



April 2024 BOT Packet

Wednesday, April 17, 2024
6:30 PM
Visaya Room, Pewaukee Public Library

Public Notice of Regular Meeting of the Pewaukee Public Library Board of Trustees

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public and to those news media who have filed a written or electronic request for this notice, that a meeting of the Pewaukee Public Library Board of Trustees will be held on Wednesday, April 17th, 2024 at 6:30 p.m. The meeting will be held in the Visaya Room at the Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072.

PEWAUKEE PUBLIC LIBRARY BOARD MEETING - AGENDA Wednesday, April 17th, 2024 at 6:30 p.m.

As of the date of this notice, the subject matter known to be intended for consideration is as follows:

1. Call Meeting to Order and Roll Call

SPECIAL BUSINESS:

2. Discussion and possible action on updated Eagle Scout Project presented by Peter Koutropoulos

REGULAR BUSINESS:

3. Citizen Comments/Correspondence
4. Approval of Consent Agenda
 - a. Minutes March 20, 2024 (Regular Board Meeting)
 - b. Financial Reports:
 - I. GL Budget vs. Actual Library – February 2024
 - II. GL Budget vs. Actual Library – March 2024
 - III. GL Detail Library – through March 2024
 - IV. Payment Approval Report – through March 2024
 - c. Library Monthly Statistics Report through March 2024
 - d. Director's Report: April 2024

NEW BUSINESS:

5. Discussion and possible action on the nomination of 2024-2025 BOT officer candidates
6. Discussion and possible action on revisions to the Library's Meeting Room Policy
7. Discussion and possible action on *TE17: Membership in a Public Library System*
8. Closed Session – The Library Board will recess into closed session pursuant to § 19.85(1)(c) Wisconsin Statute for the following reason:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically for the purpose of the annual performance evaluation of the Library Director.

You are further notified that at the conclusion of the Closed Session, the Library Board may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

NEXT MEETING SCHEDULED: Wednesday, May 15, 2024

LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072

The Pewaukee Public Library is committed to providing the highest degree of accessibility within its means when conducting library-sponsored events. Please notify us of your disability-related accommodation requests two weeks prior to a Library Board meeting by calling (262) 691-5670, extension 920. We will attempt to honor all requests but cannot assure that requests made too close to the date will be able to be accommodated.

Posted: Friday, April 12, 2024

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, March 20th, 2024 at 6:30 p.m.

1. Call Meeting to Order and Roll Call: 6:36pm

Members Present: Dale Noll, Karen Wildman, Ian Clark, Ann Wright, Heather Gergen,
Lisa Jansen, Leslie Miller

Others Present: Nan Champe (Library Director)

REGULAR BUSINESS:

2. Citizen Comments/Correspondence - n/a

3. Approval of Consent Agenda

a. Minutes February 21st, 2024 (Regular Board Meeting)

b. Financial Reports:

i. GL Budget vs. Actual Library – February 2024

ii. GL Detail Library – through February 2024

iii. Payment Approval Report – through February 2024

c. Library Monthly Statistics Report through February 2024

d. Director's Report: March 2024

Motion to approve: Dale Noll motions to approve the Consent Agenda

(minus the GL Budget vs Actual Library Feb 2024 since not
available)

Second: Ann Wright

Discussion: None

Motion carried

OLD BUSINESS:

4. Discussion and possible action on the documentation for the Library Director's Annual Review

No Action

5. Discussion and possible action to close the Library's lower level during Carpet installation

Motion to approve: Ian Clark motioned to approve closing the lower level of the Pewaukee Public Library for carpet installation from Monday, May 13 through Wednesday, May 22.

Second: Heather Gergen

Discussion: None

Motion carried

NEW BUSINESS:

6. 2023 Library Director's Year in Review presented by Nan Champe

No Action

7. Discussion and possible action on the Pewaukee's Allowable Cost Worksheet for Waukesha County Libraries in the Bridges Library System

Motion to approve: Ian Clark

Second: Dale Noll

Discussion:

Motion carried

8. Discussion and possible action replacing the Library's Replacement Costs for Lost or Damaged Materials Policy with the proposed Fee Schedule Policy

Motion to approve: Heather Gergen

Second: Ian Clark

Discussion: None

Motion carried

9. Discussion and possible action on Bradford Systems Proposal to installing existing shelving units on the walls

No Action

10. Discussion and possible action on a proposal for a Fine Forgiveness Event

Motion to approve: Leslie Miller

Second: Dale Noll

Discussion: None

Motion carried

11. Discussion and possible action on the hiring of an 18 hr/week Administrative Assistant and job title rename from Administrative Assistant/Library Clerk II to Administrative Assistant and adding a new 14 hr/week Library Clerk position

Motion to approve: Lisa Jansen
Second: Dale Noll
Discussion: None

Motion carried

12. Discussion and possible action on BOT Trustee Essentials 16: Ethics and Conflict of Interest Laws Applying to Trustees

No Action

13. ADJOURNMENT

7:35pm

Motion to approve: Dale Noll
Second: Ian Clark
Discussion: None

Motion carried

NEXT MEETING SCHEDULED: Wednesday, April 17th, 2024

LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072

Account Number	Account Title	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	(512.08)	(118,775.00)	(118,262.92)	0.43%
900-00-46710-000-000	LIBRARY FINES(R)	(1,484.18)	(7,609.00)	(6,124.82)	19.51%
900-00-48110-000-000	INTEREST INCOME(R)	0.00	(338.00)	(338.00)	0.00%
900-00-48200-000-100	FISCAL AGENT FEES(R)	0.00	0.00	0.00	100.00%
900-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ(R)	(11,900.00)	(6,500.00)	5,400.00	183.08%
900-00-48500-000-100	MISC REVENUES(R)	(779.56)	(6,500.00)	(5,720.44)	11.99%
900-00-48500-000-200	DESIGNATED GRANTS(R)	(6,038.00)	(9,038.00)	(3,000.00)	66.81%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	(149,445.82)	(896,675.00)	(747,229.18)	16.67%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(43,755.70)	(262,534.00)	(218,778.30)	16.67%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	0.00	0.00	0.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	0.00	(20,200.00)	(20,200.00)	0.00%
Total: Revenue		(213,915.34)	(1,328,169.00)	(1,114,253.66)	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	76,098.45	668,000.00	591,901.55	11.39%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	43,372.90	213,710.00	170,337.10	20.30%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	1,597.57	7,000.00	5,402.43	22.82%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	8,441.61	80,500.00	72,058.39	10.49%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	870.06	14,000.00	13,129.94	6.21%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	2,814.64	44,628.00	41,813.36	6.31%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	4,708.91	19,580.00	14,871.09	24.05%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	288.00	3,750.00	3,462.00	7.68%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	6,591.15	45,936.00	39,344.85	14.35%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	0.00	0.00	0.00	100.00%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	16,515.93	89,700.00	73,184.07	18.41%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,408.47	62,789.00	58,380.53	7.02%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	5,484.41	23,962.00	18,477.59	22.89%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	275.77	5,250.00	4,974.23	5.25%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	0.00	4,000.00	4,000.00	0.00%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	1,087.62	9,038.00	7,950.38	12.03%

End.GLPeriod = 224

Account Number	Account Title	YTD	Budget	Variance	% Budget
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	1,294.42	6,500.00	5,205.58	19.91%
900-00-57610-000-000	LIBRARY OUTLAY(E)	1,857.40	20,200.00	18,342.60	9.20%
Total: Expenditure		<u>175,707.31</u>	<u>1,318,543.00</u>	<u>1,142,835.69</u>	
Total: 900 - LIBRARY FUND		<u>(38,208.03)</u>	<u>(9,626.00)</u>	<u>28,582.03</u>	
Total:		<u>(38,208.03)</u>	<u>(9,626.00)</u>	<u>28,582.03</u>	

Account Number	Account Title	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	(3,250.57)	(118,775.00)	(115,524.43)	2.74%
900-00-46710-000-000	LIBRARY FINES(R)	(2,182.93)	(7,609.00)	(5,426.07)	28.69%
900-00-48110-000-000	INTEREST INCOME(R)	0.00	(338.00)	(338.00)	0.00%
900-00-48200-000-100	FISCAL AGENT FEES(R)	0.00	0.00	0.00	100.00%
900-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ(R)	(11,900.00)	(6,500.00)	5,400.00	183.08%
900-00-48500-000-100	MISC REVENUES(R)	(1,668.06)	(6,500.00)	(4,831.94)	25.66%
900-00-48500-000-200	DESIGNATED GRANTS(R)	(6,038.00)	(9,038.00)	(3,000.00)	66.81%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	(149,445.82)	(896,675.00)	(747,229.18)	16.67%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(65,633.53)	(262,534.00)	(196,900.47)	25.00%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	0.00	0.00	0.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	0.00	(20,200.00)	(20,200.00)	0.00%
Total: Revenue		(240,118.91)	(1,328,169.00)	(1,088,050.09)	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	152,372.20	668,000.00	515,627.80	22.81%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	63,474.86	213,710.00	150,235.14	29.70%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	1,597.57	7,000.00	5,402.43	22.82%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	13,584.62	80,500.00	66,915.38	16.88%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	3,273.96	14,000.00	10,726.04	23.39%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	3,761.59	44,628.00	40,866.41	8.43%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	6,978.15	19,580.00	12,601.85	35.64%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	288.00	3,750.00	3,462.00	7.68%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	8,309.80	45,936.00	37,626.20	18.09%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	0.00	0.00	0.00	100.00%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	23,915.70	89,700.00	65,784.30	26.66%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	8,604.66	62,789.00	54,184.34	13.70%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	7,151.79	23,962.00	16,810.21	29.85%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	977.27	5,250.00	4,272.73	18.61%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	2,376.00	4,000.00	1,624.00	59.40%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	2,153.52	9,038.00	6,884.48	23.83%

End.GLPeriod = 324

Account Number	Account Title	YTD	Budget	Variance	% Budget
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	1,732.34	6,500.00	4,767.66	26.65%
900-00-57610-000-000	LIBRARY OUTLAY(E)	2,247.40	20,200.00	17,952.60	11.13%
Total: Expenditure		<u>302,799.43</u>	<u>1,318,543.00</u>	<u>1,015,743.57</u>	
Total: 900 - LIBRARY FUND		<u>62,680.52</u>	<u>(9,626.00)</u>	<u>(72,306.52)</u>	
Total:		<u>62,680.52</u>	<u>(9,626.00)</u>	<u>(72,306.52)</u>	

End.GLPeriod 324 AND Start.GLPeriod 324 AND End.GLPeriod 0423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
03/04/2024	7000401-1	CR	LIBRARY- COUNTY AIDS - DODGE - LIBRARY			.00	-488.49
03/04/2024	7000401-2	CR	LIBRARY- COUNTY AIDS - JEFFERSON - LIBRARY			.00	-2,250.00
						.00	-2,738.49
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
03/04/2024	7000401-3	CR	LIBRARY FINES - LIBRARY			.00	-25.00
03/04/2024	7000401-4	CR	LIBRARY FINES - LIBRARY			.00	-80.45
03/11/2024	7000461-1	CR	LIBRARY FINES - LIBRARY			.00	-121.30
03/11/2024	7000461-2	CR	LIBRARY FINES - LIBRARY			.00	-32.40
03/18/2024	7000501-1	CR	LIBRARY FINES - LIBRARY			.00	-292.00
03/25/2024	7000521-1	CR	LIBRARY FINES - LIBRARY			.00	-147.60
						.00	-698.75
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
03/04/2024	7000401-5	CR	LIBRARY MISC REVENUES - BOOK REPLACEMENT - LIBRARY			.00	-50.00
03/04/2024	7000401-6	CR	LIBRARY MISC REVENUES - ROOM RENTAL - LIBRARY			.00	-30.00
03/04/2024	7000401-7	CR	LIBRARY MISC REVENUES - COPIES - LIBRARY			.00	-1.80
03/11/2024	7000461-3	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-169.10
03/18/2024	7000501-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-54.00
03/18/2024	7000501-3	CR	LIBRARY MISC REVENUES ROOM RENT - LIBRARY			.00	-70.00
03/18/2024	7000501-4	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-30.80
03/25/2024	7000521-2	CR	ELEPHANT & PIGGIE RENTAL 900-00-55110-000-313 - LIBRARY			.00	-160.00
03/25/2024	7000521-3	CR	BOOK REPLACEMENT - LIBRARY			.00	-218.00

End.GLPeriod 324 AND Start.GLPeriod 324 AND End.GLPeriod 0423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
03/25/2024	7000521-4	CR	NEW LIB CARDS - LIBRARY			.00	-2.00
03/25/2024	7000521-5	CR	COPIES - LIBRARY			.00	-52.80
03/25/2024	7000521-6	CR	ROOM RENTAL - LIBRARY			.00	-50.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES						.00	-888.50
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
03/01/2024	1-2	JE	LIBRARY CONTRIBUTION MARCH			.00	-21,877.83
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS						.00	-21,877.83
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
03/01/2024	12-1	PC	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD			25,631.19	.00
03/15/2024	66-1	PC	PAYROLL TRANS FOR 3/10/2024 PAY PERIOD			25,839.03	.00
03/29/2024	120-1	PC	PAYROLL TRANS FOR 3/24/2024 PAY PERIOD			24,803.53	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						76,273.75	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
03/01/2024	4-1	PB	PAYROLL TRANS FOR 2/25/2024 PAY PERIOD			3,300.54	.00
03/15/2024	28-1	PB	PAYROLL TRANS FOR 3/10/2024 PAY PERIOD			13,610.20	.00
03/29/2024	54-1	PB	PAYROLL TRANS FOR 3/24/2024 PAY PERIOD			3,191.22	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						20,101.96	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
02/01/2024	110-1	AP	BAKER & TAYLOR BOOKS			53.21	.00
02/06/2024	112-1	AP	BAKER & TAYLOR BOOKS			94.06	.00
02/06/2024	114-1	AP	BAKER & TAYLOR BOOKS			102.25	.00
02/06/2024	116-1	AP	BAKER & TAYLOR BOOKS			49.26	.00
02/07/2024	118-1	AP	BAKER & TAYLOR BOOKS			444.71	.00
02/07/2024	120-1	AP	BAKER & TAYLOR BOOKS			166.17	.00

End.GLPeriod 324 AND Start.GLPeriod 324 AND End.GLPeriod 0423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/12/2024	1-1	AP	AMAZON CAPITAL SERVICES, INC.			29.13	.00
02/13/2024	122-1	AP	BAKER & TAYLOR BOOKS			484.41	.00
02/13/2024	124-1	AP	BAKER & TAYLOR BOOKS			409.39	.00
02/15/2024	61-1	AP	SALEM PRESS INC			98.28	.00
02/16/2024	126-1	AP	BAKER & TAYLOR BOOKS			371.18	.00
02/16/2024	128-1	AP	BAKER & TAYLOR BOOKS			343.35	.00
02/16/2024	130-1	AP	BAKER & TAYLOR BOOKS			495.75	.00
02/16/2024	132-1	AP	BAKER & TAYLOR BOOKS			43.80	.00
02/19/2024	134-1	AP	BAKER & TAYLOR BOOKS			206.68	.00
02/20/2024	136-1	AP	BAKER & TAYLOR BOOKS			128.10	.00
02/20/2024	138-1	AP	BAKER & TAYLOR BOOKS			427.84	.00
02/21/2024	140-1	AP	BAKER & TAYLOR BOOKS			523.22	.00
02/23/2024	108-1	AP	AMAZON CAPITAL SERVICES, INC.			45.90	.00
02/23/2024	142-1	AP	BAKER & TAYLOR BOOKS			253.49	.00
02/27/2024	144-1	AP	BAKER & TAYLOR BOOKS			115.84	.00
02/27/2024	146-1	AP	BAKER & TAYLOR BOOKS			118.25	.00
02/27/2024	148-1	AP	BAKER & TAYLOR BOOKS			48.70	.00
03/01/2024	262-1	AP	CENTER POINT LARGE PRINT			49.14	.00
03/04/2024	299-1	AP	AMAZON CAPITAL SERVICES, INC.			40.90	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						5,143.01	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
02/12/2024	159-1	AP	MIDWEST TAPE			29.99	.00
02/12/2024	160-1	AP	MIDWEST TAPE			24.74	.00
02/12/2024	161-1	AP	MIDWEST TAPE			27.18	.00

End.GLPeriod 324 AND Start.GLPeriod 324 AND End.GLPeriod 0423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/12/2024	162-1	AP	MIDWEST TAPE			57.72	.00
02/12/2024	163-1	AP	MIDWEST TAPE			11.99	.00
02/19/2024	164-1	AP	MIDWEST TAPE			29.99	.00
02/19/2024	165-1	AP	MIDWEST TAPE			11.99	.00
02/19/2024	166-1	AP	MIDWEST TAPE			19.99	.00
02/19/2024	167-1	AP	MIDWEST TAPE			26.24	.00
02/23/2024	220-1	AP	PLAYAWAY PRODUCTS LLC			1,969.70	.00
02/27/2024	168-1	AP	MIDWEST TAPE			74.97	.00
02/27/2024	169-1	AP	MIDWEST TAPE			39.97	.00
02/27/2024	170-1	AP	MIDWEST TAPE			13.49	.00
02/27/2024	171-1	AP	MIDWEST TAPE			14.99	.00
02/27/2024	172-1	AP	MIDWEST TAPE			26.99	.00
03/01/2024	234-1	AP	AMAZON CAPITAL SERVICES, INC.			23.96	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						2,403.90	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
02/20/2024	324-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			628.95	.00
02/29/2024	253-1	AP	TAYLOR COMPUTER SERVICES, INC			312.00	.00
02/29/2024	320-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.00	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						946.95	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
02/01/2024	111-1	AP	BAKER & TAYLOR BOOKS			1.06	.00
02/06/2024	113-1	AP	BAKER & TAYLOR BOOKS			1.88	.00
02/06/2024	115-1	AP	BAKER & TAYLOR BOOKS			2.05	.00
02/06/2024	117-1	AP	BAKER & TAYLOR BOOKS			.99	.00

End.GLPeriod 324 AND Start.GLPeriod 324 AND End.GLPeriod 0423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/07/2024	119-1	AP	BAKER & TAYLOR BOOKS			8.89	.00
02/07/2024	121-1	AP	BAKER & TAYLOR BOOKS			3.32	.00
02/11/2024	3-1	AP	AMAZON CAPITAL SERVICES, INC.			19.78	.00
02/13/2024	123-1	AP	BAKER & TAYLOR BOOKS			9.69	.00
02/13/2024	125-1	AP	BAKER & TAYLOR BOOKS			8.19	.00
02/16/2024	127-1	AP	BAKER & TAYLOR BOOKS			7.42	.00
02/16/2024	129-1	AP	BAKER & TAYLOR BOOKS			6.87	.00
02/16/2024	131-1	AP	BAKER & TAYLOR BOOKS			9.92	.00
02/16/2024	133-1	AP	BAKER & TAYLOR BOOKS			.88	.00
02/19/2024	135-1	AP	BAKER & TAYLOR BOOKS			4.13	.00
02/20/2024	137-1	AP	BAKER & TAYLOR BOOKS			2.56	.00
02/20/2024	139-1	AP	BAKER & TAYLOR BOOKS			8.56	.00
02/21/2024	141-1	AP	BAKER & TAYLOR BOOKS			10.46	.00
02/23/2024	109-1	AP	AMAZON CAPITAL SERVICES, INC.			35.98	.00
02/23/2024	143-1	AP	BAKER & TAYLOR BOOKS			5.07	.00
02/27/2024	145-1	AP	BAKER & TAYLOR BOOKS			2.32	.00
02/27/2024	147-1	AP	BAKER & TAYLOR BOOKS			2.37	.00
02/27/2024	149-1	AP	BAKER & TAYLOR BOOKS			.97	.00
03/02/2024	236-1	AP	AMAZON CAPITAL SERVICES, INC.			16.99	.00
03/04/2024	264-1	AP	JAMES IMAGING SYSTEMS INC			914.60	.00
03/04/2024	323-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			403.58	.00
03/04/2024	318-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			350.00	.00
03/05/2024	326-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			430.71	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						2,269.24	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
03/12/2024	189-1	AP	R & R INSURANCE SERVICES INC			214.98	.00
03/12/2024	195-1	AP	R & R INSURANCE SERVICES INC			1,503.67	.00
						1,718.65	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
02/11/2024	4-1	AP	AMAZON CAPITAL SERVICES, INC.			72.06	.00
02/14/2024	65-1	AP	JF AHERN COMPANY			315.00	.00
02/19/2024	80-1	AP	KEMPEN MASONRY LLC			393.75	.00
02/20/2024	60-1	AP	LYONS ELECTRIC			2,130.00	.00
02/21/2024	66-1	AP	MILWAUKEE PLUMBING & PIPING INC			912.65	.00
02/25/2024	205-1	AP	KEMPEN MASONRY LLC			232.50	.00
02/28/2024	206-1	AP	KEMPEN MASONRY LLC			187.50	.00
03/01/2024	277-1	AP	JANI-KING OF MILWAUKEE			2,729.43	.00
03/07/2024	315-1	AP	BATZNER PEST CONTROL INC			103.40	.00
03/12/2024	105-1	AP	AMAZON CAPITAL SERVICES, INC.			323.48	.00
						7,399.77	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
02/13/2024	325-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			348.63	.00
03/08/2024	289-1	AP	ACH WE ENERGIES			873.09	.00
03/08/2024	290-1	AP	ACH WE ENERGIES			2,974.47	.00
						4,196.19	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
02/06/2024	215-1	AP	MIDWEST TAPE - HOOPLA			59.99	.00
02/17/2024	214-1	AP	MIDWEST TAPE - HOOPLA			1,521.89	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/27/2024	216-1	AP	MIDWEST TAPE - HOOPLA			85.50	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						1,667.38	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
02/11/2024	2-1	AP	AMAZON CAPITAL SERVICES, INC.			112.52	.00
02/21/2024	327-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			320.00	.00
02/22/2024	107-1	AP	AMAZON CAPITAL SERVICES, INC.			40.75	.00
02/25/2024	106-1	AP	AMAZON CAPITAL SERVICES, INC.			82.34	.00
02/25/2024	104-1	AP	AMAZON CAPITAL SERVICES, INC.			29.46	.00
02/27/2024	319-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			15.58	.00
02/27/2024	322-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			21.96	.00
03/03/2024	235-1	AP	AMAZON CAPITAL SERVICES, INC.			46.95	.00
02/27/2027	321-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			31.94	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						701.50	.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY							
02/08/2024	92-1	AP	WALDEN, NEITZKE & KUHARY, SC			2,376.00	.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY						2,376.00	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE							
02/29/2024	282-1	AP	MIDWEST TAPE - HOOPLA			1,065.90	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE						1,065.90	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
02/12/2024	24-1	AP	WAUKESHA COUNTY TREASURER			367.92	.00
02/14/2024	317-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			70.00	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE						437.92	.00
Account Number And Title900-00-57610-000-000 - LIBRARY OUTLAY							

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/27/2024	213-1	AP	EXPAND COMMUNICATIONS, LLC			390.00	.00
Account Number And Title						390.00	.00
900-00-57610-000-000 - LIBRARY OUTLAY							
Total:						127,092.12	-26,203.57

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1KPN-91QH-GT3M	LIBRARY/FRIENDS/ADULT/MEMORY CAFE	41.73	01/24/2024	02/23/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KPN-91QH-GT3M	LIBRARY/PROCESSING SUPPLIES	15.99	01/24/2024	02/23/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1F41-NNR6-HD6L	LIBRARY/PROCESSING SUPPLIES	38.00	01/21/2024	02/20/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1F41-NNR6-HD6L	LIBRARY/OFFICE SUPPLIES	38.94	01/21/2024	02/20/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1TMV-1TTV-HKR3	LIBRARY/JUV PROG SUPPLIES	41.89	01/21/2024	02/20/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	146P-Q6KM-VPDV	LIBRARY/JUV PROG SUPPLIES	40.00	01/17/2024	02/16/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	17T7-WNMN-4F39	LIBRARY/YA PROG SUPPLIES	137.90	01/14/2024	02/13/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NWQ-7NP6-3X91	LIBRARY/ADULT FICTION BK	14.24	01/09/2024	02/08/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1LR4-3YJM-1T77	LIBRARY/GAME COLLECTION	199.13	01/08/2024	02/07/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	16VJ-M9Y6-1T67	LIBRARY/PROCESSING	52.30	01/08/2024	02/07/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1T37-L4LH-9YLQ	LIBRARY/JANITORIAL SUPPLIES	201.50	01/05/2024	02/04/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1T37-L4LH-9YLQ	LIBRARY/SUPPLIES	340.89	01/05/2024	02/04/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	1HNJ-FNDH-4FPP	LIBRARY/S UPPLIES/PR OCESSING	126.94	01/04/2024	02/03/2024			Approved
AMAZON CAPITAL SERVICES, INC.				<u>1289.45</u>					
BAKER & TAYLOR BOOKS									
Approved									
78	BAKER & TAYLOR BOOKS	2038073079	LIBRARY/F REIGHT CHARGE	0.87	01/30/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038073079	LIBRARY/3 ADULT SCI FI BK	43.74	01/30/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038069317	LIBRARY/F REIGHT CHARGE	8.72	01/31/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038069317	LIBRARY/P ROCESSING	27.37	01/31/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038069317	LIBRARY/31 JUV PIC BKS	435.81	01/31/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038075512	LIBRARY/F REIGHT CHARGE	11.27	01/31/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038075512	LIBRARY/33 ADULT FIC BKS	563.45	01/31/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038065185	LIBRARY/F REIGHT CHARGE	4.05	01/29/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038065185	LIBRARY/P ROCESSING	4.76	01/29/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038065185	LIBRARY/13 JUV BKS	202.71	01/29/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038071143	LIBRARY/F REIGHT CHARGE	5.30	01/30/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038071143	LIBRARY/16 ADULT NON FIC BKS	265.16	01/30/2024	02/20/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2038057278	LIBRARY/F REIGHT CHARGE	0.32	01/23/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038057278	LIBRARY/1 REPL BK	15.96	01/23/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038063217	LIBRARY/F REIGHT CHARGE	3.06	01/26/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038063217	LIBRARY/12 YA BKS	152.99	01/26/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038059637	LIBRARY/P ROCESSING	8.33	01/25/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038059637	LIBRARY/F REIGHT CHARGE	2.43	01/25/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038059637	LIBRARY/9 JUV PIC BKS	121.43	01/25/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038044846	LIBRARY/F REIGHT CHARGE	0.32	01/19/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038044846	LIBRARY/P ROCESSING	1.19	01/19/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038044846	LIBRARY/1 JUV PIC BKS	15.95	01/19/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038051583	LIBRARY/P ROCESSING	4.76	01/22/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038051583	LIBRARY/F REIGHT CHARGE	3.07	01/22/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038051583	LIBRARY/9 JUV PIC BKS	153.35	01/22/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038059231	LIBRARY/P ROCESSING	15.01	01/29/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038059231	LIBRARY/F REIGHT CHARGE	15.88	01/29/2024	02/20/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2038059231	LIBRARY/51 JUV BKS	794.02	01/29/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038057014	LIBRARY/F REIGHT CHARGE	0.36	01/23/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038057014	LIBRARY/1 ADULT SCI FI BK	17.92	01/23/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038059663	LIBRARY/F REIGHT CHARGE	8.61	01/24/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038059663	LIBRARY/24 ADULT FIC BKS	430.67	01/24/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038049153	LIBRARY/F REIGHT CHARGE	6.21	01/18/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038049153	LIBRARY/20 ADULT NON FIC BKS	310.67	01/18/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038045555	LIBRARY/F REIGHT CHARGE	4.97	01/17/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038045555	LIBRARY/P ROCESSING	15.47	01/17/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038045555	LIBRARY/18 JUV PIC BKS	248.57	01/17/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038045576	LIBRARY/F REIGHT CHARGE	0.89	01/17/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038045576	LIBRARY/10 YA BKS	44.63	01/17/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038041539	LIBRARY/F REIGHT CHARGE	0.94	01/16/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038041539	LIBRARY/3 ADULT SCI FI BKS	47.02	01/16/2024	02/20/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2038029781	LIBRARY/F REIGHT CHARGE	1.04	01/08/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038029781	LIBRARY/4 REPL BKS	51.96	01/08/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038045572	LIBRARY/F REIGHT CHARGE	11.02	01/16/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038045572	LIBRARY/52 YA BKS	550.98	01/16/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038037400	LIBRARY/F REIGHT CHARGE	11.30	01/11/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038037400	LIBRARY/51 YA BKS	565.03	01/11/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023243	LIBRARY/F REIGHT CHARGE	8.49	01/05/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023243	LIBRARY/P ROCESSING	30.94	01/05/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023243	LIBRARY/33 JUV PIC BKS	424.32	01/05/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038029617	LIBRARY/F REIGHT CHARGE	6.10	01/09/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038029617	LIBRARY/P ROCESSING	10.71	01/09/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038029617	LIBRARY/30 JUV PIC BKS	304.86	01/09/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038021905	LIBRARY/F REIGHT CHARGE	0.32	01/03/2024	02/02/2024			Approved
78	BAKER & TAYLOR BOOKS	2038021905	LIBRARY/1 JUV BKS	15.99	01/03/2024	02/02/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023447	LIBRARY/F REIGHT CHARGE	0.97	01/04/2024	02/03/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2038023447	LIBRARY/3 ADULT SCI FI BKS	48.70	01/04/2024	02/03/2024			Approved
78	BAKER & TAYLOR BOOKS	2038048405	LIBRARY/F REIGHT CHARGE	9.74	01/17/2024	02/18/2024			Approved
78	BAKER & TAYLOR BOOKS	2038048405	LIBRARY/22 ADULT FIC BKS	487.14	01/17/2024	02/18/2024			Approved
78	BAKER & TAYLOR BOOKS	2038029776	LIBRARY/F REIGHT CHARGE	4.70	01/09/2024	02/08/2024			Approved
78	BAKER & TAYLOR BOOKS	2038029776	LIBRARY/15 ADULT FIC BKS	235.17	01/09/2024	02/08/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023473	LIBRARY/F REIGHT CHARGE	2.61	01/04/2024	02/03/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023473	LIBRARY/5 ADULT FIC BKS	130.46	01/04/2024	02/03/2024			Approved
78	BAKER & TAYLOR BOOKS	2038025095	LIBRARY/F REIGHT CHARGE	1.30	01/03/2024	02/02/2024			Approved
78	BAKER & TAYLOR BOOKS	2038025095	LIBRARY/4 ADULT FIC BKS	65.22	01/03/2024	02/02/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023410	LIBRARY/F REIGHT CHARGE	9.41	01/04/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023410	LIBRARY/31 ADULT FIC BKS	470.52	01/04/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038044320	LIBRARY/F REIGHT CHARGE	5.91	01/16/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038044320	LIBRARY/17 ADULT NON FIC BKS	295.40	01/16/2024	02/20/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2038023500	LIBRARY/F REIGHT CHARGE	1.17	01/04/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023500	LIBRARY/4 ADULT NON FIC BKS	58.35	01/04/2024	02/20/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023850	LIBRARY/F REIGHT CHARGE	12.81	01/04/2024	02/02/2024			Approved
78	BAKER & TAYLOR BOOKS	2038023850	LIBRARY/36 ADULT NON FIC BKS	640.67	01/04/2024	02/02/2024			Approved
BAKER & TAYLOR BOOKS				<u>8491.52</u>					
BAKER TILLY US, LLP									
Approved									
5733	BAKER TILLY US, LLP	BT2667453-LIB	LIBRARY/A UDIT 2023	101.00	01/30/2024	02/29/2024			Approved
BAKER TILLY US, LLP				<u>101.00</u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	56480819	LIBRARY/P EST MGMT JAN 2024	103.40	01/23/2024	02/23/2024			Approved
BATZNER PEST CONTROL INC				<u>103.40</u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2065244	LIBRARY/L G PRINT BOOKS (2)	49.14	01/01/2024	02/01/2024			Approved
CENTER POINT LARGE PRINT				<u>49.14</u>					
COVER ONE, INC									
Approved									

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13118	COVER ONE, INC	23878	LIBRARY/BOOK REPAIR MACHINE AND PROCESSING SUPPLIES	119.90	01/23/2024	02/23/2024			Approved
COVER ONE, INC				<u>119.90</u>					
IHA INC									
Approved									
13170	IHA INC	4355	LIBRARY/WALL ART INSTALLATION	307.00	01/08/2024	02/08/2024			Approved
IHA INC				<u>307.00</u>					
JAMES IMAGING SYSTEMS INC									
Approved									
6332	JAMES IMAGING SYSTEMS INC	35646734	LIBRARY/MONTHLY COPIER LEASE/JAN 2024	849.84	01/03/2024	01/28/2024			Approved
JAMES IMAGING SYSTEMS INC				<u>849.84</u>					
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL01240385	LIBRARY/JANITORIAL SVC JAN 2024	2729.43	01/01/2024	03/01/2024			Approved
JANI-KING OF MILWAUKEE				<u>2729.43</u>					
JF AHERN COMPANY									
Approved									

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
4875	JF AHERN COMPANY	624919	LIBRARY/S PRINKLER INSP-JAN QTRLY	158.00	01/05/2024	02/05/2024			Approved
JF AHERN COMPANY				158.00					
JOHNSON CONTROLS SECURITY SOLUTIONS LLC									
Approved									
10353	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	39618678	LIBRARY/20 24 ANNUAL FIRE MONITORIN G CONTRACT	1460.83	01/01/2024	01/09/2024			Approved
JOHNSON CONTROLS SECURITY SOLUTIONS LLC				1460.83					
KEMPEN MASONRY LLC									
Approved									
9512	KEMPEN MASONRY LLC	7696	LIBRARY/S ALT SVC 1.22.24 THRU 1.24.24	1440.00	01/24/2024	02/24/2024			Approved
9512	KEMPEN MASONRY LLC	7690	LIBRARY/S ALT-PLOW 1.19.24	465.00	01/20/2024	02/20/2024			Approved
9512	KEMPEN MASONRY LLC	7683	LIBRARY/S ALT-PLOW	1726.25	01/17/2024	02/16/2024			Approved
9512	KEMPEN MASONRY LLC	7682	LIBRARY/S ALT-PLOW	3730.00	01/17/2024	02/16/2024			Approved
9512	KEMPEN MASONRY LLC	7671	LIBRARY/S ALT-PLOW	198.75	01/07/2024	02/06/2024			Approved
KEMPEN MASONRY LLC				7560.00					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	504981560	LIBRARY/2 ADULT DVD	47.98	01/29/2024	02/20/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	504981561	LIBRARY/1 ADULT DVD	16.49	01/29/2024	02/20/2024			Approved
548	MIDWEST TAPE	504981549	LIBRARY/2 ADULT CD	24.98	01/29/2024	02/20/2024			Approved
548	MIDWEST TAPE	504981562	LIBRARY/1 ADULT CD	13.59	01/29/2024	02/20/2024			Approved
548	MIDWEST TAPE	504937926	LIBRARY/5 ADULT DVD	107.20	01/19/2024	02/20/2024			Approved
548	MIDWEST TAPE	504937927	LIBRARY/1 ADULT CD	11.99	01/19/2024	02/20/2024			Approved
548	MIDWEST TAPE	504924752	LIBRARY/1 ADULT DVD	22.49	01/16/2024	02/20/2024			Approved
548	MIDWEST TAPE	504924750	LIBRARY/8 ADULT DVD	203.17	01/16/2024	02/20/2024			Approved
548	MIDWEST TAPE	504866201	LIBRARY/1 ADULT DVD	22.49	01/02/2024	02/20/2024			Approved
MIDWEST TAPE				<u>470.38</u>					
MIDWEST TAPE - HOOPLA									
Approved									
12821	MIDWEST TAPE - HOOPLA	504994991	LIBRARY/B RIDGES HOOPLA INSTANT GRANT	1087.62	01/31/2024	03/01/2024			Approved
12821	MIDWEST TAPE - HOOPLA	504926319	LIBRARY/H OOPLA/FLE X JAN 2024	1091.41	01/16/2024	02/16/2024			Approved
MIDWEST TAPE - HOOPLA				<u>2179.03</u>					
MILWAUKEE PLUMBING & PIPING INC									
Approved									
5391	MILWAUKEE PLUMBING & PIPING INC	43056	LIBRARY/P LUMBING REPAIRS	596.00	01/30/2024	03/01/2024			Approved
MILWAUKEE PLUMBING & PIPING INC				<u>596.00</u>					
NORTH SHORE BANK CARDMEMBER SERVICE									

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Approved									
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7421463	LIBRARY/D EMCO/PRO CESSING SUPPLIES	207.17	01/12/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	100013470	LIBRARY/K APCO/PROC ESSING SUPPLIES	537.68	01/03/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	4900533616	LIBRARY/G OOGLE/WO RKSPACE 01JAN	6.00	01/31/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7423987	LIBRARY/D EMCO/PRO CESSING SUPPLIES	324.32	01/18/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	35798066	LIBRARY/B OERNER BOTANICAL GARDENS/E XPLORE PASS	-100.00	01/30/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	35308	LIBRARY/B OERNER BOTANICAL GARDENS/E XPLORE PASS	100.00	01/29/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	13231703	LIBRARY/F RIENDS EXPLORE PASS/GBPH OF	105.50	01/29/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	59178122883	LIBRARY/M ENARDS/BU ILDING SUPPLIES	112.35	01/23/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	557	LIBRARY/C ONLEY PUBLISHER	270.00	01/19/2024	03/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
8349	NORTH SHORE BANK CARDMEMBER SERVICE	A-044527-2024	PUBLISHING/WAUKESHA FREEMAN ANNUAL SUBSCRIPTION RENEWAL LIBRARY/MOBILE BEACON/HOT SPOT	120.00	01/19/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052011724	LIBRARY/SPECTRUM/INTERNET AND PHONE 1-17-24 THRU 2-16-24	222.94	01/17/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	01012024	LIBRARY/USA TODAY/ANNUAL SUBSCRIPTION RENEWAL	397.51	01/01/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	S100126655002	LIBRARY/LIGHT SUPPLIES	465.89	01/11/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	IN3246	LIBRARY/CYBERLINK PHONE SERVICE 01JAN	348.63	01/13/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	19677	LIBRARY/LIBRARY LEGISLATIVE DAY REGISTRATION	45.00	01/12/2024	03/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
8349	NORTH SHORE BANK CARDMEMBER SERVICE	01112024	LIBRARY/S CIENTIFIC AMERICAN/ SUBSCRIPTI ON RENEWAL	49.99	01/11/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	22653702216	LIBRARY/A DULT/PROG RAM SUPPLIES	45.00	01/06/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	402000580076	LIBRARY/F RIENDS/AD ULT MEMORY CAFE	80.17	01/20/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	1042000314	LIBRARY/Y A/TEEN BOOK BOX SUPPLIES	20.91	01/30/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	610344	LIBRARY/Y A/TEEN BOOK BOX SUPPLIES	59.09	01/30/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	610364	LIBRARY/Y A/Teen Book Boxes Refund	-0.40	01/30/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	01012024-2	LIBRARY/W SJ/REFUND FOR TAX CHARGED	-8.25	01/01/2024	02/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	01012024-1	LIBRARY/W SJ/SUBSCRI PTION	173.22	01/01/2024	02/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052121723	LIBRARY/S PECTRUM/I NTERNET AND PHONE 11-17-23 THRU 12-16- 23	222.94	12/17/2023	02/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
8349	NORTH SHORE BANK CARDMEMBER SERVICE	WEB210091853	LIBRARY/DI SPLAYS2GO /WALL DISPLAYS	63.90	01/05/2024	02/04/2024			Approved
NORTH SHORE BANK CARDMEMBER SERVICE				<u>3869.56</u>					
R & R INSURANCE SERVICES INC									
Approved									
2031	R & R INSURANCE SERVICES INC	2950639	LIBRARY/IN SURANCE/ WC 1QTR	214.98	12/19/2023	01/19/2024			Approved
2031	R & R INSURANCE SERVICES INC	2944340-LIB	LIBRARY/LI ABILITY INSURANCE /QTR 1	1503.67	01/15/2024	01/15/2024			Approved
R & R INSURANCE SERVICES INC				<u>1718.65</u>					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	25777	LIBRARY/M ANAGED SERVICES JAN 2024	312.00	01/01/2024	01/31/2024			Approved
TAYLOR COMPUTER SERVICES, INC				<u>312.00</u>					
WILS									
Approved									
8164	WILS	500207	LIBRARY/O VERDRIVE/ ANNUAL	4393.00	01/31/2024	03/01/2024			Approved
WILS				<u>4393.00</u>					
WISCONSIN LIBRARY ASSOCIATION									
Approved									
1319	WISCONSIN LIBRARY ASSOCIATION	19769	LIBRARY/W APL REGISTRAT ION FEE	243.00	01/31/2024	03/01/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			ION FEE - CASTRO	<u>243.00</u>					
	WISCONSIN LIBRARY ASSOCIATION								
	Total:			<u>37001.13</u>					

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
2022	23342	22612	26259	25561	23685	29361	30878	28702	24652	24191	23948	20660	303851	97.40%
2023	24356	23294	27214	24363	24324	31204	31713	30545	24531	25520	24240	22072	313376	110.66%
2024	27030	25093	27741										79864	106.68%
Circulation - Print and A/V														
2022	19238	18922	22076	21691	19578	25491	26887	24471	20463	19540	19935	17312	255604	97.57%
2023	20252	19604	23031	20493	20217	27334	27722	26314	20342	20869	20227	18682	265087	103.40%
2024	22224	20591	23043										65858	104.72%
Circulation - Overdrive														
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
2023	3881	3481	3946	3655	3827	3602	3732	3928	3861	4320	3707	2953	44893	118.82%
2024	4288	3946	4190										12424	109.87%
Circulation - Hoopla														
Instant 2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
Flex 2023												42	42	
Instant 2023	223	209	237	215	280	268	259	303	328	331	306	395	3354	146.40%
Total 2023	223	209	237	215	280	268	259	303	328	331	306	437	3396	
Flex 2024	67	95	99										261	#DIV/0!
Instant 2024	451	461	409										1321	197.46%
Total 2024	518	556	508	0	0	0	0	0	0	0	0	0	1582	236.47%
% of Circulation Digital														
2023	16.85%	15.84%	15.37%	15.88%	16.88%	12.40%	12.58%	13.85%	17.08%	18.22%	16.56%	15.36%	15.41%	
2024	17.78%	17.94%	16.94%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	17.54%
LSER (LIBRARY SERVICES EFFORT RATIO)														
2023	87.99%	89.36%	91.35%	91.52%	87.75%	90.87%	91.45%	91.99%	89.18%	89.65%	92.00%	92.76%	90.53%	
2024	96.86%	90.08%	94.91%											93.46%
Circulation - Check Ins														
2024	14,241	13,691	14,049											41,981
Library Visits														
Monthly total 2023	8020	7498	9025	7730	8554	11587	10672	9266	8221	9683	9207	7392	106855	111.70%
Daily average 2023	321	312	334	392	361	446	427	356	328	372	384	352	365	114.58%
Monthly total 2024	9456	9532	n/a										18988	47.88%
Daily average 2024	394	381	n/a										388	106.20%
Reference Transactions														
2023	967	1106	1305	875	943	1833	1538	1067	760	888	612	522	12416	130.55%
2024	680	627	727										2034	60.21%
Items from Other libraries														
2023	3597	3257	3590	3279	3332	3666	3824	3858	3504	3505	3159	3337	41908	103.54%
2024	4007	3517	3668										11192	107.16%
Items to Other Libraries														
2023	2943	2580	2811	2633	2530	2942	3062	3002	2804	2979	2513	2580	33379	102.55%
2024	3134	2805	2827										8766	105.18%

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
New Library Cards Issued															
2023	87	95	125	76	86	242	149	141	96	73	81	65	1316	119.14%	
2024	129	129	120										378	123.13%	
Meetings Room Usage															
2023	46	37	45	54	42	35	53	29	47	51	53	35	527	106.26%	
2024	44	47	55										146	114.06%	
Study Room Usage															
2023	134	138	121	116	155	154	126	127	111	126	145	137	1590	118.04%	
2024	139	170	133										442	112.47%	
Uses of Public Wireless Internet															
2023	998	897	1062	932	1046	1268	1017	1025	1113	1197	1112	933	12600	120.67%	
2024	1210	1050	TBD										2260	76.43%	
Use of Public Internet Computers															
2023	366	342	437	358	381	419	379	417	431	471	481	421	4903	120.67%	
2024	457	513	474										1444	126.11%	
Website Visits															
2023	12439	12708	15124	15195	14512	17877	16231	15629	17102	15487	13230	13991	179525		
2024	14744	14903	19352										48999	121.67%	
Children's Programs (0-5)															
# programs	2023	12	6	7	7	7	11	17	0	3	14	5	6	95	0.76%
Attendance	2023	187	70	124	98	975	841	743	0	80	934	131	353	4536	30.77%
# programs	2024	11	15	10										36	144.00%
Attendance	2024	568	712	732										2012	528.08%
Children's Programs (6-11)															
# programs	2023	12	6	7	7	7	11	17	0	3	14	5	6	95	128.38%
Attendance	2023	187	70	124	98	975	841	743	0	80	934	131	353	4536	118.65%
# programs	2024	3	4	5										12	48.00%
Attendance	2024	75	86	202										363	95.28%
Teen Programs (12-18)															
# program	2023	3	1	2	2	3	1	2	0	2	3	3	2	24	126.32%
Attendance	2023	21	3	10	11	19	18	23	0	15	21	24	28	193	86.55%
# programs	2024	4	4	2										10	166.67%
Attendance	2024	24	43	11										78	229.41%
Adult Programs (19+)															
# programs	2023	6	5	8	12	8	7	8	8	10	11	6	7	96	106.67%
Attendance	2023	105	97	204	215	178	165	199	130	178	284	184	93	2032	137.20%
# programs	2024	10	10	10										30	157.89%
Attendance	2024	117	145	167										429	105.67%
General Interest Program															
# programs	2023	0	0	0	0	0	1	1	0	0	0	0	0	2	11.76%
Attendance	2023	0	0	0	0	0	343	142	0	0	0	0	0	485	44.37%
# programs	2024	0	0	0										0	#DIV/0!
Attendance	2024	0	0	0										0	#DIV/0!

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
Children's Self-Directed Activities (0-5) (includes summer reading participation)															
# programs 2023	0	0	0	1	0	0	0	0	0	0	0	0	1	2	#REF!
Attendance 2023	0	0	0	43	0	0	0	0	0	0	0	0	25	68	#REF!
# programs 2024	0	0	0											0	#DIV/0!
Attendance 2024	0	0	0											0	#DIV/0!
Children's Self-Directed Activities (6-11) (includes summer reading participation)															
# programs 2023	0	4	6	5	2	5	2	1	0	0	0	3	2	30	130.43%
Attendance 2023	0	103	202	421	76	579	113	863	0	0	111	47	2515	125.06%	
# programs 2024	2	1	1											4	40.00%
Attendance 2024	100	32	155											287	94.10%
Teen Self-Directed Activities (12-18) (includes summer reading participation)															
# programs 2023	2	2	3	2	2	2	2	2	2	0	3	3	25	96.15%	
Attendance 2023	29	34	115	29	33	115	58	203	32	0	72	69	789	141.91%	
# programs 2024	3	2	3											8	114.29%
Attendance 2024	80	68	66											214	120.22%
Adult Self-Directed Activities (19+) (includes summer reading participation)															
# program 2023	3	4	3	0	0	0	0	1	0	0	0	0	11	#REF!	
Attendance 2023	242	320	240	0	0	0	0	194	0	0	0	0	996	#REF!	
# programs 2024	3	4	4											11	110.00%
Attendance 2024	297	358	409											1064	132.67%
Other Self-Directed Activities (All Ages) (includes summer reading participation)															
# program 2023	0	0	0	0	0	1	2	1	0	0	0	0	4	66.67%	
Attendance 2023	0	0	0	0	0	212	296	97	0	0	0	0	605	168.52%	
# programs 2024	0	0	0											0	#DIV/0!
Attendance 2024	0	0	0											0	#DIV/0!

Pewaukee Public Library
Director's Report
April 2024

Library Services Department (from Madi Cooper, Library Services Manager)

- We are hiring! I have been receiving applications and going through them with Nan to get two new employees. I am hoping to get people in and trained prior to the start of summer reading.
- We've been down a lot of circ staff, so I covered the desk a lot. I also worked with the clerks and had them pick up a lot of shifts. They have been wonderful and flexible on picking up hours which has been great because there have been a lot of hours to cover.
- I have started a shelver log for our pages. We'll now know where in the library the pages are in case we need to find them for something. It will also help me keep track of how many carts are getting done, how long people are taking, and it will help me narrow down any problems.
- Kelly and I went to a meeting regarding hearing loops. We now have hearing loops at every desk and are continuing to work on making our library welcoming to everyone regardless of disability
- I attended a meeting regarding harassment in the workplace. It was very helpful in teaching how to ensure you are providing a safe place for all employees as well as setting up a good environment for people to feel comfortable talking to you about any problems they may be having.

Thanks for everything you do!

Adult Services Department (from Kelly Nelson, Adult Services Manager)

- Our Winter Reading Challenge for adults ended on March 16. We had 163 participants who read, wrote book reviews, and completed activities for a chance to win gift card prizes to local restaurants. All gift card prizes were donated by the Friends of the Library.
- Our Jigsaw Puzzles giveaway also ended on March 16. There were 901 entries over 10 weeks. Each week participants completed a crossword, word search, or word jumble to be entered to win a jigsaw puzzle. We've seen a lot of positive feedback with this giveaway and found it to be a great way to promote our jigsaw puzzle collection.
- Early in March I led an Adult Craft Night. We made Monogram Mugs using plain mugs, stencils cut out with our Cricut, and oil-based paint markers. When baked, the paint adheres to the mug. As always, we had an enthusiast crowd of crafters.
- We partnered with Versiti to hold a blood drive here on March 21. We had a good sign up for this and it's a great way to help out those in the community. We're still waiting to hear how much blood was donated and which local hospitals it was sent to. I plan to schedule more blood drives with them in the future.
- Ann Weid from UW-Extension was here to present about No Mow May and how we can help pollinators during May and all year long. 25 people attended this informative session.
- Taylor Computer Services was here to replace three computers following a schedule for replacing older pcs in the building: a Check-Out Desk pc, Nan's laptop, and the print release kiosk. During the course of installing the Check Out Desk pc, we discovered that the RFID pad was not compatible with the new computer. These pads were purchased when we first converted to RFID in 2014. Nan has purchased a new RFID pad for this pc and we will look at replacing these at stations where they're needed as new pcs are also installed.

Thanks for your support!

**Pewaukee Public Library
Director's Report
April 2024**

Youth Services Department (from Peter Blenski, Youth Services Manager)

One of our biggest changes for programming is that we are so much LOUDER now! Kelly was able to get a microphone headset to work with our older sound system. We are now able to speak to our larger storytime groups with so much more ease, so it's a lot easier to direct everyone's attention. It's also a great accessibility tool as the speaker system feeds into our hearing loop, so everyone will be able to hear what is going on.



I just got back from the Public Library Association conference in Columbus, Ohio through a grant with Bridges. It was really great to see the Columbus Downtown Library. I found their outdoor area really versatile and opening, and potentially a great way to expand services here in the future.

Pewaukee Public Library Director's Report April 2024



The exhibit hall was also great and they had a variety of products that I think might solve some of our smaller problems in the kids area, so looking forward to working with Nan about potentially incorporating some of those findings.



Happy Library Week! A grandma shared a video of her grandson playing the ukulele for his stuffies. He wanted to “play library.” It’s on our Facebook page with parental permission. It’s really cute and a great reminder of the impact our library has.

**Pewaukee Public Library
Director's Report
April 2024**



Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - March 5: Village of Pewaukee Department Heads Meeting
 - March 6: Joint Library Agreement Committee Meeting
 - March 15: APL Meeting @ Sussex
 - March 20: Library Board Meeting
 - March 21: PPL Department Heads Meeting
- *GL Budget vs Actual March 2024.* In this document, you can see that the Library was running at deficit. The Library's year to date revenue is reported as \$240,118.91, while the Library's had spent \$302,799.43 – a difference of \$62,680.52. I discovered that the City missed their January contribution of \$74,722.91 which caused this deficit. As of April 8th, we received this January payment and it will be reflected in the April GL Budget vs Actual Report.
- *Employee Updates.* I have hired a new Administrative Assistant. His name is Nick Censoprano. Nick's first day of work is scheduled for Tuesday, April 23rd. I have been very busy this month completing the tasks usually performed by the Administrative Assistant so will be very grateful to have Nick at the Library.
- *Adjacent County Requests for payment in 2025.* I have submitted requests to Jefferson, Dodge, Ozaukee and Washington County for reimbursement for circulation of items to residents in their counties who live in non-librariated communities. This is an annual source of revenue for the Library.
- *Statistics.*

Pewaukee Public Library
Director's Report
April 2024

- We are missing gate counts for March. This is due to the discontinuation of our Biblioteka account. I have scheduled the new gates to be installed on May 22nd. With this installation, we will once again be able to gain a gate count.
- We are also missing Public Wireless Internet statistics. We have found that we have a part failure. Once that part is replaced, the data will be restored.
- *Building Project Schedule:*
 - Security gates installation: May 22nd
 - Carpet installation: May 13th-May 22nd
 - Copy Machine installation: April 23rd.
- *Revised Meeting Room Policy (AGENDA ITEM).* We have made revisions to this policy to accommodate the functionality of the new reservation software. We have also made some revision to improve clarity on who can use the meetings room and for what purposes. I would ask for you review and approval of the proposed updates to the policy.

MEETING ROOM POLICY

PURPOSE

The Pewaukee Public Library (“Library”) provides meeting rooms to further the library’s mission in the community by providing public spaces available for use by groups for civic, cultural and educational activities. ~~The Library use of meeting rooms is the first priority. When not needed by the employees of the Library, meeting spaces are available to those who meet eligibility requirements.~~

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the meeting rooms does not constitute an endorsement of the views of the user(s) of the room by the Library.

REQUESTING A MEETING ROOM

Requests for use may be made using the Library’s online room reservation system. All requests are PENDING at time of request. Staff will evaluate requests to ensure that groups meet all eligibility and use requirements and space is available. A reservation is not secured until staff CONFIRM the request.

The Library reserves the right to cancel a **confirmed reservation** ~~a public reservation~~ if the room is needed for ~~that purpose~~ **Library use or if the Library experiences unforeseen circumstances.** ~~The cancellation of a confirmed reservation~~ **This right will not be exercised except in emergency situations** and requires the approval of the Library Director or designee.

PROHIBITED USES

Meeting rooms may not be used by outside individuals or groups for the following activities:

1. Sales or promotion of products or services;
2. Private parties, including birthday parties or showers;
3. Fundraising events;
4. Use intended, directly or indirectly to obtain clients or customers;
5. Events in which attendees are charged a registration fee.

HOURS OF AVAILABILITY, CAPACITY AND EQUIPMENT

Community Room:

- Available Monday through Saturday 9 a.m.- 9:30 p.m.
- Meetings must begin before the library closes to the public.
- After the library closes, the group will have access to the hallway, the meeting room and the public restroom. Upon departure, the group is responsible for ensuring that the area is cleared of all occupants and secured.
- Capacity: 100 persons
- 80 chairs / 14 30 x 60 tables

- Other equipment: podium, projection screen, portable projector
- Limited kitchen facilities: microwave, sink and refrigerator.

Visaya Room:

- Available during the library's hours of operations only.
- Meetings shall conclude at least 15 minutes before the library closes.
- Capacity: 18 persons
- 18 chairs / fixed conference table
- Other equipment: projection screen, portable projector
- No kitchen facilities

ELIGIBILITY REQUIREMENTS

- **Individual, Pewaukee Resident.**
 - **This designation includes meetings by individuals, groups or clubs.**
 - Individual responsible for the reservation must ~~have a current Bridges Library Card~~ be a resident of Pewaukee and be 18 years of age.
 - **Proof of residency may be required.**
- **Individual, non-Pewaukee Resident.**
 - Meetings may not be open to the public.
 - **This designation includes meetings by individuals, groups or clubs that are not organized by a Pewaukee resident.**
 - Individual responsible for the reservation must be 18 years of age.
 - **Fees: \$30.00 per hour.**
- ~~Non-Profit Pewaukee~~ **Nonprofit, Waukesha County. Clubs and Organizations**
 - ~~Meetings may be open or closed to the public.~~
 - Individual responsible for the reservation must ~~have a current Bridges Library Card~~ **in good standing** and be 18 years of age.
 - **Group must be based in Waukesha County.**
 - **Proof of nonprofit designation and Waukesha County mailing address may be required.**
 - ~~If the Library is unable to establish eligibility, proof of designation will be required.~~
- **Nonprofit, Outside Waukesha County.**
 - Meetings may not be open to the public.
 - Individual responsible for the reservation must be 18 years of age.
 - **Fees: \$30.00 per hour.**
- ~~For-Profit. Organizations, Businesses, Private Clubs/Associations (clubs and associations that have private memberships such as a golf club or condominium association) or Non-Profit Clubs/Organizations (outside of Pewaukee).~~
 - Meetings may not be open to the public. ~~Meetings will be for internal operations only (e.g. conferences, organizational meetings, training, evaluations, strategic planning, or team building).~~
 - Individual responsible for the reservation must be 18 years of age.
 - Fees - ~~\$30.00 for the first two hours/ \$20.00 per hour thereafter~~

■ Government Organizations and Agencies

- ~~Meetings may be open or closed to the public.~~
- ~~If the Library is unable to establish eligibility, proof of designation will be required.~~

GENERAL REGULATIONS

Anyone using the meeting room is expected to adhere to the following regulations. If a group violates any of the regulations listed herein, the Library Director or designee has the authority to immediately discontinue use of the meeting room and /or suspend future privileges.

1. Participants must adhere to all Library rules, regulations and policies.
2. Programs or meetings may not interfere with the normal use of the Library.
3. ~~Groups using the meeting rooms are not permitted to charge attendees a registration fee or to require the purchase of an item as a condition of attending a meeting. Exceptions may be made for classes sponsored by Pewaukee Parks and Recreation.~~
4. ~~Meeting rooms may not be used for commercial demonstrations or for sales promotion of products or services.~~
5. ~~Private parties, fund-raising and solicitation are not permitted.~~
6. ~~All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the Library must clearly state that the meeting is not sponsored by Pewaukee Public Library.~~
7. Each group shall check in and check out at the circulation desk. Setup and cleanup time should be included in the scheduled time block.
8. Rooms are available on an “as is” basis. Users may configure available chairs and tables as needed. The rooms shall be reset to the original condition which may include cleaning and vacuuming. If the room is not set to acceptable standards, a clean-up fee may be assessed. Report any damage or problems with a meeting room to a staff member prior to the meeting.
9. ~~Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the Library may be removed from the walls. Displays, posters, and literature connected with a meeting in the Library may not be placed anywhere in the Library prior to the meeting.~~
10. The Library is not responsible for equipment or material owned by a group and used in the Library. Such equipment may not be stored at the Library.
11. Smoking, use of tobacco products, and use of alcoholic beverages is prohibited anywhere in the building and grounds.
12. Minors (under 18 years of age) using the meeting spaces must have a designated adult responsible for the reservation. This designated adult is also responsible for chaperoning the group while using the meeting space.
13. Food and beverages may be served.
14. Candles/open flames are prohibited.
15. Library staff may enter the meeting space at any time.

FREQUENCY

One use per month is permitted for each **individual**/group. ~~The Library will begin accepting reservations for the new calendar year beginning on the first Monday of October of prior year.~~ **Reservations are accepted on a rolling basis six months prior to the event.** ~~Groups wishing to use the meeting rooms on a regular basis may apply at that date. Your application has not been accepted until your~~ Please note a date is not guaranteed until your application is approved and confirmed in writing. A parent organization and its sub-groups will be considered as separate entities if this is specified at the time of application.

CANCELLATION OF RESERVATION

Cancellation of room reservations must be made at least 24 hours in advance. Failure to notify the Library may result in the cancellation of existing reservations, loss of payment, and/or denial of future requests.

LIABILITY

For and in consideration of the use of the meeting room and Library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Pewaukee Public Library from any and all actions, suits, relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage the matter may be referred for legal action.

Adopted by the Pewaukee Public Library Board of Trustees: November 15, 2006
Dennis Sampson, Library Board President

Revised: December 17, 2008, April 15, 2009, June 16, 2010, February 16, 2011, September 16, 2015, November 18, 2015, October 21, 2020, March 16, 2022, October 19, 2022.

Membership in the Library System

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Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

In This Trustee Essential

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other *Trustee Essentials* for details on these requirements, including [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #18: Library Board Appointments and Composition](#).)
2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a consolidated county public library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see [Trustee Essential #19: Library Director Certification](#) for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, your library annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

1. Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections [43.11\(3\)](#) and [43.13\(1\)](#) and provides the financial support needed to administer the plan (see <http://dpi.wi.gov/pld/legislation-funding/county-library> for details of these requirements).
2. Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see [*Trustee Essential #26: The Public Library System Trustee—the Broad Viewpoint.*](#))

Discussion Questions

1. What are examples of ways your community's residents have benefited from library system services?
2. What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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