



LIBRARY BOARD OF TRUSTEES MEETING

Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
AND via Zoom
May 14, 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 April 9, 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 May 2026

6. Committee & Community Reports

6.1 Village Board Representative Report

6.2 Friends of the Library Report

6.3 Building & Grounds Committee - next meets Thursday, May 21, 2026 @ 6:00pm

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

6.5 Grutzmacher Collection Committee - next meets Monday, July 20, 2026 @ 6:00pm

- 6.6 Personnel Committee - next meets Thursday, July 16, 2026 @ 6:00pm
- 6.7 Policy Committee - last met April 7, 2026; next meets Tuesday, June 16, 2026 @ 6:00pm
- 6.8 Ad Hoc Capital Campaign Committee - next meets Wednesday, May 13, 2026 @ 7:00pm

7. Library Director Report

- 7.1 Library Director Report - May 2026: Reflections on April

8. Discussion/Action Items

- 8.1 Library Strategies Capital Campaign Progress Report - Discussion and possible action on report of capital campaign progress from Karen Rose of Library Strategies.
- 8.2 Library Strategies Memorandum of Agreement - Discussion and possible action on retaining Library Strategies hourly for as-needed guidance on the capital campaign.
- 8.3 Bernstein & Associates Contract Addendum - Discussion and possible action on approving Addendum 5 to existing contract with Bernstein & Associates NAGPRA Consultants.

9. Closed Session

Closed session pursuant to Wis. Stats. § 19.85(1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) donor contribution negotiation

10. Reconvene into Open Session

11. Referral Items

12. Confirm Next Meeting Date

The next Library Board meeting is scheduled for June 11, 2026 @ 6:00 pm.

13. Adjournment

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

Mukwonago Community Library Executive Summary 2026

As of 5/14/2026

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	785,456.00	233,395.09	552,060.91	29.7%
5112 - Social Security	60,990.00	18,410.04	42,579.96	30.2%
5152 - Retirement	41,274.00	13,414.04	27,859.96	32.5%
5152-10 Deferred Comp. ICMA	10,616.00	4,911.31	5,704.69	46.3%
5154 - Health	39,599.00	18,467.69	21,131.31	46.6%
5158- OPEB Payout	-	0.00		
5159 - Other Fringe Benefits	3,127.00	1,363.06	1,763.94	43.6%
5219 - Professional Services	5,000.00	472.87	4,527.13	9.5%
5220 - Contractual Services	35,500.00	14,322.29	21,177.71	40.3%
5221 - Water & Sewer	3,100.00	832.87	2,267.13	26.9%
5222 - Electric	35,000.00	10,871.34	24,128.66	31.1%
5224 - Gas	12,500.00	5,061.86	7,438.14	40.5%
5225 - Telephone	6,850.00	2,879.75	3,970.25	42.0%
5226 - Insurance	17,000.00	3,789.51	13,210.49	22.3%
5310 - Outside Services	17,500.00	4,883.89	12,616.11	27.9%
5311 - Operational Supplies	12,000.00	3,965.07	8,034.93	33.0%
5312 - Printing	2,000.00	570.67	1,429.33	28.5%
5314 - MetaSpace 511 Equip & Fixtures	2,000.00	147.92	1,852.08	7.4%
5315 - Postage	1,200.00	648.32	551.68	54.0%
5316 - Collection Maintenance & Repair	7,500.00	3,219.08	4,280.92	42.9%
5317 - MetaSpace Maintenance	9,000.00	6,141.90	2,858.10	68.2%
5318 - Thingery Maintenance	6,000.00	2,239.21	3,760.79	37.3%
5326 - Periodicals	1,000.00	834.83	165.17	83.5%
5327 - Newspapers	2,000.00	1,299.33	700.67	65.0%
5328 - Books	85,000.00	35,642.07	49,357.93	41.9%
5329 - AV Materials	9,000.00	3,115.16	5,884.84	34.6%
5330- Thingery Collection	6,000.00	1,053.70	4,946.30	17.6%
5331 - Programming	15,000.00	3,660.13	11,339.87	24.4%
5332 - Mileage	1,000.00	0.00	1,000.00	0.0%
5333 - Outreach	6,000.00	2,765.86	3,234.14	46.1%
5335 - Training & Travel	8,000.00	4,645.20	3,354.80	58.1%
5340 - Electronic Tools & Services	16,000.00	6,551.91	9,448.09	40.9%
5341 - Cafe	26,830.00	26,830.00	0.00	100.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	1,282.00	1,282.00	0.00	100.0%
5349 - Digital Collections	9,502.00	9,502.00	0.00	100.0%
5395 - Repairs & Maintenance	15,000.00	6,060.82	8,939.18	40.4%
5399 - Other	500.00	172.69	327.31	34.5%
5810 - Furniture & Fixtures	2,500.00	0.00	2,500.00	0.0%
581100 - Equipment<\$5,000	5,000.00	407.13	4,592.87	8.1%
511105 - Equipment >\$5,000	-	0.00	0.00	
TOTAL Budget Accounts	1,324,026.00	453,830.61	870,195.39	34.3%

Donation Accounts	Beginning Balance	Donation Revenue	Donation Expense	Balance
Designated WCCF	(61,549.81)	68,277.94	24,300.00	(17,571.87)
Designated Other	19,200.00	15,684.19	22,854.21	12,029.98
Donation General	33,192.93	939.52	345.76	33,786.69
Donation SLP	-	7,250.00	2,038.66	5,211.34
TOTAL Donation Accounts (Verified)	(9,156.88)	92,151.65	49,538.63	33,456.14

Mukwonago Community Library				
REVENUE 2026				
Department Name	2026 Budget	May 2026		
Property tax	602,180	481,902	80%	
Inter Gov Revenue	699,846	351,891	50%	
Copies & Faxes	5,500	2832	51%	
Material Replacement	1,000	652	65%	
Book Sale Revenue	3,500	2,389	68%	
Fines	0	1,102		
Misc. Revenue	0	823		
Interest Revenue	12,000	5,360	45%	
Total Revenue	1,324,026	846,950	64.0%	

* 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
May 14, 2026

Account	Vendor	Description	Amount
5219 Professional Services	BS&A Software- Village Charge	Annual software	357.84
5220 Contracted Services	Great America Financial Services	6/10/26-7/9/26	460.74
5220 Contracted Services	IKM Building Solutions	Agreement billing/ Mechanical	2705.55
5220 Contracted Services	Johnson Controls Security	5/1/26-7/31/26	2013.14
5222 Electric	WE Energies	3/24/26-4/27/26	3093.46
5224 Gas	WE Energies	3/23/26-4/27/26	703.41
5225 Telephone	Brightspeed- Village Charge	3/24/26-4/23/26	142.10
5225 Telephone	Spectrum Business/ Charter Communications	3/28/26-4/27/26	152.05
5225 Telephone	Spectrum Business/ Charter Communications	4/28/26-5/27/26	152.05
5225 Telephone	Vonage- Village Charge	4/11/26-5/10/26	423.30
5310 Outside Services	AlSCO	Mats & Dusters/ April	53.36
5310 Outside Services	America Aquaria	fish tank maintenance 4/21/26	85.00
5310 Outside Services	Credit Card Monthly Fee	Elavon April	74.71
5310 Outside Services	Credit Card Processing Fees	4/3/26-4/10/26	3.77
5310 Outside Services	Credit Card Processing Fees	4/10/26-4/17/26	5.49
5310 Outside Services	Credit Card Monthly Fee	Seed Live April	9.95
5310 Outside Services	Credit Card Processing Fees	4/17/26-4/24/26	4.32
5310 Outside Services	Credit Card Processing Fees	4/24/26-5/1/26	5.30
5310 Outside Services	Credit Card Processing Fees	5/1/26-5/8/26	4.19
5310 Outside Services	Excel Building Services	April Weekend Cleaning	689.00
5310 Outside Services	Unique Management Services	Placements/ March	9.85
5310 Outside Services	Unique Management Services	Placements/ April	39.40
5311 Operational Supplies	Amazon Business	General supplies	201.00
5311 Operational Supplies	Bridges Library System	Receipt paper, cards & shipping	724.00
5311 Operational Supplies	Canva- Village Credit Card	Business Cards	55.65
5311 Operational Supplies	Complete Office	Cleaning supplies	424.33
5312 Printing	Gordon Flesh- Village Charge	Lease 4/20/26-5/19/26	18.48
5312 Printing	Gordon Flesh- Village Charge	Copies March	16.31
5312 Printing	James Imaging- Village Charge	4/15/26-5/14/26	45.86
5312 Printing	PrimaData- Village Charge	Newsletter insert	241.84
5314 MetaSpace Equipment & Fixtures	Sew Much More- Village Credit Card	Fabric cutting die	147.92
5315 Postage	USPS- Village Credit Card	Stamps	78.00
5315 Postage	Village Charge	Postage Used March	17.76
5315 Postage	Village Charge	Postage used April	16.28
5316 Collection Maintenance & Repair	Amazon Business	Collection supplies	132.39
5316 Collection Maintenance & Repair	Bridges Library System	RFID tags	612.16
5316 Collection Maintenance & Repair	Demco	Filament Tape	84.73
5316 Collection Maintenance & Repair	Demco	DVD case & Tape	145.34
5316 Collection Maintenance & Repair	Demco	Book jacket	168.88
5317 MetaSpace Maintenance	Amazon Business	Program supplies	926.24
5317 MetaSpace Maintenance	Canva- Village Credit Card	MetaSpace cards	37.80
5317 MetaSpace Maintenance	Designs By Carol Gallagher	June 3rd Class	150.00
5317 MetaSpace Maintenance	Epilog Laser- Village Credit Card	Epilog A Tube return credit	-2300.00
5317 MetaSpace Maintenance	Leah Rivas	Mindful Art Class	150.00
5317 MetaSpace Maintenance	Maximum Machine Services	Epilog Lase tube installation	350.00
5317 MetaSpace Maintenance	Sew Much More- Village Credit Card	Fabric	32.38
5317 MetaSpace Maintenance	Tiffany Knopow	Jewelry Making class	230.76
5318 Thingery Maintenance	Amazon Business	Thingery supplies	315.77
5318 Thingery Maintenance	Britbox- Village Credit Card	Annual subscription	116.04
5318 Thingery Maintenance	CrunchyRoll- Village Credit card	Annual subscription	147.68
5318 Thingery Maintenance	HBO Max- Village Credit Card	Tax Credit	-5.50
5318 Thingery Maintenance	Mobile Beacon- Village Credit Card	Hotspot renewal	65.32
5318 Thingery Maintenance	Netflix- Village Credit Card	5/1/26-5/31/26	26.99
5318 Thingery Maintenance	TG Watersports- Village Credit Card	Kayak replacement parts	155.89
5327 Newspapers	Wall Street Journal	2nd Quarter subscription	230.97
5328-5700 Books	Ingram	Books	922.45
5328-5700 Books	Ingram	Books	331.99
5328-5700 Books	Ingram	Books	272.67
5328-5700 Books	Ingram	Books	19.50
5328-5700 Books	Ingram	Book Credit	-6.23
5328-5700 Books	Ingram	Books	25.49
5328-5700 Books	Ingram	Books	42.00
5328-5700 Books	Ingram	Books	1047.67
5328-5700 Books	Ingram	Books	548.58
5328-5700 Books	Ingram	Books	591.55
5328-5700 Books	Ingram	Books	749.80
5328-5700 Books	Ingram	Books	24.40
5328-5700 Books	Ingram	Books	719.12
5328-5700 Books	Ingram	Books	873.00
5328-5700 Books	Ingram	Books	371.64
5328-5700 Books	Ingram	Books	273.09

5328-5700 Books	Ingram	Books	22.25
5328-5700 Books	Ingram	Books	515.10
5328-5700 Books	Ingram	Books	300.94
5328-5700 Books	Ingram	Books	592.19
5328-5700 Books	Ingram	Books	409.59
5328-5700 Books	Ingram	Books	177.76
5328-5700 Books	Ingram	Books	208.91
5328-5700 Books	Ingram	Books	274.79
5328-5700 Books	Ingram	Books	228.62
5328-5700 Books	Ingram	Books	148.35
5328-5700 Books	Ingram	Books	531.27
5328-5700 Books	Ingram	Book Credit	-1.99
5329-5700 AV Material	Amazon Business	DVDs	858.65
5329-5700 AV Material	Midwest Tape	DVDs	31.43
5329-5700 AV Material	Midwest Tape	DVDs	211.23
5329-5700 AV Material	Midwest Tape	DVDs	164.86
5329-5700 AV Material	Midwest Tape	DVDs	31.43
5329-5700 AV Material	Midwest Tape	DVDs	379.47
5331 Programming	Amazon Business	Program supplies Event	93.43
5331 Programming	Amazon Business	Program supplies Adult	198.59
5331 Programming	Amazon Business	Program supplies YS	104.81
5331 Programming	Amazon Business	Program supplies YS	302.43
5331 Programming	Card My Yard- Village Credit Card	Event sign	75.50
5331 Programming	Demco	Posters for SLP	81.18
5331 Programming	Dunkin- Village Credit Card	Program supplies	57.72
5331 Programming	Nation Mah Jongg League- Village Credit Card	Hands & Rules Card	90.00
5331 Programming	SchoolLife	Brag Tags	80.78
5331 Programming	Walmart- Village Credit Card	Adult Program supplies	25.37
5333 Outreach	Adobe- Village Credit Card	4/6/26-5/5/26	36.74
5333 Outreach	Adobe- Village Credit Card	5/6/26-6/5/26	36.74
5333 Outreach	Amazon Business	Microphone	45.00
5333 Outreach	Best Of Signs- Village Credit Card	Yard signs	161.60
5335 Training & Travel	Dunkin-Baskin-Robbins- Village Credit Card	Staff appreciation	31.48
5335 Training & Travel	Kwik Trip- Village Credit card	Conference meals	19.35
5335 Training & Travel	Hold the Wheat- Village Credit Card	Conference meals	38.06
5335 Training & Travel	Grand Casino Arena- Village Credit card	Conference meals	20.59
5335 Training & Travel	Aurelia's- Village Credit card	Conference meals	39.52
5335 Training & Travel	Dunn Brothers Coffee- Village Credit card	Conference meals	18.35
5335 Training & Travel	Dunn Brothers Coffee- Village Credit card	Conference meals	21.84
5335 Training & Travel	Qdoba- Village Credit Card	Staff Development Lunch	409.12
5335 Training & Travel	Sift Gluten Free- Village Credit card	Conference meals	36.98
5335 Training & Travel	Norske Nook- Village Credit card	Conference meals	39.60
5340 Electronic tools & Services	Bridges Library System	Movie licensing costs	471.00
5340 Electronic tools & Services	UKG- Village Charge	Payroll processing March	358.42
5340 Electronic tools & Services	Velocity- Village Charge	Endpoint security/ 4 months	48.00
5341 Cafe`	Bridges Library System	Annual support	26830.00
5344 Shared County Databases	Bridges Library System	Share of Database cost	1282.00
5349 Digital Collections	Bridges Library System	Advantage program	9502.00
5395 Repairs & Maintenance	Rinderle Door Co	Repair Staff entrance	416.94
5395 Repairs & Maintenance	Rinderle Door Co	Repair/adjust inside front door	250.50
5395 Repairs & Maintenance	Roman Electric	Replace Drivers	918.24
5399 Other	WI Dept Of Revenue	Tax on copies	83.31
5399 Other	WI Dept Of Revenue	Tax on Book Sale	89.38
5811 Equipment (Under \$5,000)	Amazon Business	keyboards	89.97
	TOTAL REGULAR ACCOUNTS		\$ 69,245.36

5806 Donation Designated Other	4Imprint	T-Shirts/ Book Festival/ PD by Friends	1004.90
5806 Donation Designated Other	Agrecol	Plant Sale	2239.92
5806 Donation Designated Other	All Star Rentals	Book Festival additional charges	469.68
5806 Donation Designated Other	Amazon Business	Program supplies/ PD by Lions	53.13
5806 Donation Designated Other	Amazon Business	MIR supplies	36.66
5806 Donation Designated Other	Amazon Business	Innovation Grant	968.74
5806 Donation Designated Other	Best Of Signs- Village Credit Card	Signs & Posters/ Innovation Grant	121.21
5806 Donation Designated Other	Bookworm Gardens- Village Credit Card	Explore Pass/PD by Friends	250.00
5806 Donation Designated Other	Bridges Library System	Bookpage/ PD by Friends	414.00
5806 Donation Designated Other	Cattail Critters	Final payment kickoff program/ PD by Friends	924.00
5806 Donation Designated Other	Createscape Landscaping	Spring Clean up/ PD by McAdams	5911.50
5806 Donation Designated Other	Friends of the Mukwonago Library	Refund on overpayment for Plant sale	69.28
5806 Donation Designated Other	Friends Of Schlitz Audubon Nature Center	Explore Pass/ PD by Friends	80.00
5806 Donation Designated Other	Riveredge Nature Center- Village Credit Card	Explore Pass/ PD by Friends	75.00
5806 Donation Designated Other	Thomas Press	Book Festival Maps & Bookmarks	220.15
5806 Donation Designated Other	Uline- Village Credit card	Pamphlet holder/ Grant	54.00
5806 Donation Designated Other	Walgreens- Village Credit card	Bingo prizes/ PD by Lions	64.93
5806 Donation Designated WCCF	Bernstein & Associates	NAGPRA Consult	80.00

5806 Donation Designated WCCF	Library Strategies	Campaign Consulting Fee April	3500.00
5806 Donation General	Graphic Innovations	Grutzmacher Sign	99.75
5806 Donation Designated SLP	All Star Rentals	Kickoff rental final payment	725.80
5806 Donation Designated SLP	Thomas Press	Summer Calendars	336.40
<hr/>		Total Donation Expenses	17,699.05
Director	Treasurer	To Be Reimbursed	17,699.05
<hr/>		Regular Donation Expenses	0.00
Secretary		Total Expenses	\$ 86,944.41

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S POLICY COMMITTEE**
Tuesday, April 7, 2026

Time: **6:00 pm**

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

1. Call to Order

Chairperson H. Pringle called the meeting to order at 6:04 pm.

2. Roll Call and Introduction of Guests

Board Members Present

H. Pringle

D. Whalen

C. Stienstra

Via Zoom

K. Sperstad

Also Present

A. Armour, Library Director

3. Approval of Minutes

D. Whalen/C. Stienstra motioned to approve the Policy Committee Meeting Minutes from September 18, 2025, and the Joint Personnel-Policy Committee Meeting Minutes from November 6, 2025. Unanimously carried.

4. Discussion/Action Items

4.1 Policy Review Schedule - Discussion and possible action on adoption of the proposed Policy Review Schedule for 2026-2027.

Director Armour presented a draft of a two-year review cycle for all policies.

Discussion included the fact that the Library Board has recently and significantly updated most of their policies and a rigorous one-year review schedule is no longer needed. C. Stienstra/D. Whalen motioned to approve the two-year policy review cycle. Unanimously carried.

4.2 Library Board Bylaws - Discussion and possible action on updates to the Library Board Bylaws.

The Committee did not have updates for this policy. No action taken.

4.3 Library Board Vacancy Procedure - Discussion and possible action on updates to the Library Board Vacancy Procedure.

The Committee did not have updates for this procedure. No action taken.

4.4 Electronic Meetings Policy - Discussion and possible action on updates to the Electronic Meetings Policy.

The Committee did not have updates for this policy. No action taken.

5. Referral Items - none

6. Confirm Next Meeting Date

The next Policy Committee Meeting is scheduled for Tuesday, June 16, 2026, at 6:00pm.

7. Adjourn

D. Whalen/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting adjourned at 6:18pm.

Minutes submitted by Abby Armour

THE DIRECTOR'S REPORT

MAY 2026

MUKWONAGO COMMUNITY LIBRARY

reflections on April

*from the desk of
Abby Armour*

NEWS YOU CAN USE

State Grant - I am thrilled to share that the Wisconsin Department of Administration has recommended our Library's capital campaign for a partial **award of \$238,000 through the Nonstate Grants for Local Projects Program**. We are one of only six libraries in the entire state to be selected, out of 71 projects and a total 257 applications. I am proud that the tireless hours I put into writing and polishing this application, along with Karen Sperstad's sharp proofreading, helped us stand out in such a competitive field. The award will be finalized at the May 13 State Building Commission meeting. This grant is intended to offset the taxpayer portion of the capital campaign. The Library Board remains committed to fundraising \$1.1 million.

Cathryn's Retirement - Business Manager Cathryn Kim announced that she will retire on June 12 after **27 years with the Library**. Cathryn's experience in everything from circulation to building management to accounting has been vital to operations. Director Armour worked closely with her to find a replacement. The new hire will cross train throughout May and early June to learn the Board cycle and Village accounting software and practices.



STAF DEVELOPMENT

PLA Conference - In April, Associate Director Emily Ceithamer and Youth Services Librarian Jane DeAngelis attended the national Public Library Association Conference in Minneapolis, one of the premier professional development events in the field. This was Jane's first ever professional conference! Both attended sessions covering topics directly relevant to our programming and strategic goals, networked with colleagues from peer institutions, and connected with vendors and publishers on the exhibit floor. The knowledge and connections they brought back will directly inform our work in the months ahead.



Staff Development Day - On May 1, we held a Staff Development Day. Programming staff shared their plans for the Summer Library Program and new Associate Director Katelyn Morrison got her first dedicated time with the full Circulation and Customer Experience team. These days are vital for building culture, collaborating on projects that can't happen with patrons in the building, and catching up on big picture work that gets pushed by daily operations.

CIRCULATION & CUSTOMER EXPERIENCE TEAM

Record Cleanup - Circulation Specialist Macy Walkowski cleaned up patron record notes, reducing accounts with blocking or nonblocking notes from roughly 7,000 to under 400. Many were outdated artifacts from old processes, and when every record has a note, staff can't distinguish the ones that matter. This cleanup grew out of our November Circulation Policy update, sharpens a communication tool used across the Bridges system, and is now on Macy's regular reporting schedule.

Email Marketing - Marketing & Outreach Specialist Emma Plitzner's patron emails are performing at a 41% open rate, in line with nonprofit industry standards—and zero subscribers have unsubscribed! Several campaigns have exceeded those benchmarks, including our Mukwonago Book Festival promotions, the new website announcement, and our four-part Welcome Email series for new cardholders.

Staff Updates

Associate Director Katelyn Morrison started on April 20 and immediately dove into data analysis and updating training manuals.



Ryan Kolosso is our new Public Services Associate and started just a couple of days before Staff Development Day. He's a writer and is a wonderful pet parent to a whole bevy of animals! Marty is back from his medical leave. His first day back was Staff Development Day.

COLLECTIONS & PROGRAMS TEAM

Romance Panel at MSOE - Associate Director Emily was invited by local author and Mukwonago resident Shawn M. Verdoni to join a panel presentation on the Business of Romance at the Milwaukee School of Engineering's School of Business. Alongside Shawn and Natasha Meyer, owner of The Well Red Damsel Bookstore in Wauwatosa, Emily highlighted emerging trends in the romance genre within libraries and fielded questions on topics like collection building and how Libby works. Participating alongside a local author and bookstore owner strengthens the library's community presence and demonstrates our commitment to supporting local creators and businesses.



Left to right: Emily, Shawn M. Verdoni, Gene Write (Assistant Professor and Director of the INNOVENT Center at MSOE).

C&P Staffing - The Collections & Programs team experienced two staff resignations in April, which has had a notable impact on day-to-day operations. Library Associate Emma Lynn departed in April and Adult Services Librarian Lindsey leaves in early May, mid-stride through summer reading planning, the SLP Kick-Off, and Book Festival coordination. Director Armour has resumed weekly Bubble Boogie programs and Associate Director Emily has absorbed additional collections, reporting, and programming work. We have hired a new Library Associate, Annika, who is training with Emily, and are actively recruiting for the Adult Services Librarian position. Page 11 of 18

BY THE NUMBERS: APRIL 2026

94,722

Total 2026
physical + digital circulation
-6% compared to 2025



19,345

physical item circulation
in April
+0% compared to 2025

3,978

digital item circulation
in April
+1% compared to 2025

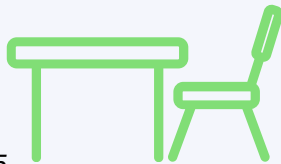


1,821

items circulated through the
smartlockers in April
+16.4% compared to 2025

734

community members
used our rooms
in April
+63% compared to 2025



732

new items ordered
in April

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

35,765

Total 2026
visits to the Library
-6% compared to 2025

83

new library cards
in April
-3% compared to 2025



1,084

people attended
programs in April
-26% compared to 2025

THINGERY UPDATES

The adult Thingery received a complete overhaul on May 2, the most visible result of the customer experience work that began with February's audit. Funded by a **\$3,000 Innovation Grant from the Bridges Library System**, the project addressed fundamental issues for users and staff. The collection is now displayed on a lime green pegboard organized into four categories—Entertainment, DIY, Outdoor, and Technology—with a new sign explaining the Thingery, its connection to our vision, and practical checkout information. The new displays clearly show when an item is checked out, link to our website via QR code, and are packaged in uniform clear vinyl bags with photo content lists, making returns faster for customers and verification easier for staff, reducing errors and decreasing turnaround time. New RFID tags mean items must be in hand to check out, improving accountability. Every decision was guided by our strategic plan's emphasis on designing for first-time users.



THE DIRECTOR'S REPORT

Mukwonago Community Library
May 2026 - Reflections on Apr.



ABBY ARMOUR LIBRARY DIRECTOR

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

Memorandum of Agreement between the Mukwonago Community Library and Library Strategies



This memorandum will serve as an agreement between the Mukwonago Community Library (“the Library”), in Mukwonago, WI, and Library Strategies, a consulting group of The Friends of the Saint Paul Public Library. The Friends of the Saint Paul Public Library is a 501(c)(3) nonprofit organization, incorporated in the State of Minnesota. The terms of the contract are being extended with the agreement of both parties.

Scope of the Agreement

Library Strategies will provide capital campaign counsel as needed for the Library’s capital campaign project on an hourly basis. The project will be led by Library Strategies consultant Karen Rose but may involve additional Library Strategies staff or consultants.

Timeline

The entire project will take place over four months, May 2026 through August 2026.

Fees for Services

Fee rate for the project as outlined above is \$240 per hour, with an expectation duration of four (4) months. Any expenses will be billed for travel, lodging, meals, printing or copying, and other incidentals.

Library Strategies will provide a monthly invoice to the Library with monthly fee and expenses (if applicable). Invoices are payable within 30 days.

Indemnification

Library Strategies and The Friends of the Saint Paul Public Library agree to defend, indemnify and hold the Library, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, cost, judgments, or expenses, including reasonable attorneys fee, resulting directly or indirectly on account of any act or omission (including, without limitation, professional errors, and omissions) of Library Strategies arising from their own negligent acts or with relation to, any of the work or services to be performed or furnished by the Library under this Agreement. Library Strategies and the Library agree to notify in writing within a reasonable time of any written claims or demands under this Paragraph.

Liability

Library Strategies assumes the liability for actions of or injuries incurred by its employees or consultants while working on the project, and shall maintain liability insurance under The Friends of the Saint Paul Public Library for any such eventualities.

Data Practices

Library Strategies agrees to comply with all applicable state and federal laws relating to data privacy or confidentiality. Library Strategies will immediately report to the Library any requests from third parties for information relating to this Agreement. The Library agrees to promptly respond to inquiries from Library Strategies concerning data requests. Library Strategies agrees to hold the Library, its officers, and employees harmless from any claims resulting from Library Strategies unlawful disclosure or use of data protected under state and federal laws.

Confidentiality

Library Strategies consultants agree to respect the privacy of all individuals involved in the execution of the project described in this Agreement. Our consultants agree to maintain the confidentiality of any personal or financial information gleaned from individuals or organizations who participate in the activities described above.

Terms of the Agreement and Dissolution

The terms of this Agreement will be effective at the signing of this document by both parties, and conclude at the completion of the project outlined above, unless mutually agreed upon by both parties. The terms described in this Agreement may be negotiated and amended by mutual agreement of both parties and this Agreement will be revised accordingly. Either party may dissolve this Agreement by giving a seven (7) day notice to the other party. A prorated invoice for any outstanding fees will be presented by Library Strategies at that time.

I agree to the above terms:



For Mukwonago Community Library

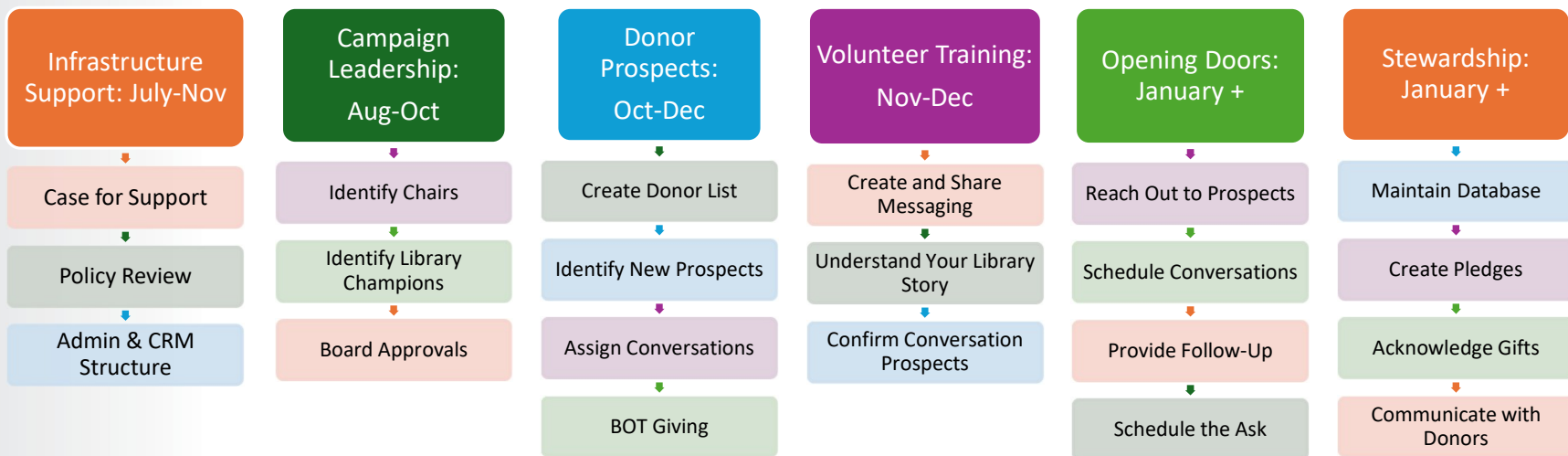
Alayne Hopkins, Senior Director
Library Strategies

5/7/2026

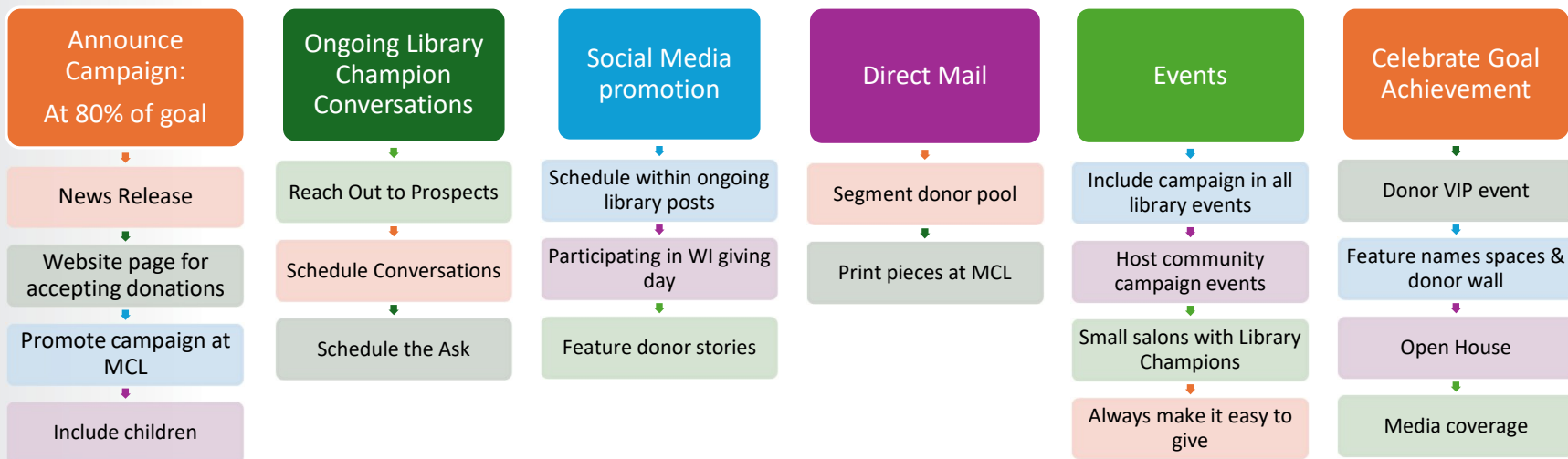
Date

Date

Foundational Phase Timeline



Public Phase Timeline



AMENDMENT 5
to the
CONSULTING SERVICES AGREEMENT
between
MUKWONAGO COMMUNITY LIBRARY
and
BERNSTEIN & ASSOCIATES LLC

This Amendment 5 (“**Amendment**”) changes certain provisions to the Consulting Services Agreement signed by the Mukwonago Community Library (“Client”) and Bernstein & Associates LLC, “Consultant” on June 17, 2022 (“**Agreement**”). Client and Consultant agree as follows:

1. Addendum 1 (“Amendment 1”), Addendum 2 (“Amendment 2”), Addendum 3 (“Amendment 3”), and Addendum 4 (“Amendment 4”) were Amendments to the Agreement.
2. This Amendment extends the Period of Service through May 31, 2027, unless terminated earlier, or the total contract amount set forth in the Agreement as amended is reached (whichever is earlier) (“Term”)
3. If there is any conflict between the terms and conditions of the Agreement (as previously amended) and those of Amendment 5, the terms of the Agreement will govern that conflict. No other changes are made to the Agreement.

-Signatures and Contact Information on Next Page-

I HAVE READ THIS AMENDMENT AND ITS ATTACHED EXHIBITS, IF ANY. I CERTIFY I HAVE THE AUTHORITY TO SIGN AND ENTER INTO THIS AMENDMENT ON BEHALF OF THE PARTY I REPRESENT.

CONSULTANT

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

CLIENT

Mukwonago Community Library

Signature

Jan I. Bernstein

Printed Name

Sole Member | Managing Director

Title

Date

Contact Information:

Jan Bernstein
Sole Member | Managing Director
jan@nagpra.info
303-894-0648 x101

Signature

Abby Armour

Printed Name

Library Director

Title

Date

Contact Information:

Abby Armour
Library Director
Abby Armour
aarmour@mukwonagolibrary.org
(262) 363-6411 Ext. 4100