



LIBRARY BOARD OF TRUSTEES MEETING

Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
OR via Zoom
March 12, 2026 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 February 12, 2026

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 March 2026

6. Committee & Community Reports

6.1 Village Board Representative Report

6.2 Friends of the Library Report

6.3 Building & Grounds Committee - last met February 26, 2026; next meets
Thursday, May 21, 2026 @ 6:00pm

6.4 Finance Committee - next meets Tuesday, July 21, 2026 @ 6:00pm

6.5 Grutzmacher Collection Committee - next meets Thursday, April 16, 2026 @
6:00pm

- 6.6 Personnel Committee - next meets Thursday, July 16, 2026 @ 6:00pm
- 6.7 Policy Committee - next meets Tuesday, March 24, 2026 @ 6:00pm
- 6.8 Ad Hoc Capital Campaign Committee - last met March 5, 2026; next meets April 15, 2026 @ 7:00pm

7. Library Director Report

- 7.1 Library Director Report - March 2026: Reflections on February

8. Discussion/Action Items

- 8.1 Website Presentation - Director Armour and Marketing & Outreach Specialist Plitzner will provide a brief presentation reporting on the development and successful launch of the new website.
- 8.2 Capital Campaign - Discussion and possible action on the progress of the capital campaign.
- 8.3 Donor Recognition - Discussion and possible action on preliminary designs for donor wall and naming rights signage.
- 8.4 Little Free Library Memorandum of Understanding Review - Discussion and possible action on renewing the annual Memorandum of Understanding with Girl Scout Troop 20210 regarding the Little Free Library.

9. Referral Items

10. Confirm Next Meeting Date

The next regular Library Board meeting is scheduled for Thursday, April 9, 2026, at 6:00pm.

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, February 12, 2026

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:01 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
E. Pautz
S. Perkins
H. Pringle
C. Stienstra

Via Zoom

K. Sperstad
L. Spielman

Excused

A. Cooper
M. Oberwise-Lacock
J. Werner
D. Whalen

Also Present

A. Armour, Library Director
E. Ceithamer

Approval of Minutes

E. Brill/S. Perkins motioned to approve the minutes from the Board of Trustees meeting on January 8, 2026. Unanimously carried.

Comments from the Public

None.

Audit and Approval of Monthly Expenditures

C. Stienstra/E. Brill motioned to approve the monthly expenditures for year-end 2025 and February 2026. 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 the Village Board is approving roughly 40 events going on around the Village this year. Indianhead Park will have an additional 20 events from May to September. Two more emergency weather sirens will be added within the Village, A hotel study that was conducted showing a need for additional rooms and the Village Board will be discussing next steps. The CSM (Certified Survey Map) for the Library's lots consolidation was approved at the Village Plan Commission meeting and will be presented at Village Board meeting next Wednesday; A. Armour explained that Ron Bittner, head of DPW, was instrumental in realizing that this should take place prior to the renovation as it could potentially affect the grant application. The Kiwanis have closed on the park property at NN & Hwy 83 and generously donated to the Village the funds necessary to recreate the Mukwonago Barn that will be located at Indianhead Park.

Friends of the Library Report - A. Armour shared on behalf of M. Isley the acting President of Mukwonago's Friends of the Library. The totals for the Kendra Scott sales at Midnight Magic during the Cookie Sale were shared, it was also highlighted that the East Troy House non-profit BINGO fundraiser (January 27 & 29) generously chose the Friends as their beneficiary, and lastly there was an anonymous donation of \$1,000 given from the National Philanthropic Trust. The Native Plant Sale is officially underway as of February 1 and thus far they have sold 116 plants; the sale will wrap up March 21. Pi Day will take place on Saturday March 14 in the Community Room.

Building & Grounds Committee - next meets Thursday, February 26, 2026 at 6:00pm

Finance Committee - next meets Tuesday, July 21, 2026 at 6:00pm

Grutzmacher Collection Committee - next meets Thursday, April 16, 2026 at 6:00pm

Personnel Committee - next meets Thursday, July 16, 2026 at 6:00pm

Policy Committee - next meets Tuesday March 17, 2026 at 6:00pm

Ad Hoc Capital Campaign Committee - last met January 29, 2026; next meets March 5, 2026 at 7:00pm

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

A. Armour shared information about the interview process for the Associate Director of Circulation and Customer Experience position. She thanked the Board for providing the framework to stay competitive for prospective candidates; MCL is currently at or above the market rate for librarians' salaries that combined with the Village choosing to stay with the state insurance plan has allowed for a good package to present.

A. Armour also shared an update on the Library Director goals. She highlighted that she recently took a certification course in nonprofit fundraising. This certification will aid in not only the capital campaign but also navigating the donor stewardship phase.

Discussion/Action Items

Strategic Plan 2023-2025 Wrap Up

Director Armour and Associate Director Ceithamer provided a brief presentation recapping the work done in the last strategic plan.

Proposed Library Standards for the Waukesha County Library Services Plan 2027-2031

Discussion and possible action on approving the proposed Minimums to Exempt and Quality Assurance Standards as proposed in the draft Waukesha County Library Services Plan 2027-2031

A. Armour explained that the Waukesha County Library Services Plan is re-examined every five years, according to state statute, and the Waukesha County has, for several decades, opted to include standards which must be approved by the majority of library boards in Waukesha County to be adopted. Further discussion centered around the Minimums to Exempt and Quality Assurance Standards that are being proposed by the plan.

E. Brill/C. Stienstra motioned to approve the proposed Minimums to Exempt and Quality Assurance Standards as proposed in the draft Waukesha County Library Services Plan 2027-2031 and have Director Armour and President Pringle sign by February 25, 2026. Unanimously carried.

Capital Campaign

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

A. Armour stated that at this time there is nothing new to note other than the architects have been contacted regarding the donor wall and possible input from them regarding the phasing and timeline of that design if completed by their firm.

Naming Rights Duration

Discussion and possible action on approving a duration for naming rights for areas in the upcoming renovation.

A. Armour presented information obtained from other libraries as well as Library Strategies regarding duration of naming areas around the library. Further discussion centered around what would be best for MCL as well as what is an industry standard. It was also noted that the naming rights duration should all commence at the same time; it was recommended to have the ribbon cutting after both phases are complete of the renovation be that start date.

E. Pautz/S. Perkins motioned to approve setting the naming rights duration at 20 years to begin at the completed renovation ribbon cutting. Unanimously carried.

Grutzmacher Collection Display Development Proposal

Discussion and possible action on the proposal from Driftless Pathways to develop the design for a permanent Grutzmacher Collection display in the Library.

H. Pringle noted that this proposal came from the November Grutzmacher Collection Committee meeting. It was then asked of D. Benden to submit a proposal for her onsite visit and design development. Further discussion centered around the display.

E. Brill/C. Stienstra motioned to approve the proposal from Driftless Pathways for showcasing the Grutzmacher Collection to not exceed \$3,200 with monies to come from the WCCF Library Endowment Fund. Unanimously carried.

2025 Annual Report

Discussion and possible action on approving the 2025 Annual Report.

H. Pringle noted that this document is a requirement each year and must be submitted to the state by the end of February. It was sent recently as there is a short turn around as the Village, Library, and Bridges close out the prior year and final numbers are available. Mukwonago Community Library does comply with all the categories on the annual report.

E. Brill/C. Stienstra motioned to approve the 2025 Annual Report and authorize Director Armour and President Pringle to sign and submit the report. Unanimously carried.

2025 Annual Report Statement Concerning the Public Library System Effectiveness

Discussion and possible action on approving the statement of effectiveness concerning the Bridges Library System's ability to meet the needs of the library.

H. Pringle noted that this is regarding Bridges services and if we are getting proper support from the Bridges Library System.

E. Brill/S. Perkins motioned to approve the statement of effectiveness concerning the Bridges Library System's ability to meet the needs of the library. Unanimously carried.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on Thursday, March 12, 2026 at 6:00pm

Adjournment

E. Brill/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:19 pm.

Mukwonago Community Library Executive Summary 2026

As of 3/12/2026

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	785,456.00	100,085.96	685,370.04	12.7%
5112 - Social Security	60,990.00	8,265.39	52,724.61	13.6%
5152 - Retirement	41,274.00	5,961.53	35,312.47	14.4%
5152-10 Deferred Comp. ICMA	10,616.00	3,163.21	7,452.79	29.8%
5154 - Health	39,599.00	10,090.88	29,508.12	25.5%
5158- OPEB Payout	-	0.00		
5159 - Other Fringe Benefits	3,127.00	945.94	2,181.06	30.3%
5219 - Professional Services	5,000.00	115.03	4,884.97	2.3%
5220 - Contractual Services	35,500.00	7,387.41	28,112.59	20.8%
5221 - Water & Sewer	3,100.00	0.00	3,100.00	0.0%
5222 - Electric	35,000.00	5,208.71	29,791.29	14.9%
5224 - Gas	12,500.00	3,438.36	9,061.64	27.5%
5225 - Telephone	6,850.00	1,150.70	5,699.30	16.8%
5226 - Insurance	17,000.00	1,963.09	15,036.91	11.5%
5310 - Outside Services	17,500.00	2,907.22	14,592.78	16.6%
5311 - Operational Supplies	12,000.00	1,434.43	10,565.57	12.0%
5312 - Printing	2,000.00	121.59	1,878.41	6.1%
5314 - MetaSpace 511 Equip & Fixtures	2,000.00	0.00	2,000.00	0.0%
5315 - Postage	1,200.00	380.28	819.72	31.7%
5316 - Collection Maintenance & Repair	7,500.00	1,224.18	6,275.82	16.3%
5317 - MetaSpace Maintenance	9,000.00	1,629.72	7,370.28	18.1%
5318 - Thingery Maintenance	6,000.00	1,056.05	4,943.95	17.6%
5326 - Periodicals	1,000.00	834.83	165.17	83.5%
5327 - Newspapers	2,000.00	1,068.36	931.64	53.4%
5328 - Books	85,000.00	14,233.61	70,766.39	16.7%
5329 - AV Materials	9,000.00	610.24	8,389.76	6.8%
5330- Thingery Collection	6,000.00	641.29	5,358.71	10.7%
5331 - Programming	15,000.00	2,158.34	12,841.66	14.4%
5332 - Mileage	1,000.00	0.00	1,000.00	0.0%
5333 - Outreach	6,000.00	1,327.55	4,672.45	22.1%
5335 - Training & Travel	8,000.00	3,341.71	4,658.29	41.8%
5340 - Electronic Tools & Services	16,000.00	5,002.03	10,997.97	31.3%
5341 - Cafe	26,830.00	0.00	26,830.00	0.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	1,282.00	0.00	1,282.00	0.0%
5349 - Digital Collections	9,502.00	0.00	9,502.00	0.0%
5395 - Repairs & Maintenance	15,000.00	347.00	14,653.00	2.3%
5399 - Other	500.00	0.00	500.00	0.0%
5810 - Furniture & Fixtures	2,500.00	0.00	2,500.00	0.0%
581100 - Equipment<\$5,000	5,000.00	0.00	5,000.00	0.0%
511105 - Equipment >\$5,000	-	0.00	0.00	
TOTAL Budget Accounts	1,324,026.00	186,094.64	1,137,931.36	14.1%

Donation Accounts	Beginning Balance	Donation Revenue	Donation Expense	Balance
Designated WCCF	(61,549.81)	68,277.94	16,980.00	(10,251.87)
Designated Other	19,200.00	13,145.00	4,058.66	28,286.34
Donation General	33,192.93	95.82	246.01	33,042.74
Donation SLP	-	5,500.00	976.46	4,523.54
TOTAL Donation Accounts	(9,156.88)	87,018.76	22,261.13	55,600.75

Beginning balances will be verified once 2025 financials are closed out at the Village

Mukwonago Community Library				
REVENUE 2026				
Department Name	2026 Budget	February 2026		
Property tax	602,180	471,205	78%	
Inter Gov Revenue	699,846	1,621	0%	
Copies & Faxes	5,500	1171	21%	
Material Replacement	1,000	295	30%	
Book Sale Revenue	3,500	1,400	40%	
Fines	0	431		
Misc. Revenue	0	426		
Interest Revenue	12,000	1,573	13%	
Total Revenue	1,324,026	478,122	36.1%	

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

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
March 12, 2026

Account	Vendor	Description	Amount
5219 Professional Services	Baker Tilly Village Charge	Audit costs	115.03
5220 Contracted Services	Great America Financial	4/10/26-5/9/226	460.74
5220 Contracted Services	Taylor Computer Services	2/1/26-1/31/27 Annual Services	660.00
5222 Electric	We Energies	1/26/26-2/23/26	2517.90
5224 Gas	WE Energies	1/26/26-2/22/26	1982.05
5225 Telephone	Spectrum Business/ Charter Com	1/28/26-2/27/26	152.05
5225 Telephone	Vonage- Village Charge	2/11/26-3/10/26	423.30
5310 Outside Services	AlSCO	Mats & Dusters/ February	119.98
5310 Outside Services	America Aquaria	fish tank maintenance 2/24/26	85.00
5310 Outside Services	Credit Card Monthly Fee	2/1/26-2/28/26 Elavon	78.54
5310 Outside Services	Credit Card Processing Fees	2/6/26-2/13/26	5.61
5310 Outside Services	Credit Card Monthly Fee	2/13/26-2/20/26	9.95
5310 Outside Services	Credit Card Processing Fees	2/13/26-2/20/26	5.58
5310 Outside Services	Credit Card Processing Fees	2/20/26-2/27/26	2.12
5310 Outside Services	Credit Card Processing Fees	2/27/26-3/6/26	2.59
5310 Outside Services	Klassy Kleaners	Weekend cleaning	960.00
5310 Outside Services	Unique Management	Placements	39.40
5311 Operational Supplies	Amazon Business	General supplies	55.95
5311 Operational Supplies	Complete Office	Cleaning Supplies	350.66
5311 Operational Supplies	Office Pro- Village Charge	Copy paper	22.22
5311 Operational Supplies	Walmart- Village Credit Card	Envelopes	17.14
5311 Operational Supplies	Walmart- Village Credit Card	Cups & vacuum parts	81.18
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning Supplies	39.71
5311 Operational Supplies	Walmart- Village Credit Card	Office & Cleaning supplies	64.65
5312 Printing	Gordon Flesh- Village Charge	Lease 2/20/26-3/19/26	18.48
5312 Printing	James Imaging- Village Charge	1/15/26-2/14/26	40.09
5312 Printing	James Imaging- Village Charge	2/15/26-3/14/26	44.54
5315 Postage	Quadient Leasing- Village Charge	12/8/25-3/7/26	66.96
5315 Postage	Village Charge	Postage Used January	28.12
5315 Postage	Village Charge	Postage Used February	207.20
5316 Collection Maintenance & F	Amazon Business	Collection supplies	268.20
5316 Collection Maintenance & F	Demco	Labels & tape	187.74
5317 MetaSpace Maintenance	Amazon Business	Supplies refund	-31.98
5318 Thingery Maintenance	Netflix- Village Credit Card	3/1/26-3/31/26	24.99
5327 Newspapers	Milwaukee Journal Sentinel	4/1/26-3/31/27	437.04
5327 Newspapers	Wall Street Journal	1st Quarter subscription	230.97
5328-5700 Books	Amazon Business	Books	99.28
5328-5700 Books	Ingram	Books	271.77
5328-5700 Books	Ingram	Books/ Credit	-11.39
5328-5700 Books	Ingram	Books	630.44
5328-5700 Books	Ingram	Books	465.41
5328-5700 Books	Ingram	Books	424.00
5328-5700 Books	Ingram	Books	18.95
5328-5700 Books	Ingram	Books	316.28
5328-5700 Books	Ingram	Books	484.67
5328-5700 Books	Ingram	Books	719.27
5328-5700 Books	Ingram	Books	423.33
5328-5700 Books	Ingram	Books	66.75
5328-5700 Books	Ingram	Books	223.56
5328-5700 Books	Ingram	Books	270.94
5328-5700 Books	Ingram	Books	408.50
5328-5700 Books	Ingram	Books	43.89

5328-5700 Books	Ingram	Books	19.50
5328-5700 Books	Ingram	Books	195.05
5328-5700 Books	Ingram	Books	555.28
5328-5700 Books	Ingram	Book Credit	-15.94
5328-5700 Books	Ingram	Books	980.17
5328-5700 Books	Ingram	Books	212.30
5329-5700 AV Material	Midwest Tape	DVDs	256.45
5329-5700 AV Material	Midwest Tape	DVDs	306.56
5331 Programming	Amazon Business	Program supplies	28.29
5331 Programming	Amazon Business	Program supplies YS	203.57
5331 Programming	Amazon Business	Program supplies	38.91
5331 Programming	Hobby Lobby- Village Credit Card	Yarn for Program	99.80
5331 Programming	Mischief & Magic	Downpayment on August program	100.00
5331 Programming	Walmart- Village Credit Card	Adult Program supplies	18.12
5331 Programming	Walmart- Village Credit Card	Adult Program supplies	187.80
5331 Programming	Walmart- Village Credit Card	After hours Program supplies	31.98
5333 Outreach	Best Of Signs- Village Credit Card	Yard signs	408.90
5333 Outreach	Thomas Press	Rack Cards & Book Festival poster:	105.90
5335 Training & Travel	American Library Association- Vill	Terry Buchmann Online class	139.00
5335 Training & Travel	Hotels.com- Village Credit Card	Conference 3/31/26-4/3/26	462.24
5335 Training & Travel	Metro Market- Village Credit Card	Meet & Greet AD Candidates	66.64
5335 Training & Travel	PLA Conference	Registration Fee/ PLA Conference/	70.00
5335 Training & Travel	PLA Conference	Registration Fee/ PLA Conference/	743.00
5340 Electronic tools & Services	Dropbox Inc. -Village Credit Card	01/29/26-01/29/27	119.88
5340 Electronic tools & Services	Smiota	Annual Support 1/1/26-12/31/26	1632.00
5340 Electronic tools & Services	UKG- Village Charge	January Payroll Processing	387.09
5395 Repairs	Rinderle Door Co	Adjust front doors	347.00

TOTAL REGULAR ACCOUNTS

\$22,328.84

5806 Donation Designated Other	Imprint	Book Festival T-Shirts PD by Friend	738.17
5806 Donation Designated Other	Amazon Business	Program supplies PD by Lions Club	58.72
5806 Donation Designated Other	Dollar Tree- Village Credit Card	Bingo Prizes/ PD by Lions	27.25
5806 Donation Designated Other	Harley- Davidson Museum- Village	Explore Pass/ PD by Friends	500.00
5806 Donation Designated Other	Museum Of Wisconsin Art (MOW)	Explore Pass/ PD by Friends	50.00
5806 Donation Designated Other	Penworthy Company	Kits/ PD by donor	179.99
5806 Donation Designated Other	Thomas Press	Book Festival Bookmarks	41.90
5806 Donation Designated Other	Walgreens- Village Credit Card	Program supplies/ PD by Mukwona	126.91
5806 Donation Designated Other	Waukesha County Historical Soci	Explore Pass/PD by Friends	150.00
5806 Donation Designated WCC	Bernstein & Associates	NAGPRA Consult	240.00
5806 Donation Designated WCC	Library Market	Library Website	9500.00
5806 Donation Designated WCC	Library Strategies	Campaign Consulting Fee January	3500.00
5806 Donation Designated WCC	Library Strategies	Campaign Consulting Fee February	3500.00
5806 Donation SLP	All Star Rentals	SLP Obstacle Course & Canopy	802.20
5806 Donation SLP	IRead- Village Credit Card	Promotions & Prizes for SLP	174.26

Total Donation Expenses 19,589.40

Director

Treasurer

To Be Reimbursed 19,589.40

Regular Donation Expenses 0.00

Secretary

Total Expenses \$41,918.24

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S BUILDING AND GROUNDS COMMITTEE**
Thursday, February 26, 2026

Time: **6:00 pm**

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

1. Call to Order

Chairperson E. Brill called the meeting to order at 6:01 p.m.

2. Roll Call and Introduction of Guests

Board Members Present

E. Brill
H. Pringle
L. Spielman

Via Zoom

E. Pautz

Also Present

A. Armour, Library Director

3. Approval of Minutes

H. Pringle/L. Spielman motioned to approve the Building & Grounds Committee Meeting Minutes from November 17, 2025. Unanimously carried.

4. Discussion/Action Items

Facility Updates

Director Armour provided facility updates on several topics. Beginning in March, the Library will transition to the Village's cleaning company for weekend cleaning. The Village has rescheduled the water tower rehabilitation project to 2027; as a result, the Library will temporarily lose its Village intranet failover connection but will retain its fiber optic connection. The PA system has been intermittently malfunctioning; the Village IT contractor submitted a quote for replacement equipment, but the Committee opted to explore other options first.

Capital Plan

Discussion and possible action on the Capital Plan.
No updates and no action was taken.

Renovation Plans

Discussion and possible action on the design development of the renovation plans.

The Committee discussed construction timelines. Discussion included the Village's debt cycle, the bidding process duration, the architect-provided timeline from September, the impact on natural library cycles, and the need to balance proactive staff planning (as the Library will remain open during construction) with fiscal responsibility, given that fundraising is still in early stages.

The Committee agreed on a tentative timeline: begin the construction document process in September or October 2026, go out to bid in early January 2027, and begin construction in early summer 2027. E. Brill will consult with the Village on the debt process and gather additional timeline information prior to the May Committee meeting.

Capital Campaign Donor Recognition

Discussion and possible action on donor recognition signage.

The Committee discussed the need to develop donor recognition signage, as some donors have already requested this information. Discussion included aligning all signage with the renovation design, ensuring the donor wall is adaptable over time, incorporating digital elements, and maintaining tasteful and cohesive naming rights recognition throughout the Library. Regarding timeline, the architects would address signage during the construction document phase in early fall; in the interim, the Committee could engage a signage company to develop rough drafts to later refine with the architects.

The Committee directed Director Armour to contact local signage companies to request rough drafts of a donor wall and naming rights signage for the Board to consider at the March 12 meeting, at which time the Board will determine which company to move forward with.

Hose Bib Leaks

Discussion and possible action on the leaking hose bibs.

Director Armour reported two leaking hose bibs on the east side of the building, each causing significant efflorescence on the bricks, with one also causing basement leakage. The cause may be as minor as the bibs needing rebuilding, or may require opening the staff breakroom wall to address a leaking pipe. Repairs will be scheduled once weather permits. The Committee directed Director Armour to work with the plumbers to complete necessary repairs.

JACE End-of-Life

Discussion and possible action on the JACE 8100 end-of-life notification.

The Committee resumed discussion on this item, referred from the previous meeting. Director Armour shared findings from her and Business Manager Cathryn Kim's prior consultation with the IKM-Emcor technician: the JACE unit remains in satisfactory condition, but upgrading the Delta controllers on each HVAC component (air handlers, VAVs, and boilers) is a priority in order to eliminate the translation required between the two programming systems, the need for a specialty PC for the

technician, and specially trained technicians. These controller replacements are already included in the renovation project's design development documents.

The Committee decided to take no action on replacing the JACE at this time, and will ensure the controller upgrades are clearly addressed during the construction document phase of the renovation.

South Rain Garden

Discussion and possible action on design of rain garden in south stormwater retention pond for implementation in 2027.

The Committee approved Director Armour's proposal to install a story walk and "exploration station" in the rain garden, and authorized her to coordinate installation with the Village's Director of Public Works.

5. Referral Items – none

6. **Confirm Next Meeting Date** – The next Building and Grounds Committee meeting is scheduled for Thursday, May 21, 2026 @ 6:00pm.

7. Adjourn

H. Pringle/E. Pautz motioned to adjourn. Unanimously carried. Chairperson Brill adjourned the meeting at 7:33 pm.

Minutes submitted by Abby Armour

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S AD HOC CAPITAL CAMPAIGN COMMITTEE**
Thursday, March 5, 2026

Time: **7:00 pm**

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

1. Call to Order

Chairperson K. Johnson called the meeting to order at 7:00pm.

2. Roll Call and Introduction of Guests

Committee Members Present

Kay Johnson, Chairperson
Abby Armour, Library Director
Jill Adler
Patrick Diedrich
Joanne Himebauch
Erin Klumb-Diedrich
Nikki Verheyden

Excused

Katie Baker
Julie Felicilda
Ashely Flatland

Also Present

Eliza Pautz, Library Board Trustee
Karen Rose, Library Strategies (via Zoom)

3. Approval of Minutes

J. Adler/J. Himebauch motioned to approve the minutes from January 29, 2026 as presented. Unanimously carried.

4. Discussion/Action Items

Capital Campaign

Committee members shared updates on their donor conversations. J. Himebauch announced a personal donation of \$35,000 to the campaign, designating the Automated Materials Handler (AMH) window for naming recognition in honor of her family. Karen Rose of Library Strategies spoke to the importance of Committee members making first gifts and provided guidance on handling anonymous donations. The Committee discussed strategy for approaching major donors.

5. Referral Items – none

6. Confirm Next Meeting Date – Wednesday, April 15, 2026 at 7:00pm in person at the Mukwonago Community Library and via Zoom.

7. Adjourn

Chairperson K. Johnson adjourned the meeting at 7:54pm.

Minutes submitted by Abby Armour

DRAFT

THE DIRECTOR'S REPORT

MARCH 2026

MUKWONAGO COMMUNITY LIBRARY

reflections on February

*from the desk of
Abby Armour*

NEWS YOU CAN USE

Website Launch - On February 17, we launched our new website after more than 100 hours of staff investment, including weekly meetings with vendor Library Market from September through December. We built it from scratch, writing all content at the average American's reading level and eliminating library jargon—because a welcoming space isn't just physical. Response from patrons and staff has been enthusiastically positive.

Act 150 Committee Update - In February, only 8 of 16 Waukesha County library boards approved the Committee's drafted Minimums to Exempt Standards, requiring the Committee to reconvene and revise before the County Board can act in March.

Library Legislative Day - On February 10, Adult Services Librarian Lindsey Austin and I attended the Wisconsin Library Association's annual Library Legislative Day in Madison. This annual event connects librarians directly with state legislators to advocate for library funding and support, and is a great professional development opportunity for library staff.



STAFFING & OPERATIONS

Associate Director Hired - After a multi-stage search, I'm thrilled to announce we've selected our next Associate Director of Circulation and Customer Experience. Katelyn brings experience across multiple public libraries, direct NAGPRA experience, and strengths in data analysis and communications that fill real gaps on our team. Originally from the Midwest and relocating from Arizona, she starts in mid-April. We didn't hire to fill a vacancy quickly, we hired to find someone who will genuinely take us to the next level, and the staff and I are excited to have her start!

Cleaning Compnay Update - Business Manager Cathryn Kim coordinated with Village Hall and the Mukwonago Police Department to move our weekend cleaning to the company the Police Department has trusted for 17 years. By joining an existing municipal contract, we gain a proven vendor, shared leverage, and cost savings for taxpayers. The new company begins in March.

Lindsay Joins Village SPARK Committee - Adult Services Librarian Lindsey Austin has volunteered to join the Village's SPARK Committee, advising on workforce culture and organizational health. This is a meaningful growth opportunity for Lindsey and ensures the Library's voice is present in broader municipal conversations that are also targeted in our own strategic plan. Page 16 of 20

CIRCULATION & CUSTOMER EXPERIENCE TEAM

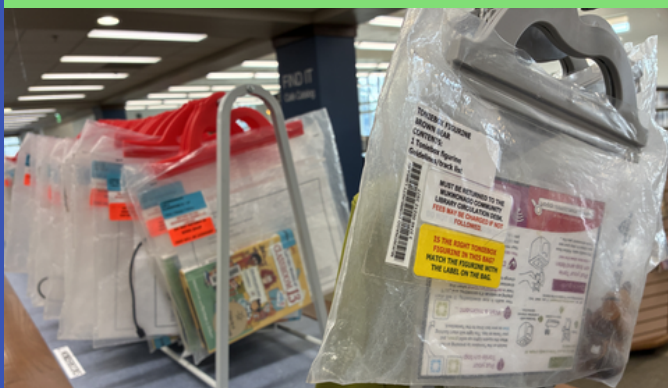
Thingery Customer Experience Audit -

Recognizing that checking out Thingery and Thingery Jr. items can be confusing for first-time users—particularly since the implementation of fine free on regular collections—I conducted a “customer journey” walkthrough with our Circulation, Materials, and Marketing Specialists who each brought their expertise to identify where the experience breaks down. The result is a concrete improvement plan, including updates to Thingery and Thingery Jr. displays, improved Explorer Pass packaging, and clearer browsing cues, all coming soon—before summer gets busy!



(Above) Our Explorer Pass display is informative but overwhelming, and consumes valuable shelf space.

(Below) Multiple stickers on similar-looking packaging creates confusion for patrons browsing the Thingery Jr.



COLLECTIONS & PROGRAMS TEAM

Simply Reports Training - Associate Director Emily Ceithamer led a Simply Reports “mini boot camp” in February, training Collections and Programs staff alongside our three Specialists on Polaris's reporting module. Simply Reports is how we pull circulation data, identify collection gaps, and make data-driven decisions. Several Specialists and Library Associates had never used it before. This internal training used our own data, led by our own expert, and the impact was immediate: it directly enabled the Thingery customer experience audit and is sharpening our collections work across the board.

Emily made a clear powerpoint presentation for staff to refer back to.

SIMPLY REPORTS HOMESCREEN



Programming Disruptions - February was a hard month for programs. With Nancy still on FMLA necessitating our Library Associates to pick up all MetaSpace programming and illness sweeping through staff and their families, we had to cancel several programs including two Bubble Boogie sessions, a program that regularly draws 60-plus attendees who reliably check out armloads of picture books afterward. Staff covered what they could and communicated cancellations quickly to the public. The cross-training we've built over the past two years absorbed a significant hit and held, it just can't fully account for when multiple trained people are sick at the same time.

THE DIRECTOR'S REPORT

Mukwonago Community Library
Mar. 2026 - Reflections on Feb.

BY THE NUMBERS: FEBRUARY 2026

46,151

Total 2026
physical + digital circulation
-1.7% compared to 2025



18,156

physical item circulation
in February
-4% compared to 2025

3,881

digital item circulation
in February
+2.6% compared to 2025



1,541

items circulated through the
smartlockers in February
-14.7% compared to 2025

453

community members
used our rooms
in February
-22% compared to 2025



672

new items ordered
in February

The Acquisitions module now counts on-order items, so numbers differ from previous years.

17,516

Total 2026
visits to the Library
-3% compared to 2025

103

new library cards
in February
+17% compared to 2025



938

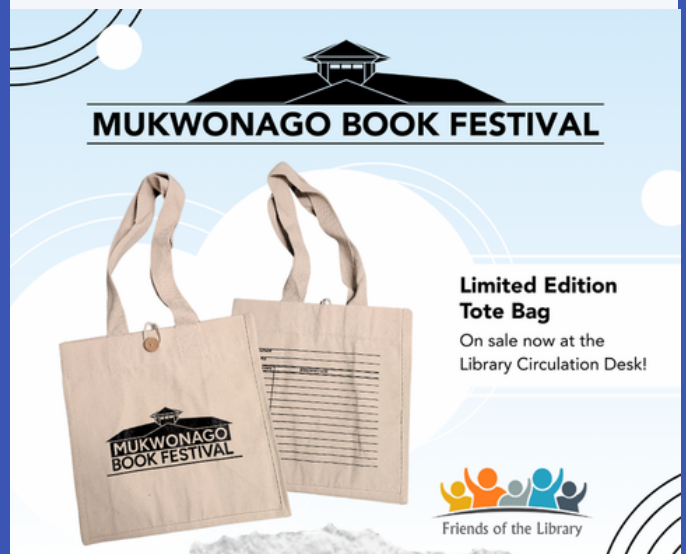
people attended
programs in February
-14% compared to 2025

BOOK FESTIVAL

Planning for the Mukwonago Book Festival continues smoothly! Marketing & Outreach Specialist Emma has designed all materials in-house, with weekly promotions introducing each of the 14 participating authors. Author Ron Rindo will join our Adult Bookworms book club via Zoom in May, as we'll be reading his book *Life, and Death, and Giants* the week before the festival, a wonderful way to build buzz.

On the logistics front, we have a rain plan in place, bookmarks doubling as pre-event marketing materials, and limited-edition posters for the first 100 attendees. Festival tote bags are on sale at the circulation desk for \$15 to benefit the Friends—22 already sold! The Rotary Club will sell alcohol as a service project, and the Village's Department of Public Works has arranged a tent and picnic benches for the festival.

Next steps for March include finalizing the author schedule and confirming food truck vendors. The groundwork we're laying this first year will make future festivals much smoother to execute.



THE DIRECTOR'S REPORT

Mukwonago Community Library
Mar. 2026 - Reflections on Feb.



ABBY ARMOUR
LIBRARY DIRECTOR

aarmour@mukwonagolibrgr.org
(262) 363-6411 ext. 4100

MEMORANDUM OF UNDERSTANDING

Between: Mukwonago Community Library
And: Girl Scout Troop 20210

PURPOSE

This Memorandum of Understanding (MOU) establishes the terms and understanding between the Mukwonago Community Library (hereinafter referred to as "the Library") and Girl Scout Troop 20210 (hereinafter referred to as "the Troop") regarding the installation and maintenance of a Little Free Library on Library property.

BACKGROUND

At their January 9, 2025, meeting, the Library Board approved the Troop's proposal to install and maintain a Little Free Library on Library property as part of their community service initiative. This partnership aims to promote literacy and community engagement while providing the Troop with an ongoing service project opportunity.

RESPONSIBILITIES

The Library agrees to:

- Provide designated space on Library property for the Little Free Library installation
- Support the initiative through appropriate promotion and community awareness
- Maintain the landscaping around the Little Free Library
- Maintain communication with current Troop leadership
- Schedule and participate in annual review meetings

The Troop agrees to:

- Install the Little Free Library in accordance with local regulations and safety standards
- Maintain the Little Free Library in good condition, including:
 - Regular cleaning and upkeep
 - Timely repairs when needed
 - Keeping the library stocked solely with books and other appropriate reading materials
- Provide updated contact information for Troop leadership
- Participate in annual review meetings
- Develop a transition plan as current scouts age out and new leaders take over

ANNUAL REVIEW

Both parties agree to meet annually to:

- Review the condition and success of the Little Free Library
- Update contact information for both organizations
- Discuss any necessary modifications to this agreement
- Address transition planning as needed

PROPERTY OWNER RIGHTS

The Library reserves the right to:

- Terminate or temporarily suspend this agreement at any time due to property needs, including but not limited to:
 - Building renovations or expansions
 - Landscaping modifications
 - Property maintenance requirements
 - Changes in property use or designation
- Request relocation of the Little Free Library to a different location on Library property
- Remove the Little Free Library with 30 days notice to the Troop, except in cases of emergency or immediate safety concerns

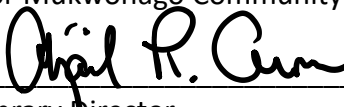
The Library will make reasonable efforts to provide advance notice of any changes that affect the Little Free Library and will work with the Troop to find alternative solutions when possible.

TERM AND TERMINATION

This MOU is effective upon the date of the last signature and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end one (1) year from the effective date of the MOU.


SIGNATURES


For Mukwonago Community Library:

	March 13, 2025
Library Director	Date

	March 13, 2025
Library Board President	Date

For Girl Scout Troop 20210:

	April 1, 2025
Troop Leader	Date

	April 1, 2025
Troop Leader	Date