



**LIBRARY BOARD OF TRUSTEES
MEETING
Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
AND via Zoom
June 11, 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 May 14, 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 June 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 May 21, 2026; next meets Thursday, November 19, 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 - next meets Tuesday, June 16, 2026 @ 6:00pm
- 6.8 Ad Hoc Capital Campaign Committee - last met May 13, 2026; next meets Wednesday, June 24, 2026 @ 7:00pm

7. Library Director Report

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

8. Discussion/Action Items

- 8.1 Presentation by Bruce Gay - Waukesha Public Library Director Bruce Gay will share his experiences running a public library during a major renovation.
- 8.2 Proposal for Architectural Design Services - Discussion and possible action on proposal from Engberg Anderson Architects for final phase of the renovation project including contract documents, bidding, and contract administration.
- 8.3 Capital Campaign - Discussion and possible action on the progress of the capital campaign.
- 8.4 Donor Recognition - Discussion and possible action on preliminary designs for donor wall and naming rights signage.
- 8.5 EIFS Painting - Discussion and possible action on updated quote from Merit Painting for painting the EIFS.
- 8.6 Waukesha County Library Plan Minimum to Exempt Standards Certification - Discussion and possible action on certifying the Waukesha County Library Plan Minimum to Exempt Standards.
- 8.7 Officer Nominations - Discussion and possible action on nominations for the positions of Secretary and President. Elections to be held at the July meeting.

9. Referral Items

10. Confirm Next Meeting Date

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

11. Adjournment

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

request this service, contact the Municipal Clerk's Office, (262) 363-6420.

Village of Mukwonago
DRAFT MINUTES OF THE LIBRARY BOARD MEETING
Thursday, May 14, 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 6:04 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 (arrived at 6:05p.m.)
M. Oberwise-Lacock
E. Pautz
H. Pringle
K. Sperstad
C. Stienstra
J. Werner
D. Whalen

Via Zoom

L. Spielman

Also Present

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

Approval of Minutes

E. Brill/J. Werner motioned to approve the minutes from the Board of Trustees meeting on April 9, 2026. Unanimously carried.

Comments from the Public

None.

Audit and Approval of Monthly Expenditures

M. Oberwise-Lacock/K. Sperstad 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 new Village Finance Director has officially started. Due to the recent resignation of a Village Trustee there will be a special appointment to be filled by the Board for a one-year-term. Anyone interested can contact Village staff to be placed on the list that the Board will vote on in June. The DOT provided an information session hosted at MCL regarding the Hwy 83 road construction; 75 attendees were present and provided public comment at that in-person event. Online public comment period is still open and this upcoming Fall or Winter there will be another presentation with the final report.

Friends of the Library Report - E. Pautz shared on behalf of Acting President M. Isley. The pie sale netted \$1,290.54 which includes all fees and expenses. The native plant fundraiser pick-up is Saturday June 6 from 9-3 and the multiple Mukwonago Book Festival raffles and sale items are prepared for the event this Sunday. The Friends are pleased to announce they requested naming rights to a Study Room in recognition of their pledged \$25,000 capital campaign support. The Friends are preparing for the public phase of the campaign to aid with donations on a dedicated fundraising platform that will be released upon approval from the Library Director.

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

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

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

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

Policy Committee - next meets Tuesday, June 16, 2026 at 6:00pm

Ad Hoc Capital Campaign Committee - next meets Wednesday May 13, 2026 at 7:00pm - items related to that meeting are on the agenda

Library Director Report - Director Report is for information only.

Director Armour shared additional information about the new Business Manager who will be replacing C. Kim upon her retirement. The new staff has been cross training and will be a great fit within MCL and this position.

Discussion/Action Items

Library Strategies Capital Campaign Progress Report

Discussion and possible action on report of capital campaign progress from Karen Rose of Library Strategies.

K. Rose from Library Strategies presented the progress of the Capital Campaign.

Library Strategies Memorandum of Agreement

Discussion and possible action on retaining Library Strategies hourly for as-needed guidance on the capital campaign.

Director Armour noted that as of the end of April, Library Strategies' current contract to aid with the launch of the capital campaign has been completed. E. Pautz noted that at the last Campaign Committee meeting it was noted how great of a resource Library Strategies is for the campaign but at this point feel the campaign is in a good place and to have Library Strategies help on an as-needed basis would work

perfectly. Director Armour explained how this would work similarly to our current contract with Bernstein & Associates.

E. Brill/M. Oberwise-Lacock motioned to approve retaining Library Strategies hourly for as-needed guidance on the capital campaign for the next four months not to exceed \$5,000 with monies being utilized from the WCCF Capital Campaign Fund. Unanimously carried.

Bernstein & Associates Contract Addendum

Discussion and possible action on approving Addendum 5 to existing contract with Bernstein & Associates NAGPRA Consultants.

Director Armour noted that this is a one-year extension but the financial amount is not being adjusted.

M. Oberwise-Lacock/E. Brill motioned to approve Addendum 5 to the existing contract with Bernstein & Associates NAGPRA Consultants. Unanimously carried.

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.

E. Pautz/M. Oberwise-Lacock motion to enter into closed session.

Roll call vote:

- Yes: E. Pautz, M. Oberwise-Lacock, E. Brill, J. Werner, K. Sperstad, A. Cooper, C. Stienstra, D. Whalen, H. Pringle, L. Spielman.

- No: none

Motion carried.

Open Session

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

M. Oberwise-Lacock/E. Brill motion to enter into open session.

Roll call vote:

- Yes: E. Pautz, M. Oberwise-Lacock, E. Brill, J. Werner, K. Sperstad, A. Cooper, C. Stienstra, D. Whalen, H. Pringle, L. Spielman.

- No: none

Motion carried. No action taken.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on Thursday June 11, 2026 at 6:00pm

Adjournment

D. Whalen/M. Oberwise-Lacock motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:42 pm.

Mukwonago Community Library Executive Summary 2026

As of 6/11/2026

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	785,456.00	261,342.41	524,113.59	33.3%
5111 Overtime	-	13.94	(13.94)	
5112 - Social Security	60,990.00	20,546.70	40,443.30	33.7%
5152 - Retirement	41,274.00	14,954.24	26,319.76	36.2%
5152-10 Deferred Comp. ICMA	10,616.00	5,286.37	5,329.63	49.8%
5154 - Health	39,599.00	20,135.49	19,463.51	50.8%
5158- OPEB Payout	-	0.00	0.00	
5159 - Other Fringe Benefits	3,127.00	1,937.12	1,189.88	61.9%
5219 - Professional Services	5,000.00	472.87	4,527.13	9.5%
5220 - Contractual Services	35,500.00	14,783.03	20,716.97	41.6%
5221 - Water & Sewer	3,100.00	832.87	2,267.13	26.9%
5222 - Electric	35,000.00	13,458.43	21,541.57	38.5%
5224 - Gas	12,500.00	5,409.46	7,090.54	43.3%
5225 - Telephone	6,850.00	3,445.15	3,404.85	50.3%
5226 - Insurance	17,000.00	3,740.64	13,259.36	22.0%
5310 - Outside Services	17,500.00	5,863.21	11,636.79	33.5%
5311 - Operational Supplies	12,000.00	4,663.08	7,336.92	38.9%
5312 - Printing	2,000.00	570.67	1,429.33	28.5%
5314 - MetaSpace 511 Equip & Fixtures	2,000.00	327.90	1,672.10	16.4%
5315 - Postage	1,200.00	871.28	328.72	72.6%
5316 - Collection Maintenance & Repair	7,500.00	3,575.84	3,924.16	47.7%
5317 - MetaSpace Maintenance	9,000.00	6,895.66	2,104.34	76.6%
5318 - Thingery Maintenance	6,000.00	2,747.97	3,252.03	45.8%
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	42,103.66	42,896.34	49.5%
5329 - AV Materials	9,000.00	4,026.51	4,973.49	44.7%
5330- Thingery Collection	6,000.00	1,053.70	4,946.30	17.6%
5331 - Programming	15,000.00	5,198.07	9,801.93	34.7%
5332 - Mileage	1,000.00	29.73	970.27	3.0%
5333 - Outreach	6,000.00	2,866.21	3,133.79	47.8%
5335 - Training & Travel	8,000.00	4,823.70	3,176.30	60.3%
5340 - Electronic Tools & Services	16,000.00	6,924.67	9,075.33	43.3%
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	8,476.05	6,523.95	56.5%
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	1,724.63	3,275.37	34.5%
511105 - Equipment >\$5,000	-	0.00	0.00	
TOTAL Budget Accounts	1,324,026.00	509,022.11	815,003.89	38.4%

Donation Accounts	Beginning Balance	Donation Revenue	Donation Expense	Balance
Designated WCCF	(61,549.81)	68,277.94	24,420.00	(17,691.87) *
Designated Other	19,200.00	15,684.19	27,239.75	7,644.44 **
Donation General	33,192.93	1,057.47	392.74	33,857.66
Donation SLP	-	7,250.00	2,588.83	4,661.17
TOTAL Donation Accounts (Verified)	(9,156.88)	92,269.60	54,641.32	28,471.40

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	3225	59%	
Material Replacement	1,000	738	74%	
Book Sale Revenue	3,500	2,579	74%	
Fines	0	1,365		
Misc. Revenue	0	935		
Interest Revenue	12,000	7,808	65%	
Total Revenue	1,324,026	850,442	64.2%	

* 7500.00 website - 571.87 WCCF Library Strategies- 200.00 Bernstein

** 9200.00 MetaSpace, 10,000.00 Landscaping

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
June 11, 2026

Account	Vendor	Description	Amount
5220 Contracted Services	Great America Financial Services	7/10/26-8/9/26	460.74
5222 Electric	We Energies	04/27/26-05/22/26	2587.09
5224 Gas	WE Energies	04/27/26-05/22/26	347.60
5225 Telephone	Brightspeed- Village Charge	4/24/26-5/23/26	142.10
5225 Telephone	Vonage- Village Charge	5/11/26-6/10/26	423.30
5226 Insurance Premiums	R& R Insurance	Audit Credit	-48.87
5310 Outside Services	AlSCO	Mats & Dusters/ May	53.36
5310 Outside Services	America Aquaria	fish tank maintenance & Fish 5/19/26	93.49
5310 Outside Services	Credit Card Monthly Fee	Elavon May	80.50
5310 Outside Services	Credit Card Processing Fees	5/8/26-5/15/26	2.64
5310 Outside Services	Credit Card Monthly Fee	SeedLive May	9.95
5310 Outside Services	Credit Card Processing Fees	5/15/26-5/22/26	5.78
5310 Outside Services	Credit Card Processing Fees	5/22/26-5/29/26	2.64
5310 Outside Services	Credit Card Processing Fees	5/29/26-6/5/26	12.41
5310 Outside Services	Excel Building Services	May Weekend Cleaning	689.00
5310 Outside Services	Unique Management	Placements	29.55
5311 Operational Supplies	Amazon Business	General supplies	136.76
5311 Operational Supplies	Canva- Village Credit Card	Business Cards	89.79
5311 Operational Supplies	Complete Office	Rags	49.72
5311 Operational Supplies	Complete Office	Rags	12.43
5311 Operational Supplies	Complete Office	Copy Paper	179.97
5311 Operational Supplies	Home Depot- Village Credit Card	Plants for Planter	59.94
5311 Operational Supplies	Office Pro- Village Charge	Copy paper	22.22
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning supplies	63.01
5311 Operational Supplies	Walmart- Village Credit Card	General supplies	47.65
5311 Operational Supplies	Walmart- Village Credit Card	Cleaning supplies	23.36
5311 Operational Supplies	Walmart- Village Credit Card	Glue	13.16
5314 MetaSpace Equipment & Fixtures	Sew Much More- Village Credit Card	Fabric cutting die	179.98
5315 Postage	Quadient Leasing- Village Charge	3/8/26-6/7/26	66.96
5315 Postage	USPS- Village Credit Card	Stamps	156.00
5316 Collection Maintenance & Repair	Amazon Business	Collection supplies	206.49
5316 Collection Maintenance & Repair	Demco	Posters for SLP	150.27
5317 MetaSpace Maintenance	Amazon Business	Collection supplies	303.76
5317 MetaSpace Maintenance	Designs By Carol Gallagher	July 1st class	150.00
5317 MetaSpace Maintenance	Kim Watnos Olson	June 10 Needle Felting class	150.00
5317 MetaSpace Maintenance	Kim Watnos Olson	May 13 Needle Felting class	150.00
5318 Thingery Maintenance	Acorn TV- Village Credit Card	Annual subscription	94.49
5318 Thingery Maintenance	Disney Plus- Village Credit Card	Monthly bundle /April	13.64
5318 Thingery Maintenance	Disney Plus- Village Credit Card	Monthly bundle /May	13.64
5318 Thingery Maintenance	Mobile Beacon- Village Credit Card	Hotspot renewals	360.00
5318 Thingery Maintenance	Netflix- Village Credit Card	06/01/26-06/30/26	26.99
5328-5700 Books	Ingram	Books	355.40
5328-5700 Books	Ingram	Books	1132.88
5328-5700 Books	Ingram	Books	48.60
5328-5700 Books	Ingram	Books	22.25
5328-5700 Books	Ingram	Books	207.16
5328-5700 Books	Ingram	Books	57.40
5328-5700 Books	Ingram	Books	362.32
5328-5700 Books	Ingram	Books	713.45
5328-5700 Books	Ingram	Books	369.32
5328-5700 Books	Ingram	Books	1019.59
5328-5700 Books	Ingram	Books	577.93
5328-5700 Books	Ingram	Books	44.20
5328-5700 Books	Ingram	Books	1157.16
5328-5700 Books	Ingram	Books	16.49
5328-5700 Books	Ingram	Books	268.01
5328-5700 Books	Reads By The River-Village Credit Card	Books	60.79
5328-5700 Books	Sew Much More- Village Credit Card	Book	28.95
5328-5700 Books	ThriftBooks- Village Credit Card	Books	19.69
5329-5700 AV Material	Midwest Tape	DVDs	376.45
5329-5700 AV Material	Midwest Tape	DVDs	455.78
5329-5700 AV Material	Midwest Tape	DVDs	79.12
5331 Programming	Amazon Business	Program supplies YS	129.52
5331 Programming	Amazon Business	Program supplies Adult	444.94
5331 Programming	Amazon Business	Program supplies Event	89.91
5331 Programming	Bubble Bash	Final Payment	275.00
5331 Programming	Enchanted Abby	Good Witch program	150.00
5331 Programming	Expresso Love- Village Credit Card	Program supplies	82.80
5331 Programming	Mueller Times Media	6/25/26 program	75.00
5331 Programming	Ryan Meisel	6/24/26 Music workshop	225.00
5331 Programming	Walmart- Village Credit Card	Adult Program supplies	65.77
5332 Mileage	Jane DeAngelis	School Visits	29.73

5333 Outreach	Mukwonago Rotary Club	Q4 Dues	53.25
5333 Outreach	Thomas Press	Digital Rack Cards	47.10
5335 Training & Travel	Indeed- Village Credit Card	Job Ad	178.50
5340 Electronic tools & Services	UKG- Village Charge	Payroll processing April	372.76
5395 Repairs & Maintenance	IKM Building Solutions	AHU1 not cooling/ repair	1001.11
5395 Repairs & Maintenance	O'Leary Plumbing	Change RO Filters	345.00
5395 Repairs & Maintenance	Rinderle Door Co	Repair/adjust front door	285.00
5395 Repairs & Maintenance	Roman Electric	Replace Drivers	784.12
5811 Equipment (Under \$5,000)	Bayscan Technologies	Quickscan	1317.50

TOTAL REGULAR ACCOUNTS

20,936.46

Donations			
5806 Donation Designated Other	Amazon Business	Program supplies PD by Lions	110.17
5806 Donation Designated Other	Amazon Business	Innovation Grant	238.05
5806 Donation Designated Other	Createscape Landscaping	Additional plants	1975.00
5806 Donation Designated Other	Sew Much More- Village Credit Card	Fabric/ PD by donation	15.22
5806 Donation Designated Other	Thomas Press	Explore Pass Rack cards/ Innovation Grant	47.10
5806 Donation Designated Other	Wisconsin Historical Society - Village Credit Card	Explore Pass / PD by Friends	1000.00
5806 Donation Designated Other	Zoological Society Of Milwaukee- Village Credit Card	Explore Pass/ PD by Friends	1000.00
5806 Donation Designated WCCF	Bernstein & Associates	NAGPRA Consult	120.00
5806 Donation General	Elegant Farmer- Village Credit Card	DPW appreciation	46.98
5806 Donation SLP	Amazon Business	Program supplies Event	19.56
5806 Donation SLP	Fusion Body Art- Village Credit Card	Face Paint	50.59
5806 Donation SLP	Sticker App- Village Credit Card	SLP Kickoff stickers	148.12
5806 Donation SLP	Thomas Press	Summer Calendars	331.90

Total Donation Expenses

5,102.69

Director

Treasurer

To Be Reimbursed

5055.71

Regular Donation Expenses

46.98

Secretary

Total Expenses

26,039.15

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S BUILDING AND GROUNDS COMMITTEE**
Thursday, May 21, 2026

Time: **6:00 pm**

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

1. Call to Order

Chairperson E. Brill called the meeting to order at 6:06 p.m.

2. Roll Call and Introduction of Guests

Board Members Present

E. Brill

H. Pringle

L. Spielman

E. Pautz (arrived at 6:11 p.m.)

Also Present

A. Armour, Library Director

A. Cooper, Trustee

3. Approval of Minutes

E. Brill/L. Spielman motioned to approve the Building & Grounds Committee Meeting Minutes from February 26, 2026. Unanimously carried.

4. Discussion/Action Items

Facility Updates

Director Armour provided facility updates on several topics: the new cleaning company has been great; the Village is coordinating the EFIS painting; the new Business Manager is being cross-trained with retiring Business Manager Cathryn Kim and already has facility management experience at another public library; and the firewall is at end of life and will need replacement.

Capital Plan

No action was taken.

Renovation Plans

The Committee discussed the timing for starting construction documents and the bidding process, the progress of fundraising, and the timing of Village funding. The Committee directed Director Armour to contact Engberg Anderson Architects to obtain a quote for the construction documents and bidding phase, including the architects' recommendation for the optimal time to go to bid, to be presented at the next Library Board meeting. The Committee's preference is to begin construction

documents in early fall 2026 and go out to bid in early 2027, unless the architects recommend otherwise.

Capital Campaign Donor Recognition

The Committee considered the revised mock-ups of the donor wall as prepared by Director Armour and Marketing and Outreach Specialist Emma Plitzner. Discussion included preferring more abstract shapes for a timeless quality, the desire to locate the donor wall over the windows surrounding the interior entryway doors, and the integration of the adjoining walls into the overall design with two flanking digital displays. The Committee directed Director Armour to consult with staff on updating the designs per their discussion and then reach out to vendors for quotes to bring to the next Library Board meeting.

5. Referral Items – none

6. **Confirm Next Meeting Date** – The next Building and Grounds Committee meeting is scheduled for Thursday, November 19, 2026 @ 6:00pm.

7. Adjourn

H. Pringle/E. Pautz motioned to adjourn. Unanimously carried. Chairperson Brill adjourned the meeting at 7:23 p.m.

Minutes submitted by Abby Armour

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S AD HOC CAPITAL CAMPAIGN COMMITTEE
Wednesday, May 13, 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 7:05pm.

2. Roll Call and Introduction of Guests

Committee Members Present

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

Via Zoom

Julie Felicilda
Karen Rose, Library Strategies

Excused

Katie Baker
Ashely Flatland

Chairperson Johnson announced that Patrick Diedrich and Erin Klumb-Diedrich needed to step down from the Committee.

3. Approval of Minutes

J. Adler/ N. Verheyden motioned to approve the minutes from April 15, 2026 as presented. Unanimously carried.

4. Discussion/Action Items

Capital Campaign

Committee members shared updates on their donor conversations. Discussion included campaign progress report, talking points for the award of the state grant, and strategizing donor communication. Director Armour shared updates on the donor recognition wall development and naming opportunities.

5. Referral Items – none

6. **Confirm Next Meeting Date** – Wednesday, June 24, 2026 at 7:00pm in person at the Mukwonago Community Library and via Zoom.

7. **Adjourn**

Chairperson K. Johnson adjourned the meeting at 8:14pm.

Minutes submitted by Abby Armour

DRAFT

THE DIRECTOR'S REPORT

June 2026

Mukwonago Community Library



Library Director Abby Armour

The Headlines

State Building Commission Confirms Approval of Grant for Renovation Project - The grant I shared news of earlier is now official. The Wisconsin State Building Commission has approved an award of \$238,000 from the Grants for Local Projects program. My sincere thanks to everyone who reached out to legislators to encourage approval on the Building Commission docket. Your advocacy made a real difference.

🔍 **Why it matters:** These funds go toward offsetting the Village's \$2.25 million commitment to the project, easing the load on taxpayers. The Library remains committed to fundraising its own share of \$1.1 million, and this state support strengthens our position as we move that effort forward. Three of the six grant stages are already complete, with the agreement-execution stage now underway.

➡ **Next steps:** I'm coordinating with the Village on completing the Land Use Restriction Agreement (LURA), including having the Village attorney weigh in, to make sure it is completed correctly. There are no hard deadlines, so we have time to get it right before the documents are notarized and returned to the Department of Administration.

Building Our Future: Renovation and Fundraising for Welcoming Spaces

This month on the project: The Building and Grounds Committee met in May and directed me to contact the architects for a proposal covering the final leg of the work, including the construction document phase and assistance with bidding. The architect has confirmed the Committee's proposed timeline is solid, with the construction document phase set for this fall and bidding to follow in January 2027.

🖼️ **Big picture:** This is a full renovation of our entire building, and we are now roughly a year from construction. A project of this scale depends on careful planning, and the year ahead gives us the time to do it well. Associate Directors and I have already begun mapping how the library will operate during the renovation, since the entire collection will need to be moved and our service points reimaged. Addressing these questions now allows for thoughtful decisions about the collection, our temporary operations, and the visitor experience. Our goal is to continue serving the community throughout construction, and steady preparation now is what will keep disruption to a minimum.



The fundraising: The Capital Campaign Committee met in May and continues to meet monthly. Chairperson Kay Johnson is keeping the committee on track, and each month we review our prospect lists, reach out to donors, and build relationships. The Building and Grounds Committee is also developing designs for the donor recognition wall and exploring options for using the windows around the interior door.

🔍 **Why it matters:** Donor relationships take time and careful cultivation, and the steady approach we established in January is producing results. The work happening now, one relationship at a time, is what will carry the campaign toward our \$1.1 million fundraising goal.

Addressing Community Needs: Strategic Plan In Action

Goal 6: Strategic Communication & Impact

Collect data, tell our story, ensure awareness - We collect meaningful data, tell our story effectively, and ensure the community knows what we offer.

- Initiative 6.1: Develop comprehensive data collection and reporting aligned with strategic goals

Our community needs a library that can show what it does and what difference that makes, which sits at the heart of Goal 6. This month I redesigned the Director's Report itself. Traditionally, reporting leaned on output numbers like circulation and door counts. Those still matter, but they only tell us how much, not how well or for whom. The new format keeps those figures while adding room for what they miss: what a service meant for the people who used it, who it helped, and which strategic goal it advanced.

What We Did: Measuring What Matters

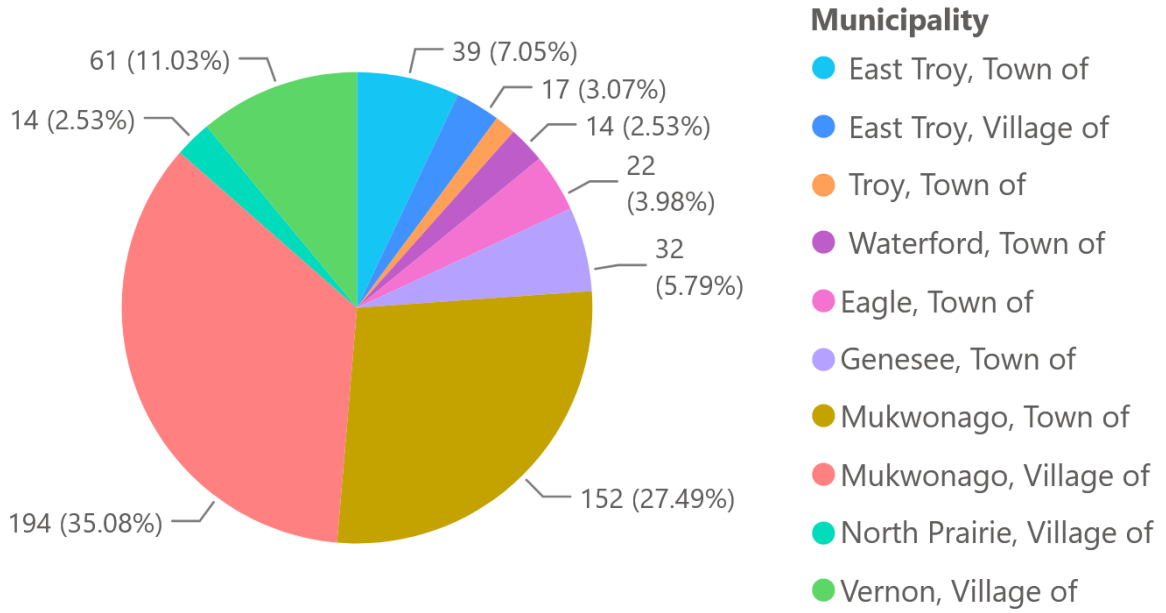
Monthly Circulation			Total Annual Circulation 116,384 (-1.2% year over year) holding steady against 2025
	Amount	Compared to Last Year	
Physical Circulation	11,243	-2%	
Digital Circulation	4,054	+12%	
New Cards	102	-18% No May Farmer's Market outreach this year	

📊 **Analysis:** Circulation dipped slightly this month, but Saturdays were consistently our highest-circulating days. With the Summer Learning Program ahead, we have a strong opportunity to close that small gap.



Patron Residency: Top 10 Municipalities - The chart below shows where our patrons live. Notably, 64.92% are True Non Residents (TNR), meaning the county reimburses us when they check out items. This breakdown helps us target outreach more effectively.



Unique Patrons by Municipality (Top 10)



Monthly Usage			Total Annual Visits 43,932 (-5% year over year) Consistently lower monthly against 2025
	Amount	Compared to Last Year	
Library visits	8,167	-3%	
Room Use	434	+41% Community Room usage almost doubled	
Program Attendance	1,393	+6%	

Analysis: Monthly program attendance increased significantly this year, largely thanks to the Book Festival and its roughly 400 attendees. It's a good reminder that whenever we add, move, or reconfigure programs, the numbers move too. A big swing usually reflects a change in our lineup rather than only a shift in demand, so the totals are best read alongside what changed on the calendar.



Collection		
Holds received from other Bridges libraries	1,830	 Analysis: We are a net lender in the Bridges Library System, meaning we send out more items through the courier than we borrow from other libraries. This is rewarded in the county funding reimbursement formula.
Holds shipped from MCL	2,301	
Items Weeded	916	 Analysis: Both weeding and new additions will slow during the summer as the collection team shifts to programming. Weeding is routine collection care, not loss. Removing outdated, worn, or unused materials keeps the collection current and easy to browse, so what remains is what the community actually wants.
Items Added	616	

Who We Helped: Changes for Real People



"The library didn't just support me in a time of need, it helped me rediscover myself and step into a new purpose." — Leah Rivas

When a 22-year career ended in early 2024, Leah Rivas faced an uncertain road ahead. The library was there with the practical footing she needed: career counseling, unemployment guidance, and help rebuilding her resume. As she found her feet, an unexpected invitation to a Zentangle class opened a door to mindful art and a passion she hadn't known she had. This June, Leah steps fully into that new purpose, returning to teach her own class blending meditation and creative expression.

Source: Patron story submitted via our online portal, shared with permission (Strategic Goal 6.2).



The library's Purple Springs Memory Cafe brings together individuals living with memory loss and their caregivers, a community that often faces quiet isolation. In May, 10 attendees connected over the "Magic of Music," exploring Beethoven's 9th Symphony and creating art together. The program links them not only to one another but to support beyond the library: through our collaboration with Bridges, Kathy from the ADRC attends each session to connect attendees with resources they need.

How We Connected: User Engagement

**505
SLP webpage views
in only 3 days**

Demand for the Summer Learning Program is strong before it has even begun. The early page views, and a SLP calendar reprint already needed to keep up, show that the better and earlier we get information out, the more families build their summers around us.



Our Operations: The Unglamorous But Important Work Behind Great Service

Front doors - This month the ADA opener motor on our front doors began intermittently sticking open, requiring staff to manually shut it off and reset it. We called Rinderle Door Company to service both doors. The immediate problem is being addressed, but at 15 years old these doors are nearing the end of their service life, and replacement motors may soon be necessary.

Our People: Because Great Service Starts with a Thriving Staff

Capacity & staffing - The team is stabilizing after several departures earlier this spring. With Bethany and our other recent hires settling in, we are back to full staffing and benefiting from the fresh perspectives they bring. New team members are already contributing strong ideas heading into our busiest season.

Joining the Team - Bethany Hatch joined as our new Business Manager in May and cross-trained with Cathryn Kim ahead of Cathryn's retirement, ensuring a smooth handoff after 27 years. Nick Needham, a collegiate wrestler and two-time returning Summer Library Page, is back for the season to help shelve the high volume of materials we see over the summer.

Milestones - Director Abby Armour marked five years with the Library, and Public Services Associate Gabe Pett celebrated two years in May.

Professional Development: De-escalation training - Associate Director Katelyn Morrison and Public Services Associate Susan Brown attended a De-Escalation Skills Training organized by Bridges held at the library on May 21 and led by Robert Hagen of NAMI Southeast Wisconsin, a retired police captain who now directs crisis training for the organization. The session covered how to recognize when someone may be in crisis, the value of active listening, and practical, safety-focused techniques for defusing tense situations.

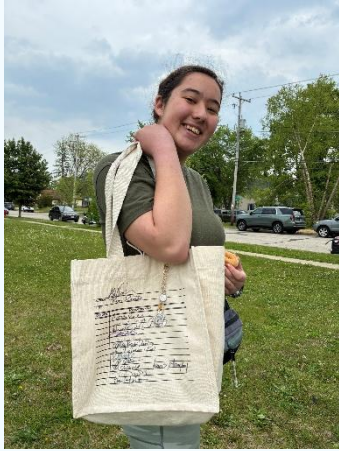
🔍 **Why it matters:** As a public space open to everyone, the Library is sometimes where community members in distress turn up, and frontline staff are the ones who meet them. This training advances Goal 4, Welcoming Spaces for All, by helping us keep the library safe and welcoming in difficult moments, and Goal 7, Sustain a Thriving Workforce, by giving staff the skills and confidence to handle those moments calmly. It protects both staff and patrons alike.

Library 101: Big Topics, Bite-Sized

Did you know? A "True Non Resident," or TNR, is a library user who lives in the county but not in a municipality that maintains its own public library. Under Wisconsin Statute 43.12, counties must reimburse libraries for serving these residents, at a minimum of 70% of a per-loan formula. Here's why it matters: Every item a TNR checks out brings reimbursement dollars back to Mukwonago, so serving our neighbors beyond village limits directly supports our budget.



Wrapping Up: Reflecting on Our Big Moments



Lella Rose was excited to get all the authors to sign her bag—on her birthday!

The Mukwonago Book Festival is in the books—our first annual event filled the day with authors, local creators, and community. The standouts: over **400 attendees**, **9 new library cards** signed on the spot, **14 featured authors** across five panels, **three writing resource tables**, **four food trucks**, **hundreds of raffle tickets sold**, and **23 volunteers** who made it all run.

Featured author DJ Slater summed it up well: "It literally had something for everyone....As an attending author, it was a great way to connect with readers and the community. I felt welcomed and appreciated the entire time." None of it happens without the Friends of the Library, who funded the rentals and recruited our volunteers. We're already planning year two!

See the day for yourself on our website:
www.mukwonagolibrary.org/library-memories

Looking Ahead: What' Coming Up

Coming up

- Summer Library Program Kick-Off Event on Saturday, June 13, from 10am-12pm

On the horizon

- Budgeting for 2027 starts in the summer
- Director's evaluation





June 8, 2026

AGREEMENT FOR ARCHITECTURAL DESIGN SERVICES RENOVATION | MUKWONAGO COMMUNITY LIBRARY

between
Mukwonago Community Library
511 Division Street
Mukwonago, WI 53149

and
Engberg Anderson, Inc.
320 E. Buffalo St., Suite 500
Milwaukee, WI 53202

Engberg Anderson Project No. 243695.03

Dear Abby,

Engberg Anderson is pleased to submit this proposal for architectural design services for construction documents, bidding and contract administration, building on the design development phase completed last fall. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard. If the proposal is acceptable, please sign both copies and return one for our records.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Mukwonago Community Library will engage Engberg Anderson, Inc. to provide Construction Documents based on the approved Design Development Documents and updated budget for the Cost of the Work.

This proposal covers the following phases of work to complete the renovation project

- **Contract Documents:** Providing Construction Drawings and Specification with all the information needed to competitively bid the project and for the contractors to complete the work.
- **Bidding:** Assist the Library in soliciting and evaluating bids. Hold a pre-bid conference for interested contractors and answer all questions that arise as the Contractors bid the documents.
- **Contract Administration:** Verify compliance of the built work with the contract documents. Answer all questions, review all submittals and visit the project site at intervals appropriate to verify the quality of the work.

PROJECT PARAMETERS

The total project budget has been set at \$3,600,000, including all soft costs.

The approved project will renovate the first floor of the library, with the exact scope of work to be confirmed at a kick-off meeting. The project will be phased to allow the library to remain open during construction.

WORK PLAN

CONSTRUCTION DOCUMENTS

The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and systems required for the Project.

During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of:

- (1) bidding and procurement information which describes the time, place and conditions of bidding; bidding or proposal forms; and the form of agreement between the Owner and the Contractor; and
- (2) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect also shall compile the Project Manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

In addition to the meetings with the consultants, there are 4 milestone meetings with the Owner for general review and to guarantee conformance with the design intent.

1. Meeting #1 reviews the project scope and budget, establishes the expectations for the quality, documentation standards and coordination effort.
2. Meeting #2 reviews 50% progress documents; including and final specification items.
3. Meeting #3 reviews the 90% progress documents for quality assurance and budget adherence.
4. Meeting #4 is a final sign-off meeting for the bid documents.

The final meeting is coincidental with a large-scale review of all the documents by the project team and an independent auditor to ensure completeness and accuracy.

COMPETITIVE BIDDING

Bidding Documents shall consist of bidding requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings.

The Architect shall (based on AIA B 141):

5. Distribute the Bidding Documents to prospective bidders and request their return upon completion of the bidding process. The Architect shall maintain a log of distribution and retrieval, and the amounts of deposits, if any, received from and returned to prospective bidders.
6. Consider requests for substitutions, if permitted by the Bidding Documents, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.
7. Participate in or, at the Owner's direction, shall organize and conduct a pre-bid conference for prospective bidders.
8. Prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.
9. Participate in or, at the Owner's direction, shall organize and conduct the opening of the bids. The Architect shall subsequently document and distribute the bidding results, as directed by the Owner.

CONTACT ADMINISTRATION

QUALITY CONTROL RESPONSIBILITIES

The role of the design team during construction is quality control. That role involves five primary responsibilities as defined below. With each is a series of tools used to evaluate the overall progress and acceptability of the construction. These tasks will be further detailed in a work plan and are included in the standard AIA contract.

1. INTERPRET THE CONTRACT DOCUMENTS AND CHANGES MADE THERETO. The Architect shall interpret and decide matters concerning performance of the Owner and Contractor under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.
2. ESTABLISH STANDARDS OF ACCEPTABILITY. The Architect shall periodically observe the construction to determine progress, quality, and the date of substantial completion of the work.
3. JUDGE THE PERFORMANCE OF THE CONTRACTOR. At bi-weekly site visits, the Architect shall compare the degree of conformity and progress of the project as constructed to that of the project as planned. Field Reports shall be issued to track all open items.
4. ISSUE CERTIFICATES. The architect shall authorize payments to the Contractor based on Work performed and materials supplied. At the end of the project, the Architect will review the work for conformance with the documents and issue the Certificate of Substantial Completion.
5. INFORM THE OWNER OF THE STATUS OF THE PROJECT RELATIVE TO THE ABOVE ITEMS. The Architect will meet with the Owner on a monthly basis to review the progress of the work.

OWNER INVOLVEMENT

Of these, the last is critical. There is an expectation the participation of the Owner will continue throughout the project. When questions relating to function, appearance or cost are brought to the table during this phase, it is the entire team that makes the necessary evaluations: Decisions are made by those who established the goals and priorities.

Schedule

The overall project schedule, if authorized, could be completed as follows:

TASK	Start	Complete
Contract Documents	July 2026	December 2025
Bidding	January 2027	February 2027
Construction	March 2027	February 2028

FEE PROPOSAL

FEE

Based on the current project understanding, we propose to complete the outlined services for a fee of **\$178,400**. This is calculated as a percentage (9%) of the construction budget of \$3,051,000, broken down as follows:

TASK	% of Fee	Phase Fee
Contract Documents	35%	\$96,100
Bidding	5%	\$13,700
Construction	25%	\$68,600



As with all agreements, if the scope of the work or parameters under which the work is performed are modified, we reserve the right to review the fees related to these modifications and make mutually agreeable adjustments.

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with established review and approval procedures.

Expenses incurred in the course of completing the work will be invoiced to the Library at our cost.

- Transportation in connection with the Project, including the four trips outlined in the Proposal.
- Reproductions, plots, standard form documents, postage, handling and delivery.

Detailed records of reimbursable expenses shall be included in monthly invoices. An initial limit to the reimbursable expenses shall be established at \$500. The limit may be modified upon agreement between parties.

OTHER TERMS

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. If the terms are acceptable, I will prepare a draft of the appropriate AIA contract for review and execution.



Front



Back





Inspire
Creativity

Embrace
Community

Cultivate
Connections

Abby Armour

From: Ron Bittner <rbittner@villageofmukwonago.gov>
Sent: Friday, May 22, 2026 11:42 AM
To: Abby Armour
Subject: FW: Mukwonago Library Painting

Hello Abby,

Here's the updated quote from Merit Painting

Regards,

Ron



Ron Bittner
Public Works Director
Phone: 262.363.6447
Email rbittner@villageofmukwonago.gov
440 River Crest Ct
Mukwonago, WI 53149
www.villageofmukwonago.gov
www.mukwonagodowntown.gov



From: David Piotrowski <dave@meritpaintingwi.com>
Sent: Friday, May 22, 2026 11:22 AM
To: Ron Bittner <rbittner@villageofmukwonago.gov>
Subject: Mukwonago Library Painting

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

MERIT PAINTING, INC.
403 McKenzie Drive
Mukwonago, WI. 5314

Mukwonago Library

511 Division St.
Mukwonago, WI 53149

I have provided you with a painting bid for the above listed job/project in accordance with site visit
05/21/2026

(1). Paint all exterior EIFS At Mukwonago Library.

Merit Painting Inc. hereby agrees to furnish labor, material and equipment necessary to complete the
work at the aforementioned location for the sum of \$13,500.00

If you have any questions, please feel free to contact me.

Respectfully submitted,

-David Piotrowski
President

Merit Painting
403 McKenzie Road
Mukwonago, WI 53149
Wisconsin Contractors License #1109178
Office ph -262.363.7203
Cell ph -414.333.0374
dave@meritpaintingwi.com



741 N. Grand Ave., #210
Waukesha, WI 53186

P 262.896.8080
W bridgeslibrarysystem.org

To: Mukwonago Community Library Board of Trustees
From: Brittany Larson, Bridges Library System Director
Re: Waukesha County Library Standards Certification
Date: May 8, 2026

Wisconsin Statute 43.64(2) allows Waukesha County municipalities that tax their residents for libraries the opportunity to exempt their residents from the county library levy if two criteria are met:

- 1) The municipal tax rate for library services is equal to or greater than the rate of the county library tax, and
- 2) The library meets or exceeds the Waukesha County adopted library standards.

Exemption from the county library tax, therefore, includes two distinct actions. The municipality action required is a certification of its library tax rate. That process begins when I send out a communication to the municipality after the state releases its official Equalized Assessed Values in mid-August.

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2026.

The Waukesha County Board approved the current county library standards in April 2022. Information about the current plan is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements under the current plan. If the 2027-2031 Waukesha County Library Services Plan is approved by the Waukesha County Board, then those standards will go into effect for the 2027 standards process.

Please complete the documentation on pages 3-4 and then complete the *Library Board Certification of Eligibility for Exemption from County Library Tax* on page 5. Please **scan and send all pages (with signatures on page 5) to the Bridges office via email by August 31**. This form constitutes your library's certification for compliance with the library standards portion required for exemption from the Waukesha County library tax levy.

Thank you for providing outstanding library services to the citizens of Waukesha County!

Step 1. Review your Library’s Library Service Effort Ratio (LSER) Calculation

There is a provision in the Waukesha County Plan that allows a library to qualify for the exemption without meeting the *Minimums to Exempt*. If a library can demonstrate its ability to provide for most of the needs of its own resident by reaching its targeted Library Service Effort Ratio (LSER), it is allowed to exempt from the county library tax without meeting the numeric *Minimums to Exempt*.

The LSER is calculated as follows:

- Lending by your library to your own residents: 70,379
- PLUS lending to other library community’s residents: 17,854
- DIVIDED by total circulation by your residents at all county libraries: 77,552

Your library’s LSER is shown in Table 1 below.

Table 1.

Mukwonago’s Library Services Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
Target	Actual	Pass?
80%	113.77%	YES

If your LSER ratio is higher than your listed target rate, you will see a “Yes” in Table 1 above and may skip to step 3 on this form. Please note, even if there is a “Yes” listed above, you are encouraged to complete step 2 for the purposes of assessment. However, if your LSER is higher than your required target, step 2 is not required for the purposes of meeting the minimum for the standards portion of the county library tax exemption. If there is a “No” in Table 1 for your library, you must complete step 2. All libraries must complete step 3.

Step 2: Compare your Library’s previous year’s data to your Library’s *Minimums to Exempt*

Please review the data below gathered from your library’s 2025 state annual report and indicate whether your library will meet its minimum requirements in 2026.

Please circle “Yes” or “No” in the last column in Table 2. **(Completing this table is required if LSER = “NO” in step 1.)**

Table 2.

Library	Mukwonago		2024 Municipal Population	8,438
Category	Minimum to Exempt	Library Actuals from 2025 annual report	Met Minimum during 2025?	Will Meet Minimum in 2026? (Circle one)
Materials Expenditures/Capita	\$6.25/capita	\$13.01/capita	YES	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number Hours Open/Week	50	60	YES	<input checked="" type="radio"/> Yes <input type="radio"/> No
Budgeted Staff in FTE	8.00	15.48	YES	<input checked="" type="radio"/> Yes <input type="radio"/> No
Collection Size	57,000	97,116	YES	<input checked="" type="radio"/> Yes <input type="radio"/> No
Public Computers/Internet Access Devices	5	13	YES	<input checked="" type="radio"/> Yes <input type="radio"/> No
Wireless Internet Access	Yes	Yes	YES	<input checked="" type="radio"/> Yes <input type="radio"/> No

Step 3. Review and Report on Quality Assurance Standards for Mukwonago Community Library

Review each item and circle “Yes” or “No” in Table 3 below. **(Completing this Table is required regardless of LSER ratio.)**

Table 3.

Quality Assurance Standards	Library Assurance for 2026 (circle one)	
Library board member orientations are provided	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library website includes key board/staff contact & meeting information	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library board conducts director performance evaluation	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library budgets for professional development	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library has active strategic plan	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library has a current circulation policy	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library has a current collection management policy	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library has a current computer/internet policy	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library has a current meeting room use policy (if meeting room available)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library has a current public behavior (rules of conduct) policy	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Library has a current personnel policy	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Policies are considered current if they have been adopted or reviewed within the last five years.

Please attach narrative for any items for which the library circles “No” and describe steps planned to address the area(s) of non-compliance. Note: For each item in tables 2 and 3, libraries are able to select “No” one time during the annual certification process for the five-year planning period.

If your library has circled “No” for an item in a previous year in tables 2 or 3, circling “No” a second time for that same item may result in the loss of ability for the municipality to exempt its residents from the county library tax.

Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board’s responses related to the *Minimums to Exempt and Quality Assurance Standards* were approved by the library board and reflect the library’s plan of service for 2026.

Name of Library	Mukwonago Community Library
Date Form Completed:	June 11, 2026
Library Board President Name:	Howard Pringle
Library Board President Signature:	
Library Director’s Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2026**.

Calculation of *Minimum to Exempt* Standards

The data used in the calculation of each of the Waukesha County numeric *Minimum to Exempt* Standards is included below.

Material Expenditures per Capita

- Amount entered in section VI. Library Operating Expenditures, 3e (Library Collection Expenditures) of 2025 library annual report
- 2025 Database charges
- 2025 Overdrive Digital Buying Pool charges (paid to WiLS)
- 2025 Overdrive Advantage charges
- Total expenditures in the above categories are divided by the community's 2024 municipal population

Number of Hours Open per Week

- Average hours open per week during the school year (38 weeks), as reported in 2025 annual report

Budgeted Staff in FTE

- Amount entered in section X. Staff, 2c (Total Library Staff FTE) of 2025 library annual report

Collection Size

- Amounts entered in section II. Library Collection of 2025 library annual report
 - 1. Books in Print
 - 3. Physical Audio Materials
 - 4. Physical Video Material
 - 5. Other Physical Materials

Public Computers/Internet Access Devices

- Amount entered in section III. Library Services, 8b. (Number of Public Use Computers with Internet Access) of 2025 library annual report

Wireless Access

- For many years all libraries have reported wireless access is available. Unless a library reports otherwise, the assumption will be that this will continue from year to year.