Donation SLP	Espresso Love Coffee-Village Credit Card	Gift Card for SLP Winner
		Total Donation Expenses
Director	Treasurer	To Be Reimbursed
		Regular Donation Expenses
Secretary		
		Total Expenses

Amount
460.74
91.84
426.37
53.36
85.00
689.00
29.55
2047.82
72.93
125.98
89.00
27.71
32.83
70.73
18.48
9.63
46.65
8.58
66.96
164.00
217.22
112.80
13.64
17.99
230.97
4811.13
57.56
299.75
470.27
75.00
26.13

Amount

150.00
200.00
51.36
162.51
4.35
4.35
36.74
302.25
118.02
205.20
30.76
133.34
43.02
275.63
430.10
512.00
60.00
13500.00
564.54
126.00
1001.72
51.13
120.00
1061.98

\$30,094.62

Amount

480.00

50.00

530.00

530.00

\$30,624.62

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S FINANCE COMMITTEE
Tuesday, August 18, 2026**

Time: **6:00 pm**

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

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/K. Sperstad motioned to approve the minutes of July 21, 2026, as presented.
Unanimously carried.

Discussion/Action Items

4.1 Preliminary Budget Planning

Director Armour presented a draft budget for fiscal year 2027. Discussion included the county reimbursement funding model, the Village portion staying flat, and rising costs for energy. J. Werner/C. Stienstra motioned to approve Director Armour to share this preliminary budget with the Village for their own preliminary budget planning purposes. Unanimously carried.

5. Referral Items - none

6. Confirm Next Meeting Date – The next Finance Committee meeting is scheduled for Tuesday, September 15, 2026 @ 6:00 pm.

7. Adjourn

Chairperson Stienstra adjourned the meeting at 6:46 pm.

Minutes submitted by Abby Armour

Village of Mukwonago
**DRAFT MINUTES OF MUKWONAGO COMMUNITY LIBRARY'S
PERSONNEL COMMITTEE MEETING
Thursday, August 27, 2026**

Time: 6:00 pm

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

Call to Order

Chairperson Whalen called the meeting to order at 6:00pm located in the Mukwonago Community Library History Room, 511 Division St., Mukwonago, WI 53149 and via Zoom

Roll Call and Introduction of Guests

Committee Members Present

C. Stienstra
D. Whalen
A. Cooper

Via Zoom

M. Oberwise Lacock

Also Present

A. Armour, Library Director

Approval of Minutes

C. Stienstra/A. Cooper motioned to approve the minutes from the Personnel Committee meeting on July 16, 2026, as presented. Unanimously carried.

Discussion/Action Items

Library Director Evaluation

The Committee discussed next year's process for evaluating the Library Director, including whether to gather staff feedback. The Committee directed Director Armour to poll other library directors on whether and how they incorporate staff feedback into a director's evaluation. The Committee will meet in October to review the findings and will present a recommendation to the Library Board at its November meeting. Any changes to the process would be finalized well ahead of the next annual evaluation in August 2027, to give the Director and staff as much notice as possible.

Closed Session

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

Library Director evaluation.

C. Stienstra/M. Oberwise Lacock motioned to enter into closed session. Roll call:
D. Whalen – yes. C. Stienstra – yes. M. Oberwise Lacock – yes. A. Cooper –
yes. Motion carried.

Open Session

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

M. Oberwise Lacock/A. Cooper motioned to enter into open session. Roll call: D. Whalen – yes. C. Stienstra – yes. M. Oberwise Lacock – yes. A. Cooper – yes. Motion carried.

Referral Items – none

Confirm Next Meeting Date – TBD

Adjournment

M. Oberwise Lacock/A. Cooper motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:53 pm.

Minutes submitted by Abby Armour

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S AD HOC CAPITAL CAMPAIGN COMMITTEE
Wednesday, August 26, 2026**

Time: 7:00 pm

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

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

Via Zoom

Ashely Flatland

Julie Felicilda

Excused

Katie Baker

3. Approval of Minutes

J. Adler/N. Verheyden motioned to approve the minutes from August 3, 2026, as presented. Unanimously carried.

4. Discussion/Action Items

Capital Campaign

Committee members shared updates on their donor conversations. The Committee continued planning the public launch of the capital campaign including reviewing the marketing created by Katie Baker. Discussion included reaching out to local businesses to assist with the launch party, donor and dignitary invitations, and general agenda planning.

5. Referral Items – none

6. Confirm Next Meeting Date – The next meeting is scheduled for Wednesday, September 16 at 7:00 pm in person at the Mukwonago Community Library.

7. Adjourn

Chairperson Johnson adjourned the meeting at 8:09 pm.

Minutes submitted by Abby Armour

THE DIRECTOR'S REPORT

September 2026

Mukwonago Community Library



Library Director Abby Armour

The Headlines

September is Library Card Sign Up Month – September is Library Card Sign-Up Month and this month Mukwonago Community Library created custom library cards. This is the first time since the “Place of the Bear” library cards that MCL has custom cards. We have switched out over 50 in the first three days!

🔍 **Why it matters:** American Library Association created National Library Card Sign-Up Month for September. As families return to school post Summer Reading it is a good way to ensure that libraries stay in families’ schedules. Celebrating this month with a custom library card is a great way to celebrate MCL and we get to start our collection of past library cards.

Building Our Future: Renovation and Fundraising for Welcoming Spaces

This month on the project: The construction document workgroup held its first working session with Engberg Anderson Architects on August 26. The group—Trustees Brill and Pringle, Director Armour, Associate Directors Ceithamer and Morrison, and Business Manager Hatch—reviewed where the project stands, surfaced early concerns about costs, and shared progress on several integrated projects such as finalizing an RFP for an Owner's Representative to be published on October 5 and we've been working with specialty contractors to develop the Grutzmacher Collection Display and the donor wall.

🕒 **Big picture:** We haven't been sitting idle this year! Much of this work is invisible from the outside—drafting an RFP, going back and forth with vendors to develop displays—but it's exactly the groundwork that keeps a project of this size on schedule and on budget once construction begins.

The fundraising: August was a landmark month. The Library renovation was named the recipient of the Jack-O-Lantern Jaunt, and the Capital Campaign Committee planned the public launch event in a single evening, connecting with community partners for food and drinks and shaping the event to inform attendees and encourage donations. Director Armour and staff are producing the campaign materials, including a webpage, rack cards, and professionally printed vision boards and retractable signage that will stay in the Library after launch. Committee member Katie Baker's company built the launch marketing campaign, which staff will carry forward into ongoing updates and blog posts. Invitations to donors and dignitaries were mailed at the end of August and public notification will be posted soon thereafter.



🔍 **Why it matters:** The campaign goes public at the ideal moment, right before major exposure at the Jack-O-Lantern Jaunt and with momentum heading into year-end giving. Thanks to Capital Campaign Chairperson Kay Johnson and Director Armour's administration, we have reached this point having spent under \$1,000 of the \$4,000 budgeted for Library Strategies consulting this summer.

Addressing Community Needs: Strategic Plan In Action

Goal #5.3, Designed for Discovery: Associate Director Morrison and PSA Thomson have worked hard to promote the Lucky Day collection. While Lucky Day is supposed to feel like kismet, we thought about our Super Users. They most likely use the app and if they could check to see what was in Lucky Day they might try to come in more often. AD Morrison created a button in the app that you can tap to tell you what is on the shelf in that exact moment.

PSA Thomsen created a display on the central aisle highlighting the books in Lucky Day. It includes a summary, read alikes, and genre or subject headings. The purpose is a quick explainer about *why* there might be a lot of holds on a title like Dungeon Crawler Carl. As the display gives read alikes it allows someone to find other titles if their Lucky Day title is not in.

What We Did: Measuring What Matters

Monthly Circulation			Total Annual Circulation 0.5%
	Amount	Compared to Last Year	
Physical Circulation	21,292	4%	
Digital Circulation	3,536	15.5%	
New Cards	84	-38%	

 **Analysis:** While annually we are appearing to hold steady at 0.5% of our circulation from last year the rest of the Bridges System saw a slower summer. Their (or our collective) percentage change was down by 16% over last year. Bridges mentioned that even ebook and eaudiobooks appeared to be down while ours still sky rockets each month.

Our Circulation staff did not feel like we had slowed down this month either. There were frequently a lot of books to check-in, plus our Locker usage this month was up by 40%. The lockers were completely full on several days.

While our new library card sign ups are down it has not effected our circulation.

Monthly Usage



	Amount	Compared to Last Year	Total Annual Visits (-3% annually over 2025)
Library visits	10,691	4.4%	
Room Use	430	15%	
Program Attendance	1,703	-7%	

Collection		
Holds received from other Bridges libraries	4,200	 Analysis: Our community is full of readers! While we continually order multiple copies of titles it can be hard to keep up with demand.
Holds shipped from MCL	2,700	
Items Weeded	392	 Analysis: August is a slow month for new releases as the publishers prepare for the large fall slate.
Items Added	459	

Who We Helped: Changes for Real People



Our new microcassette player in the Memory Lab

Our Memory Lab continues to help patrons preserve and reconnect with meaningful moments from their past. This month, a patron brought in a VHS tape they had made for their spouse over 20 years ago and used the Memory Lab to digitize it in time for the couple to watch together on their anniversary. In another instance, a patron asked whether the library owned a microcassette player so they could finally listen to the contents of an old tape. Thanks to that request, we added a microcassette player to the Memory Lab's equipment. Stories like these are a reminder of how much these resources matter to our community, giving people the tools to hold on to memories that might otherwise be lost to time.

Source: (Strategic Goal 6.2)

How We Connected: User Engagement





Library Associate Graysen MacGregor-Lungren, who runs teen programs and develops the YA collection, and AD Emily Ceithamer visited the Mukwonago High School open house.

In August, library staff extended outreach efforts directly into the community by participating in open houses at four area schools, engaging with students, parents, and educators to promote library programs, resources, and services. School open houses remain one of the most effective ways to reach families who may not otherwise walk through the library's doors, meeting them where they already are at the start of the school year. Across the four open houses, staff engaged with over 200 families. At the Mukwonago High School open house, Library Associate Graysen MacGregor-Lungren and Associate Director Emily Ceithamer handed out 20 free copies of *Everything Is Tuberculosis* by John Green, the Intergenerational Book Club's pick for September. The library's original plan was to attend five schools; however, Clarendon Avenue Elementary staff became aware of a potential mold concern that affected the timing of their open house. As a result, library staff coordinated a materials drop-off in lieu of an in-person visit, since the open house stations were unmanned, leaving informational materials and resource guides for families to take at their convenience.

Our Operations: The Unglamorous But Important Work Behind Great Service

Rummage Sale Coordination – Director Armour and Library staff provide important behind-the-scenes support to the Friends of the Library ahead of and during their busiest event of the year, Rummage Sale week. Director Armour begins meeting with volunteers in May to answer questions and prepare logistics, such as the shelving units the Friends borrow. During the sale, Library leadership coordinates early entry, loans the Friends our staff hotspot for credit card transactions, and ensures fire safety and accessibility features are open and operable.

Summer Programming Break – We pause programming at the end of August. It's a busy stretch for families gearing up for school, and a much-needed reset for staff, who delivered more programs than usual through the summer and need time to take vacation and plan for the fall season.

Our People: Because Great Service Starts with a Thriving Staff

Joining the Team – Library Associates Lyndsey and Grace joined the team in August. They both bring strong backgrounds in elementary education and school librarianship. Grace just finished her Master's in Library and Information Science in May and Lyndsey just started hers this summer!

Milestones in August – Youth Services Librarian Jane celebrated 30 summers at the Library! We surprised her with balloons in her office during Staff Development Day.



Shoutouts – Gabe Pett is starting his first classes this month for his Masters in Library and Information Sciences!

Library 101: Big Topics, Bite-Sized

Did you know? The Friends of the Library and the Library itself are two separate organizations with different roles. The Library is a municipal department, governed by the Library Board and funded mainly by the Village tax levy. The Friends are an independent 501(c)(3) nonprofit—which the Library, as a government entity, is not. That tax-exempt status lets the Friends do things we can't: accept tax-deductible donations, pursue certain grants, and raise money through efforts like the Rummage Sale, then reinvest it in programs and projects beyond what tax dollars cover. The Library serves the community day to day, and the Friends help make more of that service possible.

Wrapping Up: Reflecting on Our Big Moments



This summer, we brought back a lot of favorite programs, and also introduced something new one too. Bubble Bash, pictured above, was a huge hit with the kids!

This summer, our community once again demonstrated its enthusiasm for reading and lifelong learning. Through the Summer Reading Challenge, 1,297 participants logged an impressive 1,061,540 minutes of reading. Our adult programming saw standout success with Mahjong, which drew 282 participants across 10 events, making it our most popular adult offering of the season. Children's programming remained equally robust, with 67 programs held throughout the summer engaging a total of 2,856 young participants. The MetaSpace 511 also saw strong use, with 456 people taking part in Open Maker Hours & Programs. These numbers reflect the strong, continued engagement of our community across all age groups and reaffirm the library's role as a vital hub for learning, creativity, and connection.

Looking Ahead: What's Coming Up

Coming up

- Next MCL After Dark will be a murder mystery on Saturday, November 15, from 6-8:30pm
- We are on a programming break in early September. Regular programming starts again the week of September 14.

On the horizon

- Sunday, September 27: Open House and Public Launch of the Capital Campaign
- Jack-O-Lantern Jaunt on October 16 & 17

