



**LIBRARY BOARD OF TRUSTEES  
MEETING  
Mukwonago Community Library  
511 Division Street, Mukwonago, WI 53149  
July 9, 2026 at 6:00 PM**

**AGENDA**

**1. Call to Order**

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

2.1 Introduce New Library Trustee - Welcome to incoming Trustee Nikki Verheyden who will be filling out Sue Perkins' term (June 2026 through June 2028).

**3. Approval of Minutes**

3.1 Approval of June 11, 2026, Library Board meeting minutes as prepared and distributed

**4. Public Comment**

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

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

5.1 Invoices and Executive Summary for July 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 Monday, August 3, 2026 @ 4:00pm

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 June 16, 2026; next meets Tuesday, October 20, 2026 @ 6:00pm

6.8 Ad Hoc Capital Campaign Committee - last met June 24, 2026; next meets Wednesday, July 22, 2026 @ 7:00pm

## **7. Library Director Report**

7.1 Library Director Report - July 2026: Reflections on June

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

8.1 Officer Elections - Discussion and possible action on voting for the positions of President and Secretary.

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

## **9. Referral Items**

## **10. Confirm Next Meeting Date**

The next Library Board meeting is scheduled for August 13, 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, June 11, 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 and via electronic means on Zoom

**Roll Call and Introduction of Guests**

Board Members Present

E. Brill  
H. Pringle  
K. Sperstad  
D. Whalen

Via Zoom

L. Spielman  
E. Pautz  
C. Stienstra  
M. Oberwise-Lacock

Excused

A. Cooper  
B. J. Werner

Also Present

A. Armour, Library Director  
Bruce Gay, Director of Waukesha Public Library

**Approval of Minutes**

M. Oberwise-Lacock/L. Spielman motioned to approve the minutes from the Board of Trustees meeting on May 14, 2026. Unanimously carried.

**Comments from the Public**

None.

**Audit and Approval of Monthly Expenditures**

D. Whalen/E. Brill 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 county, state, and village are having conversations regarding the Hwy 83 road construction project. The opening for Trustee vacancy will be filled by the only eligible candidate and sworn in at the June Village Board meeting.

Friends of the Library Report – Director Armour shared on behalf of M. Isely, acting President of the Friends. Native Plant Sale was a success and great collaboration with Village DPW. Book Festival was a success, volunteers had a great time, and lots of people asking about the next one. Mukwonago Culver's Scoopie Night, June 22, 4:00-7:00. Qdoba Fundraiser, July 8, 4:00-8:00

Building & Grounds Committee - next meets Thursday, November 19, 2026 @ 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

**Library Director Report** - Director Report is for information only.

Director Armour noted that she updated the format to align more closely with the strategic plan and to share holistic data capturing user stories and not just output metrics.

## **Discussion/Action Items**

Presentation by Bruce Gay

Waukesha Public Library Director Bruce Gay shared his experiences running a public library during a major renovation.

Proposal for Architectural Design Services

The Library Board considered the proposal from Engberg Anderson Architects for final phase of the renovation project including contract documents, bidding, and contract administration. Discussion included getting clarification on the MEP team involvement in on-site inspections, clarification on cadence and involvement of architect visits during the construction, timeline on when the architects start the construction documents versus when the first meeting with Library staff occurs, and the need to engage a project manager/owner's representative. E. Brill/M. Oberwise-Lacock moved to approve the Agreement for Architectural Design Services for Engberg Anderson Project No. 243695.03 which includes contract documents, bidding, and contract administration with funding to come from WCCF Capital Endowment Fund. Director Armour was directed to clarify questions with architect and bring any difference in proposal costs back to the Library Board.

### Capital Campaign

Director Armour provided a brief update on the campaign including that they have fundraised about \$486,000.

### Donor Recognition

Updated mock-ups created by Director Armour and Marketing & Outreach Specialist Plitzner of donor wall option for surrounding the interior glass doors were presented. The Library Board agreed that this was the direction they wanted to proceed and directed Director Armour to contact the preferred vendor with these mockups to get materials and cost estimates.

### EIFS Painting

C. Stienstra/E. Brill motioned to approve the EIFS painting proposal by Merit Painting with a budget not to exceed \$15,000. Unanimously carried.

### Waukesha County Library Plan Minimum to Exempt Standards Certification

E. Brill/C. Stienstra motioned to certify the Library's compliance with the Waukesha County Library Plan Minimum to Exempt Standards for 2026 and authorize President Pringle and Director Armour to sign it. Unanimously carried.

### Officer Nominations

C. Stienstra nominated H. Pringle for the position of President. H. Pringle accepted the nomination. M. Oberwise-Lacock nominated E. Pautz for the position of Secretary. E. Pautz accepted the nomination.

### Referral Items

Building and Grounds Committee is directed to investigate engaging a project manager/owner's representative for the renovation project in time for them to assist with reviewing the project bids.

### Confirm Next Meeting Date

Regular Library Board on Thursday July 9, 2026 at 6:00pm

### Adjournment

E. Brill/E. Pautz motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:12 pm.

Minutes submitted by Abby Armour

## Mukwonago Community Library Executive Summary 2026

As of 7/9/2026

Account	Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	785,456.00	316,794.84	468,661.16	40.3%
5111 Overtime	-	13.94	(13.94)	
5112 - Social Security	60,990.00	24,818.96	36,171.04	40.7%
5152 - Retirement	41,274.00	18,018.97	23,255.03	43.7%
5152-10 Deferred Comp. ICMA	10,616.00	6,006.01	4,609.99	56.6%
5154 - Health	39,599.00	20,166.57	19,432.43	50.9%
5158- OPEB Payout	-	26,208.00	(26,208.00)	
5159 - Other Fringe Benefits	3,127.00	2,157.23	969.77	69.0%
5219 - Professional Services	5,000.00	1,864.07	3,135.93	37.3%
5220 - Contractual Services	35,500.00	19,763.21	15,736.79	55.7%
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	4,112.34	2,737.66	60.0%
5226 - Insurance	17,000.00	5,077.35	11,922.65	29.9%
5310 - Outside Services	17,500.00	6,831.81	10,668.19	39.0%
5311 - Operational Supplies	12,000.00	5,283.09	6,716.91	44.0%
5312 - Printing	2,000.00	657.11	1,342.89	32.9%
5314 - MetaSpace 511 Equip & Fixtures	2,000.00	327.90	1,672.10	16.4%
5315 - Postage	1,200.00	890.52	309.48	74.2%
5316 - Collection Maintenance & Repair	7,500.00	4,077.42	3,422.58	54.4%
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	45,024.07	39,975.93	53.0%
5329 - AV Materials	9,000.00	4,792.48	4,207.52	53.2%
5330- Thingery Collection	6,000.00	1,053.70	4,946.30	17.6%
5331 - Programming	15,000.00	6,794.33	8,205.67	45.3%
5332 - Mileage	1,000.00	29.73	970.27	3.0%
5333 - Outreach	6,000.00	3,152.95	2,847.05	52.5%
5335 - Training & Travel	8,000.00	4,823.70	3,176.30	60.3%
5340 - Electronic Tools & Services	16,000.00	7,340.44	8,659.56	45.9%
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	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	2,372.90	2,627.10	47.5%
511105 - Equipment >\$5,000	-	0.00	0.00	
<b>TOTAL Budget Accounts</b>	<b>1,324,026.00</b>	<b>616,194.93</b>	<b>707,831.07</b>	<b>46.5%</b>

<b>Donation Accounts</b>	<b>Beginning Balance</b>	<b>Donation Revenue</b>	<b>Donation Expense</b>	<b>Balance</b>
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
<b>TOTAL Donation Accounts (Verified)</b>	<b>(9,156.88)</b>	<b>92,269.60</b>	<b>54,641.32</b>	<b>28,471.40</b>

<b>Mukwonago Community Library</b>				
<b>REVENUE 2026</b>				
<b>Department Name</b>	<b>2026 Budget</b>	<b>June 2026</b>		
Property tax	602,180	481,902	80%	
Inter Gov Revenue	699,846	352,164	50%	
Copies & Faxes	5,500	4,159	76%	
Material Replacement	1,000	1,081	108%	
Book Sale Revenue	3,500	3,432	98%	
Fines	0	1,945		
Misc. Revenue	0	954		
Interest Revenue	12,000	0	0%	
<b>Total Revenue</b>	<b>1,324,026</b>	<b>845,637</b>	<b>63.9%</b>	

\* 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**  
**July 10, 2026**

<b>Account</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
5219 Professional Services	Baker Tilly - Village Charge	Audit Costs	520.89
5129 Professional Services	Baker Tilly - Village Charge	Audit Costs	786.31
5220 Contracted Services	Great America Financial Services	8/10/26-9/9/26	460.74
5220 Contracted Services	Impact	Copies 3/10/26-6/9/26	477.17
5222 Electric	WE Energies	5/22/26-6/23/26	3336.31
5224 Gas	WE Energies	5/22/26-6/23/26	180.71
5225 Telephone	Brightspeed- Village Charge	5/24/26-6/23/26	91.84
5225 Telephone	Spectrum Business / Charter Communications	5/28/26-6/27/26	152.05
5225 Telephone	Vonage- Village Charge	6/11/26-7/10/26	423.30
5226 Insurance Premiums	R& R Insurance	Cyber	162.10
5226 Insurance Premiums	R& R Insurance	General Liability	669.45
5226 Insurance Premiums	R& R Insurance	Public Officials	753.88
5226 Insurance Premiums	R& R Insurance	Worker's Comp	240.99
5310 Outside Services	Credit Card Monthly Fee	Elavon June	80.32
5310 Outside Services	Credit Card Processing Fees	6/5/26-6/12/26	4.55
5310 Outside Services	Credit Card Monthly Fee	SeedLive June	9.95
5310 Outside Services	Credit Card Processing Fees	6/12/26-6/19/26	3.80
5310 Outside Services	Credit Card Processing Fees	6/19/26-6/26/26	3.69
5310 Outside Services	Credit Card Processing Fees	6/26/26-7/3/26	3.44
5310 Outside Services	Alsco	Mats & Dusters/June	53.36
5310 Outside Services	America Aquaria	Fish tank maintenance & Fish 6/16/26	85.00
5310 Outside Services	Excel Building Services	June Weekend Cleaning + Glass Clean U	808.25
5311 Operational Supplies	Amazon Business	Office Supplies	222.75
5311 Operational Supplies	Complete Office	Cleaning supplies	377.40
5311 Operational Supplies	Complete Office	Office Supplies	19.86
5312 Printing	Gordon Flesch - Village Charge	Lease 5/20/26-6/19/26	18.48
5312 Printing	Gordon Flesch- Village Charge	Copies April	17.42
5312 Printing	James Imaging- Village Charge	5/15/26-6/14/26	50.54
5316 Collection Maintenance & Repair	Amazon Business	Maintenance Supplies	176.40
5316 Collection Maintenance & Repair	Demco	Easels and Tape	178.69
5316 Collection Maintenance & Repair	Demco	Maintenance Supplies	196.31
5316 Collection Maintenance & Repair	Demco	Labels and Tape	126.58
5328-5700 Books	Ingram	Books	1121.25
5328-5700 Books	Ingram	Books	537.02
5328-5700 Books	Ingram	Books	25.50
5328-5700 Books	Ingram	Books	35.45
5328-5700 Books	Ingram	Books	266.43
5328-5700 Books	Ingram	Books	419.38
5328-5700 Books	Ingram	Books	515.38
5328-5700 Books	Ingram	Books	1329.70
5328-5700 Books	Thriftbooks	Books	22.38
5329-5700 AV Material	Midwest Tape	DVDs	255.92
5329-5700 AV Material	Midwest Tape	DVDs	191.19
5329-5700 AV Material	Midwest Tape	DVDs	221.86
5329-5700 AV Material	Midwest Tape	DVDs	97.00
5330 Thingery Collection	Amazon Business	Mahjong Racks	72.95
5331 Programming	Amazon Business	Program supplies Adult	21.77
5331 Programming	Amazon Business	Program supplies YS	36.15
5331 Programming	Amazon Business	Program supplies Adult	61.96
5331 Programming	Amazon Business	Program supplies Adult	60.95
5331 Programming	Amazon Business	Program supplies YS	112.89
5331 Programming	Hobby Lobby -Village Credit Card	Program supplies Adult	47.91
5331 Programming	Kidsplay	7/29/26 Fitting in Fitness Program	500.00
5331 Programming	Kimberly Weggeland	8/4/26 Amazing Animals Program	325.00
5331 Programming	Mischief & Magic	Final payment - August Program	300.00
5331 Programming	Dollar Tree-Village Credit Card	Program Supplies - Adult	91.40
5331 Programming	Tanya Hinz	8/11/26 Painting Class	60.00
5333 Outreach	Adobe-Village Credit Card	Creative Cloud Apps	36.74
5333 Outreach	TechSoup-Village Credit Card	Licenses	250.00
5335 Training & Travel	ALA-Village Credit Card	Reference Services Crash Course	202.50
5340 Electronic tools & Services	UKG- Village Charge	Payroll processing May	415.77
5811 Equipment (Under \$5,000)	Amazon Business	Printer and Roku TV	648.27

**TOTAL REGULAR ACCOUNTS**

**18,975.25**

<b>Account</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>Donations</b>			
5806 Donation Designated Other	Amazon Business	Program supplies PD by Lions	104.34
5806 Donation Designated Other	Bethany Hatch	Cake for Cathryn's Retirement Party	25.99
5806 Donation Designated Other	Masters of Mystery	Mystery Party	388.00
5806 Donation Designated Other	Masters of Mystery	Mystery Party	440.74
5806 Donation Designated WCCF	Bernstein & Associates	NAGPRA Consult	40.00
5806 Donation SLP	Amazon Business	SLP Supplies	412.47
<b>Total Donation Expenses</b>			<b>1,411.54</b>
<b>Director</b>	<b>Treasurer</b>	To Be Reimbursed	
		Regular Donation Expenses	<b>1,411.54</b>
<b>Secretary</b>			
<b>Total Expenses</b>			<b>20,386.79</b>

Village of Mukwonago  
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY  
BOARD'S POLICY COMMITTEE**  
Tuesday, June 16, 2026

Time: **6:00 pm**

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

**1. Call to Order**

Chairperson H. Pringle called the meeting to order at 6:03 pm.

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

Board Members Present

H. Pringle  
D. Whalen  
C. Stienstra  
K. Sperstad

Also Present

A. Armour, Library Director

**3. Approval of Minutes**

C. Stienstra/K. Sperstad motioned to approve the Policy Committee Meeting Minutes from April 7, 2026. Unanimously carried.

**4. Discussion/Action Items**

4.1 Social Media Policy - Discussion and possible action on updates to the Social Media Policy.

4.2 Emergency Preparedness Policy - Discussion and possible action on updates to the Emergency Preparedness Policy.

4.3 Personnel Policy - Discussion and possible action on updates to the Personnel Policy.

D. Whalen/C. Stienstra motioned to make no changes to the policies listed in agenda items 4.1, 4.2, and 4.3 except to fix the typo on page 58 of the Personnel Policy that reads "Needs frequent retraining or frequent *supervisor* to ensure the job is completed correctly" to instead read "Needs frequent retraining or frequent *supervision* to ensure the job is completed correctly." Unanimously carried.

**5. Referral Items - none**

**6. Confirm Next Meeting Date**

The next Policy Committee Meeting is scheduled for Tuesday, October 20, 2026, at 6:00 pm.

**7. Adjourn**

K. Sperstad/D. Whalen motioned to adjourn the meeting. Unanimously carried.  
Meeting adjourned at 6:27 pm.

Minutes submitted by Abby Armour

DRAFT

Village of Mukwonago  
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY  
BOARD'S AD HOC CAPITAL CAMPAIGN COMMITTEE  
Wednesday, June 24, 2026**

Time: **7:00 pm**

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

**1. Call to Order**

Chairperson K. Johnson called the meeting to order at 7:06 pm.

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

Committee Members Present

Kay Johnson, Chairperson  
Abby Armour, Library Director  
Jill Adler  
Joanne Himebauch  
Nikki Verheyden  
Julie Felicilda  
Ashely Flatland

Excused

Katie Baker

**3. Approval of Minutes**

J. Himebauch/A. Flatland motioned to approve the minutes from May 13, 2026 as presented. Unanimously carried.

**4. Discussion/Action Items**

Capital Campaign

Committee members shared updates on their donor conversations. Discussion included campaign progress report, updates on naming rights, and connecting with donors. Director Armour shared the new capital campaign webpage on the Library's website.

**5. Referral Items – none**

**6. Confirm Next Meeting Date – Wednesday, July 22, 2026 at 7:00pm in person at the Mukwonago Community Library and via Zoom.**

**7. Adjourn**

Chairperson K. Johnson adjourned the meeting at 8:06 pm.

Minutes submitted by Abby Armour

DRAFT

# THE DIRECTOR'S REPORT

July 2026

Mukwonago Community Library



Library Director Abby Armour

## The Headlines

**Summer Library Program (SLP)** - When school lets out, kids still need somewhere to go, and the library fills that gap with 20+ free programs weekly across June, July, and August, from story times to hands-on activities, alongside the reading challenge for all ages at the program's core. In short, SLP is the summer engine of the library as community center: free programming all season, more families through our doors, and a summer-long boost to circulation.

🔍 **Why it matters:** SLP is one of our highest-impact efforts of the year. Staff begin planning in January and coordinate across all parts of the library, from planning the programs to ensuring we have enough staff to re-shelve the books for fast turnover in a busy season. It keeps kids reading through the summer to prevent learning loss, brings families into the library as a free community gathering place, and drives our biggest circulation season. Every early sign points to a well-run program on pace.

## Building Our Future: Renovation and Fundraising for Welcoming Spaces

**This month on the project:** In June the Library Board approved Engberg Anderson Architects' proposal for construction documents, bidding assistance, and construction oversight. Documents are slated to run from August through December. Director Armour is awaiting a detailed schedule from the architects and will reconvene the design development working group once that timeline is set.

🎯 **Big picture:** This is a major step forward. Committing to construction documents commits us to the project on schedule, with construction beginning spring 2027. Documents can't sit once finished; bidding must follow promptly so the drawings stay current and cost estimates accurate.

**The fundraising:** The Ad Hoc Capital Campaign Committee continues connecting with donors through the busy summer months. These volunteers have secured about 50% of our \$1.1 million goal and are optimistic about opening the campaign to the public in early fall.

🔍 **Why it matters:** We are still in the campaign's "quiet" phase, a foundational stage focused on one-on-one outreach to secure the major gifts that anchor the effort. We are moving quickly. A typical campaign runs about 18 months, and we are on track to reach 100% of goal by year's end.



**Addressing Community Needs: Strategic Plan In Action**



**Goal 2: Space for Making & Learning**

Provide accessible tools, technologies, and mentorship - We provide accessible tools, technologies, and mentorship that inspire hands-on creation and skill development.

- Initiative 2.3: Align Thingery collection with Library vision while improving accessibility and visibility

Our community needs the library's unique tools and kits to be easy to find, understand, and use, which sits at the heart of Goal 2, Space for Making & Learning. This month we completed a full redesign of the adult Thingery, funded by a \$3,000 Innovation Grant from Bridges. Work that began with an audit in February wrapped in June, bringing transparent packaging, clear content lists with photos, and consistent wording and images from our shelves to our website. It helps because everyone benefits: patrons can see exactly what each kit contains and whether it is available on the new lime green display wall, returns are far faster to verify, and staff spend noticeably less time managing items and answering questions. It matters most for first-time and casual users, who can now discover kits like the Discover Backpacks and Stay Sharp Kits on the floor rather than hidden behind a desk, driving a significant increase in their use.

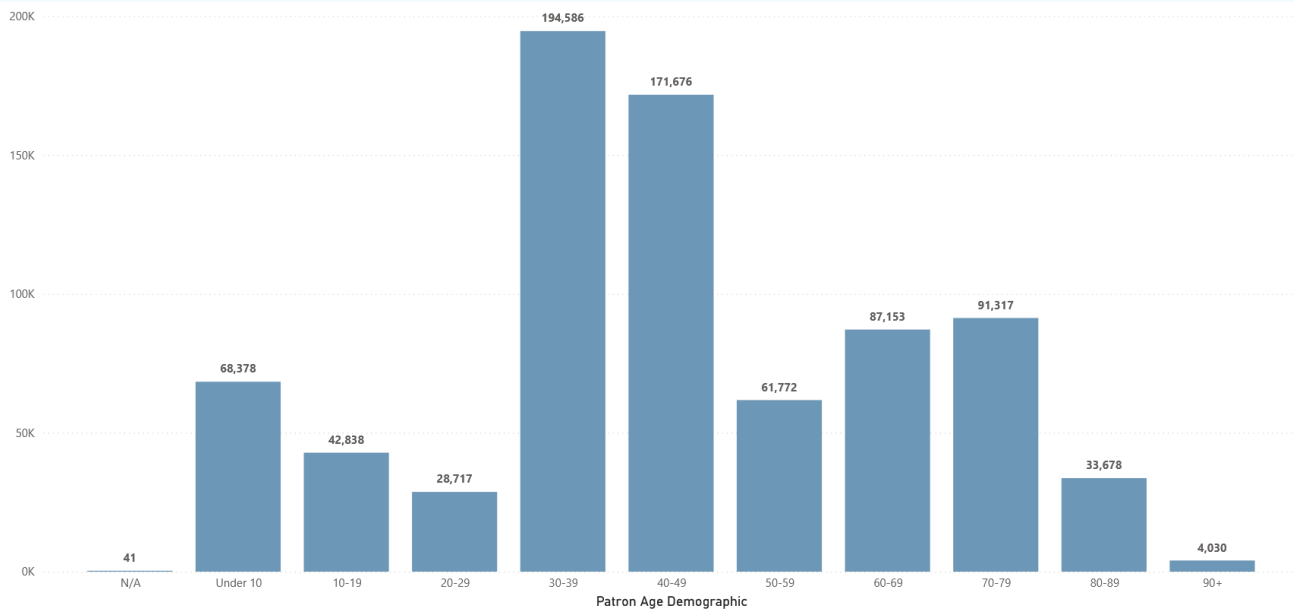
**What We Did: Measuring What Matters**

Monthly Circulation			Total Annual Circulation 144,606  (+.3% year over year)  holding steady against 2025
	Amount	Compared to Last Year	
Physical Circulation	24,262	+5%	
Digital Circulation	4,005	+5%	
New Cards	175	+17%	

**Analysis:** Physical circulation rose across nearly every children's category, along with Adult New Books, Adult Books, and Lucky Day. No single area drove the gain. Broad increases across the collection together pushed us past June 2025. That result stands out against the system as a whole: circulation across the Bridges Library System fell 13% compared to June 2025. Our increase against that systemwide decline shows that our community showed up this month.




**Circulation by Patron Age (data from 4/20/2023 to present)** - This chart plots circulation count, meaning physical items checked out or renewed, against patron age. The pattern reflects the conventional library usage life cycle: children are frequent users, and that usage tapers through the teen and early-adult years. It rises again when people have young children of their own, dips as those children become teenagers and households reach the empty-nest stage, and climbs once more in retirement.



Monthly Usage			<b>Total Annual Visits</b> 54,904 (-4% year over year) Catching back up to 2025
	Amount	Compared to Last Year	
Library visits	10,972	+1.4%	
Room Use	385	+16.3% Study Room usage increased by 24.8%	
Program Attendance	3,042	+7.7%	

Collection		
Holds received from other Bridges libraries	3,220	<b>Analysis:</b> Weeding is not paused completely during SLP, but we let items circulate a bit longer than usual, since summer's higher demand means more materials stay in patrons' hands.
Holds shipped from MCL	3,694	



Items Weeded	324	 <b>Analysis:</b> While weeding is not paused completely during SLP, we make an effort to let books circulate a bit longer than we normally would.
Items Added	567	

### Who We Helped: Changes for Real People



**“Residents at LindenGrove Mukwonago made these sparkling vintage jewelry hearts. They used antique costume jewelry and a wonderful donation of beads and gemstones from Mukwonago Community Library to create them. Lots of love and talent went into these beautiful pieces. Thank you, Mukwonago Community Library!”**

- Julie Heath, Life Enrichment Director at LindenGrove

We held our third **Craft Swap** event in June and it remains one of our most requested programs. Patrons donate supplies they no longer need and shop for new-to-them materials, keeping usable goods out of landfills and in the hands of crafters. The June event drew 79 attendees, including 27 who came for early drop-off and first access to shop.

Since launching in October 2025, the program's reach has extended beyond our walls. Through a new partnership with Linden Grove, a local assisted living facility, Life Enrichment Director Julie Heath now uses leftover supplies in resident programming, including a mosaic craft made from beads and gems donated at our very first swap. We already visit Linden Grove monthly for outreach, and this gives us one more way to support the work they do. It's a concrete example of Strategic Goal 3, Grow Our Community, reaching people beyond our walls.

### How We Connected: User Engagement

<b>1,000</b> <b>SLP webpage views</b> <b>in the first week the</b> <b>page was live</b>	<p>This year we decided to reach out to a professional printer for our Adult and Kids’ Summer Learning Calendars. We specifically ordered them in enough time to pass them out towards the end of our programming session. We had to reprint both the adult and kids calendars twice from the professional printers. Now that we are halfway through Summer Learning we will print copies in-house.</p> <p>We printed 330 Adult calendars and still ran out! We are printing these in house now. 600 Kids calendars were printed and that has lasted us throughout the program.</p>
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## Our People: Because Great Service Starts with a Thriving Staff

**Capacity & staffing** – Library Page Ethan has left, and we are actively interviewing to replace him. Though entry-level, Pages do the daily work that keeps circulation moving: pulling picklist items and reshelving quickly, which users feel directly. Meanwhile, new Adult Services Librarian Jade is settling in fast, already running Info Desk shifts solo, with plans to improve reference training and improved coordination with the Circulation Desk next. Her quick ramp-up is Goal 7, Sustain a Thriving Workforce, in action.

**Milestones** – Business Manager Cathryn Kim retired on June 12 after 27 years with the library. Starting in circulation, she came to do nearly everything over the decades, from building management to number crunching and statistics, and was instrumental in running the library between directors during leadership transitions. In her final two months, she organized and documented her work to set her successor up for success. We are grateful for her decades of service and wish her a wonderful retirement.

## Library 101: Big Topics, Bite-Sized

**Did you know?** MCL belongs to the Bridges Library System, a network of 24 public libraries in Waukesha and Jefferson counties. Library systems let individual libraries work together and pool their resources for cost effectiveness. One of 15 such systems in Wisconsin, the state-funded Bridges runs the shared infrastructure no single library could afford alone, including our catalog, the daily courier that moves materials between libraries, and group purchasing of online resources. This means you have access to over 2 million items and your Mukwonago card works at any Bridges member library!

## Wrapping Up: Reflecting on Our Big Moments



Marketing and Outreach Specialist Emma painted 53 faces in two hours at this year's popular face painting station

Our **Summer Learning Program Kick Off** was a tremendous success, drawing an estimated 550 attendees to a packed backyard event space under perfect weather. The standouts: 54 new Beanstack reading challenge signups in just two hours (bringing our total that day to 438), 14 new library card registrations, and roughly 200 air rockets launched. Community partners made the day: the Friends of the Library sponsored a petting zoo, the YMCA brought yard games, Citizens Bank provided a seed-planting station, and Aptar welcomed everyone at the entrance. Turnout held steady with last year, a sign of strong and continued interest in our summer programming.

See the day for yourself on our website:  
[www.mukwonagolibrary.org/library-memories](http://www.mukwonagolibrary.org/library-memories)



## Looking Ahead: What' Coming Up

### Coming up

- Next MCL After Dark will be a murder mystery on Saturday, August 15, from 6-8pm
- Chad Robinson, Director of Matheson Memorial Library in Elk Horn, will attend the August Library Board meeting to share about their renovation that just finished in June

### On the horizon

- Budgeting for 2027 from July through October
- Director's evaluation in August
- September is Library Card Sign Up Month

