

**Pewaukee Public Library**



# **JUNE 2024 BOT Packet**

Wednesday, June 19, 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, June 19th, 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, June 19th, 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

#### OLD BUSINESS:

2. Introductions of Phil Vetterkind, the new City Representative to the Library Board.

#### REGULAR BUSINESS:

3. Citizen Comments/Correspondence
4. Approval of Consent Agenda
  - a. Minutes May 15, 2024 (Regular Board Meeting)
  - b. Financial Reports:
    - i. GL Budget vs. Actual Library – May 2024
    - ii. GL Detail Library – May 2024
    - iii. Payment Approval Report – May 2024
  - c. Library Monthly Statistics Report though May 2024
  - d. Director's Report

#### NEW BUSINESS:

5. Discussion and possible action on the Waukesha County Library Standards
6. Discussion and possible action on closing of the Library Friday, October 4<sup>th</sup> for a Staff Development Day
7. Discussion and possible action on the proposal from the Pewaukee Public Schools for use 20 spaces in the Library's parking lot.
8. Discussion and possible action on requesting interest payment from the City of Pewaukee due to a late payment of January's municipal contribution as per the Joint Library Contract.
9. Discussion and possible action on requesting reimbursement from the Village of Pewaukee for credit cards fees and interest charges due to the late payment of these bills.
10. Discussion and possible action on *TE09: Managing the Library's Money*
11. ADJOURNMENT

#### NEXT MEETING SCHEDULED: Wednesday, July 17, 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, June 14th, 2024
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# PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, May 15th, 2024 at 6:30 p.m.

1. Call Meeting to Order and Roll Call: 6:30pm

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

Others Present: Nan Champe (Library Director)  
John Rader-Baker Tilly

Members Excused: Phil Vetterkind

**SPECIAL BUSINESS:**

2. Discussion and possible action on the 2023 Library Audit by John Rader, Baker Tilly US, LLP

Motion to approve: Dale Noll moved to accept the audit as stated.

Second: Ann Wright

Discussion:

Motion Carried

3. Introductions of Phil Vetterkind, the new City Representative to the Library Board.

Tabled

**REGULAR BUSINESS:**

4. Citizen Comments/Correspondence- n/a

5. Approval of Consent Agenda

a. Minutes April 17th, 2024 (Regular Board Meeting)

b. Financial Reports:

i. GL Budget vs. Actual Library – April 2024

ii. GL Detail Library – April 2024

iii. Payment Approval Report – April 2024

c. Library Monthly Statistics Report through April 2024

d. Director's Report

Motion to approve: Ann Wright

Second: Leslie Miller

Discussion:

Motion Carried Dale Noll abstained from Minutes-motion carried

**NEW BUSINESS:**

6. Discussion and possible action on the election of BOT Officers.

Motion to approve: Heather Gergen motioned to approve the nominees as presented  
Second: Lisa Jansen  
Discussion:  
Motion Carried

7. Discussion and possible action on Library Director Goals 2024-2025

Motion to approve: Heather Gergen  
Second: Leslie Miller  
Discussion:  
Motion Carried

8. Discussion and possible action on update to the Library Fee Schedule and charges for library copies.

Motion to approve: Leslie Miller moved to approve the revised feeschedule  
Second: Ann Wright  
Discussion:  
Motion Carried

9. Discussion and possible action on TE08: Developing the Library Budget

No Action

10. ADJOURNMENT 7:33pm

Motion to approve: Heather Gergen  
Second: Ann Wright  
Discussion:  
Motion Carried

**NEXT MEETING SCHEDULED:** Wednesday, June 19, 2024

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

End.GLPeriod 524

Account Number	Account Title	YTD	Budget	Variance	% Budget
<b>900 - LIBRARY FUND</b>					
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	251,665.36	668,000.00	416,334.64	37.67%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	96,646.77	213,710.00	117,063.23	45.22%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	1,792.54	7,000.00	5,207.46	25.60%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	32,052.69	45,936.00	13,883.31	69.77%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	35,923.02	89,700.00	53,776.98	40.04%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	2,513.50	4,000.00	1,486.50	62.83%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	6,776.04	6,500.00	-276.04	104.24%
900-00-57610-000-000	LIBRARY OUTLAY(E)	65,291.65	20,200.00	-45,091.65	323.22%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	20,480.36	80,500.00	60,019.64	25.44%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	6,242.63	14,000.00	7,757.37	44.59%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	34,796.71	44,628.00	9,831.29	77.97%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	11,479.20	19,580.00	8,100.80	58.62%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	1,075.83	3,750.00	2,674.17	28.68%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	16,180.55	62,789.00	46,608.45	25.76%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	16,234.25	23,962.00	7,727.75	67.74%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	1,707.35	5,250.00	3,542.65	32.52%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	6,083.89	9,038.00	2,954.11	67.31%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	1,590.37	.00	-1,590.37	100.00%
<b>Expenditure</b>		<b>608,532.71</b>	<b>1,318,543.00</b>	<b>710,010.29</b>	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	-60,787.04	-118,775.00	-57,987.96	51.17%
900-00-46710-000-000	LIBRARY FINES(R)	-3,445.53	-7,609.00	-4,163.47	45.28%
900-00-48110-000-000	INTEREST INCOME(R)	-305.85	-338.00	-32.15	90.48%
900-00-48200-000-100	FISCAL AGENT FEES(R)	.00	.00	.00	100.00%
900-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ(R)	-14,400.00	-6,500.00	7,900.00	221.53%

End.GLPeriod 524

Account Number	Account Title	YTD	Budget	Variance	% Budget
900-00-48500-000-100	MISC REVENUES(R)	-4,056.27	-6,500.00	-2,443.73	62.40%
900-00-48500-000-200	DESIGNATED GRANTS(R)	-6,038.00	-9,038.00	-3,000.00	66.80%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	-448,337.54	-896,675.00	-448,337.46	50.00%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-109,389.19	-262,534.00	-153,144.81	41.66%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	.00	.00	.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	.00	-20,200.00	-20,200.00	0.00%
<b>Revenue</b>		<b>-646,759.42</b>	<b>-1,328,169.00</b>	<b>-681,409.58</b>	
<b>900 - LIBRARY FUND</b>		<b>-38,226.71</b>	<b>-9,626.00</b>	<b>28,600.71</b>	
<b>Total:</b>		<b>-38,226.71</b>	<b>-9,626.00</b>	<b>28,600.71</b>	

End.GLPeriod 524 AND Start.GLPeriod 0524 AND End.GLPeriod 0524

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>Fund900 - LIBRARY FUND</b>							
<b>Account Number And Title900-00-46710-000-000 - LIBRARY FINES</b>							
05/07/2024	7001841-1	CR	LIBRARY FINES - LIBRARY			.00	-92.25
05/14/2024	7001961-1	CR	LIBRARY FINES - LIBRARY			.00	-86.15
05/20/2024	7002044-1	CR	LIBRARY FINES - LIBRARY			.00	-242.95
05/20/2024	7002045-1	CR	Voided Receipt - 7.002044 - LIBRARY			242.95	.00
05/21/2024	7002046-1	CR	LIBRARY FINES - LIBRARY			.00	-242.95
05/28/2024	7002066-1	CR	LIBRARY FINES LIB CARDS - LIBRARY			.00	-1.00
05/28/2024	7002066-2	CR	LIBRARY FINES COPIES - LIBRARY			.00	-.90
05/28/2024	7002066-3	CR	LIBRARY FINES - LIBRARY			.00	-31.90
<b>Account Number And Title900-00-46710-000-000 - LIBRARY FINES</b>						<b>242.95</b>	<b>-698.10</b>
<b>Account Number And Title900-00-48500-000-100 - MISC REVENUES</b>							
05/07/2024	7001841-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-20.00
05/07/2024	7001841-3	CR	LIBRARY MISC REVENUES MEETING ROOM - LIBRARY			.00	-90.00
05/07/2024	7001841-4	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-202.50
05/14/2024	7001961-2	CR	LIBRARY MISC REVENUES BOOKS - LIBRARY			.00	-20.00
05/14/2024	7001961-3	CR	LIBRARY MISC REVENUES MEETING ROOM - LIBRARY			.00	-60.00
05/14/2024	7001961-4	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-28.60
05/20/2024	7002044-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-70.65
05/20/2024	7002044-3	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-12.35
05/20/2024	7002045-2	CR	Voided Receipt - 7.002044 - LIBRARY			70.65	.00
05/20/2024	7002045-3	CR	Voided Receipt - 7.002044 - LIBRARY			12.35	.00
05/21/2024	7002046-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-70.65
05/21/2024	7002046-3	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-12.35

End.GLPeriod 524 AND Start.GLPeriod 0524 AND End.GLPeriod 0524

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>Account Number And Title900-00-48500-000-100 - MISC REVENUES</b>						<b>83.00</b>	<b>-587.10</b>
<b>Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS</b>							
05/08/2024	3000278-4	CR	CITY CONTRIBUTIONS-MAY -			.00	-74,722.91
05/14/2024	3000283-1	CR	CITY CONTRIBUTIONS-JUNE 2024 - CITY OF PEWAUKEE			.00	-74,722.91
<b>Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS</b>						<b>.00</b>	<b>-149,445.82</b>
<b>Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS</b>							
05/01/2024	1-2	JE	LIBRARY CONTRIBUTION MAY			.00	-21,877.83
<b>Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS</b>						<b>.00</b>	<b>-21,877.83</b>
<b>Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES &amp; WAGES</b>							
05/10/2024	13-1	PC	PAYROLL TRANS FOR 5/5/2024 PAY PERIOD			25,132.52	.00
05/24/2024	65-1	PC	PAYROLL TRANS FOR 5/19/2024 PAY PERIOD			25,228.59	.00
<b>Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES &amp; WAGES</b>						<b>50,361.11</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS</b>							
05/10/2024	4-1	PB	PAYROLL TRANS FOR 5/5/2024 PAY PERIOD			3,170.27	.00
05/24/2024	26-1	PB	PAYROLL TRANS FOR 5/19/2024 PAY PERIOD			13,469.44	.00
<b>Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS</b>						<b>16,639.71</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS</b>							
02/01/2024	327-1	AP	SALEM PRESS INC			98.28	.00
04/28/2024	215-1	AP	AMAZON CAPITAL SERVICES, INC.			42.62	.00
04/28/2024	224-1	AP	AMAZON CAPITAL SERVICES, INC.			21.90	.00
04/28/2024	222-1	AP	AMAZON CAPITAL SERVICES, INC.			43.84	.00
04/30/2024	314-1	AP	GREY HOUSE PUBLISHING			148.50	.00
04/30/2024	315-1	AP	GREY HOUSE PUBLISHING			140.25	.00

End.GLPeriod 524 AND Start.GLPeriod 0524 AND End.GLPeriod 0524

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
04/30/2024	316-1	AP	GREY HOUSE PUBLISHING			140.25	.00
05/01/2024	393-1	AP	CENTER POINT LARGE PRINT			49.14	.00
05/12/2024	430-1	AP	AMAZON CAPITAL SERVICES, INC.			25.20	.00
05/12/2024	433-1	AP	AMAZON CAPITAL SERVICES, INC.			42.78	.00
<b>Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS</b>						<b>752.76</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS</b>							
02/20/2023	295-1	AP	BLACKSTONE PUBLISHING			158.43	.00
04/05/2024	227-1	AP	MIDWEST TAPE			47.23	.00
04/05/2024	228-1	AP	MIDWEST TAPE			11.99	.00
04/05/2024	229-1	AP	MIDWEST TAPE			75.71	.00
04/05/2024	230-1	AP	MIDWEST TAPE			17.24	.00
04/05/2024	231-1	AP	MIDWEST TAPE			11.99	.00
04/11/2024	185-1	AP	PLAYAWAY PRODUCTS LLC			64.99	.00
04/12/2024	232-1	AP	MIDWEST TAPE			38.23	.00
04/12/2024	233-1	AP	MIDWEST TAPE			11.99	.00
04/12/2024	234-1	AP	MIDWEST TAPE			12.79	.00
04/12/2024	235-1	AP	MIDWEST TAPE			34.48	.00
04/12/2024	236-1	AP	MIDWEST TAPE			71.22	.00
04/13/2024	188-1	AP	LIBRARY IDEAS, LLC			1,010.74	.00
04/19/2024	216-1	AP	AMAZON CAPITAL SERVICES, INC.			12.97	.00
04/21/2024	213-1	AP	AMAZON CAPITAL SERVICES, INC.			12.97	.00
04/22/2024	237-1	AP	MIDWEST TAPE			72.72	.00
04/22/2024	238-1	AP	MIDWEST TAPE			31.48	.00
04/22/2024	239-1	AP	MIDWEST TAPE			44.23	.00

End.GLPeriod 524 AND Start.GLPeriod 0524 AND End.GLPeriod 0524

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
04/22/2024	240-1	AP	MIDWEST TAPE			11.99	.00
04/22/2024	241-1	AP	MIDWEST TAPE			20.24	.00
04/22/2024	242-1	AP	MIDWEST TAPE			25.49	.00
04/30/2024	243-1	AP	MIDWEST TAPE			35.98	.00
04/30/2024	244-1	AP	MIDWEST TAPE			24.78	.00
04/30/2024	245-1	AP	MIDWEST TAPE			23.24	.00
05/03/2024	379-1	AP	MIDWEST TAPE			11.99	.00
05/03/2024	380-1	AP	MIDWEST TAPE			104.96	.00
05/03/2024	381-1	AP	MIDWEST TAPE			19.49	.00
05/03/2024	382-1	AP	MIDWEST TAPE			25.49	.00
05/03/2024	383-1	AP	MIDWEST TAPE			20.99	.00
05/04/2024	376-1	AP	AMAZON CAPITAL SERVICES, INC.			42.94	.00
05/14/2024	442-1	AP	MIDWEST TAPE			34.48	.00
05/14/2024	443-1	AP	MIDWEST TAPE			41.23	.00
05/14/2024	444-1	AP	MIDWEST TAPE			22.49	.00
05/14/2024	445-1	AP	MIDWEST TAPE			17.99	.00
05/14/2024	446-1	AP	MIDWEST TAPE			29.99	.00
<b>Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS</b>						<b>2,255.16</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY</b>							
02/08/2024	257-1	AP	WAUKESHA COUNTY			24,176.00	.00
04/09/2024	52-1	AP	ENVISIONWARE INC			225.00	.00
04/16/2024	43-1	AP	TAYLOR COMPUTER SERVICES, INC			2,335.70	.00
04/30/2024	323-1	AP	TAYLOR COMPUTER SERVICES, INC			437.00	.00
04/30/2024	324-1	AP	TAYLOR COMPUTER SERVICES, INC			335.00	.00

End.GLPeriod 524 AND Start.GLPeriod 0524 AND End.GLPeriod 0524

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY</b>						<b>27,508.70</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC</b>							
02/09/2024	255-1	AP	WAUKESHA COUNTY TREASURER			2,269.27	.00
04/28/2024	218-1	AP	AMAZON CAPITAL SERVICES, INC.			38.97	.00
04/28/2024	219-1	AP	AMAZON CAPITAL SERVICES, INC.			28.98	.00
04/28/2024	220-1	AP	AMAZON CAPITAL SERVICES, INC.			6.98	.00
04/28/2024	221-1	AP	AMAZON CAPITAL SERVICES, INC.			20.58	.00
04/29/2024	273-1	AP	JAMES IMAGING SYSTEMS INC			914.60	.00
04/29/2024	189-1	AP	LIBRARY IDEAS, LLC			33.25	.00
05/14/2024	431-1	AP	AMAZON CAPITAL SERVICES, INC.			19.99	.00
<b>Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC</b>						<b>3,332.62</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT</b>							
04/29/2024	302-1	AP	WELLNESS WITH JER, LLC			170.88	.00
05/01/2024	405-1	AP	PROHEALTH MEDICAL GROUP			80.00	.00
05/01/2024	406-1	AP	PROHEALTH MEDICAL GROUP			80.00	.00
<b>Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT</b>						<b>330.88</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS</b>							
11/06/2023	281-1	AP	MUNICIPAL PROPERTY INSURANCE COMPANY			1,987.39	.00
01/02/2024	345-1	AP	MUNICIPAL PROPERTY INSURANCE COMPANY			12,410.00	.00
04/26/2024	267-1	AP	BAKER TILLY US, LLP			1,774.00	.00
<b>Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS</b>						<b>16,171.39</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE</b>							
04/03/2024	346-1	AP	KEMPEN MASONRY LLC			142.50	.00
04/08/2024	394-1	AP	JF AHERN COMPANY			645.00	.00

VILLAGE OF PEWAUKEE

## GL Detail

June 06, 2024 09:45 AM

End.GLPeriod 524 AND Start.GLPeriod 0524 AND End.GLPeriod 0524

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
04/10/2024	110-1	AP	CHAMPE, ELIZABETH			107.45	.00
04/16/2024	266-1	AP	MILWAUKEE PLUMBING & PIPING INC			580.70	.00
05/01/2024	349-1	AP	JANI-KING OF MILWAUKEE			2,729.43	.00
05/02/2024	404-1	AP	KUJAWA ENTERPRISES INC			2,209.75	.00
05/14/2024	434-1	AP	AMAZON CAPITAL SERVICES, INC.			112.74	.00
<b>Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE</b>						<b>6,527.57</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES</b>							
05/07/2024	360-1	AP	ACH WE ENERGIES			3,143.78	.00
05/07/2024	361-1	AP	ACH WE ENERGIES			394.22	.00
<b>Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES</b>						<b>3,538.00</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS</b>							
02/08/2024	259-1	AP	WAUKESHA COUNTY			5,489.00	.00
02/08/2024	260-1	AP	WAUKESHA COUNTY			1,543.00	.00
04/09/2024	118-1	AP	MIDWEST TAPE - HOOPLA			154.99	.00
05/01/2024	414-1	AP	MIDWEST TAPE - HOOPLA			630.48	.00
<b>Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS</b>						<b>7,817.47</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS</b>							
04/11/2024	55-1	AP	GEORGE, SANDRA			5.37	.00
04/14/2024	31-1	AP	AMAZON CAPITAL SERVICES, INC.			44.98	.00
04/17/2024	282-1	AP	SIGNARAMA - PEWAUKEE			284.05	.00
04/19/2024	109-1	AP	CHAMPE, ELIZABETH			71.98	.00
04/21/2024	217-1	AP	AMAZON CAPITAL SERVICES, INC.			23.99	.00
04/21/2024	223-1	AP	AMAZON CAPITAL SERVICES, INC.			55.73	.00
04/22/2024	298-1	AP	PINK TEEPEE FARMS LLC			200.00	.00

End.GLPeriod 524 AND Start.GLPeriod 0524 AND End.GLPeriod 0524

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
04/26/2024	338-1	AP	GEORGE, SANDRA			14.99	.00
04/26/2024	347-1	AP	NELSON, KELLY			8.28	.00
04/26/2024	348-1	AP	NELSON, KELLY			6.48	.00
04/26/2024	214-1	AP	AMAZON CAPITAL SERVICES, INC.			44.02	.00
<b>Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS</b>						<b>759.87</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY</b>							
05/03/2024	409-1	AP	WALDEN, NEITZKE & KUHARY, SC			137.50	.00
<b>Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY</b>						<b>137.50</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE</b>							
04/23/2024	419-1	AP	MARK F. MORAN			400.00	.00
05/01/2024	355-1	AP	MIDWEST TAPE - HOOPLA			1,095.26	.00
<b>Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE</b>						<b>1,495.26</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE</b>							
02/08/2024	258-1	AP	WAUKESHA COUNTY			572.00	.00
04/20/2024	212-1	AP	AMAZON CAPITAL SERVICES, INC.			79.77	.00
04/23/2024	420-1	AP	MARK F. MORAN			50.00	.00
04/25/2024	335-1	AP	ZIMMERMANN, JANICE			800.00	.00
05/09/2024	481-1	AP	SCHOLASTIC INC			601.00	.00
05/14/2024	432-1	AP	AMAZON CAPITAL SERVICES, INC.			26.99	.00
05/17/2024	499-1	AP	ADAIR COMMERCIAL FLOORING			2,484.00	.00
05/20/2024	491-1	AP	SIEMSEN, CRAIG			200.00	.00
<b>Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE</b>						<b>4,813.76</b>	<b>.00</b>
<b>Account Number And Title900-00-57610-000-000 - LIBRARY OUTLAY</b>							
04/23/2024	301-1	AP	RHYME BUSINESS PRODUCTS, LLC			8,374.00	.00

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**GL Detail**

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End.GLPeriod 524 AND Start.GLPeriod 0524 AND End.GLPeriod 0524

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/08/2024	472-1	AP	ENVISIONWARE INC			7,546.25	.00
05/10/2024	469-1	AP	LYONS ELECTRIC			4,800.00	.00
05/17/2024	498-1	AP	ADAIR COMMERCIAL FLOORING			42,324.00	.00
<b>Account Number And Title</b> 900-00-57610-000-000 - LIBRARY OUTLAY						<b>63,044.25</b>	<b>.00</b>
<b>Total:</b>						<b>205,811.96</b>	<b>-172,608.85</b>

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
<b>ACH NORTH SHORE BANK CREDIT CARD</b>									
<b>Approved</b>									
13040	ACH NORTH SHORE BANK CREDIT CARD	04182024	LIBRARY/N S CC RETURNED PAYMENT FEE 5/06	35.00	04/18/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	04182024	LIBRARY/N S CC RETURNED PAYMENT FEE 4/18	35.00	04/18/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	7155-20240505	LIBRARY/F RGN TRANS FEE - LATER.COM	1.50	05/05/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2024-0506P&S-SG	LIBRARY/Y A PROG SUPP	31.32	05/06/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	60706578	LIBRARY/P EST MGMT SVCS - MAY 2024	113.74	05/02/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	4968917558	LIBRARY/G OOGLE WRKSPC APRIL 2024	6.00	04/30/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	152358301041524	LIBRARY/S PECTRUM 4/17 TO 5/16	224.95	04/15/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	41240508	LIBRARY/P ROCESSING SUPP	360.66	05/03/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	41240508	LIBRARY/A DULT PROG SUPP	16.90	05/03/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	E929F03F-0004	LIBRARY/L ATER.COM ANNUAL FFF	75.00	05/05/2024	06/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	1483931	LIBRARY/P ROCESSING SUPP	125.40	05/06/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2024-0429P&S	LIBRARY/KI WANIS YA SUMMER	62.54	04/29/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2575500	LIBRARY/F RIENDS EXPLORE PASS RENEWAL	1000.00	04/15/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	CE4EF2C2-0005	LIBRARY/S LING - APRIL 2024	4.49	04/24/2024	05/24/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038263764	LIBRARY/B &T FREIGHT SURCHARG E	4.39	04/30/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038263764	LIBRARY/Y A BOOKS	219.34	04/30/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038261064	LIBRARY/A DULT FIC BOOKS	409.54	04/30/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038261064	LIBRARY/B &T FREIGHT SURCHARG E	8.19	04/30/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038261060	LIBRARY/J UV BOOKS	315.58	04/30/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038261060	LIBRARY/B &T FREIGHT SURCHARG E	6.31	04/30/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038267841	LIBRARY/B &T FREIGHT SURCHARG -	2.86	05/01/2024	06/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038267841	LIBRARY/J UV PIC BOOKS	143.24	05/01/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038267253	LIBRARY/B &T FREIGHT SURCHARG E	9.38	05/01/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038267253	LIBRARY/A DULT NF BOOKS	468.76	05/01/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038239833	LIBRARY/J UV BOOKS	70.98	04/19/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038239833	LIBRARY/B &T FREIGHT SURCHARG E	1.42	04/19/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038246707	LIBRARY/B &T FREIGHT SURCHARG E	8.18	04/23/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038246707	LIBRARY/A DULT NF BOOKS	408.76	04/23/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038244907	LIBRARY/J UV PIC BOOKS	124.23	04/23/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038244907	LIBRARY/B &T FREIGHT SURCHARG E	2.48	04/23/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038243701	LIBRARY/Y A BOOKS	624.21	04/23/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038243701	LIBRARY/B &T FREIGHT SURCHARG	12.48	04/23/2024	06/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	532878054	E LIBRARY/B US JOURNALS SUB ANNUAL	190.00	04/22/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	IN5445	LIBRARY/T ELEPHONE BILL - APRIL 2024	345.38	04/26/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	59567696	LIBRARY/ PEST MGMT SVCS - APRIL 2024	113.74	04/04/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	POS-98898	LIBRARY/F RIENDS EXPLORE PASS/MITC HELL DOMES PASS	500.00	04/29/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038234555	LIBRARY/Y A BOOKS	35.51	04/17/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038234555	LIBRARY/B &T FREIGHT SURCHARG E	0.71	04/17/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038230177	LIBRARY/Y A BOOKS	101.08	04/16/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038230177	LIBRARY/B &T FREIGHT SURCHARG E	2.02	04/16/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038234544	LIBRARY/B &T FREIGHT SURCHARG E	3.58	04/17/2024	06/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038234544	LIBRARY/Y A BOOKS	179.21	04/17/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038237953	LIBRARY/B &T FREIGHT SURCHARG E	2.12	04/18/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038237953	LIBRARY/A DULT FIC BOOKS	105.96	04/18/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038235495	LIBRARY/B &T FREIGHT SURCHARG E	11.73	04/18/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038235495	LIBRARY/A DULT FIC BOOKS	586.58	04/18/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038198799	LIBRARY/B &T FREIGHT SURCHARG E	1.84	04/01/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038198799	LIBRARY/A DULT NF BOOKS	91.99	04/01/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038185405	LIBRARY/B &T FREIGHT SURCHARG E	5.83	04/02/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038185405	LIBRARY/Y A BOOKS	291.29	04/02/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038195633	LIBRARY/A DULT SCI FI BOOKS	66.69	03/28/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038195633	LIBRARY/B &T FREIGHT SURCHARG E	1.33	03/28/2024	06/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038198718	LIBRARY/A DULT FIC BOOKS	349.10	04/02/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038198718	LIBRARY/B &T FREIGHT SURCHARGE	6.98	04/02/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038214237	LIBRARY/B &T FREIGHT SURCHARGE	1.78	04/09/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038214237	LIBRARY/A DULT FIC BOOKS	89.10	04/09/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038216495	LIBRARY/J UV BOOKS	131.52	04/10/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038216495	LIBRARY/B &T FREIGHT SURCHARGE	2.63	04/10/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038216600	LIBRARY/B &T FREIGHT SURCHARGE	1.00	04/10/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038216600	LIBRARY/J UV PIC BOOKS	49.94	04/10/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038213709	LIBRARY/B &T FREIGHT SURCHARGE	7.60	04/09/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038213709	LIBRARY/A DULT FIC BOOKS	379.83	04/09/2024	06/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038220825	LIBRARY/B &T FREIGHT SURCHARGE	6.07	04/10/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038220825	LIBRARY/A DULT NF BOOKS	303.41	04/10/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038219204	LIBRARY/B &T FREIGHT SURCHARGE	2.55	04/10/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038219204	LIBRARY/A DULT NF BOOKS	127.42	04/10/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038210045	LIBRARY/B &T FREIGHT SURCHARGE	1.84	04/05/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038210045	LIBRARY/Y A BOOKS	91.96	04/05/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038216509	LIBRARY/B &T FREIGHT SURCHARGE	0.32	04/09/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038216509	LIBRARY/A DULT SCI FI BOOKS	16.24	04/09/2024	06/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2024-0501	LIBRARY/T HE NATION RENEWAL	29.95	05/01/2024	06/04/2024			Approved
<b>ACH NORTH SHORE BANK CREDIT CARD</b>				<b>9168.66</b>					
<b>ACH WE ENERGIES</b>									
<b>Approved</b>									
13090	ACH WE ENERGIES	5017446797	LIBRARY/U TILITIES/GA	394.22	05/07/2024	05/29/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13090	ACH WE ENERGIES	5017446797	S APRIL LIBRARY/UTILITIES/ELECTRIC APRIL	3143.78	05/07/2024	05/29/2024			Approved
<b>ACH WE ENERGIES</b>				<b><u>3538.00</u></b>					
<b>ADAIR COMMERCIAL FLOORING</b>									
<b>Approved</b>									
13210	ADAIR COMMERCIAL FLOORING	24135-2	LIBRARY/RESTRICTED DONATION S/LOWER LEVEL FLOORING PROJ 2024	2484.00	05/17/2024	05/24/2024			Approved
13210	ADAIR COMMERCIAL FLOORING	24135-1	LIBRARY/LOWER LEVEL FLOORING PROJ 2024	42324.00	05/17/2024	05/24/2024			Approved
<b>ADAIR COMMERCIAL FLOORING</b>				<b><u>44808.00</u></b>					
<b>AMAZON CAPITAL SERVICES, INC.</b>									
<b>Approved</b>									
23	AMAZON CAPITAL SERVICES, INC.	193Q-H66K-74F9	LIBRARY/JUV PROG SUPP	48.55	05/28/2024	06/27/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FMH-X3RJ-31FG	LIBRARY/JUV PROG SUPP	19.14	05/27/2024	06/26/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NKQ-9XGF-J94X	LIBRARY/OFFICE SUPPLIES	37.53	05/26/2024	06/25/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	14VX-GR9G-7YC9	LIBRARY/SUPPLIES	38.44	05/28/2024	06/27/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1334-K9NR-9QWM	LIBRARY/FRIENDS/YA BOOK BOX	131.93	05/22/2024	06/21/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	16D9-YY1J-HV7Q	LIBRARY/P ROC SUPPLIES	66.70	05/19/2024	06/18/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1T1D-WFMC-MP1J	LIBRARY/2 ADULT CDS	28.97	05/20/2024	06/19/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QXC-617L-K17P	LIBRARY/C LEANING SUPPLIES	509.75	05/19/2024	06/18/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QXC-617L-K17P	LIBRARY/F OL SUPPLIES	58.00	05/19/2024	06/18/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QRJ-19RQ-JXPN	LIBRARY/KI WANIS/YA SUMMER LIBRARY PROG	114.81	05/19/2024	06/19/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1P7G-4X4F-G4RP	LIBRARY/3 ADULT CDS	38.94	05/19/2024	06/19/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FHN-NT4R-JP99	LIBRARY/C LEANING SUPPLIES	119.97	05/20/2024	06/20/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FHN-NT4R-JP99	LIBRARY/O FFICE SUPPLIES	12.39	05/20/2024	06/20/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	19MH-F7GD-HKKX	LIBRARY/F OL SUPPLIES	26.99	05/14/2024	06/13/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	19MH-F7GD-HKKX	LIBRARY/O FFICE SUPPLIES	19.99	05/14/2024	06/13/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1RLM-FN1Y-GTV3	LIBRARY/C LEANING SUPPLIES	112.74	05/14/2024	06/13/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1CXY-CHPP-WC7M	LIBRARY/3 ADULT FICTION BKS	42.78	05/12/2024	06/11/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	11PH-LNPT-VTXX	LIBRARY/1 ADULT BOOK	25.20	05/12/2024	06/11/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	1JQG-FXWC-97XN	LIBRARY/3 ADULT CDS	42.94	05/04/2024	06/03/2024			Approved
<b>AMAZON CAPITAL SERVICES, INC.</b>				<u><b>1495.76</b></u>					
<b>BAKER TILLY US, LLP</b>									
<b>Approved</b>									
5733	BAKER TILLY US, LLP	BT2767592	LIBRARY/A UDIT 2023	1774.00	04/26/2024	05/24/2024			Approved
<b>BAKER TILLY US, LLP</b>				<u><b>1774.00</b></u>					
<b>CENTER POINT LARGE PRINT</b>									
<b>Approved</b>									
3552	CENTER POINT LARGE PRINT	2090808	LIBRARY/ 2 LP BOOKS	49.14	05/01/2024	06/01/2024			Approved
<b>CENTER POINT LARGE PRINT</b>				<u><b>49.14</b></u>					
<b>CHAMPE, ELIZABETH</b>									
<b>Approved</b>									
11012	CHAMPE, ELIZABETH	20240517EC	LIBRARY/G ENERAL PROGRAM SUPPLIES	42.77	05/17/2024	06/17/2024			Approved
11012	CHAMPE, ELIZABETH	20240517EC	LIBRARY/S TAFF DEVELOPM ENT DAY LUNCH	110.13	05/17/2024	06/17/2024			Approved
11012	CHAMPE, ELIZABETH	20240517EC	LIBRARY/F RIENDS PLANTS	69.98	05/17/2024	06/17/2024			Approved
<b>CHAMPE, ELIZABETH</b>				<u><b>222.88</b></u>					
<b>ENVISIONWARE INC</b>									
<b>Approved</b>									
4343	ENVISIONWARE INC	INV-US-70791	LIBRARY/E NVISIONW ARE RFID	7546.25	05/08/2024	06/07/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
4343	ENVISIONWARE INC	INV-US-70924	GATE LIBRARY/ ENVISIONA RE RFID GATE	3355.00	05/23/2024	06/22/2024			Approved
<b>ENVISIONWARE INC</b>				<b>10901.25</b>					
<b>JANI-KING OF MILWAUKEE</b>									
<b>Approved</b>									
12411	JANI-KING OF MILWAUKEE	MIL06240381	LIBRARY/J ANITORIAL SVC JUNE 2024	2729.43	06/01/2024	06/30/2024			Approved
<b>JANI-KING OF MILWAUKEE</b>				<b>2729.43</b>					
<b>JF AHERN COMPANY</b>									
<b>Approved</b>									
4875	JF AHERN COMPANY	645221	LIBRARY/FI RE SPRINKLER INSP - ANNUAL	645.00	04/08/2024	05/24/2024			Approved
<b>JF AHERN COMPANY</b>				<b>645.00</b>					
<b>KUJAWA ENTERPRISES INC</b>									
<b>Approved</b>									
6819	KUJAWA ENTERPRISES INC	334452	LIBRARY/L ANDSCAPE MNT - MAY 2023	2209.75	05/02/2024	06/02/2024			Approved
<b>KUJAWA ENTERPRISES INC</b>				<b>2209.75</b>					
<b>LYONS ELECTRIC</b>									
<b>Approved</b>									
1060	LYONS ELECTRIC	4649	LIBRARY/C ARPET REPLACEM FNT	4800.00	05/10/2024	06/10/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
<b>LYONS ELECTRIC</b>				<b>4800.00</b>					
<b>MARK F. MORAN</b>									
<b>Approved</b>									
13208	MARK F. MORAN	2024-0523MM	LIBRARY/F RIENDS ADULT PROGRAM	50.00	04/23/2024	05/24/2024			Approved
13208	MARK F. MORAN	2024-0523MM	LIBRARY/B RIDGES GRANT/AD ULT PROGRAM	400.00	04/23/2024	05/24/2024			Approved
<b>MARK F. MORAN</b>				<b>450.00</b>					
<b>MIDWEST TAPE</b>									
<b>Approved</b>									
548	MIDWEST TAPE	505497562	LIBRARY/2 ADULT DVD	49.48	05/20/2024	06/19/2024			Approved
548	MIDWEST TAPE	505497561	LIBRARY/1 ADULT DVD	22.49	05/20/2024	06/19/2024			Approved
548	MIDWEST TAPE	505497560	LIBRARY/4 ADULT DVD	88.46	05/20/2024	06/19/2024			Approved
548	MIDWEST TAPE	505497558	LIBRARY/1 ADULT CD	14.39	05/20/2024	06/19/2024			Approved
548	MIDWEST TAPE	505469401	LIBRARY/1 ADULT DVD	29.99	05/14/2024	06/14/2024			Approved
548	MIDWEST TAPE	505467759	LIBRARY/1 ADULT CD	17.99	05/14/2024	06/14/2024			Approved
548	MIDWEST TAPE	505467758	LIBRARY/1 ADULT DVD	22.49	05/14/2024	06/14/2024			Approved
548	MIDWEST TAPE	505467757	LIBRARY/2 ADULT DVD	41.23	05/14/2024	06/14/2024			Approved
548	MIDWEST TAPE	505467756	LIBRARY/2 ADULT DVD	34.48	05/14/2024	06/14/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	505424266	LIBRARY/1 CHILD DVD	20.99	05/03/2024	06/03/2024			Approved
548	MIDWEST TAPE	505424265	LIBRARY/1 ADULT DVD	25.49	05/03/2024	06/03/2024			Approved
548	MIDWEST TAPE	505424264	LIBRARY/1 ADULT DVD	19.49	05/03/2024	06/03/2024			Approved
548	MIDWEST TAPE	505424263	LIBRARY/4 ADULT DVD	104.96	05/03/2024	06/03/2024			Approved
548	MIDWEST TAPE	505424261	LIBRARY/1 ADULT CD	11.99	05/03/2024	06/03/2024			Approved
548	MIDWEST TAPE	505408580	LIBRARY/1 ADULT DVD	23.24	04/30/2024	05/17/2024			Approved
548	MIDWEST TAPE	505408578	LIBRARY/2 ADULT CD	24.78	04/30/2024	05/17/2024			Approved
548	MIDWEST TAPE	505408577	LIBRARY/2 ADULT DVD	35.98	04/30/2024	05/17/2024			Approved

**MIDWEST TAPE**

**587.92**

**MIDWEST TAPE - HOOPLA**

**Approved**

12821	MIDWEST TAPE - HOOPLA	505533937	LIBRARY/H OOPLA/FLE X MAY 2024	95.00	05/28/2024	06/27/2024			Approved
12821	MIDWEST TAPE - HOOPLA	505503085	LIBRARY/H OOPLA/FLE X MAY 2024	69.99	05/21/2024	06/20/2024			Approved
12821	MIDWEST TAPE - HOOPLA	505414621	LIBRARY/H OOPLA/FLE X MAY 2024	630.48	05/01/2024	06/01/2024			Approved
12821	MIDWEST TAPE - HOOPLA	505412297	LIBRARY/B RIDGES HOOPLA INSTANT GRANT	1095.26	05/01/2024	05/30/2024			Approved

**MIDWEST TAPE - HOOPLA**

**1890.73**

**MUNICIPAL PROPERTY INSURANCE COMPANY**

**Approved**

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
9058	MUNICIPAL PROPERTY INSURANCE COMPANY	48-10097-25-001	LIBRARY/2024 PROPERTY INSURANCE	12410.00	01/02/2024	05/17/2024			Approved
9058	MUNICIPAL PROPERTY INSURANCE COMPANY	48-10097-24-005	LIBRARY/PROPERTY INSURANCE 2023	1987.39	11/06/2023	05/17/2024			Approved
<b>MUNICIPAL PROPERTY INSURANCE COMPANY</b>				<b>14397.39</b>					
<b>PROHEALTH MEDICAL GROUP</b>									
<b>Approved</b>									
6873	PROHEALTH MEDICAL GROUP	322355	LIBRARY/NEW HIRE SCREENING	80.00	05/01/2024	06/01/2024			Approved
6873	PROHEALTH MEDICAL GROUP	322292	LIBRARY/NEW HIRE SCREENING	80.00	05/01/2024	06/01/2024			Approved
<b>PROHEALTH MEDICAL GROUP</b>				<b>160.00</b>					
<b>RHYME BUSINESS PRODUCTS, LLC</b>									
<b>Approved</b>									
13202	RHYME BUSINESS PRODUCTS, LLC	AR738391	LIBRARY/APRIL-MAY COPIES	105.63	05/23/2024	06/22/2024			Approved
<b>RHYME BUSINESS PRODUCTS, LLC</b>				<b>105.63</b>					
<b>SCHOLASTIC INC</b>									
<b>Approved</b>									
7678	SCHOLASTIC INC	60286997	LIBRARY/KIWANIS JUV SUMMER READING PRIZES	601.00	05/09/2024	06/08/2024			Approved
<b>SCHOLASTIC INC</b>				<b>601.00</b>					
<b>SIEMSEN, CRAIG</b>									

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
<b>Approved</b>									
10411	SIEMSEN, CRAIG	2024-0611CS	LIBRARY/FOUNDATION GRANT/ADULT	200.00	05/20/2024	06/12/2024			Approved
<b>SIEMSEN, CRAIG</b>				<u>200.00</u>					
<b>TAYLOR COMPUTER SERVICES, INC</b>									
<b>Approved</b>									
810	TAYLOR COMPUTER SERVICES, INC	26287	LIBRARY/WIFI COUNTER REPAIR	335.00	04/30/2024	05/30/2024			Approved
810	TAYLOR COMPUTER SERVICES, INC	26287	LIBRARY/MANAGED SERVICES FOR MAY	437.00	04/30/2024	05/30/2024			Approved
<b>TAYLOR COMPUTER SERVICES, INC</b>				<u>772.00</u>					
<b>WALDEN, NEITZKE &amp; KUHARY, SC</b>									
<b>Approved</b>									
11855	WALDEN, NEITZKE & KUHARY, SC	03571	LIBRARY/LEGAL SVCS APRIL 2024	137.50	05/03/2024	06/02/2024			Approved
<b>WALDEN, NEITZKE &amp; KUHARY, SC</b>				<u>137.50</u>					
<b>WELLNESS EMPOWERED LLC</b>									
<b>Approved</b>									
13203	WELLNESS EMPOWERED LLC	2402	LIBRARY/AD PROG - AUG 2024	100.00	04/01/2024	08/27/2024			Approved
<b>WELLNESS EMPOWERED LLC</b>				<u>100.00</u>					
<b>WELLNESS WITH JER, LLC</b>									
<b>Approved</b>									

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0524 AND GeneralLedgerPeriod.GLPeriod 524

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13204	WELLNESS WITH JER, LLC	2024-0503	LIBRARY/M AY STAFF DEV PROG	170.88	04/29/2024	05/17/2024			Approved
<b>WELLNESS WITH JER, LLC</b>				<u>170.88</u>					
<b>WISCONSIN LIBRARY ASSOCIATION</b>									
<b>Approved</b>									
1319	WISCONSIN LIBRARY ASSOCIATION	20231	LIBRARY/M EMBERSHIP RENEW - CHAMPE	250.00	04/02/2024	07/01/2024			Approved
<b>WISCONSIN LIBRARY ASSOCIATION</b>				<u>250.00</u>					
<b>Total:</b>				<u>102164.92</u>					

## Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
<b>Circulation - ALL</b>														
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	<b>27030</b>	<b>25093</b>	<b>27741</b>	<b>26138</b>	<b>24414</b>								<b>130416</b>	<b>105.56%</b>
<b>Circulation - Print and A/V</b>														
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	<b>22224</b>	<b>20591</b>	<b>23043</b>	<b>21936</b>	<b>20181</b>								<b>107975</b>	<b>104.23%</b>
<b>Circulation - Overdrive</b>														
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	<b>4288</b>	<b>3946</b>	<b>4190</b>	<b>3613</b>	<b>3776</b>								<b>19813</b>	<b>105.44%</b>
<b>Circulation - Hoopla</b>														
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	112	122								495	#DIV/0!
Instant 2024	451	461	409	477	335								2133	183.25%
Total 2024	<b>518</b>	<b>556</b>	<b>508</b>	<b>589</b>	<b>457</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2628</b>	<b>225.77%</b>
<b>% of Circulation Digital</b>														
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	<b>17.78%</b>	<b>17.94%</b>	<b>16.94%</b>	<b>16.08%</b>	<b>17.34%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>17.21%</b>
<b>LSER (LIBRARY SERVICES EFFORT RATIO)</b>														
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	<b>96.86%</b>	<b>90.08%</b>	<b>94.91%</b>	<b>92.91%</b>	<b>91.70%</b>								<b>93.22%</b>	
<b>Circulation - Check Ins</b>														
2024	<b>14,241</b>	<b>13,691</b>	<b>14,049</b>	<b>15,745</b>	<b>15,630</b>								<b>73,356</b>	
<b>Library Visits</b>														
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	<b>9456</b>	<b>9532</b>	<b>n/a</b>	<b>n/a</b>	<b>1701</b>								<b>20689</b>	<b>36.98%</b>
Daily average 2024	<b>394</b>	<b>381</b>	<b>n/a</b>	<b>n/a</b>	<b>243</b>								<b>509</b>	<b>139.49%</b>
<b>Reference Transactions</b>														
2023	967	1106	1305	875	943	1833	1538	1067	760	888	612	522	12416	130.55%
2024	<b>680</b>	<b>627</b>	<b>727</b>	<b>716</b>	<b>477</b>								<b>3227</b>	<b>62.11%</b>
<b>Items from Other libraries</b>														
2023	3597	3257	3590	3279	3332	3666	3824	3858	3504	3505	3159	3337	41908	103.54%
2024	<b>4007</b>	<b>3517</b>	<b>3668</b>	<b>3649</b>	<b>3313</b>								<b>18154</b>	<b>106.44%</b>
<b>Items to Other Libraries</b>														
2023	2943	2580	2811	2633	2530	2942	3062	3002	2804	2979	2513	2580	33379	102.55%
2024	<b>3134</b>	<b>2805</b>	<b>2827</b>	<b>2871</b>	<b>2581</b>								<b>14218</b>	<b>105.34%</b>

## Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
<b>New Library Cards Issued</b>															
2023	87	95	125	76	86	242	149	141	96	73	81	65	1316	119.14%	
2024	129	129	120	98	97								573	122.17%	
<b>Meetings Room Usage</b>															
2023	46	37	45	54	42	35	53	29	47	51	53	35	527	106.26%	
2024	44	47	55	75	48								269	120.09%	
<b>Study Room Usage</b>															
2023	134	138	121	116	155	154	126	127	111	126	145	137	1590	118.04%	
2024	139	170	133	159	131								732	110.24%	
<b>Uses of Public Wireless Internet</b>															
2023	998	897	1062	932	1046	1268	1017	1025	1113	1197	1112	933	12600	120.67%	
2024	1210	1050	n/a	451	1149								3860	78.22%	
<b>Use of Public Internet Computers</b>															
2023	366	342	437	358	381	419	379	417	431	471	481	421	4903	120.67%	
2024	457	513	474	509	282								2235	118.63%	
<b>Website Visits</b>															
2023	12439	12708	15124	15195	14512	17877	16231	15629	17102	15487	13230	13991	179525		
2024	14744	14903	19352	16068	16870								81937	117.09%	
<b>Children's Programs (0-5)</b>															
# 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	15	4								55	141.03%
Attendance	2024	568	712	732	724	165								2901	199.52%
<b>Children's Programs (6-11)</b>															
# 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	4	4								20	51.28%
Attendance	2024	75	86	202	308	261								932	64.10%
<b>Teen Programs (12-18)</b>															
# 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	2	3								15	136.36%
Attendance	2024	24	43	11	16	138								232	362.50%
<b>Adult Programs (19+)</b>															
# 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	11	9								50	128.21%
Attendance	2024	117	145	167	217	176								822	102.88%
<b>General Interest Program</b>															
# 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	0								0	#DIV/0!
Attendance	2024	0	0	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	%	
<b>Children's Self-Directed Activities (0-5) (includes summer reading participation)</b>																
# 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	0									0	0.00%
Attendance	2024	0	0	0	0	0									0	0.00%
<b>Children's Self-Directed Activities (6-11) (includes summer reading participation)</b>																
# programs	2023	0	4	6	5	2	5	2	1	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	1	0								5	29.41%	
Attendance	2024	100	32	155	32	0								319	39.78%	
<b>Teen Self-Directed Activities (12-18) (includes summer reading participation)</b>																
# 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	3	4								15	136.36%	
Attendance	2024	80	68	66	187	33								434	180.83%	
<b>Adult Self-Directed Activities (19+) (includes summer reading participation)</b>																
# 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	0	0								11	110.00%	
Attendance	2024	297	358	409	0	0								1064	132.67%	
<b>Other Self-Directed Activities (All Ages) (includes summer reading participation)</b>																
# 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	0								0	#DIV/0!	
Attendance	2024	0	0	0	0	0								0	#DIV/0!	

\* May 2024 : the lower level of the Library was closed from 13th - 22nd for recarpeting.

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

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

- Staff Development Day was this past month. It was the perfect opportunity to check in with circ staff and make sure everyone was on the same page. It also allowed the new people to meet all the staff at once and be more comfortable with their coworkers
- Kelly and I worked together to edit our volunteer process. I changed the volunteer application to better handle long- and short-term volunteers.
- I've been working with different organizations that help people with disabilities get temporary work experience. Currently, I have 2 people scheduled to help over the summer. I am also working with another person who is interested in doing a job shadow over the summer.
- The Bridges system is doing another passport program this year. It is more interactive and will use treasure maps and riddles that encourage patrons to explore the library a little more. I have taken the lead on this for Pewaukee and have worked on making sure staff will know what to do. The program runs between June 1 – Aug 31.
- I have worked on the finishing touches for Food for Fines. Staff is trained, marketing resources have been created, and a newsletter is getting sent out. We are looking forward to the event and we're hoping for a great turnout.

Thanks for everything you do!

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

- The lower level was recarpeted this month and we did a lot to prepare the area and move things during the whole project. I told each librarian to be prepared to help move books and furniture when needed and they all came through and were incredibly helpful. I'm excited that during this project we were able to move shelving to make areas ADA compliant and increase places for seating.
- A new public copier was installed last month and we now have both black and white and color copying, as well as scanning to email available to patrons. I spent some time moving our print release terminal and getting the new machine working with our public internet computers.
- The company that facilitates our mobile printing services recently changed providers from PrinterOn to Princh. I successfully made the switch and am happy to report that this is a more user-friendly printer service. We're excited to continue to offer this service to patrons.
- New security gates were installed on Wednesday, May 22. With their installation we're better able to track our materials and, because technology has advanced since the last gates were installed, we were able to move them to a more convenient location.
- We held our Staff Development Day on Friday, May 3. The day was filled with all staff meetings as well as department meetings. I appreciate the opportunity to get together as a full staff and collaborate. This was the first time that Adult and Youth Services staff sat down as a group to brainstorm about our Summer Kick-Off Event. It seems like a small thing, but this collaboration is very beneficial to the overall comradery among staff. Not to mention, we were able to come up with some great ideas!
- Lorrie Wenzel, local author and professor of biblical studies, gave a presentation about Cathedrals in May. This presentation corresponds with her book on the same topic. 57 people attended this informative event.

## Pewaukee Public Library Director's Report May 2024

- We were excited to have Mark Moran, antique appraiser, back to the library to appraise antiques for library patrons. Mark is well-known in the Library world for his appraisal events, has been on Antiques Roadshow, and is well-versed in all things antique. This event was sponsored by the Bridges Library System and the Friends of the Library.

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


We're really excited for summer! I spoke to over 900 kids at Pewaukee Lake over the last couple of weeks to help promote the program. Handouts with links to our calendar and the reading tracker were handed out at the end, so there should be a lot of excitement and awareness of the program.

**YOU JUST HEARD A STORY FROM:**

# MR. PETER!


**QUICK LINKS!**

**OUR TRACKING APP  
TO GET PRIZES  
JUST FOR LEARNING**





**SUMMER CALENDAR  
WITH ALL OF  
OUR EVENTS**



**MR. PETER  
BEING  
FUNNY**

**Pewaukee Public Library**  
262-691-5670 | www.pewaukeeilibrary.org

#### Library Hours

Monday - Thursday 9 am - 8 pm  
Friday 9 am - 5 pm  
Saturday (Regular) 9 am - 4 pm  
Saturday (Summer) 9 am - 1pm

Really excited to get my start my first summer here. I feel that so far at least we are spending less money than previous years yet doing more programs, so feel that this will be a much better approach. We're supplementing our prize books, which we used some Kiwanis donation money for, with 8 boxes worth of donations from Half Price Books. This way we can use that money for other programs and make the summer program more sustainable and beneficial to a wider variety of families and kiddos.

We're also offering paper logs this year to increase accessibility AND a new early literacy program for babies and toddlers so they can also partake in the summer fun. I feel these things alone will bump up our summer numbers, so looking forward to seeing those.

*Administration (from Nan Champe, Library Director)*

- Meetings/Events attended:*
  - May 3: Staff Development Day for PPL.
  - May 7: Village of Pewaukee Department Heads Meeting
  - May 10: APL Meeting @ Jefferson (virtual)
  - May 15: Library Board Meeting
  - May 16: PPL Department Heads Meeting

## Pewaukee Public Library Director's Report May 2024

- May 22: Joint Library Agreement Meeting
- *End of James Imaging Lease for Copiers.* The lease officially ended May 28, 2024. I have arranged for the copiers to be returned and to have the hard drive wiped by TTR Shipping. Copiers were picked up on June 4<sup>th</sup>. This conversation will have significant benefits for the Library including:
  - Enhanced patron services with color printing available.
  - Our contract includes payment for each copy made instead of an allowance which significantly overestimated our copy use and resulted in the Library paying for copies that we never made.
  - Streamlined processes in which the Library now has one copy area which includes the copier and the print release station. All copies/prints are now made from one machine.
  - The Library will see significant savings. The cost of the James Imaging contract over the past 5 years was \$47,720.27. After the one-time capital expenditure of \$8,374.00, the Library's annual maintenance cost is estimated at \$1,407.60. Over the next 5 years, the Library should realize a saving of \$32,308.27. These savings will only continue past that point as we now own the equipment so may not have to make another capital purchase for some time.
- *Staff Development Day.* Staff development day was held on Friday, May 3<sup>rd</sup>. In the morning, we held an all staff meeting which included the review of our Strategic Plan and instruction from Kelly and Madi on updated workflows and products. We also had a guest speaker, Jeremy Schumacher who spoke on "Understanding and Appreciating Neurodivergence". The afternoon was spent with department breakout sessions in which staff were able to finalize summer reading programs and schedules.
- *Staff Passport Program.* In conjunction with the Bridges Passport Program, we will be offering a staff challenge. We have purchased a couple of gift cards that staff are eligible to win if they complete the challenges too.
- *Beanstack Contract.* Beanstack is the App that we began to use for online registration for reading challenges and participation tracking. All departments use this App on a regular basis. DPI provided this product to all public libraries in the state beginning in 2020 and have paid the annual subscription cost. At the beginning of 2024, the DPI provided notice that they would be discontinuing the financial support of this product (support to end May 2024). Beanstack agreed to provide this product free of charge through 2024 since no one had budgeted for its expense. Since PPL values this product, I have signed a contract for us to continue using the product in 2025. The cost will be \$1,201 starting in 2025 and will be added to the annual budget.
- *Carpet Installation.* Carpet installation began on Monday, May 13 and was completed on Friday, May 17. Monday and Tuesday (May 20 and 21) were used to help staff replace shelves in the units, shelve materials, and get the lower level back in acceptable shape. We reopened to the public ahead of schedule on Wednesday, May 22. We are very happy with the result and I am grateful to the staff who pitched in and moved furniture, books and some shelves so that the installers could quickly complete the project. With this project, we were also able to make some placement adjustments in the shelving units. There is now a second central seating area on the lower level and we were able to add some aisle space on the East side of the lower level so that the aisles with tables now meet ADA requirements.
- *Security Gate Installation.* The installation of the new security gates was completed on Wednesday, May 22. There are several benefits for completing this project:

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

- We are now using a single vendor for our gates, self-check machines and print release software.
- Our annual maintenance cost will decrease from \$3647 to \$972.
- The single wide aisle gate provides improved access to the building.
- A new alert software notifies staff of the title of the item that set off the gate alarm and if the item is still needs to be checked out or if the tag only needs to be desensitized.
- The gate includes a people counter with hourly and daily building use statistics.
- *Magazine Shelves.* Installers came on May 28 to complete this project. While the shelves have been installed, we are waiting on shelving tops. This project really opens up the area – creating an area where we can have additional seating. Also, we have improved accessibility to the collection. Right now, we are using it as a staging area due to the fact that our storage areas need to be cleaned out and I am organizing the extra shelving pieces for storage.
- *Board Packets on Website.* In order to increase transparency, I have added the full board packet to the Library's website. This is public information and anyone who is interested can simply find that information on the website.
- *Library Closing for Staff Development Day. (AGENDA ITEM)* We have confirmed that PPS Homecoming will take place on Friday, October 4. Traditionally, we have held a fall staff development day on that same day as the Homecoming due to the parade. I would like to request approval by the Library Board to close the Library on Friday, October 4.
- *Request for Interest Payment from the City. (AGENDA ITEM)* According to the Joint Library Contract:

*The City of Pewaukee shall pay to the fiscal agent one-twelfth of its annual library appropriation by the fifth day each month during the calendar year for which the appropriations are budgeted. In the event payment is not received by the end of each calendar month, the City of Pewaukee shall pay interest on the balance due at the rate of 12% per annum. Interest on the fund balance shall accrue to the library and be held in a non-lapsing fund. (JLA, pg 3)*

In January, the City of Pewaukee missed their payment. The payment of \$74,722.91 was received on April 5, 2024. According to the Joint Library Contract, the Library is due \$2,241.69 in interest  $((\$74,722.91 * 12\% * 3) / 12)$ . I would ask the Library Board make the decision on whether to request the interest payment.

- *Request from the Village for reimbursement for Credit Cards Fee and Interest. (AGENDA ITEM)* We incurred several extra fees due to late payments and miscommunications at the Village on our transition to ACH Payments. I expressed concern to Cassie Smith, Village Treasurer, that payments were not being mailed out in a timely fashion and indicated that it was the responsibility of the fiscal agent to pay bills on time. She indicated that it was not the Village's fault if the mail was too slow and felt that the Village was not responsible for the fees or interest. I was able to get the fees from May reversed. We have still incurred late and interest fees of \$99.31. I would ask that the Library Board to make the decision on whether to request reimbursement for the incurred fees and interest charges from the Village.



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

P 262.896.8080  
W [bridgeslibrarysystem.org](http://bridgeslibrarysystem.org)

To: Pewaukee Public Library Board of Trustees  
From: Karol Kennedy, Bridges Library System Director  
Re: Waukesha County Library Standards Certification  
Date: May 14, 2024

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

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

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

The library action requires the library board to review the information in this letter and certify the library's compliance with the various standards by completing the form beginning on page 2 of this document and returning it to the Bridges office by August 31, 2024.

The Waukesha County Board approved the updated county library standards in April 2022. All 16 library boards in the county have since endorsed these standards. More information is available here: <https://bridgeslibrarysystem.org/waukesha-county-planning-committee-2016-act-150/>. There are numeric *Minimums to Exempt* as well as *Quality Assurance Items* in the standards. This letter includes your library's specific standards-related requirements.

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

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

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

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

The LSER is calculated as follows:

- Lending by your library to your own residents: 182,067
- PLUS lending to other library community's residents: 46,636
- DIVIDED by total circulation by your residents at all county libraries: 252,286

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

**Table 1.**

Pewaukee's Library Service Effort Ratio (LSER)		Eligible for Exemption Based on LSER?
<b>Target</b>	<b>Actual</b>	<b>Pass?</b>
90%	90.65%	Yes

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

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

Please review the data below gathered from your library's 2023 state annual report and indicate whether your library will meet its minimum requirements in 2024.

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

**Table 2.**

Library	Pewaukee		2022 Municipal Population	24,342
Category	Minimum to Exempt	Library Actuals from 2023 annual report	Met Minimum during 2023?	Will Meet Minimum in 2024? (Circle one)
Materials Expenditures/Capita	\$5.50/capita	\$5.68/capita	Yes	Yes No
Number Hours Open/Week	57	59	Yes	Yes No
Budgeted Staff in FTE	13.24	13.29	Yes	Yes No
Collection Size	101,000	100,009	No	Yes No
Public Computers/Internet Access Devices	13	12	No	Yes No
Wireless Internet Access	Yes	Yes	Yes	Yes No

<b>Step 3. Review and Report on Quality Assurance Standards for Pewaukee Public Library</b>
---------------------------------------------------------------------------------------------

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

**Table 3.**

Quality Assurance Standards	Library Assurance for 2024 (circle one)	
Library board member orientations are provided	Yes	No
Library website includes key board/staff contact & meeting information	Yes	No
Library board conducts director performance evaluation	Yes	No
Library budgets for professional development	Yes	No
Library has active strategic plan	Yes	No
Library has a current circulation policy	Yes	No
Library has a current collection management policy	Yes	No
Library has a current computer/internet policy	Yes	No
Library has a current meeting room use policy (if meeting room available)	Yes	No
Library has a current public behavior (rules of conduct) policy	Yes	No
Library has a current personnel policy	Yes	No

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

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

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

### Library Board Certification of Eligibility for Exemption from County Library Tax

I certify that the library board's responses related to the *Minimums to Exempt and Quality Assurance Standards* were approved by the library board and reflect the library's plan of service for 2024.

<b>Name of Library</b>	<b>Pewaukee Public Library</b>
Date Form Completed:	
Library Board President Name:	
Library Board President Signature:	
Library Director's Signature:	

This form (pages 1-5) must be completed, signed, and submitted to the Bridges Library System no later than **August 31, 2024**.

## Calculation of *Minimum to Exempt* Standards

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

### Material Expenditures per Capita

- Amount entered in section VI. Library Operating Expenditures, 3e (Library Collection Expenditures) of library annual report
- Database charges
- Flipster charges
- Overdrive Advantage charges
- Gale Courses charges
- Total expenditures in above categories are divided by the community's municipal population

### Number of Hours Open per Week

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

### Budgeted Staff in FTE

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

### Collection Size

- Amounts entered in section II. Library Collection of library annual report
  - 1a. Books in Print
  - 3a. Audio Materials
  - 5a. Video Material
  - 7a. Other Materials Owned

### Public Computers/Internet Access Devices

- Amount entered in section III. Library Services, 6b. (Number of Public Use Computers with Internet Access) of library annual report

### Wireless Access

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

## Parking Spots at Library

Hansen, Emily <hansemi@pewaukeeschools.org>

Mon 6/3/2024 9:47 AM

To: Nan Champe <director@pewaukeelibrary.org>

Cc: John Gahan <gahajoh@pewaukeeschools.org>

Hi Nan -

My name is Emily Hansen, and I am the Dean of Students at the High School. John shared with me that he contacted you about the possibility of some students being able to park at the library next school year. Due to our construction, we are going to have 80 fewer parking spots for students. We have about 20 students who are off campus for most of the day, and only come to the school for one or two periods. If at all possible, we are hopeful that 20 of our students who attend part time would be able to utilize a spot at the library. Our thought would be charging them \$50 for the school year, and the money would go to the library.

Please let me know if this would be a possibility -

Emily Hansen

--

**Emily Hansen**

Preferred Pronouns: She, Her

**Dean of Students**

Pewaukee High School

Direct: 262-695-5012

 [Pewaukee High School](#)

 [Twitter](#)  [Instagram](#)  [YouTube](#)

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April 2024 Statement

Open Date: 03/08/2024 Closing Date: 04/05/2024

Account: 798 5100 5168 8729



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8

5

PEWAUKEE PUBLIC LIB (CPN 001359289)

<b>New Balance</b>	<b>\$8,165.13</b>
<b>Minimum Payment Due</b>	<b>\$207.00</b>
<b>Payment Due Date</b>	<b>05/04/2024</b>

<b>Reward Points</b>	
Earned This Statement	5,439
Reward Center Balance	16,815
as of 04/04/2024	
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$2,627.35
Payments		\$0.00
Other Credits		\$0.00
Purchases	+	\$5,438.47
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$35.00
Interest Charged	+	\$64.31
<b>New Balance</b>	<b>=</b>	<b>\$8,165.13</b>
<b>Past Due</b>		<b>\$27.00</b>
<b>Minimum Payment Due</b>		<b>\$207.00</b>
Credit Line		\$35,000.00
Available Credit		\$26,834.87
Days in Billing Period		29

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Please detach and send coupon with check payable to: Elan Financial Services CPN 001359289



0047985100516887250000207000008165139

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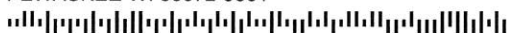
to pay by phone  
to change your address

<b>Account Number</b>	[REDACTED]
<b>Payment Due Date</b>	5/04/2024
<b>New Balance</b>	\$8,165.13
<b>Minimum Payment Due</b>	\$207.00

Amount Enclosed \$ \_\_\_\_\_

000010438 01 SP 000638692533324 P Y

PEWAUKEE PUBLIC LIB  
ACCOUNTS PAYABLE  
210 MAIN ST  
PEWAUKEE WI 53072-3531



Elan Financial Services

P.O. Box 790408  
St. Louis, MO 63179-0408



**April 2024 Statement** 03/08/2024 - 04/05/2024  
 PEWAUKEE PUBLIC LIB (CPN 001359289)

Page 3 of 4  
**Elan Financial Services** 1-866-552-8855

Transactions		CHAMPE, ELIZABETH A			Credit Limit	\$35000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
04/04	04/03	9127	BAKER & TAYLOR - BOOKS 800-340-5370 NC	\$275.00	_____	
04/04	04/03	8422	BAKER & TAYLOR - BOOKS 800-340-5370 NC	\$426.20	_____	
04/05	04/04	5459	BAKER & TAYLOR - BOOKS 800-340-5370 NC	\$100.68	_____	
04/05	04/04	1703	BAKER & TAYLOR - BOOKS 800-340-5370 NC	\$400.14	_____	
04/05	04/04	2100	BAKER & TAYLOR - BOOKS 800-340-5370 NC	\$271.79	_____	
<b>Total for Account 4798 5100 6414 5432</b>				<b>\$4,508.94</b>		

Transactions		KUTSCHENREUTER, EMMA			Credit Limit	\$1000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Purchases and Other Debits</b>						
03/14	03/14	0087	KAPCO-ONLINE clover.com OH	\$127.05	_____	
03/18	03/14	6018	DEMCO INC 800-9624463 WI	\$376.38	_____	
03/21	03/19	5517	DEMCO INC 800-9624463 WI	\$426.10	_____	
<b>Total for Account 4798 5100 7130 0533</b>				<b>\$929.53</b>		

Transactions		BILLING ACCOUNT ACTIVITY			Amount	Notation
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
<b>Fees</b>						
04/04	04/04		LATE FEE - PAYMENT DUE ON 04/04	\$35.00	_____	
<b>TOTAL FEES FOR THIS PERIOD</b>				<b>\$35.00</b>		
<b>Interest Charged</b>						
04/05			INTEREST CHARGE ON PURCHASES	\$64.31	_____	
<b>TOTAL INTEREST FOR THIS PERIOD</b>				<b>\$64.31</b>		
<b>Total for Account 4798 5100 5168 8725</b>				<b>\$99.31</b>		

<b>2024 Totals Year-to-Date</b>	
Total Fees Charged in 2024	\$35.00
Total Interest Charged in 2024	\$64.31

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	19.24%	
**PURCHASES	\$8,165.13	\$4,207.48	YES	\$64.31	19.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

Continued on Next Page



May 2024 Statement

Open Date: 04/06/2024 Closing Date: 05/08/2024

Account: 798 5100 5168 8725



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PEWAUKEE PUBLIC LIB (CPN 001359289)

<b>New Balance</b>	<b>\$14,706.44</b>
<b>Minimum Payment Due</b>	<b>\$148.00</b>
<b>Payment Due Date</b>	<b>06/04/2024</b>

<b>Reward Points</b>	
Earned This Statement	9,098
Reward Center Balance	22,254
as of 05/07/2024	
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$8,165.13
Payments	-	\$10,792.48CR
Other Credits		\$0.00
Purchases	+	\$9,097.16
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits	+	\$8,165.13
<b>Fees Charged</b>	+	<b>\$71.50</b>
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$14,706.44</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$148.00</b>
Credit Line		\$35,000.00
Available Credit		\$20,293.56
Days in Billing Period		33

Payment Options:



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Pay by phone 1-866-552-8855

No payment is required.

CPN 001359289



0047985100516887250000148000014706449

Automatic Payment

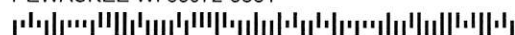
24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

Account Number: 798 5100 5168 8725
Your new full balance of \$14,706.44 will be automatically deducted from your account on 06/04/24.

000009729 01 SP 000638712331238 P Y

PEWAUKEE PUBLIC LIB  
ACCOUNTS PAYABLE  
210 MAIN ST  
PEWAUKEE WI 53072-3531





**Transactions BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
04/11	04/11	ET	PAYMENT THANK YOU	\$2,627.35CR	_____
04/16	04/15	0177	PAYMENT THANK YOU	\$2,627.35CR	_____
05/02	04/27	5747	PAYMENT THANK YOU	\$5,537.78CR	_____
<b>Purchases and Other Debits</b>					
04/18	04/15	8063	PAYMENT REVERSAL DEBIT ADJUSTMENT	\$2,627.35	_____
05/06		1608	PAYMENT REVERSAL DEBIT ADJUSTMENT	\$5,537.78	_____
<b>Fees</b>					
04/18			RETURNED PAYMENT FEE	\$35.00	_____
05/06	05/05	7155	FRGN TRANS FEE-LATER.COM VA	\$1.50	_____
05/06			RETURNED PAYMENT FEE	\$35.00	_____
			<b>TOTAL FEES FOR THIS PERIOD</b>	<b>\$71.50</b>	
			<b>Total for Account 4798 5100 5168 8725</b>	<b>\$2,555.85CR</b>	

<b>2024 Totals Year-to-Date</b>	
Total Fees Charged in 2024	\$106.50
Total Interest Charged in 2024	\$64.31

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.


\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	19.24%	
**PURCHASES	\$14,706.44	\$0.00	YES	\$0.00	19.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

**Contact Us**

 Phone

Voice: 1-866-552-8855  
 TDD: 1-888-352-6455  
 Fax: 1-866-807-9053

 Questions

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 P.O. Box 6353  
 Fargo, ND 58125-6353



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Online

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# Managing the Library's Money

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see [Trustee Essential #8: Developing the Library Budget](#)).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

## Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See [Trustee Essential #8: Developing the Library Budget](#).)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

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## In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

## Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

## Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
- 5 The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

## Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A [Sample Trust/Gift Fund Report](#) is attached.

## Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

## Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

## Sources of Additional Information

- [Sample Trust/Gift Fund Report](#)
- 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.](#))

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## Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	<b>Anytown Natl. Bank</b>					
	<b>CD #123456</b>					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	<b>Village Donation Account</b>	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	<b>Donations Trans- ferred to Community Foundation</b>	\$ 3,700	\$ 1,200			\$ 4,900
	<b>Anytown Natl. Bank</b>					
	<b>checking acct. #123456</b>					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
	<b>Yearly total for all accounts</b>	<b>\$ 10,500</b>	<b>\$ 3,750</b>	<b>\$ 300</b>	<b>\$ (2,200)</b>	<b>\$ 12,350</b>