



# LIBRARY BOARD OF TRUSTEES MEETING

Mukwonago Community Library  
511 Division Street, Mukwonago, WI 53149  
and via Zoom  
November 13, 2025 at 6:00 PM

## AGENDA

### Zoom Login

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

#### 1. Call to Order

#### 2. Roll Call and Introduction of Guests

#### 3. Approval of Minutes

3.1 Minutes from October 9, 2025

#### 4. Public Comment

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

#### 5. Audit and Approval of Monthly Expenditures

5.1 Invoices and Executive Summary for November 2025

#### 6. Committee & Community Reports

6.1 Village Board Representative Report

6.2 Friends of the Library Report

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

6.4 Finance Committee - last met November 10, 2025; next meets TBD

6.5 Grutzmacher Collection Committee - next meets November 20, 2025 @ 6:00pm; next meets TBD

6.6 Personnel Committee - last met in Joint Personnel/Policy Committee meeting on November 6, 2025; next meets TBD

6.7 Policy Committee - last met in Joint Personnel/Policy Committee meeting on November 6, 2025; next meets TBD

## **7. Library Director Report**

## **8. Discussion/Action Items**

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

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

8.3 Capital Campaign Planning - Discussion and possible action on the capital campaign planning for the renovation project.

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

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

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

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

8.8 2026 Annual Addendum to the Bridges Library System Member Library & CAFE Agreements - Discussion and possible action on the annual addendum to the Bridges Library System agreement.

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

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

**9. Referral Items**

**10. Confirm Next Meeting Date**

**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, October 9, 2025**

Time: **6:00 pm**

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

**Call to Order**

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

**Roll Call and Introduction of Guests**

Board Members Present

E. Brill  
A. Cooper  
E. Pautz  
S. Perkins  
H. Pringle  
K. Sperstad  
L. Spielman  
C. Stienstra  
J. Werner  
D. Whalen

Via Zoom

K. Sperstad

Also Present

A. Armour, Library Director

**Approval of Minutes**

E. Brill/M. Oberwise-Lacock motioned to approve the minutes from the Board of Trustees meeting on September 11, 2025. Unanimously carried.

**Comments from the Public** - none

**Audit and Approval of Monthly Expenditures**

J. Werner/L. Spielman motioned to approve the monthly expenditures. Unanimously carried.

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

Village Board Representative Report - E. Brill shared that the Village budgets are still being finalized, that the Library capital request did pass at the COW and the resolution will be brought to the Village Board meeting next week. The Village is investigating the water rates and working with the Public Service Commission of Wisconsin regarding the formulas as well as looking into potential safe water drinking grants.

Friends of the Library Report - A. Armour shared for M. Isley, Friends Vice President, about next week's quarterly meeting where there is much planning underway for the Jack-O-Lantern Jaunt, National Friends of the Library Week, as well as Midnight Magic. Recent fundraiser updates include the Rummage Sale, which was a huge success netting \$5,738.20, and the first of two East Troy Culver's Scoopie Nights.

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

Finance Committee - last met October 1, 2025. Items related to that meeting are on the agenda.

Grutzmacher Collection Committee – next meets November 20, 2025, at 6:00pm

Personnel Committee - next meets in Joint Personnel/Policy Committee meeting on November 6, 2025 @ 6:00 pm

Policy Committee - next meets in Joint Personnel/Policy Committee meeting on November 6, 2025 @ 6:00 pm

**Library Director Report** The Library Director Report is for information only. As presented.

### **Discussion/Action Items**

Strategic Plan 2023-2025 Updates

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

As presented. No action was taken.

Strategic Planning SWOT Analysis

Director Armour to facilitate SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for strategic planning purposes.

Director Armour led a group brainstorming process wherein the Library Board shared their thoughts on what they feel are the Library's strengths, weaknesses, opportunities, and threats. They then ranked them in order of importance.

2026 Budget

Discussion and possible action on Finance Committee's recommendation to approve and adopt the 2026 Budget and Budget Narrative.

C. Stienstra/J. Werner motioned to approve and adopt the 2026 Budget and Budget Narrative and to authorize Director Armour to input those numbers to the Village to incorporate into their budget approval process. Unanimously carried.

### Circulation Policy

Discussion and possible action on approving and adopting the updated Circulation Policy which would include making regular collections fine free.

Director Armour shared statistics from September showing that the Fine Free Fall trial demonstrated that circulation had increased, materials were getting returned, and staff were saving time on administration. Discussion included the fact that the 2026 budget was already built with fines eliminated, ensuring a major marketing push to reach everyone in the community so they know the Library is now fine free, and fixing typos in the draft. H. Pringle/E. Pautz motioned to approve the updated Circulation Policy as corrected with adoption to go into effect starting at the end of the Fine Free Fall trial on November 1, 2025.

Unanimously carried.

### Capital Campaign Planning

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

Trustee Eliza Pautz and Director Armour shared updates on the capital campaign committee including that Kay Johnson has agreed to be Chairperson. No action was taken.

### Gift Acceptance Policy

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

Director Armour and President Pringle requested that this agenda item be postponed until the Finance Committee can meet in November to review the donation procedures. No action taken.

### Grants for Local Project Program Application

Discussion and possible action on submitting an application to the Wisconsin Grants for Local Projects Program to obtain funding for the Library renovation project.

Director Armour presented the requirements for submitting a grant proposal including that any awardee must sign a Grant Agreement and accept a Land Use Restriction Agreement (LURA) wherein the state maintains an ownership interest in the property for 20 years. E. Brill/M. Oberwise-Lacock motioned to authorize Director Armour to submit a grant proposal to the Wisconsin Grants for Local Projects program for the renovation project on behalf of the Mukwonago Community Library. Unanimously carried.

### Repatriation Request Response

Discussion and possible action on submitting a Repatriation Request Response to the Shingle Springs Band of Miwok Indians for their request to repatriate associated funerary objects removed from Sand Cove-Bennett Mound (CA-SAC-16), Sacramento County, CA.

Director Armour explained that this and the following two agenda topics refer to the same repatriation request and that when the Library Board had approved

moving forward with developing an Inventory with the SSBMI, they had already approved the repatriation. These motions are the legal necessity to make the repatriation final. E. Brill/M. Oberwise-Lacock motioned to approve and submit the Repatriation Request Response to the Shingle Springs Band of Miwok Indians for their request to repatriate associated funerary objects removed from Sand Cove-Bennett Mound (CA-SAC-16), Sacramento County, CA. Unanimously carried.

#### Repatriation Statement

Discussion and possible action on approving a Repatriation Statement transferring legal control of the associated funerary objects removed from Sand Cove-Bennett Mound (CASAC-16), Sacramento County, CA to the Shingle Springs Band of Miwok Indians.

E. Brill/M. Oberwise-Lacock motioned to approve and submit the Repatriation Statement to the Shingle Springs Band of Miwok Indians transferring legal control of the associated funerary objects removed from Sand Cove-Bennett Mound (CA-SAC-16), Sacramento County, CA. Unanimously carried.

#### Deaccession Items from Grutzmacher Collection

Discussion and possible action on approving the formal deaccessioning of Sand Cove-Bennett Mound items from the Grutzmacher Collection.

E. Brill/M. Oberwise-Lacock motioned to deaccession the Sand Cove-Bennett Mound items from the Grutzmacher Collection. Unanimously carried.

#### Resolution 2025-05

Discussion and possible action on Resolution 2025-05 Capital Funding Transfer for Capital Improvements.

E. Brill/M. Oberwise-Lacock motioned to approve Resolution 2025-05 Capital Funding Transfer for Capital Improvements.

#### Resolution 2025-06

Discussion and possible action on Resolution 2025-06 Capital Funding Transfer for Safety System Repairs.

Discussion included a note that a typo in the final paragraph of the Resolution incorrectly listed the total amount that was correctly listed in the table. L.

Spielman/C. Stienstra motioned to approve Resolution 2025-06 Capital Funding Transfer for Safety System Repairs as corrected. Unanimously carried.

#### Library Director Goals

Discussion on Director Armour's proposed goals for August 2025 through July 2026.

President Pringle noted that a closed session was on the agenda but as the topic no longer included an evaluation of the Director and just pertained to her goals, he recommended staying in open session. No Trustee made a motion to go into closed session. Discussion included ensuring the Director goals were attainable and striking language that pertained to overseeing construction as the Board felt it was unfair to evaluate her on something that might not happen during the goal

period. E. Brill/M. Oberwise-Lacock motioned to approve Director Armour goals for October 2025 through August 2026 as amended. Unanimously carried.

**Referral Items** - none

**Confirm Next Meeting Date** - Regular Library Board on November 13, 2025 at 6:00pm

**Adjournment**

E. Brill/M. Oberwise-Lacock motioned to adjourn the meeting. Unanimously carried. The meeting was adjourned at 8:17pm.

Minutes submitted by Abby Armour and Secretary Pautz

DRAFT

# Mukwonago Community Library Executive Summary 2025

As of 11/13/2025

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	737,688.00	603,236.21	134,451.79	81.8%
5112 - Social Security	55,244.00	46,080.62	9,163.38	83.4%
5152 - Retirement	39,735.00	32,309.69	7,425.31	81.3%
5152-10 Deferred Comp. ICMA	10,812.00	9,487.80	1,324.20	87.8%
5154 - Health	61,089.00	53,793.30	7,295.70	88.1%
5158- OPEB Payout	-	0.00	0.00	
5159 - Other Fringe Benefits	3,500.00	2,975.49	524.51	85.0%
5219 - Professional Services	4,500.00	8,556.35	(4,056.35)	190.1%
5220 - Contractual Services	32,500.00	31,645.02	854.98	97.4%
5221 - Water & Sewer	3,000.00	2,375.64	624.36	79.2%
5222 - Electric	34,500.00	28,565.79	5,934.21	82.8%
5224 - Gas	12,500.00	871.94	11,628.06	7.0%
5225 - Telephone	10,700.00	6,767.72	3,932.28	63.2%
5226 - Insurance	10,000.00	16,880.92	(6,880.92)	168.8%
5310 - Outside Services	17,500.00	13,512.63	3,987.37	77.2%
5311 - Operational Supplies	11,500.00	10,263.21	1,236.79	89.2%
5312 - Printing	1,600.00	1,527.60	72.40	95.5%
5314 - MetaSpace 511 Equip & Fixtures	2,000.00	554.02	1,445.98	27.7%
5315 - Postage	1,200.00	889.30	310.70	74.1%
5316 - Collection Maintenance & Repair	6,500.00	5,109.04	1,390.96	78.6%
5317 - MetaSpace Maintenance	7,000.00	5,597.62	1,402.38	80.0%
5318 - Thingery Maintenance	2,500.00	2,864.43	(364.43)	114.6%
5326 - Periodicals	1,000.00	733.17	266.83	73.3%
5327 - Newspapers	2,000.00	1,689.55	310.45	84.5%
5328 - Books	80,000.00	64,975.99	15,024.01	81.2%
5329 - AV Materials	7,000.00	6,095.46	904.54	87.1%
5330- Thingery Collection	3,500.00	3,206.10	293.90	91.6%
5331 - Programming	11,000.00	11,327.95	(327.95)	103.0%
5332 - Mileage	500.00	239.35	260.65	47.9%
5333 - Outreach	3,000.00	2,749.45	250.55	91.6%
5335 - Training & Travel	7,000.00	6,528.20	471.80	93.3%
5340 - Electronic Tools & Services	10,500.00	11,313.65	(813.65)	107.7%
5341 - Cafe	26,951.00	26,951.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	1,275.00	1,275.00	0.00	100.0%
5349 - Digital Collections	19,441.00	16,151.44	3,289.56	83.1%
5395 - Repairs & Maintenance	13,000.00	11,485.92	1,514.08	88.4%
5399 - Other	500.00	491.85	8.15	98.4%
5810 - Furniture & Fixtures	2,000.00	1,706.68	293.32	85.3%
581100 - Equipment<\$5,000	9,659.00	3,281.81	6,377.19	34.0%
511105 - Equipment >\$5,000	-	0.00	0.00	
<b>TOTAL Budget Accounts</b>	<b>1,265,094.00</b>	<b>1,054,666.91</b>	<b>210,427.09</b>	<b>83.4%</b>
<i>Donation Accounts</i>				

Balance from 2024(verified)	24,412.34		
4890 - Donations Revenue 2025			126,534.11
5806 - Donation Expenditures 2025			(159,189.01)
<b>TOTAL Donation Accounts</b>	<b>(8,242.56)</b>		<b>(32,654.90)</b>
OVERALL TOTAL			<b>177,772.19</b>

**Mukwonago Community Library**

**REVENUE 2025**

<b>Department Name</b>	<b>2025 Budget</b>	<b>10/31/2025</b>	
Property tax	585,180	585,180	100%
Inter Gov Revenue	644,914	644,964	100%
Copies & Faxes	5,500	6,311	115%
Material Replacement	1,000	2,077	208%
Book Sale Revenue	3,500	4,663	133%
Fines	13,000	13,274	102%
Misc. Revenue	0	1,854	
Interest Revenue	12,000	15,899	132%
<b>Total Revenue</b>	<b>1,265,094</b>	<b>1,274,222</b>	<b>100.7%</b>

**MUKWONAGO COMMUNITY LIBRARY**  
**ACCOUNT #440-5511 LIBRARY**  
**November 13, 2025**

<b>Account</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
5220 Contracted Services	Great America Financial Services	12/10/25-1/9/25	460.74
5220 Contracted Services	IKM Building Solutions	Mechanical Maintenance agreement	2589.00
5220 Contracted Services	Johnson Controls Security	11/1/25-1/31/26	1872.69
5220 Contracted Services	Schindler Elevator Corp.	Contract 11/1/25-10/31/26	1669.11
5222 Electric	WE Energies	9/23/25-10/22/25	2780.21
5224 Gas	WE Energies	9/23/25-10/22/25	189.40
5225 Telephone	Spectrum Business/ Charter	9/28/25-10/27/25	152.05
5225 Telephone	Vonage- Village Charge	10/11/25-11/10/25	423.30
5226 Insurance Premiums	Municipal Property Insurance Co.	Insurance Policy	9822.02
5226 Insurance Premiums	Municipal Property Insurance Co.	Fine Art Rider	361.00
5310 Outside Services	AlSCO	Mats & dusters	107.08
5310 Outside Services	America In-Home Premium Aquatics LLC	October Fish tank Maintenance	85.00
5310 Outside Services	America In-Home Premium Aquatics LLC	November Fish tank Maintenance	85.00
5310 Outside Services	Credit Card Monthly Service Fee	Elavon October	73.93
5310 Outside Services	Credit Card Processing Fees	10/3/25-10/17/25	2.58
5310 Outside Services	Credit Card Monthly Service Fee	Seedlive October 2025	9.95
5310 Outside Services	Credit Card Processing Fees	Seedlive 10/17/25-10/24/25	6.45
5310 Outside Services	Credit Card Processing Fees	10/24/25-10/31/25	3.11
5310 Outside Services	Credit Card Processing Fees	10/31/25-11/7/25	4.28
5310 Outside Services	Klassy Kleeners	October weekend cleaning	960.00
5310 Outside Services	Unique Management Services	Placements	19.70
5311 Operational Supplies	Amazon Business	General supplies	291.21
5311 Operational Supplies	Best Of Signs- Village Credit Card	Yard signs and banner/ fine free promo	298.82
5311 Operational Supplies	Complete Office	Copy Paper & cleaning supplies	463.49
5311 Operational Supplies	Home Depot- Village Charge	Hardware/ sign	76.42
5311 Operational Supplies	Horn Feeds- Village Charge	Solar salt	85.00
5311 Operational Supplies	OfficePro- Village Charge	Copy paper/	26.67
5311 Operational Supplies	StickerApp- Village Credit Cards	Fine free promo stickers	203.00
5311 Operational Supplies	Thomas Press, Inc.	Fine Free Book Marks	115.00
5311 Operational Supplies	Total Restroom- Village Credit Card	Coat hooks for restrooms	64.67
5311 Operational Supplies	Triple Crown Products- Village Credit Card	Downpayment on T-Shirt order	234.99
5311 Operational Supplies	Triple Crown Products- Village Credit Card	Final payment on T-Shirt order	511.01
5311 Operational Supplies	Walmart- Village Credit Card	General Supplies	23.66
5312 Printing	Gordon Flesch- Village Charge	Copies 8/12/25-9/17/25	19.31
5312 Printing	James Imaging- Village Charge	Lease 9/15/25-10/14/25	46.23
5312 Printing	PrimaData- Village Charge	Newsletter	242.27
5315 Postage	Quadient-Village Charge	Postage machine supplies	30.45
5315 Postage	USPS- Village Credit Card	Mail packet	31.40
5316 Collection Maintenance & Repair	Amazon Business	DVD cases	175.18
5316 Collection Maintenance & Repair	BayScan Technologies	labels	65.24
5316 Collection Maintenance & Repair	Demco	Book tape & bags	198.95
5316 Collection Maintenance & Repair	Demco	Book tape & bags	122.29
5316 Collection Maintenance & Repair	Demco	Book Tape	127.66
5317 MetaSpace Maintenance	Amazon Business	Program supplies	296.44
5318 Thingery Maintenance	Amazon Business	Thingery supplies	61.34
5318 Thingery Maintenance	Disney + -Village Credit Card	Monthly Bundle	17.94
5318 Thingery Maintenance	Netflix- Village Credit Card	11/1/25-11/30/25	24.99
5327 Newspapers	Conley Media. Freeman	1 year subscription	282.00
5328-5700 Books	Amazon Business	Books	76.46
5328-5700 Books	Amazon Business	Books	83.96

5328-5700 Books	Ingram	Books	85.01
5328-5700 Books	Ingram	Books	453.03
5328-5700 Books	Ingram	Books	13.44
5328-5700 Books	Ingram	Books	543.25
5328-5700 Books	Ingram	Books	44.62
5328-5700 Books	Ingram	Books	10.87
5328-5700 Books	Ingram	Books	11.20
5328-5700 Books	Ingram	Books	40.74
5328-5700 Books	Ingram	Books	10.83
5328-5700 Books	Ingram	Books	37.14
5328-5700 Books	Ingram	Books	16.81
5328-5700 Books	Ingram	Books	67.45
5328-5700 Books	Ingram	Books	718.89
5328-5700 Books	Ingram	Books	52.80
5328-5700 Books	Ingram	Books	24.24
5328-5700 Books	Ingram	Books	27.32
5328-5700 Books	Ingram	Books	83.08
5328-5700 Books	Ingram	Books	355.18
5328-5700 Books	Ingram	Books	159.17
5328-5700 Books	Ingram	Books	24.95
5328-5700 Books	Ingram	Books	336.41
5328-5700 Books	Ingram	Books	83.42
5328-5700 Books	Ingram	Books	503.79
5328-5700 Books	Ingram	Books	11.07
5328-5700 Books	Ingram	Books	12.26
5328-5700 Books	Ingram	Books	79.53
5328-5700 Books	Ingram	Books	234.64
5328-5700 Books	Ingram	Books	76.77
5328-5700 Books	Ingram	Books	16.23
5328-5700 Books	Ingram	Books	16.18
5328-5700 Books	Ingram	Books	10.87
5328-5700 Books	Ingram	Books	313.07
5328-5700 Books	Ingram	Books	27.49
5328-5700 Books	Ingram	Books	410.82
5328-5700 Books	Ingram	Books	50.58
5328-5700 Books	Ingram	Books	150.28
5328-5700 Books	Ingram	Books	18.39
5328-5700 Books	Ingram	Books	13.79
5328-5700 Books	Ingram	Books	10.56
5328-5700 Books	Ingram	Books	12.47
5328-5700 Books	Ingram	Books	262.31
5328-5700 Books	Ingram	Books	119.73
5328-5700 Books	Penworthy Company	Books	1515.94
5329-5700 AV Material	Amazon Business	DVD	34.05
5329-5700 AV Material	Blackstone Publishing	Audio book	40.54
5329-5700 AV Material	Midwest Tape	DVDs	352.81
5329-5700 AV Material	Midwest Tape	DVDs	102.71
5329-5700 AV Material	Midwest Tape	DVDs	79.71
5330 Thingery Collection	Penworthy Company	Language kits	374.94
5331 Programming	Abundant Life Wellness	Essential Oil Class	250.00
5331 Programming	Amazon Business	Program supplies/ YS	55.94
5331 Programming	Amazon Business	Program supplies/ Adult	58.22
5331 Programming	Amazon Business	Program supplies /YS	43.76
5331 Programming	Amazon Business	Program supplies/ YS	382.98
5331 Programming	Amazon Business	Program supplies/ Event	59.99
5331 Programming	Gerald Savage	Ho-Chunk History Program	331.20
5331 Programming	James Pride	Used own credit card/ Program supplies	25.45
5331 Programming	Meisel Music	Native American Music	225.00
5331 Programming	Metro Market- Village Credit Card	Pumpkins	16.00

5331 Programming	Metro Market- Village Credit Card	Candy for program	13.98
5331 Programming	Schuetz Farms- Village Credit Card	Pumpkins/ special event	12.60
5331 Programming	Walgreens- Village Credit Card	Program supplies/ Adult	44.29
5331 Programming	Walmart- Village Credit Card	Program Supplies/ special event	29.91
5331 Programming	Walmart- Village Credit Card	Program Supplies/ special event	62.80
5333 Outreach	Adobe- Village Credit Card	11/6/25-12/5/25	36.74
5333 Outreach	Thomas Press, Inc.	Trick or treat book marks	39.00
5335 Training & Travel	Madison Marriott West- Village Credit Card	Conference	336.91
5335 Training & Travel	Qdoba- Village Credit Card	Staff Development Day meal	373.54
5335 Training & Travel	WILS	WILS' Data classroom	950.00
5340 Electronic Tools & Services	CDW Government	Palto Alto	609.00
5340 Electronic Tools & Services	GoDaddy- Village Credit Card	Domain renewal	86.36
5340 Electronic Tools & Services	Midwest Pano	Hot Spot Subscription	110.50
5340 Electronic Tools & Services	Smiota	Annual Maintenance 11/1/25-10/31/26	1080.00
5340 Electronic Tools & Services	UKG- Village Charge	September Payroll processing	393.56
5349 Digital Collections	Midwest Tape	Hoopla	350.96
5399 Other	Wi Dept Of Revenue	Quarterly Tax/Copies	86.50
5399 Other	Wi Dept Of Revenue	Quarterly Tax/Book sales	58.99
	<b>TOTAL REGULAR ACCOUNTS</b>		<b>40,148.21</b>

5806 Donation Expense	Mid-America Garden- Village Credit Card	Employee Family Memorial	100.00
5806 Donation Expense Designated	Bernstein & Associates	NAGPRA Consult	480.00
5806 Donation Expense Designated	Library Strategies	Consulting Services- September	5000.00

<b>Director</b>	<b>Treasurer</b>	<b>Total Donation Expenses</b>	<b>5,580.00</b>
		To Be Reimbursed	5,480.00
		Regular Donation Expenses	<b>100.00</b>

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

Time: **10:00 am**

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

**Call to Order**

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

**Roll Call and Introduction of Guests**

Board Members Present

C. Stienstra

H. Pringle

K. Sperstad

Excused

J. Werner

Also Present

A. Armour, Library Director

C. Kim, Business Manager

**Approval of Minutes**

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

**Discussion/Action Items**

**4.1 Donations**

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

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

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

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

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

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

No action taken.

#### 4.2 WCCF Project Fund

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

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

The Committee discussed and provided the following guidance:

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

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

**5. Referral Items** - none

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

**7. Adjourn**

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

Minutes submitted by Abby Armour

DRAFT

Village of Mukwonago  
**DRAFT MINUTES OF MUKWONAGO COMMUNITY LIBRARY'S  
JOINT PERSONNEL and POLICY COMMITTEE MEETING  
Thursday, November 6, 2025**

Time: **6:00 pm**

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

**Call to Order**

The President H. Pringle called the meeting to order at 6:02 p.m. 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

H. Pringle  
K. Sperstad  
D. Whalen  
A. Cooper

via Zoom

C. Stienstra

Excused

M. Oberwise Lacock

Also Present

A. Armour, Library Director

**Comments from the Public**

None.

**Discussion/Action Items**

**Library Property Issuance**

Discussion and possible action on adding new section to the Personnel Policy regarding issuing Library property to employees.

D. Whalen/K. Sperstad motioned to make a recommendation to the Library Board to approve and adopt the addition of the new "Section IV.L. Issuance of Library Property" and "Appendix K. Library Property Issuance Form" to the Personnel Policy. Discussion included refining the language to accurately include legal counsel's guidance, edits to the proposed Appendix K. to reflect language regarding damaged items, and the overall necessity of the proposed additions.

D. Whalen/K. Sperstad amended their motion to make a recommendation to the Library Board to approve and adopt the addition of the new "Section IV.L. Issuance of Library

Property” and “Appendix K. Library Property Issuance Form” to the Personnel Policy including the edits as discussed. Unanimously carried.

**Referral Items**

None.

**Confirm Next Meeting Date**

This joint committee meets as needed.

**Adjournment**

D. Whalen/K. Sperstad motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:21pm.

Minutes submitted by Abby Armour

DRAFT

## Strategic Plan 2023-2025 Operational Priorities and Implementation Updates

Prepared by: Abby Armour

Updated for Library Board November 13, 2025

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

**Order of Operations Numbering Hierarchy:**

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

1 - this is foundational to completing other goals

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

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

Strategic Priority	Strategic Goal	Strategy	Strategy Owner	Time Frame	Order of Operations
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Conduct staff time study to determine gaps in needs and efficient use of skills and talent	Library Board and Director Armour	2023	0
		This goal has been met as of January 2024.			
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Revisit the space needs plan considering post-pandemic needs such as more study rooms	Library Board and Director Armour	2023	0
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal <ul style="list-style-type: none"> <li>• December 2024 Engberg Anderson presented final design development report for Phase 1</li> <li>• January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1</li> <li>• May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project</li> <li>• May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board</li> <li>• Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting</li> <li>• Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins</li> <li>• September 2025 Engberg Anderson present final design development plan, Village Board commits to funding for 2027, Director Armour begins state grant application</li> <li>• October 2025 Village Board passes resolution to commit \$2.5 million in 2027, submitted grant proposal to Wisconsin Local Project program, and built capital campaign committee</li> </ul>			
		Examine staffing levels to determine what is needed to meet the demands of providing timely circulation, help at the Information Desk, and help at the Youth Services Desk	Library Board and Director Armour	2023	0

	<p>We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.</p>	<p>→ See 2023 Updates for prior work on this goal  → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>• April 2025 hired two (instead of one) new Library Associates to fill outgoing position; will have more staff trained on the complexities of the Info Desk and allow us to remove Associate Directors from closing shift and concentraing their time during the busiest times</li> <li>• August 2025 hired new Adult Services Librarian and explicitly selected candidate with strong reference desk background and ability to develop and implement procedures</li> </ul>			
<p>CULTIVATE CONNECTIONS</p>	<p>We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.</p>	<p>Examine staffing levels needed to build and sustain this level of integration into the community</p>	<p>Library Board and Director Armour</p>	<p>Continuous</p>	<p>1</p>
<p>CULTIVATE CONNECTIONS</p>	<p>We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.</p>	<p>Work with stakeholders on ensuring the Grutzmacher Collection is properly cared for, is compliant with NAGPRA, and readily available to the community</p>	<p>Adult Services Team, Library Board, and Director Armour</p>	<p>Continuous</p>	<p>1</p>
<p>→ See 2023 Updates for prior work on this goal  → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>• February 2025 Director Armour visited Nature's Classroom Montessori School to learn how each organization can support each other; Co-Directress Deepa Shreekumar shared that the outreach was deeply meaningful as the Library has never visited before and offered many ideas of how we could collaborate</li> <li>• April 2025 partnered with Waukesha State Bank for second year in a row for their Pay It Forward initiative during National Library Week</li> <li>• Summer 2025 scheduled staff to be available for outreach at Farmer's Markets, Village 120th Anniversary, and National Night Out including offering extra shifts to PSAs and Pages</li> <li>• October 2025 offered extra shifts to PSAs and Pages to represent the Library at the Jack-O-Lantern Jaunt</li> </ul>					
<p>→ See 2023 Updates for prior work on this goal  → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>• NAGPRA compliance in 2024: transferred physical custody of 1 repatriation (Wilton Rancheria), granted second repatriation request (Shingle Springs Band of Miwok Indians), received third request for repatriation (Delaware Nation), and participated in 3 consultations</li> <li>• December 2024 received Request for Repatriation from Delaware Nation and Library Board is currently considering Request</li> <li>• March 2025 Library Board approves request for repatriation from Delaware Nation; Director Armour and Bernstein &amp; Associates are working on proper noticing and administration</li> <li>• May 2025 Notice of Intended Repatriation is posted to the Federal Register; concludes with no contesting request and Belongings are repatriated to Delaware Nation</li> <li>• June 2025 repatriated Belongings are physically returned to Delaware Nation via the mail</li> <li>• June 2025 two retractable banners displaying information about the Grutzmacher Collection are developed, with copy written by Director Armour and design created by Marketing &amp; Outreach Specialist Emma Plitzner; first displayed at Village 120th Anniversary celebration on July 3</li> <li>• June 2025 Inventory for Bennett Mound and/or Sand Cove Belongings submitted to National NAGPRA for notice publication</li> <li>• Summer 2025 began working with the MHMS to design signage for the RBM for visitors to learn more about the Collection and NAGPRA more broadly</li> <li>• September 2025 Engberg Anderson present final design development plan which includes dedicated Grutzmacher Collection display area</li> <li>• October 2025 Village Board passes resolution to commit \$2.5 million in 2027, submitted grant proposal to Wisconsin Local Project program, and built capital campaign committee</li> </ul>					

CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Examine current website and determine if it meets the needs of users seeking information about the Library	Library Board and Director Armour	2023	1
		<p>→ See 2023 Updates for prior work on this goal  → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>• May 2025 ended expensive Wowbrary membership and began integrating content from platforms we already own or use including LibraryCalendar rolling out the ability to embed content into our website and exploring using LibraryAware for recommended reads</li> <li>• July 2025 Library Board acknowledges need to move forward with website development and requests LibraryMarket provide further information at the August meeting</li> <li>• August 2025 Library Board hires LibraryMarket to build new website; Director Armour, Associate Director Pride, and Marketing &amp; Outreach Specialist Plitzner begin working with LibraryMarket team on first steps with rollout expected around February 2026</li> <li>• September - October 2025 website workgroup comprised of Director Armour, Associate Director Pride, and Marketing &amp; Outreach Specialist Plitzner begin working with LibraryMarket on website "discovery" phase and put out surveys to staff and public; continues work on developing the site</li> </ul>			
CULTIVATE CONNECTIONS	We provide user-friendly and appealing ways to learn about the Library.	Invest in marketing and outreach materials	Library Board and Director Armour	Continuous	1
		<p>→ See 2023 Updates for prior work on this goal  → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>• Janaury 2025 conducted review of rack cards and brochures; working on updates and will purchase more soon.</li> <li>• Invested in banner for front of library sharing Director Armour's I Love My Librarian Award; receive daily compliments</li> <li>• February 2025 began posting yard signs advertising each month's major programs; installed on Library property with high-visibility (i.e. near exterior book drop, parking lot entrances) as well as installed at Village Hall</li> <li>• February - March 2025 Director Armour, Associate Director Pride, Circulation Specialist Fiehweg, and Marketing &amp; Outreach Specialist Plitzner worked together on rolling out LX Starter, developing new email notices for holds and overdues, becoming one of the first Bridges' libraries to adopt these more user-friendly notices; significant staff time was invested in the design of the notices, the public awareness campaign, and coordinating with Bridges on the technical deployment.</li> <li>• June 2025 collaborated with Village of Mukwonago Utilities department to have them hand out Library swag bags to water meter changeout customers, investing outreach dollars directly into Village resident awareness</li> <li>• October 2025 invested in fine free marketing materials including a banner, yard signs, t-shirts for staff, bookmarks, and stickers</li> </ul>			
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Use data to analyze open hours and availability of staff to appropriately provide programs and services	Library Board and Director Armour	2023	1
		<p>→ See 2023 Updates for prior work on this goal  → See 2024 Updates for prior work on this goal</p>			
EMBRACE COMMUNITY	We employ friendly, knowledgeable staff who are always available to help users with the wide variety of requests and needs found in a modern public library.	Provide, promote, and enable staff development opportunities that improve customer service and professional skills	Library Board and Director Armour	Continuous	1
		<p>→ See 2023 Updates for prior work on this goal  → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>• April 2025 Marketing and Outreach Specialist Emma Plitzner attended the Wisconsin Association for Public Libraries (WAPL) conference to present alongside Emily Heller of Bridges regarding the implementation of the 360 online virtual tours</li> <li>• May 2025 Business Manager Cathryn Kim took class entitled "Emergency and Crisis Management: Prioritizing, Providing, and Preparedness for Libraries" then used what she learned to improve our internal emergency procedures</li> <li>• January through July 2025 Director Armour and Associate Director Ceithamer participate in the Village's Health Care Task Force to learn more about health care options available to the Village; will make a recommendation to the Village Board at the beginning of budgeting season</li> <li>• September 2025 two staff attend SEWI book covering workshop at Wauwatosa Public Library</li> </ul>			

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

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

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

EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Use data to determine needs for youth and teen areas	Library Board and Director Armour	2024	2
<p>→ See 2023 Updates for prior work on this goal  → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>• December 2024 Engberg Anderson presented final design development report for Phase 1</li> <li>• January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1</li> <li>• May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project</li> <li>• May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board</li> <li>• Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting</li> <li>• Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins</li> <li>• September 2025 Engberg Anderson present final design development plan</li> <li>• October 2025 Village Board passes resolution to commit \$2.5 million in 2027, submitted grant proposal to Wisconsin Local Project program, and built capital campaign committee</li> </ul>					
EMBRACE COMMUNITY	We provide a variety of age-appropriate and accessible spaces that enable both independent and collaborative activities.	Examine the needs and location of the MetaSpace 511	Library Board and Director Armour	2024	2
<p>→ See 2023 Updates for prior work on this goal  → See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>• December 2024 Engberg Anderson presented final design development report for Phase 1</li> <li>• February 2025 determined sink in MetaSpace is leaking and replaced with larger sink with convenient sprayer head</li> <li>• January - May 2025 - fundraising feasibility study conducted by Library Strategies who delivered final recommendations May 1</li> <li>• May 2025 Library Board re-engages Engberg Anderson to conduct design development on Phase 2 and 3 of renovation plans with goal of obtaining firmer cost estimates and to compress the timeline in order to conduct a single bid for the entire project; first design development meeting with the workgroup slated for June 10, 2025</li> <li>• May 2025 Library Board instructs Director Armour to conduct research on moving forward with capital campaign planning; several volunteer Trustees and Director Armour participated in three meetings and shared findings with Board</li> <li>• Summer 2025 conducted design development with Engberg Anderson architects with final presentation of total project costs at September Library Board meeting</li> <li>• Summer 2025 Library Board engages Library Strategies to guide capital campaign planning and committee building begins</li> <li>• September 2025 Engberg Anderson present final design development plan</li> <li>• October 2025 Village Board passes resolution to commit \$2.5 million in 2027, submitted grant proposal to Wisconsin Local Project program, and built capital campaign committee</li> </ul>					

EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore the possibility of going fine free	Library Board and Director Armour	2024	2
		<ul style="list-style-type: none"> <li>February 2025 Policy Committee conducts preliminary discussion about fines and directs Director Armour to compile research for the next meeting in May</li> <li>May 2025 Policy Committee examines research conducted by Director Armour and makes recommendation to Library Board to consider going fine free in 2026</li> <li>June 2025 Library Board considers recommendation from Policy Committee and decides to continue examining the issue at future meetings</li> <li>July 2025 Library Board revisits topic and request Director Armour provide a list of outcomes that would be assessed during a fine-free month and bring it to the August Library Board meeting</li> <li>September through October 2025 is designated "Fine Free Fall" with no fines accruing on non-Thingery items and forgiving old fines when users visit the Circulation Desk; initial feedback from staff indicate that expensive items were returned in the first week and significantly less time was spent processing and administering payments</li> <li>October 2025 Library Board approves updated Circulation Policy to be implemented on November 1 eliminating fines on all regular collections</li> </ul> <p>This goal has been met as of October 2025</p>			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility	Leadership Team and Director Armour	2023	2
		<p>→ See 2023 Updates for prior work on this goal</p> <p>→ See 2024 Updates for prior work on this goal</p>			
EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore options for displaying and storing The Thingery items	Technical Services Team, Library Board, and Director Armour	2024	2
		This goal has been met as of December 2024			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Analyze youth program offerings to determine if we are meeting the needs of the community	Leadership Team and Director Armour	Continuous	2
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Examine the usage and available staffing of the Youth Services desk	Leadership Team and Director Armour	2024	2
		<p>→ See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>April 2025 hired two (instead of one) new Library Associate to fill outgoing position; will have more staff trained on the complexities of the Info Desk and allow us to remove Associate Directors from closing shift and concentraing their time during the busiest times</li> </ul>			
INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Examine the usage and available staffing for services available to adults	Leadership Team and Director Armour	2024	2
		<p>→ See 2024 Updates for prior work on this goal</p> <ul style="list-style-type: none"> <li>June 2025 Discontinuing notary services following June 2025 Adult Services Librarian resignation; notary services require individual bonding creating service gaps when staff unavailable; patron frustration from inconsistent availability due to 40-hour coverage during 60-hour operating schedule; front desk staff inappropriately asked to share employee schedules compromising privacy; multiple staff certification/bonding diverts resources from core library services; no other library in Bridges offers notarization; Village Hall maintains several authorized notaries providing more reliable alternative for this non-core service</li> </ul>			

INSPIRE CREATIVITY	We focus on providing programs and services to meet the wide variety of interests and needs of older adults.	Analyze adult program offerings to determine if we are meeting the needs of the community	Adult Services Team and Director Armour	Continuous	2
		<ul style="list-style-type: none"> <li>• 2025 bi-monthly Collections &amp; Programs Team meetings include standing agenda item to discuss program calendar and collaboratively develop programming two months out</li> <li>• Spring 2025 Associate Director Ceithamer and Adult Services Librarian Stape overhaul current book clubs, establishing a new non-fiction book club and offering Library-run book clubs during both afternoon and evening times</li> <li>• April 2025 tried first "after hours" adult program with a murder mystery, was big success and will replicate in October 2025</li> <li>• August 2025 Associate Director Ceithamer created a mahjong group in response to community request; at least 12 participants will attend weekly meet-ups and the Library will provide necessary equipment, stock a mahjong game in The Thingery, and add books to the adult nonfiction collection</li> <li>• October 2025 based on feedback and requests from the community, the Adults Services Librarian and Associate Director expanded offerings to adults with a second after-hours murder mystery, establishing a mahjong club, and providing a craft swap</li> </ul>			
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Assess The Thingery circulation, costs, and demands	Technical Services Team and Director Armour	2024	2
		This goal has been met as of December 2024			
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Provide short surveys for attendees of programs, then utilize that data to determine future program needs.	Programming Team and Director Armour	Continuous	2
		<ul style="list-style-type: none"> <li>→ See 2023 Updates for prior work on this goal</li> <li>→ See 2024 Updates for prior work on this goal</li> <li>• January 2025 launched Marketing Plan</li> <li>• May 2025 Associate Director Pride and his team conduct an online survey to close out a semester of the marketing plan and conduct a coffee chat with library visitors to gain more qualitative insight</li> </ul>			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Embed Library staff and programs in major events and influential organizations that already are providing service to the community	Programming Team and Director Armour	Continuous	3
		<ul style="list-style-type: none"> <li>→ See 2023 Updates for prior work on this goal</li> <li>→ See 2024 Updates for prior work on this goal</li> <li>• February 2025 and April 2025 continued collaboration with Village Clerk's office to promote Library resources at elections</li> <li>• 2025 attended Farmer's Market monthly, the Village 120th Anniversary celebration, and National Night Out, and Jack-O-Lantern Jaunt</li> </ul>			
CULTIVATE CONNECTIONS	We collaborate and partner with a wide variety of community organizations, businesses, schools, and governmental entities to further weave the library's presence in the community.	Encourage other organizations to see the Library as a platform and hub for presenting, connecting, and sharing with the rest of the community	Community Engagement Team and Director Armour	Continuous	3
		<ul style="list-style-type: none"> <li>→ See 2023 Updates for prior work on this goal</li> <li>→ See 2024 Updates for prior work on this goal</li> <li>• January 2025 hosted annual State of the Village address; staff arrive at 6:30am to enable program to occur</li> <li>• Spring 2025 collaborating with The Haase House to present monthly Art Club program open to all, helping them fill their need to connect, create, and socialize while offering a fun new program to the community</li> <li>• Spring 2025 local author Shawn Verdoni collaborates with MCL for a special book club about her "Canoodling" series; Associate Director Ceithamer connects with Crush Wine Bar to host the book club in the community</li> <li>• May 2025 Norris Academy conducts second annual art display and gala at the library as a way to reach the broader community</li> <li>• June 2025 Summer Library Program Kick-Off Event includes The Haase House and Citizen Bank as well as Friends of the Library sponsoring a petting zoo</li> </ul>			

EMBRACE COMMUNITY	We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need.	Explore technologies that help users find and get what they need faster and more efficiently	Leadership Team and Director Armour	Continuous	3
		→ See 2023 Updates for prior work on this goal → See 2024 Updates for prior work on this goal • January - February 2025 Director Armour visits 5 area libraries to research their automated materials handlers (AMHs); reports findings to the Building & Grounds Committee who agree this is a technology MCL should invest in and then direct Director Armour to contact vendors to get approximate costs and to determine if the current renovation plans are satisfactory for this machine or if changes need to be made during the construction document phase • March 2025 begin early stages of Cafe catalog discovery layer, Vega, rollout; Collections & Programs team engages in seminars to learn how to update the platform and begins discussions on how to utilize it • April 2025 Associate Director Ceithamer selected for Bridge's committee to help hone and troubleshoot the new catalog discovery layer, Vega, before deployment in late summer • Summer 2025 Collections and Programs Team builds the Vega discovery layer alongside cataloging standards in preparation for launch with the goal of seamless and enthusiastic user uptake • September 2025 Vega is launched and becomes the default user platform for the Cafe Catalog • October 2025 Associate Director Ceithamer sets up Acquisitions module in Polaris and trains staff on using it; will allow staff to track encumbered funds on books ordered and allow customers to see when items are "on order" in the catalog, placing a temporary record in the catalog that they can place a hold on even before we get the item in			
INSPIRE CREATIVITY	We focus on providing early literacy collections, services, and programs for our growing community.	Use data to analyze the youth collections to identify and address needs and weaknesses	Youth Services Team and Director Armour	Continuous	3
		→ See 2024 Updates for prior work on this goal • January 2025 new budget includes a "Replacement" budget based on feedback from Collection Developers; start tracking how much of the materials budgets are being spent on replacing lost/damaged items • January 2025 new budget includes a "Focus" budget based on feedback from Collection Developers; prioritize needs as they are identified throughout the year (i.e. purchasing extremely high-demand copies, filling holes in the collection, etc.); the Collection Developers will collaborate to determine how these funds should be spent, ensuring the entire collection is considered			
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to analyze the shifting demands between physical items and digital items	Selectors and Director Armour	2025	3
		• August 2025 all Bridges Library System member libraries agree to end their hoopla contracts due to the unsustainability of the pay-per-use model; funds instead are invested in Overdrive/Libby which allows permanent purchases, a massively lower cost-per-circulation with a resulting higher ROI, and serves a wide audience			
INSPIRE CREATIVITY	We strive to build collections in all formats that reflect our community and satisfy their information, education, and entertainment needs.	Use data to develop procedures for selection, deselection, and collection maintenance	Selectors and Director Armour	2025	3
INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Offer ways for users to recommend resources, programs, and services	Leadership Team and Director Armour	Continuous	3
		→ See 2024 Updates for prior work on this goal • October 2025 work on website development includes prioritizing creation of webforms and logical website structure to enable users to connect with staff for requests and feedback			

INSPIRE CREATIVITY	We listen to our users and stakeholders on what they need and value in the Library.	Develop workflow internally to share user suggestions and survey data amongst staff and close the loop on delivering outcomes in alignment with the data	Leadership Team and Director Armour	2025	3
		<ul style="list-style-type: none"> <li>• January 2025 launched Marketing Plan</li> <li>• April 2025 Develop begun on robust, evergreen story collection infrastructure</li> <li>• June 2025 Associate Director Pride and his Team begin updates to Marketing Plan based on data collected in first half of the year</li> </ul>			

#### IV. EMPLOYMENT PRACTICES AND PROCEDURES

- A. Orientation and Training
- B. Work Week and Pay Periods
- C. Paydays
- D. Work Schedules
- E. Time Sheets
- F. Meal and Break Periods
- G. Overtime/Compensatory Time
- H. Absence/Tardiness
- I. Personal Calls and Cellphone Use
- J. Personal Appearance
- K. Personnel Records
- L. Library Property Issuance
- M. Work Performance and Employee Evaluations
- N. Salary Increases
- O. Employee Training, Development, and Reimbursement
- P. Meetings
- Q. Mileage
- R. Meal Reimbursements
- S. Lodging Reimbursements
- T. Residency
- U. Safety
- V. Emergency Closings
- W. Library Position Compensation and Performance Evaluation Program Policy

#### APPENDICES

- A. Personnel Policy Receipt Acknowledgement Form
- B. Remote Work Arrangement Form
- C. Employee Performance Standards Rubric
- D. Employee Performance Annual Evaluation Form
- E. Employee Performance Periodic Evaluation Form
- F. Harassment Complaint Form
- G. Grievance Submission Form
- H. American Library Association Code of Ethics
- I. Village of Mukwonago Code of Ethics
- J. Employee Social Media Policy Acknowledgement Form
- K. Library Property Issuance Form

**Update to Personnel Policy**  
**Addition of "L. Library Property Issuance" to Section IV (Employment Practices and Procedures)**

**Approved Joint Personnel/Policy Committee – For Library Board Nov. 13, 2025**

**P. Library Property Issuance**

The Library may issue various items of property to employees to facilitate the performance of their job duties, including but not limited to keys, identification badges, electronic devices, equipment, uniforms, and other materials necessary for Library operations. All Library-issued property remains the sole property of the Mukwonago Community Library at all times, regardless of the length of time in the employee's possession.

- i. **Property Accountability** - Each employee who receives Library property will be required to sign a Library Property Issuance Form (Appendix K) acknowledging receipt and accepting responsibility for all items issued to them. This form will include specific identifying information for each item, such as serial numbers, key numbers, or other unique identifiers.
- ii. **Care and Use** - Employees are responsible for the proper care, maintenance, and appropriate use of all Library property issued to them. Library property shall be used solely for official Library business and shall not be used for personal purposes unless specifically authorized by the Library Director.
- iii. **Security Requirements** - All Library property must be kept secure when not in use. Keys issued by the Library are marked "Not to be Duplicated" and employees are strictly prohibited from duplicating any Library keys. Lost keys may result in re-keying costs based on security requirements. Electronic devices and equipment should be secured according to Library technology policies and procedures and protected from damage or theft if removed from Library property.
- iv. **Loss or Damage Reporting** - Any loss, theft, or damage to Library property must be reported to the employee's immediate supervisor and the Library Director immediately upon discovery. The employee may be held responsible for replacement costs if the loss or damage is determined to be due to negligence, misuse, or violation of Library policies.
- v. **Return of Property** - All Library property must be returned to the Library Director or their designee upon termination of employment, transfer to a position that no longer requires the property, or upon demand by the Library Director. Failure to return Library property may result in the cost of replacement being deducted from the employee's final paycheck, to the extent permitted by law.
- vi. **Replacement Costs** - Employees who lose or fail to return Library property will be responsible for all costs associated with replacement, including but not limited to the cost of new items, re-keying locks, reprogramming electronic systems, and administrative fees. The Library reserves the right to pursue legal action to recover unreturned property and associated costs.

- vii. Final Paycheck - The Library may withhold the employee's final paycheck for up to 30 days until all Library property has been returned and accounted for, or until arrangements have been made for reimbursement of replacement costs.

DRAFT

**Appendix K**

**Mukwonago Community Library  
Library Property Issuance Form**

Employee Name \_\_\_\_\_  
Position \_\_\_\_\_  
Date of Issuance \_\_\_\_\_  
Issued By \_\_\_\_\_

**Property Issued**

Item Type	Description	ID Number	Condition and Notes	Value
Key				
Key				
Electronic Device				
Equipment				
Other				
Other				
Other				

**Employee Acknowledgment and Agreement**

By signing below, I acknowledge receipt of the Library property listed above and certify that I have read and understand the Library's Personnel Policy section regarding Library Property Issuance. I agree to comply with all terms and conditions set forth in that policy, including my responsibility to care for, secure, and return all Library property. I understand that I am financially responsible for replacement costs of lost, damaged, or unreturned property and that the Library may pursue legal action to recover unreturned property and associated costs.

Signature of Employee \_\_\_\_\_  
Date signed \_\_\_\_\_

Signature of Library Director \_\_\_\_\_  
Date received \_\_\_\_\_

\* \* \* \* \*

**Return Record**

Final Return Processed By \_\_\_\_\_ Date \_\_\_\_\_

All items returned satisfactorily:  Yes  No

If No, specify missing/damaged items and costs:

Employee Signature (acknowledging return/charges): \_\_\_\_\_  
Date signed \_\_\_\_\_

Update to Personnel Policy

Addition of Section IV "L. Library Property Issuance" and "Appendix K. Library Property Issuance Form"

Approved by Joint Personnel/Policy Committee - For Library Board November 13, 2025



Name: \_\_\_\_\_

## Board Activity | “Opening Doors: Introducing People to MCL”

Purpose: The Library Board plays a crucial leadership role in capital campaigns. Community members look to Trustees for enthusiasm about the project, reliable information, and guidance on how to participate. This exercise will help you consider your dual role: as a campaign leader and as a community member whose local connections and credibility can open doors and build support.

### **PART ONE: Who do I know that should know the Mukwonago Community Library?**

Prompt 1: Who is someone you know that:

- Loves the Library
- Loves books
- Is in a book club
- Loves Mukwonago
- Cares about education
- Cares about the business community and workforce
- Is well-connected in the Mukwonago area

Prompt 2: Who is someone you see:

- Every day
- Once a week
- Once a month
- Not as often as I’d like

Prompt 3: Who is someone that comes to mind when you think of:

- Book clubs
- Kids activities
- Church
- Hobbies, sports, clubs you participate in
- Rotary, Kiwanis, other community-centered gatherings
- Your block, building, or neighborhood gatherings

**PART TWO: Of the people you have identified, who do you think has capacity to make a gift to the Library of at least \$5,000?**

### **The Importance of a Capital Campaign Committee**

A committed group of community volunteers is essential to the success of any capital campaign. The committee provides local leadership, oversees the campaign's direction, advises consultants on what works in our community, and makes critical connections to potential donors. Just as importantly, having respected community members in leadership roles shows everyone that the campaign is well-organized and supported by people they know and trust.

### **MCL's Capital Campaign Committee Structure**

The MCL campaign committee has two parts: a Core Committee that directly solicits major gifts, and Champions who make connections and open doors to potential donors. This structure allows the library to involve more people in meaningful ways, whether someone can commit to full committee involvement or prefers a supporting role that doesn't involve asking for donations.

### **Core Committee**

The Core Committee functions like a traditional capital campaign committee.

Who serves on the Core Committee:

- Campaign Chair
- 5-7 committed community members
- Library Director
- Library Board Trustees

Core Committee Responsibilities:

- Attend 6-12 committee meetings to guide campaign planning and strategy
- Make a personally significant "stretch" gift to the campaign
- Identify and qualify potential major donors (individuals, businesses, and foundations)
- Make direct asks for donations, working in teams of two after training
- Review and provide feedback on campaign materials
- Host and attend campaign events
- Advocate for the campaign throughout the community

Time Commitment (over 18-24 months):

- 6-12 committee meetings (2 hours each)
- Donor solicitation training (4 hours)
- Materials review and donor identification (10 hours)
- 5+ personal donor meetings (10-12 hours)
- Campaign events (4 hours)

### **Champions**

A Champion loves the library and wants to help but may not have time for full committee involvement or feel comfortable asking for donations. Champions open doors by connecting potential donors with Core Committee members who handle the actual ask for gifts.

Champion Responsibilities:

- Share why the library matters to you and our community
- Make a personally meaningful gift to the campaign
- Identify 3-4 people you can talk to about the library's project—opening doors for the Core Committee to follow up (you won't be asking for money, just making connections)
- Review campaign materials and share what messages will resonate locally
- Attend 6-8 meetings to help identify prospects and stay updated on progress
- Attend or host campaign events
- Be an ambassador and advocate for the campaign

Time Commitment (over 18-24 months):

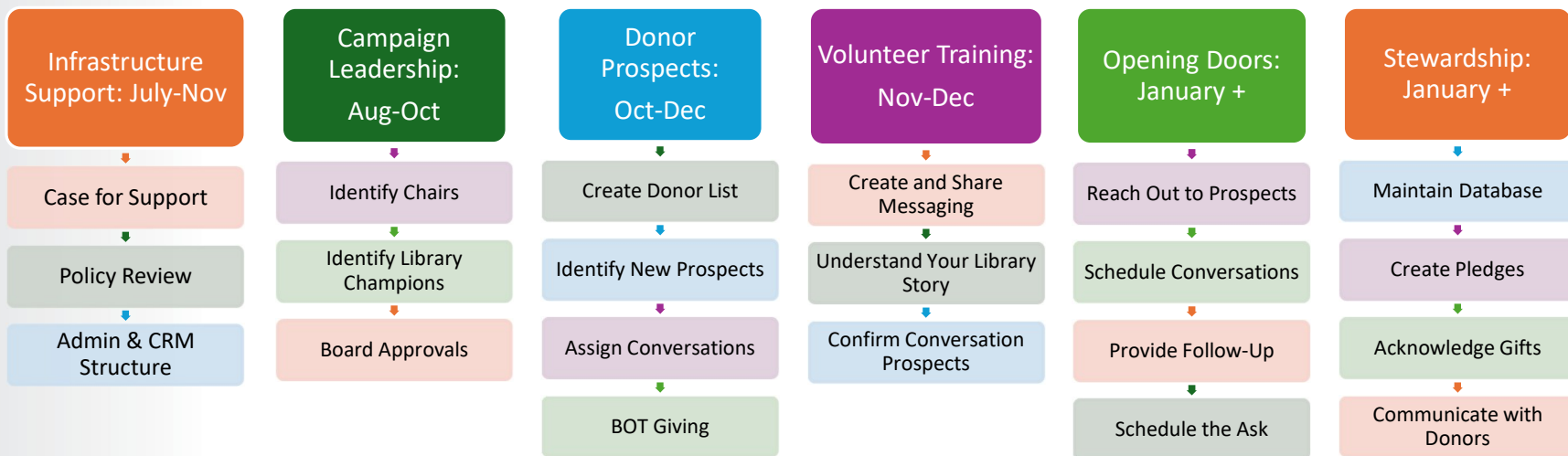
- 6-8 committee meetings (2 hours each)
- Donor cultivation training (4 hours)
- Materials review and donor identification (10 hours)
- 3-4 connection conversations (8-12 hours)
- Donor recognition activities such as writing thank you notes (3-5 hours)
- Campaign events (4 hours)

### **For more information**

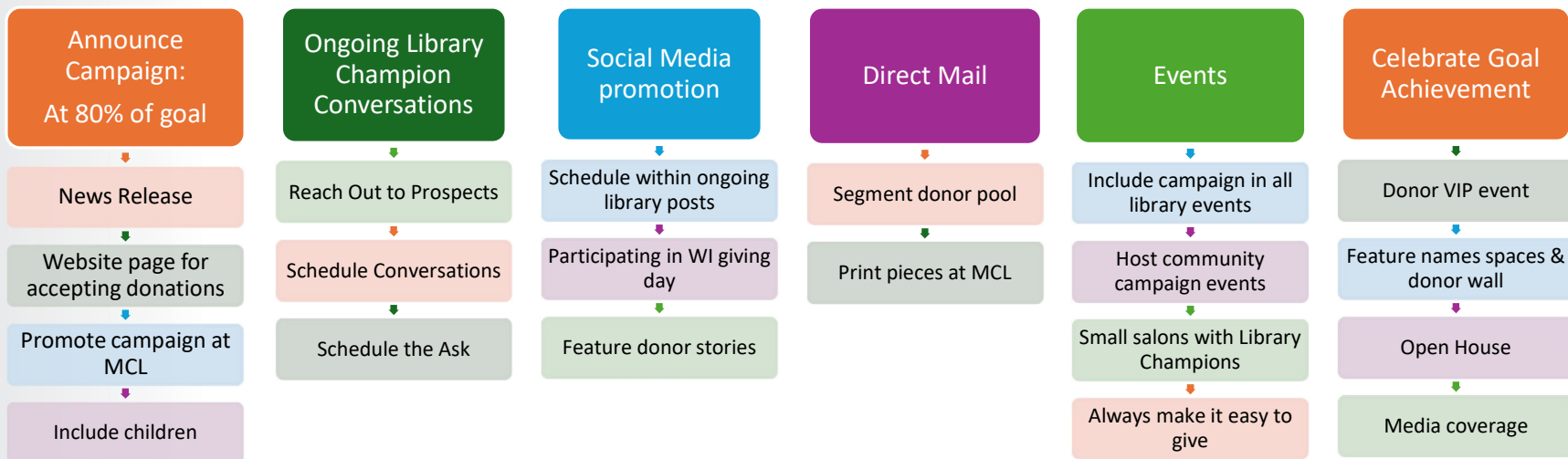
Contact Library Director Abby Armour

- [aarmour@mukwonagolibrary.org](mailto:aarmour@mukwonagolibrary.org)
- (262) 363-6411 ext. 4100

# Foundational Phase Timeline



# Public Phase Timeline



# Project Fund

Serving a short-term goal in the community

## OUR PARTNERSHIP

Project Funds provide an opportunity to meet a recognized need in a short time frame. The Waukesha County Community Foundation (WCCF) is committed to practices that honor donor intent and connect to community needs.

## OVERVIEW

A Project Fund is a giving vehicle that provides an organization or community group with resources for local charitable projects that have a specific and short-term time frame.

## HOW IT WORKS

- 1 A fund is opened, with the approval of the WCCF Board of Directors, to support a charitable community project.
- 2 The community fundraises and contributes to the Fund to accomplish their goal.
- 3 All monies are expended, and the Fund is closed upon completion of the project.

## MINIMUMS & FEES

The minimum to establish a Project Fund is \$1,000 and additional contributions can be made by any donor anytime thereafter.

Administrative fees are 2% of the deposited contributions of the Fund. Additional fees may be charged for any mutually agreed-upon extraordinary legal, banking or other services rendered on behalf of the Fund.

Assets included with the Fund will be invested and managed by the WCCF Finance Committee in cash or short-term cash equivalents.

### IMPORTANT LEGAL DISCLOSURE

The information provided is general and educational in nature. It is not intended to be, and should not be construed as, legal or tax advice. The Waukesha County Community Foundation does not provide legal or tax advice. You should consult with your tax advisor to properly determine the tax consequences of making a charitable gift to the Waukesha County Community Foundation.

Contributions to the Waukesha County Community Foundation represent your irrevocable gifts subject to the legal and fiduciary control of the WCCF's Board of Directors.

## COMPLETED WCCF PROJECT FUNDS

- Delafield Skate Park
- Oconomowoc Supports the Blue
- United for Waukesha Community Fund

## BENEFITS

- Receive the maximum tax deduction
- Ability to accept complex assets
- Project Funds are held under the 501(c)(3) umbrella of the WCCF
- Accepts online gifts from community partners through the WCCF website
- Allows project organizers to focus on fundraising efforts

## CONTACT US

[www.waukeshafoundation.org](http://www.waukeshafoundation.org)

(262) 513-1861



WAUKESHA COUNTY  
*Community*  
FOUNDATION

**Mukwonago Community Library**  
**Gift Acceptance Policy (formerly Donation of Materials Policy)**  
**Approved by Policy Committee Sept. 18, 2025 – For Library Board Nov. 13, 2025**

The purpose of this policy is to provide rules and guidelines for the acceptance of gifts and donations to ensure that the Mukwonago Community Library Board of Trustees (the "Trustees") makes decisions that are in the best interest of both the Library and the community it serves. The Mukwonago Community Library (the "Library") welcomes and appreciates offers of gifts and donations that support the Library's mission. This policy establishes procedures for equitable treatment of all donors, proper solicitation and stewardship practices, accurate gift recording and management, and compliance with applicable laws and regulations.

The acceptance of gifts does not constitute or imply endorsement by the Library of any service, product, or business of the donor.

For naming opportunities, please refer to the Naming Rights and Commemorations Policy.

- I. Gift Acceptance Authority and Solicitation
- II. Gift Acceptance Terms
- III. Types of Gifts
- IV. Pledges
- V. Endowments and Memorial Gifts
- VI. Gift Acknowledgment and Stewardship

**I. Gift Acceptance Authority and Solicitation**

- A. The Trustees have authority to accept or decline any gift to the Library.
- B. Donations valued over \$5,000 may require acceptance by the Library Board, which will determine the most appropriate use of the donation in consultation with the donor.
- C. The Friends of the Mukwonago Community Library ("Friends") have authority to undertake solicitation of funds on behalf of the Library provided they follow procedures and guidelines as set forth by the Trustees.
- D. No solicitation of funds may be undertaken by any outside party on behalf of the Library without prior approval of the Trustees.
- E. The Trustees may require written donor agreements for any gifts, especially large or complex gifts, to ensure clear understanding of terms, timelines, and purposes.

- F. The Library Director may spend up to \$2,000 of undesigned donated funds total per fiscal year without prior Board approval. Spending in excess of \$2,000 from undesigned donated funds requires prior Board approval. Consideration will be given to donor requests, but final selection depends upon the Library's needs.

## II. Gift Acceptance Terms

The Library will accept gifts that:

- A. Are appropriate to the mission and needs of the Library.
- B. Are irrevocable and do not impose undue financial burdens on the Library including upon Library staff, attempt to dictate library policy, or would cost more to administer than the value of the gift.
- C. Are not subject to conditions or restrictions, unless expressly approved in advance by the Trustees. All donations are considered unrestricted by default, but donors are encouraged to contact the Library before making a restricted gift to ensure their intentions can be clearly understood and appropriately honored. The Library and donor will discuss any proposed conditions to ensure they are acceptable to all parties before the donation is accepted or declined.
- D. Permit the Library to apply the gift to a related purpose if the designated purpose becomes impractical or unnecessary. A good faith effort will be made to communicate to the donor any changes made to the designated purpose of a gift.

## III. Types of Gifts

The following represent common vehicles for giving. The Library does not provide tax, legal, or financial advice to donors or valuations for donated items. Donors should obtain independent professional advice and appraisals as needed. Additional gift options will be considered by the Trustees as needed.

- A. Cash Gifts - Cash gifts are accepted via cash, check, money order, or electronic transfer.
- B. Securities and Investments - Publicly-traded securities are accepted as gifts and will be valued at market value on the date of transfer. Securities will generally be sold promptly upon receipt.
- C. Tangible Property - The Library may accept donations of books, materials, equipment, artwork, and other tangible property with the understanding that donated materials may or may not be added to the library's collection. Materials not

added to the collection may be given to the Library Book Sale, donated to other organizations, or disposed of by other means. The Library reserves the right to retain or dispose of any accepted materials as deemed appropriate.

- D. Real Property - Gifts of real estate may be considered with Board approval and may require evaluation, including but not limited to, environmental assessment and title review, at donor's expense.
- E. In-Kind Donation - An in-kind donation, also called gift in-kind, refers to the provision of goods or services to an organization, such as office equipment, computers and software or administrative and financial support. These donations generally fall into one of three categories: direct payment by a donor of bill owed by the organization to a third party, donations of goods, or donations of services. The donor is responsible for valuing the in-kind donation. In-kind gifts may be counted toward fundraising goals, but may not be used as a vehicle for pledge payments.
- F. Bequests - A bequest is a gift left to a nonprofit organization through a donor's will, trust, or estate plan. Newly established bequests to the Library will be counted toward fundraising goals and recognized at full value if the donor is at least 80 years of age. Intended bequests from donors less than 80 years of age will be recognized for the gift valued according to the donor's actuarial life expectancy.
- G. Cryptocurrency - Acceptance of cryptocurrency donated to the Library will be at the discretion of the Trustees. Cryptocurrency will generally be sold on the next business day or the next day an exchange is open. Such gifts will be valued at the market value on the date of the sale.

#### **IV. Pledges**

Pledges require a written donor agreement before pledge recognition. Pledges must be paid in full within five (5) years. ~~If a pledge is not fulfilled within the agreed timeframe, the Trustees may determine appropriate action.~~ The Library reserves the right to revise or reverse recognition if the pledge is not fulfilled as to the agreed-upon schedule.

#### **V. Endowments and Memorial Gifts**

- A. Endowments - The minimum amount required to establish an endowed fund is \$100,000. If funding is not completed within five (5) years, or if the endowment falls below \$10,000, the fund may become part of a general endowment. Preauthorized endowments and naming opportunities are identified on an ongoing basis and maintained by the Library Director.

- B. Memorial Funds - Memorial Funds are the summation of several gifts from individuals that are designated for a collective memorial. Gifts received in memory of an individual will be designated as unrestricted and placed in a collective fund unless specified for a restricted purpose.

**VI. Gift Acknowledgment and Stewardship**

- A. The Library provides written acknowledgment for all gifts as required by law and complies with all applicable tax laws and reporting requirements. Donations may be tax deductible.
- B. All non-cash gifts will be acknowledged by description without valuation.
- C. Gift records will be kept confidential to the extent permitted by law. Anonymous gifts are respected.

**Revision History**

<b>May 1996</b>	Policy Created
<b>June 2007</b>	Policy Updated
<b>December 15, 2016</b>	<p>Policy reviewed and reformatted to policy standard format.</p> <p>Policy renamed to Gifts and Donations Policy</p> <p>Introductory paragraph modified to include “Mukwonago Community”.</p> <p>Paragraph 8 modified to include “or her/his designee”.</p> <p>Donations changed to Gifts and Donations in procedure.</p> <p>Gifts and Donations Form address updated to current address.</p> <p>Small formatting changes made to Gifts and Donations Form.</p> <p>Gifts and Donations form name and references standardized throughout document.</p>
<b>January 19, 2017</b>	Modified Paragraph 8 to add discretionary spending amount and reporting requirement.
<b>December 21, 2017</b>	<p>Renamed policy to “Donation of Materials” Policy</p> <p>Moved Paragraph 3 to Naming Rights &amp; Commemorations Policy</p>

**Deleted: Materials Approved**

**Deleted:**  
 Mukwonago the following  
 ¶  
 ¶  
 Any donation must meet materials.  
 ¶  
 Books and that the Library whatever  
 ¶  
 Personal museum of consideration precedents Library Board  
 ¶  
 The library not outright  
 ¶  
 Gifts of material explicit un to the library  
 ¶  
 Materials Library Board  
 ¶  
 When the memorial the Library Director n on a single Such spent financial n from this Board app request, b needs. ¶  
 ¶  
 The library tax purpose responsibility the library items. In materials, at the time

January 17, 2019

Change languages under Section #7 to “The Library Director may spend up to \$2,000 of donated funds monthly on a single item purchase without prior Board approval. Such spending shall be reported as part of the monthly financial report to the Board. Spending in excess of \$2,000 from this account on a single item purchase requires prior Board approval.”

DRAFT

Deleted:

¶ Donors m  
 “Gifts and  
 ¶ Donations  
 or dispose  
 ¶  
 As a token  
 support, a  
 gift or don  
 acknowled  
 many don  
 materials  
 ¶  
 Mukwona  
 511 Divisi  
 Mukwona  
 ¶  
 ¶  
 Gifts and  
 ¶  
 The Mukw  
 your dona  
 support. Y  
 general us  
 library. ¶  
 ¶  
 The library  
 gift and it  
 ¶  
 ¶  
 Donor  
 Name: \_\_\_\_\_  
 ¶  
 Signature: \_\_\_\_\_  
 ¶  
 Address: \_\_\_\_\_  
 ¶  
 \_\_\_\_\_  
 ¶  
 Date: \_\_\_\_\_  
 ¶  
 Gift Plate  
 NO \_\_\_\_\_  
 ¶  
 Date ackn  
 \_\_\_\_\_  
 ¶  
 Remarks



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

<b>Holidays 2026</b>		
<b>Holiday</b>	<b>Date</b>	<b>Day of the week</b>
New Years Day	1/1/2026	Thursday
Staff Development	1/16/2026	Friday
Easter	4/5/2026	Sunday
Staff Development	5/1/2026	Friday
Memorial Day	5/25/2025	Monday
Fourth of July*	7/3/2025	Friday
Fourth of July	7/4/2025	Saturday
Staff Development	8/14/2026	Friday
Labor Day	9/7/2026	Monday
Staff Development	10/30/2026	Friday
Thanksgiving	11/26/2026	Thursday
Christmas Eve	12/24/2026	Thursday
Christmas Day	12/25/2026	Friday
New Years Eve	12/31/2026	Thursday
New Years Day	1/1/2027	Friday

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

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

# MCL AFTER DARK

## Proposal for Adult After Hours Programs in 2026

### OVERVIEW:

We propose establishing "MCL After Dark," a quarterly after-hours program series for adults, including murder mystery parties and themed social events. Four programs per year would provide consistent engagement opportunities while remaining manageable for staff planning and execution.

### COMMUNITY NEED & STRATEGIC ALIGNMENT

Through program assessment and patron feedback, we have identified strong demand for adult community connection programs. As a community center, the library helps residents build relationships and strengthen social ties. "MCL After Dark" would serve patrons outside regular hours while aligning with our strategic plan's focus on expanding engaging adult programming.

### PROPOSED DATES AND PROGRAMS:

Quarterly on the 3<sup>rd</sup> Saturday of the month from 6-8:30 pm

- February 21: Nostalgia Night
- May 16: Mukwonago Book Festival Preparty
- August 15: Murder Mystery Party
- November 14: Murder Mystery Party

### PROGRAMMING TEAM:

Lindsey Austin  
Adult Services Librarian

Emily Ceithamer  
Associate Director of  
Collections and Programs

2026 Library Board Meeting Dates		
January	1/8/2026	@ 6:00 pm
February	2/12/2026	@ 6:00 pm
March	3/12/2026	@ 6:00 pm
April	4/9/2026	@ 6:00 pm
May	5/14/2026	@ 6:00 pm
June	6/11/2026	@ 6:00 pm
July	7/9/2026	@ 6:00 pm
August	8/13/2026	@ 6:00 pm
September	9/10/2026	@ 6:00 pm
October	10/8/2026	@ 6:00 pm
November	11/12/2026	@ 6:00 pm
December	12/10/2026	@ 6:00 pm

2026 Committee Meeting Dates	
Building & Grounds Committee	Thursday, February 19, 2026 @ 6:00pm Thursday, May 21, 2026 @ 6:00pm Thursday, November 19, 2026 @ 6:00pm
Finance Committee	Tuesday, July 21, 2026 @ 6:00pm Tuesday, August 18, 2026 @ 6:00pm Tuesday, September 15, 2026 @ 6:00pm
Grutzmacher Collection Committee	Thursday, April 16, 2026 @ 6:00pm Thursday, August 20, 2026 @ 6:00pm
Personnel Committee	Thursday, January 15, 2025 @ 6:00pm Thursday, July 16, 2026 @ 6:00pm
Policy Committee	Tuesday, March 17, 2026 @ 6:00pm Tuesday, June 16, 2026 @ 6:00pm Tuesday, October 20, 2026 @ 6:00pm

Tentative Committee Schedule												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Building & Grounds Committee		3rd Thur. @6:00pm			3rd Thur. @6:00pm						3rd Thur. @6:00pm	
Finance Committee							3rd Tues. @6:00pm	3rd Tues. @6:00pm	3rd Tues. @6:00pm			
Grutzmacher Collection Committee				3rd Thur @6:00pm				3rd Thur @6:00pm				
Personnel Committee	3rd Thur @6:00pm						3rd Thur @6:00pm					
Policy Committee			3rd Tues. @6:00pm			3rd Tues. @6:00pm				3rd Tues. @6:00pm		

NOTE: The Committee schedule is for internal use only and is intended to provide structure for the Library Board members and Library Director when scheduling for the year. These dates are tentatively scheduled for 2026. If a Committee needs to meet more/less frequently or needs to reschedule a date, it has full authority to make that decision. At the end of each meeting, the Committee will consider the next tentatively scheduled date and take action according to their needs.