

Pewaukee Public Library



January 2024 BOT Packet

Wednesday, January 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, January 17, 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, January 17, 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 November 15, 2023 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library through December 2023
 - ii. GL Detail Library – November and December 2023
 - iii. Payment Approval Report – November and December 2023
 - c. Library Monthly Statistics Report through December 2023
 - d. Director's Report: January 2024

OLD BUSINESS:

5. Update on the Joint Library Agreement negotiations

NEW BUSINESS:

6. Discussion and possible action on the Library's Mission statement and Strategic Plan
7. Discussion and possible action on Library Board Calendar 2024
8. Discussion and possible action on the purchase of new security gates.
9. Discussion and possible action to approve the purchase/lease of new copiers and new copier maintenance contract.
10. Discussion and possible action on BOT *Trustee Essentials 10: Developing Essential Library Policies*
11. Adjournment

NEXT MEETING SCHEDULED: Wednesday, February 21, 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, January 12, 2024

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, November 15, 2023 – 6:30 PM

1. Call Meeting to Order and Roll Call: 6:33 PM

Members Present: Dale Noll, Heather Gergen, Ian Clark, Karen Wildman, Ann Wright
Others Present: Nan Champe (Library Director)

Members Excused: Lisa Jansen, Leslie Miller

SPECIAL BUSINESS:

2. Presentation by Peter Blenski, Youth Services Manager

REGULAR BUSINESS:

3. Citizen Comments/Correspondence

4. Approval of Consent Agenda

a. Minutes October 18, 2023 (Regular Board Meeting)

b. Financial Reports:

i. GL Budget vs. Actual Library – October 2023

ii. GL Detail Library – October 2023

iii. Payment Approval Report – October 2023

c. Library Monthly Statistics Report though October 2023

d. Director's Report: November 2023

Motion to approve: Ian Clark

Second: Heather Gergen

Discussion: None

Motion carried Karen Wildman abstains from October 18 meeting minutes & consentagenda

OLD BUSINESS:

5. Discussion and possible action on the 2024 Pewaukee Public Library Budget

Motion to approve: Heather Gergen motioned to approved the revised 2024 Pewaukee Public Library Budget

Second: Ian Clark

Discussion: n/a

Motion carried

NEW BUSINESS:

6. Discussion and possible action on the 2024 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements.

Motion to approve: Heather Gergen

Second: Ian Clark

Discussion: n/a

Motion carried

7. Discussion and possible action on BOT Trustee Essentials 14: Library Board and Open Meetings Law

No action taken

8. Closed Session – The Library Board will recess into closed session pursuant to § 19.85(1)(e) 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 discussing compensation for the Library Director and for consideration of a PTO rollover request.

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.

Motion to go into closed session: Ian Clark motioned to go into closed session @ 7:19 PM

Second: Ann Wright

Discussion: n/a

Roll call vote: Dale Noll – Y, Ann Wright– Y,
Heather Gergen– Y, Ian Clark – Y, Karen Wildman – Y

Motion carried

Motion to return to open session: Ian Clark motioned to return to open session at 7:30 PM

Second: Ann Wright

Discussion: n/a

Roll call vote: Dale Noll – Y, Ann Wright – Y,
Heather Gergen– Y, Ian Clark – Y, Karen Wildman – Y

Motion carried

9. PTO request from JoLynne Whalen

Motion to approve: Ian Clark moved to approve JoLynne Whalen PTO request

Second: Heather Gergen

Discussion: n/a

Motion Carried

10. Salary Adjustment

Motion to approve: Ian Clark moved to approve the salary adjustment

Second: Heather Gergen

Discussion: n/a

Motion Carried

11. ADJOURNMENT - 7:32 PM

Motion to approve: Heather Gergen

Second: Ian Clark

Discussion: n/a

Motion carried

NEXT MEETING SCHEDULED: Wednesday, December 20, 2023 at 6:30 PM

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

DRAFT

End.GLPeriod = 1423

Account Number	Account Title	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	(115,242.04)	(112,141.00)	3,101.04	102.77%
900-00-46710-000-000	LIBRARY FINES(R)	(8,680.72)	(10,136.00)	(1,455.28)	85.64%
900-00-48110-000-000	INTEREST INCOME(R)	(1,140.57)	(167.00)	973.57	682.98%
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)	(68,913.91)	0.00	68,913.91	100.00%
900-00-48500-000-100	MISC REVENUES(R)	(7,282.92)	(5,907.00)	1,375.92	123.29%
900-00-48500-000-200	DESIGNATED GRANTS(R)	(6,998.23)	(3,101.00)	3,897.23	225.68%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	(871,795.00)	(871,795.00)	0.00	100.00%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(262,744.00)	(262,744.00)	0.00	100.00%
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	0.00	0.00	100.00%
Total: Revenue		(1,342,797.39)	(1,265,991.00)	76,806.39	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	604,242.28	636,565.00	32,322.72	94.92%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	195,492.26	212,484.00	16,991.74	92.00%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	6,662.10	7,000.00	337.90	95.17%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	76,045.65	73,000.00	(3,045.65)	104.17%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	15,886.11	24,000.00	8,113.89	66.19%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	50,046.98	50,040.00	(6.98)	100.01%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	26,456.61	21,550.00	(4,906.61)	122.77%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	2,531.60	3,000.00	468.40	84.39%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	45,775.56	45,952.00	176.44	99.62%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	131,149.52	89,652.00	(41,497.52)	146.29%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	53,498.20	55,645.00	2,146.80	96.14%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	24,440.28	23,000.00	(1,440.28)	106.26%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	4,551.05	5,250.00	698.95	86.69%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	4,922.50	2,000.00	(2,922.50)	246.13%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	6,981.25	0.00	(6,981.25)	100.00%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	23,717.29	0.00	(23,717.29)	100.00%

End.GLPeriod = 1423

Account Number	Account Title	YTD	Budget	Variance	% Budget
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%
Total: Expenditure		<u>1,272,399.24</u>	<u>1,249,138.00</u>	<u>(23,261.24)</u>	
Total: 900 - LIBRARY FUND		<u>(70,398.15)</u>	<u>(16,853.00)</u>	<u>53,545.15</u>	
Total:		<u>(70,398.15)</u>	<u>(16,853.00)</u>	<u>53,545.15</u>	

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
11/06/2023	6001697-1	CR	LIBRARY FINES - LIBRARY			.00	-79.30
11/13/2023	6001739-1	CR	LIBRARY FINES - LIBRARY			.00	-45.60
11/20/2023	6001758-1	CR	LIBRARY FINES - LIBRARY			.00	-293.90
11/27/2023	4010519-1	CR	LIBRARY FINES - LIBRARY 11.27.23			.00	-45.75
12/04/2023	6001791-1	CR	LIBRARY FINES - LIBRARY			.00	-108.30
12/11/2023	6001807-1	CR	LIBRARY FINES - LIBRARY			.00	-85.15
12/18/2023	7000017-1	CR	LIBRARY FINES - WAUKESHA, COUNTY			.00	-121.56
12/18/2023	7000018-1	CR	LIBRARY FINES - LIBRARY			.00	-116.05
12/18/2023	7000018-2	CR	LIBRARY FINES - LIBRARY			.00	-5.51
12/18/2023	7000019-1	CR	LIBRARY FINES - LIBRARY			.00	-42.07
12/18/2023	7000020-1	CR	Voided Receipt - 7.000017 - WAUKESHA, COUNTY			121.56	.00
12/18/2023	7000026-1	CR	Voided Receipt - 7.000018 - LIBRARY			116.05	.00
12/18/2023	7000026-2	CR	Voided Receipt - 7.000018 - LIBRARY			5.51	.00
12/18/2023	7000027-1	CR	Voided Receipt - 7.000019 - LIBRARY			42.07	.00
12/18/2023	7000028-1	CR	LIBRARY FINES - LIBRARY			.00	-163.63
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						285.19	-1,106.82
Account Number And Title900-00-48110-000-000 - INTEREST INCOME							
11/30/2023	19-8	CRJE	ALLOCATE NORTH SHORE INTEREST 2023-NOVEMBER			.00	-41.05
Account Number And Title900-00-48110-000-000 - INTEREST INCOME						.00	-41.05
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
11/20/2023	6001758-2	CR	LIBRARY DONATIONS-DELTA KAPPA GAMMA - LIBRARY			.00	-50.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
12/04/2023	6001791-2	CR	LIBRARY DONATIONS-MICHAEL MUCHOWSKI - LIBRARY			.00	-1,000.00
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						.00	-1,050.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
11/01/2023	3-2	CRJE	LIB NS CC REWARD REDEMPTION			.00	-950.00
11/06/2023	6001697-2	CR	BOOK REPLACEMENT - LIBRARY			.00	-7.50
11/13/2023	6001739-2	CR	BOOK REPLACEMENT - LIBRARY			.00	-16.24
11/13/2023	6001739-3	CR	COPIES - LIBRARY			.00	-184.80
11/20/2023	6001758-3	CR	BOOK REPLACEMENT - LIBRARY			.00	-175.00
11/20/2023	6001758-4	CR	NEW LIB CARDS - LIBRARY			.00	-2.00
11/20/2023	6001758-5	CR	COPIES - LIBRARY			.00	-30.10
11/27/2023	4010519-2	CR	BOOK REPLACEMENT - LIBRARY 11.27.23			.00	-25.00
11/27/2023	4010519-3	CR	NEW CARDS - LIBRARY 11.27.23			.00	-3.00
11/27/2023	4010519-4	CR	COPIES - LIBRARY 11.27.23			.00	-50.00
12/04/2023	6001791-3	CR	ROOM RENTAL - LIBRARY			.00	-30.00
12/04/2023	6001791-4	CR	COPIES - LIBRARY			.00	-108.95
12/11/2023	6001807-2	CR	ROOM RENTAL -			.00	-60.00
12/18/2023	7000018-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-65.00
12/18/2023	7000019-2	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-2.30
12/18/2023	7000026-3	CR	Voided Receipt - 7.000018 - LIBRARY			65.00	.00
12/18/2023	7000027-2	CR	Voided Receipt - 7.000019 - LIBRARY			2.30	.00
12/18/2023	7000028-2	CR	BOOK REPLACEMENT - LIBRARY			.00	-65.00
12/18/2023	7000028-3	CR	NEW LIB CARD - LIBRARY			.00	-1.00
12/18/2023	7000028-4	CR	COPIES - LIBRARY			.00	-1.30
Account Number And Title900-00-48500-000-100 - MISC REVENUES						67.30	-1,777.19

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-48500-000-200 - DESIGNATED GRANTS							
11/20/2023	6001758-6	CR	2023 INNOVATION GRANT - LIBRARY			.00	-4,524.16
12/04/2023	6001791-5	CR	LIBRARY GRANT-WAUKESHA CO - LIBRARY			.00	-474.07
						.00	-4,998.23
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
11/06/2023	4010422-3	CR	CITY CONTRIBUTIONS-NOV - CITY OF PEWAUKEE			.00	-72,649.58
11/20/2023	4010499-1	CR	CITY CONTRIBUTIONS-DEC 2023 - CITY OF PEWAUKEE			.00	-72,649.58
						.00	-145,299.16
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
11/30/2023	1-2	JE	LIBRARY CONTRIBUTION			.00	-21,895.33
12/31/2023	1-2	JE	LIBRARY CONTRIBUTION			.00	-21,895.33
						.00	-43,790.66
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
11/10/2023	15-1	PC	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD			24,514.25	.00
11/24/2023	64-1	PC	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD			24,299.00	.00
12/08/2023	13-1	PC	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD			24,339.84	.00
12/22/2023	61-1	PC	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD			24,078.35	.00
						97,231.44	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
11/10/2023	4-1	PB	PAYROLL TRANS FOR 11/5/2023 PAY PERIOD			3,126.96	.00
11/24/2023	26-1	PB	PAYROLL TRANS FOR 11/19/2023 PAY PERIOD			12,438.68	.00
12/08/2023	4-1	PB	PAYROLL TRANS FOR 12/3/2023 PAY PERIOD			3,108.47	.00
12/22/2023	27-1	PB	PAYROLL TRANS FOR 12/17/2023 PAY PERIOD			13,405.16	.00
						32,079.27	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title 900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
12/05/2023	223-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			612.04	.00
						612.04	.00
Account Number And Title 900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
10/03/2023	193-1	AP	BAKER & TAYLOR BOOKS			57.67	.00
10/03/2023	205-1	AP	BAKER & TAYLOR BOOKS			49.83	.00
10/03/2023	210-1	AP	BAKER & TAYLOR BOOKS			369.75	.00
10/04/2023	202-1	AP	BAKER & TAYLOR BOOKS			72.56	.00
10/05/2023	215-1	AP	BAKER & TAYLOR BOOKS			357.65	.00
10/06/2023	196-1	AP	BAKER & TAYLOR BOOKS			403.49	.00
10/06/2023	219-1	AP	BAKER & TAYLOR BOOKS			20.23	.00
10/09/2023	217-1	AP	BAKER & TAYLOR BOOKS			200.56	.00
10/10/2023	212-1	AP	BAKER & TAYLOR BOOKS			186.78	.00
10/10/2023	224-1	AP	BAKER & TAYLOR BOOKS			317.51	.00
10/11/2023	226-1	AP	BAKER & TAYLOR BOOKS			408.73	.00
10/11/2023	228-1	AP	BAKER & TAYLOR BOOKS			463.20	.00
10/11/2023	230-1	AP	BAKER & TAYLOR BOOKS			473.82	.00
10/11/2023	232-1	AP	BAKER & TAYLOR BOOKS			365.00	.00
10/12/2023	234-1	AP	BAKER & TAYLOR BOOKS			773.08	.00
10/12/2023	236-1	AP	BAKER & TAYLOR BOOKS			25.18	.00
10/13/2023	199-1	AP	BAKER & TAYLOR BOOKS			637.92	.00
10/13/2023	38-1	AP	GREY HOUSE PUBLISHING			420.75	.00
10/16/2023	221-1	AP	BAKER & TAYLOR BOOKS			190.53	.00
10/17/2023	241-1	AP	BAKER & TAYLOR BOOKS			348.64	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/17/2023	247-1	AP	BAKER & TAYLOR BOOKS			14.99	.00
10/18/2023	249-1	AP	BAKER & TAYLOR BOOKS			406.60	.00
10/18/2023	251-1	AP	BAKER & TAYLOR BOOKS			549.44	.00
10/18/2023	253-1	AP	BAKER & TAYLOR BOOKS			459.10	.00
10/18/2023	258-1	AP	BAKER & TAYLOR BOOKS			368.21	.00
10/18/2023	243-1	AP	BAKER & TAYLOR BOOKS			47.00	.00
10/18/2023	245-1	AP	BAKER & TAYLOR BOOKS			28.50	.00
10/23/2023	238-1	AP	BAKER & TAYLOR BOOKS			73.87	.00
10/23/2023	260-1	AP	BAKER & TAYLOR BOOKS			44.91	.00
10/24/2023	262-1	AP	BAKER & TAYLOR BOOKS			238.00	.00
10/24/2023	264-1	AP	BAKER & TAYLOR BOOKS			451.95	.00
10/24/2023	266-1	AP	BAKER & TAYLOR BOOKS			327.94	.00
10/25/2023	268-1	AP	BAKER & TAYLOR BOOKS			308.60	.00
10/25/2023	191-1	AP	AMAZON CAPITAL SERVICES, INC.			35.04	.00
10/26/2023	207-1	AP	BAKER & TAYLOR BOOKS			614.36	.00
10/26/2023	270-1	AP	BAKER & TAYLOR BOOKS			325.51	.00
10/27/2023	255-1	AP	BAKER & TAYLOR BOOKS			41.97	.00
10/31/2023	272-1	AP	BAKER & TAYLOR BOOKS			237.92	.00
10/31/2023	274-1	AP	BAKER & TAYLOR BOOKS			16.23	.00
11/01/2023	375-1	AP	CENTER POINT LARGE PRINT			49.14	.00
11/01/2023	115-1	AP	BAKER & TAYLOR BOOKS			125.47	.00
11/01/2023	117-1	AP	BAKER & TAYLOR BOOKS			627.33	.00
11/03/2023	371-1	AP	SALEM PRESS INC			154.44	.00
11/03/2023	352-1	AP	AMAZON CAPITAL SERVICES, INC.			18.99	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
11/03/2023	119-1	AP	BAKER & TAYLOR BOOKS			457.58	.00
11/03/2023	121-1	AP	BAKER & TAYLOR BOOKS			39.65	.00
11/06/2023	122-1	AP	BAKER & TAYLOR BOOKS			78.18	.00
11/06/2023	124-1	AP	BAKER & TAYLOR BOOKS			129.36	.00
11/08/2023	129-1	AP	BAKER & TAYLOR BOOKS			365.88	.00
11/08/2023	131-1	AP	BAKER & TAYLOR BOOKS			375.81	.00
11/08/2023	109-1	AP	BAKER & TAYLOR BOOKS			315.46	.00
11/08/2023	112-1	AP	BAKER & TAYLOR BOOKS			281.23	.00
11/09/2023	133-1	AP	BAKER & TAYLOR BOOKS			81.19	.00
11/09/2023	135-1	AP	BAKER & TAYLOR BOOKS			11.96	.00
11/09/2023	137-1	AP	BAKER & TAYLOR BOOKS			66.97	.00
11/11/2023	56-1	AP	SCHMUDLACH, NICOLAS			44.98	.00
11/13/2023	139-1	AP	BAKER & TAYLOR BOOKS			293.12	.00
11/16/2023	141-1	AP	BAKER & TAYLOR BOOKS			423.03	.00
11/16/2023	143-1	AP	BAKER & TAYLOR BOOKS			18.04	.00
11/17/2023	145-1	AP	BAKER & TAYLOR BOOKS			90.28	.00
11/17/2023	126-1	AP	BAKER & TAYLOR BOOKS			47.85	.00
11/21/2023	147-1	AP	BAKER & TAYLOR BOOKS			45.35	.00
11/21/2023	149-1	AP	BAKER & TAYLOR BOOKS			409.50	.00
11/22/2023	151-1	AP	BAKER & TAYLOR BOOKS			183.83	.00
11/22/2023	153-1	AP	BAKER & TAYLOR BOOKS			16.79	.00
11/29/2023	155-1	AP	BAKER & TAYLOR BOOKS			278.78	.00
11/30/2023	157-1	AP	BAKER & TAYLOR BOOKS			71.66	.00
12/01/2023	200-1	AP	CENTER POINT LARGE PRINT			49.14	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
12/04/2023	256-1	AP	BAKER & TAYLOR BOOKS			16.79	.00
12/04/2023	159-1	AP	BAKER & TAYLOR BOOKS			225.79	.00
12/08/2023	258-1	AP	BAKER & TAYLOR BOOKS			53.75	.00
12/11/2023	389-1	AP	BAKER & TAYLOR BOOKS			29.39	.00
12/11/2023	391-1	AP	BAKER & TAYLOR BOOKS			18.77	.00
12/11/2023	386-1	AP	BAKER & TAYLOR BOOKS			15.95	.00
12/12/2023	260-1	AP	BAKER & TAYLOR BOOKS			189.03	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						16,433.48	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
10/02/2023	293-1	AP	MIDWEST TAPE			158.94	.00
10/02/2023	294-1	AP	MIDWEST TAPE			23.24	.00
10/02/2023	295-1	AP	MIDWEST TAPE			22.49	.00
10/09/2023	296-1	AP	MIDWEST TAPE			13.49	.00
10/09/2023	297-1	AP	MIDWEST TAPE			34.49	.00
10/09/2023	298-1	AP	MIDWEST TAPE			22.49	.00
10/09/2023	299-1	AP	MIDWEST TAPE			22.49	.00
10/09/2023	300-1	AP	MIDWEST TAPE			22.49	.00
10/11/2023	88-1	AP	PLAYAWAY PRODUCTS LLC			52.24	.00
10/15/2023	34-1	AP	AMAZON CAPITAL SERVICES, INC.			14.98	.00
10/16/2023	301-1	AP	MIDWEST TAPE			104.21	.00
10/16/2023	302-1	AP	MIDWEST TAPE			108.71	.00
10/16/2023	303-1	AP	MIDWEST TAPE			14.24	.00
10/23/2023	304-1	AP	MIDWEST TAPE			90.71	.00
10/23/2023	305-1	AP	MIDWEST TAPE			86.22	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/25/2023	339-1	AP	PLAYAWAY PRODUCTS LLC			359.93	.00
10/28/2023	190-1	AP	AMAZON CAPITAL SERVICES, INC.			12.69	.00
10/29/2023	187-1	AP	AMAZON CAPITAL SERVICES, INC.			25.96	.00
10/31/2023	306-1	AP	MIDWEST TAPE			15.19	.00
10/31/2023	307-1	AP	MIDWEST TAPE			81.72	.00
10/31/2023	308-1	AP	MIDWEST TAPE			50.23	.00
10/31/2023	405-1	AP	PLAYAWAY PRODUCTS LLC			56.99	.00
11/06/2023	406-1	AP	PLAYAWAY PRODUCTS LLC			2,239.67	.00
11/06/2023	351-1	AP	AMAZON CAPITAL SERVICES, INC.			11.99	.00
11/07/2023	168-1	AP	MIDWEST TAPE			67.47	.00
11/07/2023	169-1	AP	MIDWEST TAPE			85.46	.00
11/07/2023	170-1	AP	MIDWEST TAPE			46.48	.00
11/07/2023	171-1	AP	MIDWEST TAPE			30.73	.00
11/13/2023	172-1	AP	MIDWEST TAPE			22.49	.00
11/13/2023	173-1	AP	MIDWEST TAPE			84.72	.00
11/13/2023	174-1	AP	MIDWEST TAPE			11.99	.00
11/20/2023	175-1	AP	MIDWEST TAPE			19.49	.00
11/20/2023	176-1	AP	MIDWEST TAPE			80.97	.00
11/20/2023	177-1	AP	MIDWEST TAPE			11.19	.00
11/20/2023	178-1	AP	MIDWEST TAPE			52.49	.00
11/20/2023	179-1	AP	MIDWEST TAPE			26.97	.00
11/28/2023	180-1	AP	MIDWEST TAPE			71.97	.00
12/05/2023	181-1	AP	MIDWEST TAPE			37.49	.00
12/05/2023	182-1	AP	MIDWEST TAPE			89.98	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
12/05/2023	183-1	AP	MIDWEST TAPE			14.99	.00
12/05/2023	184-1	AP	MIDWEST TAPE			46.48	.00
12/05/2023	185-1	AP	MIDWEST TAPE			23.24	.00
12/08/2023	395-1	AP	MIDWEST TAPE			22.49	.00
12/08/2023	396-1	AP	MIDWEST TAPE			39.73	.00
12/08/2023	397-1	AP	MIDWEST TAPE			22.49	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						4,555.11	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
10/25/2023	390-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			173.25	.00
10/31/2023	392-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.00	.00
10/31/2023	26-1	AP	TAYLOR COMPUTER SERVICES, INC			430.00	.00
11/30/2023	280-1	AP	TAYLOR COMPUTER SERVICES, INC			312.00	.00
12/01/2023	243-1	AP	BRIDGES LIBRARY SYSTEM			250.00	.00
12/08/2023	279-1	AP	DEPARTMENT OF ADMINISTRATION			600.00	.00
12/12/2023	281-1	AP	TAYLOR COMPUTER SERVICES, INC			4,211.80	.00
01/29/2024	290-1	AP	ENVISIONWARE INC			1,190.70	.00
01/29/2024	291-1	AP	ENVISIONWARE INC			177.61	.00
01/29/2024	421-1	AP	ENVISIONWARE INC			.00	-1,190.70
01/29/2024	422-1	AP	ENVISIONWARE INC			.00	-177.61
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						7,351.36	-1,368.31
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
10/03/2023	211-1	AP	BAKER & TAYLOR BOOKS			3.70	.00
10/03/2023	206-1	AP	BAKER & TAYLOR BOOKS			.50	.00
10/03/2023	194-1	AP	BAKER & TAYLOR BOOKS			10.80	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/03/2023	195-1	AP	BAKER & TAYLOR BOOKS			.58	.00
10/04/2023	203-1	AP	BAKER & TAYLOR BOOKS			.73	.00
10/04/2023	204-1	AP	BAKER & TAYLOR BOOKS			4.56	.00
10/05/2023	216-1	AP	BAKER & TAYLOR BOOKS			3.58	.00
10/05/2023	395-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			127.34	.00
10/06/2023	197-1	AP	BAKER & TAYLOR BOOKS			4.03	.00
10/06/2023	198-1	AP	BAKER & TAYLOR BOOKS			114.64	.00
10/06/2023	220-1	AP	BAKER & TAYLOR BOOKS			.20	.00
10/09/2023	218-1	AP	BAKER & TAYLOR BOOKS			2.01	.00
10/10/2023	225-1	AP	BAKER & TAYLOR BOOKS			6.35	.00
10/10/2023	213-1	AP	BAKER & TAYLOR BOOKS			1.87	.00
10/10/2023	214-1	AP	BAKER & TAYLOR BOOKS			10.71	.00
10/11/2023	233-1	AP	BAKER & TAYLOR BOOKS			7.30	.00
10/11/2023	231-1	AP	BAKER & TAYLOR BOOKS			9.48	.00
10/11/2023	228-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			155.64	.00
10/11/2023	229-1	AP	BAKER & TAYLOR BOOKS			9.26	.00
10/11/2023	227-1	AP	BAKER & TAYLOR BOOKS			8.17	.00
10/12/2023	237-1	AP	BAKER & TAYLOR BOOKS			.50	.00
10/12/2023	235-1	AP	BAKER & TAYLOR BOOKS			15.46	.00
10/13/2023	200-1	AP	BAKER & TAYLOR BOOKS			16.20	.00
10/13/2023	201-1	AP	BAKER & TAYLOR BOOKS			6.38	.00
10/15/2023	35-1	AP	AMAZON CAPITAL SERVICES, INC.			35.16	.00
10/16/2023	396-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			125.28	.00
10/16/2023	222-1	AP	BAKER & TAYLOR BOOKS			3.81	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/16/2023	223-1	AP	BAKER & TAYLOR BOOKS			8.33	.00
10/17/2023	242-1	AP	BAKER & TAYLOR BOOKS			6.97	.00
10/17/2023	248-1	AP	BAKER & TAYLOR BOOKS			.30	.00
10/18/2023	246-1	AP	BAKER & TAYLOR BOOKS			.57	.00
10/18/2023	244-1	AP	BAKER & TAYLOR BOOKS			.94	.00
10/18/2023	254-1	AP	BAKER & TAYLOR BOOKS			9.18	.00
10/18/2023	252-1	AP	BAKER & TAYLOR BOOKS			10.99	.00
10/18/2023	250-1	AP	BAKER & TAYLOR BOOKS			8.13	.00
10/18/2023	259-1	AP	BAKER & TAYLOR BOOKS			7.36	.00
10/23/2023	261-1	AP	BAKER & TAYLOR BOOKS			.90	.00
10/23/2023	239-1	AP	BAKER & TAYLOR BOOKS			1.48	.00
10/23/2023	240-1	AP	BAKER & TAYLOR BOOKS			5.95	.00
10/24/2023	267-1	AP	BAKER & TAYLOR BOOKS			6.56	.00
10/24/2023	265-1	AP	BAKER & TAYLOR BOOKS			9.04	.00
10/24/2023	263-1	AP	BAKER & TAYLOR BOOKS			4.76	.00
10/25/2023	269-1	AP	BAKER & TAYLOR BOOKS			6.17	.00
10/26/2023	397-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			89.96	.00
10/26/2023	271-1	AP	BAKER & TAYLOR BOOKS			6.51	.00
10/26/2023	208-1	AP	BAKER & TAYLOR BOOKS			3.34	.00
10/26/2023	209-1	AP	BAKER & TAYLOR BOOKS			6.14	.00
10/27/2023	256-1	AP	BAKER & TAYLOR BOOKS			3.57	.00
10/27/2023	257-1	AP	BAKER & TAYLOR BOOKS			.84	.00
10/29/2023	189-1	AP	AMAZON CAPITAL SERVICES, INC.			35.16	.00
10/29/2023	185-1	AP	AMAZON CAPITAL SERVICES, INC.			36.84	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/29/2023	186-1	AP	AMAZON CAPITAL SERVICES, INC.			80.44	.00
10/31/2023	388-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			105.90	.00
10/31/2023	275-1	AP	BAKER & TAYLOR BOOKS			.32	.00
10/31/2023	273-1	AP	BAKER & TAYLOR BOOKS			4.76	.00
11/01/2023	389-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			55.20	.00
11/01/2023	118-1	AP	BAKER & TAYLOR BOOKS			12.55	.00
11/01/2023	116-1	AP	BAKER & TAYLOR BOOKS			2.51	.00
11/01/2023	147-1	AP	NELSON, KELLY			95.63	.00
11/01/2023	148-1	AP	CHAMPE, ELIZABETH			196.89	.00
11/03/2023	120-1	AP	BAKER & TAYLOR BOOKS			9.15	.00
11/03/2023	329-1	AP	JAMES IMAGING SYSTEMS INC			849.84	.00
11/06/2023	125-1	AP	BAKER & TAYLOR BOOKS			2.59	.00
11/06/2023	123-1	AP	BAKER & TAYLOR BOOKS			1.56	.00
11/08/2023	229-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			84.74	.00
11/08/2023	113-1	AP	BAKER & TAYLOR BOOKS			22.61	.00
11/08/2023	114-1	AP	BAKER & TAYLOR BOOKS			5.62	.00
11/08/2023	110-1	AP	BAKER & TAYLOR BOOKS			6.31	.00
11/08/2023	111-1	AP	BAKER & TAYLOR BOOKS			2.38	.00
11/08/2023	132-1	AP	BAKER & TAYLOR BOOKS			7.52	.00
11/08/2023	130-1	AP	BAKER & TAYLOR BOOKS			7.32	.00
11/09/2023	138-1	AP	BAKER & TAYLOR BOOKS			1.34	.00
11/09/2023	136-1	AP	BAKER & TAYLOR BOOKS			.24	.00
11/09/2023	134-1	AP	BAKER & TAYLOR BOOKS			1.62	.00
11/12/2023	7-1	AP	AMAZON CAPITAL SERVICES, INC.			113.44	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
11/13/2023	140-1	AP	BAKER & TAYLOR BOOKS			5.86	.00
11/14/2023	230-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			192.46	.00
11/16/2023	144-1	AP	BAKER & TAYLOR BOOKS			.36	.00
11/16/2023	142-1	AP	BAKER & TAYLOR BOOKS			8.46	.00
11/17/2023	146-1	AP	BAKER & TAYLOR BOOKS			1.81	.00
11/17/2023	127-1	AP	BAKER & TAYLOR BOOKS			.96	.00
11/17/2023	128-1	AP	BAKER & TAYLOR BOOKS			2.38	.00
11/21/2023	150-1	AP	BAKER & TAYLOR BOOKS			8.19	.00
11/21/2023	148-1	AP	BAKER & TAYLOR BOOKS			.91	.00
11/22/2023	154-1	AP	BAKER & TAYLOR BOOKS			.34	.00
11/22/2023	152-1	AP	BAKER & TAYLOR BOOKS			3.68	.00
11/29/2023	156-1	AP	BAKER & TAYLOR BOOKS			5.58	.00
11/30/2023	158-1	AP	BAKER & TAYLOR BOOKS			1.43	.00
12/04/2023	160-1	AP	BAKER & TAYLOR BOOKS			4.52	.00
12/04/2023	218-1	AP	JAMES IMAGING SYSTEMS INC			849.84	.00
12/04/2023	257-1	AP	BAKER & TAYLOR BOOKS			.34	.00
12/08/2023	259-1	AP	BAKER & TAYLOR BOOKS			1.08	.00
12/11/2023	387-1	AP	BAKER & TAYLOR BOOKS			1.19	.00
12/11/2023	388-1	AP	BAKER & TAYLOR BOOKS			.32	.00
12/11/2023	390-1	AP	BAKER & TAYLOR BOOKS			.59	.00
12/12/2023	261-1	AP	BAKER & TAYLOR BOOKS			3.78	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						3,718.79	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
10/25/2023	384-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			139.00	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/25/2023	385-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			278.00	.00
10/30/2023	146-1	AP	NELSON, KELLY			239.00	.00
11/01/2023	150-1	AP	CHAMPE, ELIZABETH			21.79	.00
11/01/2023	151-1	AP	CHAMPE, ELIZABETH			117.00	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						794.79	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
11/29/2023	294-1	AP	BAKER TILLY US, LLP			426.00	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						426.00	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
10/12/2023	67-1	AP	BATZNER PEST CONTROL INC			103.40	.00
10/17/2023	102-1	AP	AMAZON CAPITAL SERVICES, INC.			1,026.58	.00
10/17/2023	65-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-29.89
10/20/2023	293-1	AP	JF AHERN COMPANY			158.00	.00
10/31/2023	401-1	AP	JOHNSON CONTROLS SECURITY SOLUTIONS LLC			30.00	.00
11/01/2023	403-1	AP	JANI-KING OF MILWAUKEE			2,675.91	.00
11/03/2023	380-1	AP	KUJAWA ENTERPRISES INC			1,971.25	.00
11/15/2023	63-1	AP	AMAZON CAPITAL SERVICES, INC.			47.97	.00
11/22/2023	219-1	AP	BATZNER PEST CONTROL INC			103.40	.00
11/26/2023	233-1	AP	KEMPEN MASONRY LLC			120.00	.00
12/01/2023	244-1	AP	JANI-KING OF MILWAUKEE			2,729.43	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						8,965.94	-29.89
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
10/10/2023	1-1	AP	ACH PEWAUKEE UTILITY			944.31	.00
10/10/2023	2-1	AP	ACH PEWAUKEE UTILITY			177.00	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/10/2023	3-1	AP	ACH PEWAUKEE UTILITY			359.50	.00
10/17/2023	383-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			222.94	.00
11/03/2023	182-1	AP	ACH WE ENERGIES			3,012.68	.00
11/03/2023	183-1	AP	ACH WE ENERGIES			350.05	.00
11/17/2023	220-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			222.94	.00
11/23/2023	231-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			716.48	.00
12/07/2023	104-1	AP	ACH WE ENERGIES			2,867.67	.00
12/07/2023	105-1	AP	ACH WE ENERGIES			731.72	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						9,605.29	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
10/31/2023	404-1	AP	MIDWEST TAPE - HOOPLA			817.42	.00
11/30/2023	245-1	AP	MIDWEST TAPE - HOOPLA			734.57	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						1,551.99	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
10/07/2023	387-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			59.90	.00
10/10/2023	393-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			.00	-.82
10/10/2023	394-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			56.23	.00
10/11/2023	36-1	AP	AMAZON CAPITAL SERVICES, INC.			46.57	.00
10/19/2023	100-1	AP	AMAZON CAPITAL SERVICES, INC.			61.96	.00
10/24/2023	391-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.48	.00
10/29/2023	188-1	AP	AMAZON CAPITAL SERVICES, INC.			44.97	.00
11/03/2023	353-1	AP	AMAZON CAPITAL SERVICES, INC.			34.71	.00
11/05/2023	350-1	AP	AMAZON CAPITAL SERVICES, INC.			59.97	.00
11/09/2023	9-1	AP	AMAZON CAPITAL SERVICES, INC.			22.98	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
11/11/2023	8-1	AP	AMAZON CAPITAL SERVICES, INC.			56.95	.00
11/14/2023	66-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-49.53
11/14/2023	64-1	AP	AMAZON CAPITAL SERVICES, INC.			49.53	.00
11/20/2023	225-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			18.21	.00
11/22/2023	107-1	AP	AMAZON CAPITAL SERVICES, INC.			95.89	.00
11/26/2023	108-1	AP	AMAZON CAPITAL SERVICES, INC.			50.37	.00
11/30/2023	226-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			7.94	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						672.66	-50.35
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY							
11/03/2023	402-1	AP	WALDEN, NEITZKE & KUHARY, SC			247.50	.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY						247.50	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE							
10/13/2023	340-1	AP	OCLC, INC			647.35	.00
11/11/2023	6-1	AP	AMAZON CAPITAL SERVICES, INC.			474.07	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE						1,121.42	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
04/11/2023	242-1	AP	BRIDGES LIBRARY SYSTEM			360.00	.00
10/12/2023	399-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			500.00	.00
10/18/2023	398-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			33.75	.00
10/20/2023	101-1	AP	AMAZON CAPITAL SERVICES, INC.			202.69	.00
11/01/2023	149-1	AP	CHAMPE, ELIZABETH			69.56	.00
11/01/2023	382-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			250.00	.00
11/01/2023	386-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			825.00	.00
11/30/2023	221-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			20.00	.00

End.GLPeriod 1423 AND Start.GLPeriod 1123 AND End.GLPeriod 1423

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
11/30/2023	222-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			30.00	.00
11/30/2023	224-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			25.00	.00
11/30/2023	227-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			52.00	.00
12/02/2023	217-1	AP	ZIMMERMANN, JANICE			255.00	.00
Account Number And Title 900-00-55110-000-500 - DONATION FUNDED EXPENSE						2,623.00	.00
Total:						188,342.57	-199,511.66

GeneralLedgerPeriod.GLPeriod 1223 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
ACH WE ENERGIES									
Approved									
13090	ACH WE ENERGIES	4834729823	LIBRARY/UTILITIES GAS 11.02 - 12.05	731.72	12/07/2023	12/29/2023		1223	Approved
13090	ACH WE ENERGIES	4834729823	LIBRARY/UTILITIES ELECTRIC 11.02 - 12.05	2867.67	12/07/2023	12/29/2023		1223	Approved
				<u>3599.39</u>					
ACH WE ENERGIES									
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1N1H-NL3K-C37P	LIBRARY/JUV LITERACY GRANT	201.50	12/22/2023	01/21/2024		1223	Approved
23	AMAZON CAPITAL SERVICES, INC.	1WPM-MW9P-RH9N	LIBRARY/JUV PROG SUPPLIES	154.34	12/17/2023	01/16/2024		1223	Approved
				<u>355.84</u>					
AMAZON CAPITAL SERVICES, INC.									
ATIS ELEVATOR INSPECTIONS LLC									
Approved									
9949	ATIS ELEVATOR INSPECTIONS LLC	IN324158	LIBRARY/ANNUAL ELEVATOR INSPECTION	125.00	12/15/2023	01/15/2024		1223	Approved
				<u>125.00</u>					
ATIS ELEVATOR INSPECTIONS LLC									
BAKER & TAYLOR BOOKS									
Approved									
78	BAKER & TAYLOR BOOKS	2037998449	LIBRARY/PROCESSING	1.19	12/27/2023	01/26/2024		1223	Approved

GeneralLedgerPeriod.GLPeriod 1223 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2037998449	LIBRARY/F REIGHT CHARGE	0.34	12/27/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037998449	LIBRARY/1 JUV PIC BKS	16.79	12/27/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2038012168	LIBRARY/F REIGHT CHARGE	1.49	12/26/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2038012168	LIBRARY/2 ADULT FIC BKS	74.39	12/26/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037999791	LIBRARY/F REIGHT CHARGE	3.85	12/19/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037999791	LIBRARY/17 YA BKS	192.64	12/19/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2038004085	LIBRARY/F REIGHT CHARGE	0.65	12/19/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2038004085	LIBRARY/2 ADULT NON FIC BKS	32.67	12/19/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037976706	LIBRARY/F REIGHT CHARGE	0.32	12/11/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037976706	LIBRARY/P ROCESSING	1.19	12/11/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037976706	LIBRARY/1 JUV PIC BKS	15.95	12/11/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037989335	LIBRARY/F REIGHT CHARGE	0.59	12/11/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037989335	LIBRARY/3 YA BKS	29.39	12/11/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037989815	LIBRARY/1 REPL BK	18.77	12/11/2023	01/26/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037991761	LIBRARY/F REIGHT	3.78	12/12/2023	01/08/2024		1223	Approved

GeneralLedgerPeriod.GLPeriod 1223 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			CHARGE						
78	BAKER & TAYLOR BOOKS	2037991761	LIBRARY/6 ADULT FIC BKS	189.03	12/12/2023	01/08/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037985270	LIBRARY/F REIGHT CHARGE	1.08	12/08/2023	01/08/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037985270	LIBRARY/3 ADULT NON FIC BKS	53.75	12/08/2023	01/08/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037978064	LIBRARY/F REIGHT CHARGE	0.34	12/04/2023	01/04/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037978064	LIBRARY/1 ADULT SCI FI BKS	16.79	12/04/2023	01/04/2024		1223	Approved
78	BAKER & TAYLOR BOOKS	2037974313	LIBRARY/F REIGHT CHARGE	4.52	12/04/2023	12/29/2023		1223	Approved
78	BAKER & TAYLOR BOOKS	2037974313	LIBRARY/13 ADULT FIC BKS	225.79	12/04/2023	12/29/2023		1223	Approved
78	BAKER & TAYLOR BOOKS	2037972170	LIBRARY/F REIGHT CHARGE	1.43	11/30/2023	12/29/2023		1223	Approved
78	BAKER & TAYLOR BOOKS	2037972170	LIBRARY/9 YA BKS	71.66	11/30/2023	12/29/2023		1223	Approved
78	BAKER & TAYLOR BOOKS	2037958149	LIBRARY/F REIGHT CHARGE	0.34	11/22/2023	12/22/2023		1223	Approved
78	BAKER & TAYLOR BOOKS	2037958149	LIBRARY/1 REPL BK	16.79	11/22/2023	12/22/2023		1223	Approved
78	BAKER & TAYLOR BOOKS	2037965761	LIBRARY/F REIGHT CHARGE	5.58	11/29/2023	12/22/2023		1223	Approved
78	BAKER & TAYLOR BOOKS	2037965761	LIBRARY/16 ADULT NON FIC BKS	278.78	11/29/2023	12/22/2023		1223	Approved
BAKER & TAYLOR BOOKS				1259.88					

GeneralLedgerPeriod.GLPeriod 1223 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
BAKER TILLY US, LLP									
Approved									
5733	BAKER TILLY US, LLP	BT2613588	LIBRARY/A UDIT SERVICES THROUGH 12.31.2023	426.00	11/29/2023	12/28/2023		1223	Approved
				<u>426.00</u>					
BAKER TILLY US, LLP									
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	55483369	LIBRARY/P EST MGMT DEC 2023	103.40	12/19/2023	01/19/2024		1223	Approved
				<u>103.40</u>					
BATZNER PEST CONTROL INC									
BRIDGES LIBRARY SYSTEM									
Approved									
10613	BRIDGES LIBRARY SYSTEM	2023-13010067	LIBRARY/F RIENDS/BO OKPAGE SUBSCRIPTI ON	360.00	04/11/2023	12/22/2023		1223	Approved
10613	BRIDGES LIBRARY SYSTEM	2023-13010125	LIBRARY/E NVISIONW ARE SUBSCRIPTI ON	250.00	12/01/2023	12/31/2023		1223	Approved
				<u>610.00</u>					
BRIDGES LIBRARY SYSTEM									
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2058944	LIBRARY/2 LARGE PRINT BOOKS	49.14	12/01/2023	12/29/2023		1223	Approved

GeneralLedgerPeriod.GLPeriod 1223 AND [APInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
CENTER POINT LARGE PRINT				49.14					
DEPARTMENT OF ADMINISTRATION									
Approved									
783	DEPARTMENT OF ADMINISTRATION	505-0000086209	LIBRARY/T EACH SVCS 07/01/2023 - 12/31/2023	600.00	12/08/2023	01/07/2024		1223	Approved
DEPARTMENT OF ADMINISTRATION				600.00					
ENVISIONWARE INC									
Approved									
4343	ENVISIONWARE INC	INV-US-68884	LIBRARY/E NVISIONW ARE BRANCH MANAGER	177.61	01/29/2024	02/29/2024		1223	Approved
4343	ENVISIONWARE INC	INV-US-68884	LIBRARY/E NVISIONW ARE SELF CHECKS MAINTANC E CONTRACT	1190.70	01/29/2024	02/29/2024		1223	Approved
ENVISIONWARE INC				1368.31					
J & H HEATING INC									
Approved									
2984	J & H HEATING INC	W36919	LIBRARY/F ALL PREVENTA TIVE MAINT 2023	2395.00	12/20/2023	01/26/2024		1223	Approved
J & H HEATING INC				2395.00					
JAMES IMAGING SYSTEMS INC									
Approved									

GeneralLedgerPeriod.GLPeriod 1223 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
6332	JAMES IMAGING SYSTEMS INC	35437429	LIBRARY/M ONTHLY COPIER LEASE/DEC 2023	849.84	12/04/2023	12/28/2023		1223	Approved
JAMES IMAGING SYSTEMS INC				849.84					
JF AHERN COMPANY									
Approved									
4875	JF AHERN COMPANY	609423	LIBRARY/S PRINKLER INSP-OCT QTRLY	158.00	10/20/2023	12/29/2023		1223	Approved
JF AHERN COMPANY				158.00					
KEMPEN MASONRY LLC									
Approved									
9512	KEMPEN MASONRY LLC	7648	LIBRARY/S ALT-PLOW 3.9.23 AND 11.26.23	120.00	11/26/2023	12/26/2023		1223	Approved
9512	KEMPEN MASONRY LLC	7653	LIBRARY/S ALT SVC 12.1.23	198.75	12/02/2023	12/31/2024		1223	Approved
KEMPEN MASONRY LLC				318.75					
MEI TOTAL ELEVATOR SOLUTIONS									
Approved									
12216	MEI TOTAL ELEVATOR SOLUTIONS	1051309	LIBRARY/P REVENTATIVE MAINTENANCE	110.37	12/20/2023	01/20/2024		1223	Approved
MEI TOTAL ELEVATOR SOLUTIONS				110.37					
MIDWEST TAPE									
Approved									

GeneralLedgerPeriod.GLPeriod 1223 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	504782229	LIBRARY/2 ADULT DVD	35.98	12/19/2023	01/26/2024		1223	Approved
548	MIDWEST TAPE	504782228	LIBRARY/1 ADULT DVD	22.49	12/19/2023	01/26/2024		1223	Approved
548	MIDWEST TAPE	504757780	LIBRARY/1 ADULT DVD	22.49	12/08/2023	01/26/2024		1223	Approved
548	MIDWEST TAPE	504757781	LIBRARY/2 ADULT DVD	39.73	12/08/2023	01/26/2024		1223	Approved
548	MIDWEST TAPE	504757782	LIBRARY/1 ADULT DVD	22.49	12/08/2023	01/26/2024		1223	Approved
548	MIDWEST TAPE	504736741	LIBRARY/ 1 JUV CD	23.24	12/05/2023	12/29/2023		1223	Approved
548	MIDWEST TAPE	504736740	LIBRARY/J UVENILE 2 DVD	46.48	12/05/2023	12/29/2023		1223	Approved
548	MIDWEST TAPE	504736707	LIBRARY/2 ADULT DVD	89.98	12/05/2023	12/29/2023		1223	Approved
548	MIDWEST TAPE	504736709	LIBRARY/1 ADULT DVD	14.99	12/05/2023	12/29/2023		1223	Approved
548	MIDWEST TAPE	504736706	LIBRARY/1 ADULT DVD	37.49	12/05/2023	12/29/2023		1223	Approved
548	MIDWEST TAPE	504702468	LIBRARY/3 ADULT DVD	71.97	11/28/2023	12/22/2023		1223	Approved
MIDWEST TAPE				427.33					

MIDWEST TAPE - HOOPLA

Approved

12821	MIDWEST TAPE - HOOPLA	504802821	LIBRARY/DI GITAL MATERIALS	4288.08	12/18/2023	01/18/2024		1223	Approved
12821	MIDWEST TAPE - HOOPLA	504860005	LIBRARY/DI GITAL ACCT ENDING 12- 31-2023	982.99	12/31/2023	01/30/2024		1223	Approved
12821	MIDWEST TAPE - HOOPLA	504721266	LIBRARY/H OOPLA/DIGI TAL ACCT THRU 11-30- 2023	734.57	11/30/2023	12/22/2023		1223	Approved

GeneralLedgerPeriod.GLPeriod 1223 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
MIDWEST TAPE - HOOPLA				6005.64					
NELSON, KELLY									
Approved									
10248	NELSON, KELLY	12312023	LIBRARY/M ILEAGE REIMBURSE MENT NELSON	30.13	12/31/2023	01/17/2024		1223	Approved
NELSON, KELLY				30.13					
NORTH SHORE BANK CARDMEMBER SERVICE									
Approved									
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7398587	LIBRARY/D EMCO/PRO CESSING SUPPLIES	192.46	11/14/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7395975	LIBRARY/D EMCO/PRO CESSING SUPPLIES	84.74	11/08/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7380683	LIBRARY/D EMCO/PRO CESSING SUPPLIES	155.64	10/11/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052111723	LIBRARY/S PECTRUM/I NTERNET AND PHONE 11-17-23 THRU 12-16- 23	222.94	11/17/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	12052023	LIBRARY/M ILWAUKEE JOURNAL SENTINEL/ ANNUAL SUBSCRIPTI ON	612.04	12/05/2023	12/29/2023		1223	Approved

GeneralLedgerPeriod.GLPeriod 1223 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
8349	NORTH SHORE BANK CARDMEMBER SERVICE	IN2446	LIBRARY/C YBERLYNK/ OCT & NOV PHONE SERVICE	716.48	11/23/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	333400389358	LIBRARY/A DULT PROGRAM SUPPLIES	7.94	11/30/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	110331	LIBRARY/F RIENDS/AD ULT PROGRAM PRIZE	30.00	11/30/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	110300	LIBRARY/F RIENDS/AD ULT PROGRAM PRIZE	20.00	11/30/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	16876	LIBRARY/F RIENDS/AD ULT PROGRAM PRIZE	25.00	11/30/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	333400539458	LIBRARY/F RIENDS/ ADULT PROGRAM PRIZE	52.00	11/30/2023	12/29/2023		1223	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	332400652296	LIBRARY/W ALMART/A DULT PROGRAM SUPPLIES	18.21	11/20/2023	12/29/2023		1223	Approved

NORTH SHORE BANK CARDMEMBER SERVICE 2137.45

TAYLOR COMPUTER SERVICES, INC

Approved

810	TAYLOR COMPUTER SERVICES, INC	25697	LIBRARY/N EW	4211.80	12/12/2023	12/30/2023		1223	Approved
-----	----------------------------------	-------	-----------------	---------	------------	------------	--	------	----------

GeneralLedgerPeriod.GLPeriod 1223 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
810	TAYLOR COMPUTER SERVICES, INC	25639	EQUIPMENT AND INSTALLATION LIBRARY/MANAGED SERVICES DEC 2023	312.00	11/30/2023	12/30/2023		1223	Approved
TAYLOR COMPUTER SERVICES, INC				<u>4523.80</u>					
ZIMMERMANN, JANICE									
Approved									
6320	ZIMMERMANN, JANICE	MM003	LIBRARY/FRIENDS/JUV PROGRAMS	485.00	12/18/2023	01/18/2024		1223	Approved
6320	ZIMMERMANN, JANICE	SAT005	LIBRARY/FRIENDS/FALL JUV PROGRAMS	255.00	12/02/2023	12/31/2023		1223	Approved
ZIMMERMANN, JANICE				<u>740.00</u>					
Total:				<u>26193.27</u>					

GeneralLedgerPeriod.GLPeriod 1123 AND [APIInvoiceApprovalDepartment].DepartmentName library

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.	1CTY-PCJ3-TPGL	LIBRARY/A DULT PROGRAM SUPPLIES	50.37	11/26/2023	12/26/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	19CT-KRDK-JDDV	LIBRARY/J UV PROG SUPPLIES	95.89	11/22/2023	12/22/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1V4L-DDKG-37X3	LIBRARY/B ATHROOM SUPPLIES	-29.89	10/17/2023	12/15/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1HRT-MJVQ-4KYL	LIBRARY/C LEANING SUPPLIES	47.97	11/15/2023	12/15/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1WLD-36RP-4C9J	LIBRARY/A DULT PROGRAM SUPPLIES	-49.53	11/14/2023	12/14/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1M6J-97Y7-XWVL	LIBRARY/A DULT PROGRAM SUPPLIES	49.53	11/14/2023	12/14/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	17MR-CHM6-PN4J	LIBRARY/O FFICE SUPPLIES	113.44	11/12/2023	12/12/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	17ML-4M66-G4HD	LIBRARY/LI BRARY OF THINGS GRANT	474.07	11/11/2023	12/11/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	19TD-RCKT-C7D1	LIBRARY/J UV PROG SUPPLIES	56.95	11/11/2023	12/11/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1H66-K3HY-1XFR	LIBRARY/A DULT PROG SUPPLIES	22.98	11/09/2023	12/09/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1MQT-KPPK-NK4N	LIBRARY/I ADULT CD	11.99	11/06/2023	12/06/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	16TM-XJXV-JYF4	LIBRARY/J UV PROG SUPPLIES	59.97	11/05/2023	12/05/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1QPX-KLC4-9MYW	LIBRARY/Y A PROG SUPPLIES	34.71	11/03/2023	12/03/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1QPX-KLC4-9MYW	LIBRARY/1 JUV BOOK	18.99	11/03/2023	12/03/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	16TH-P334-LK1N	LIBRARY/S UPPLIES	80.44	10/29/2023	11/28/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	16TH-P334-LF1T	LIBRARY/O FFICE SUPPLIES	36.84	10/29/2023	11/28/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	19X6-JNC3-KW1T	LIBRARY/A DULT PROGRAM SUPPLIES	44.97	10/29/2023	11/28/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	173M-J9YG-KJNX	LIBRARY/2 ADULT CD	25.96	10/29/2023	11/28/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1CCX-K6KT-JF6V	LIBRARY/O FFICE SUPPLIES	35.16	10/29/2023	11/28/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1DTF-JR6H-DVQL	LIBRARY/1 ADULT CD	12.69	10/28/2023	11/27/2023		1123	Approved
23	AMAZON CAPITAL SERVICES, INC.	1KND-7F6W-C1D3	LIBRARY/2 ADULT NONFICTIO N BKS	35.04	10/25/2023	11/24/2023		1123	Approved

AMAZON CAPITAL SERVICES, INC.

1228.54

BAKER & TAYLOR BOOKS

Approved

78	BAKER & TAYLOR BOOKS 2037954462		LIBRARY/F REIGHT CHARGE	0.91	11/21/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS 2037954462		LIBRARY/3 ADULT SCI FI BKS	45.35	11/21/2023	12/22/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2037956222	LIBRARY/F REIGHT CHARGE	3.68	11/22/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037956222	LIBRARY/17 YA BKS	183.83	11/22/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037926625	LIBRARY/P ROCESSING	2.38	11/17/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037926625	LIBRARY/F REIGHT CHARGE	0.96	11/17/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037926625	LIBRARY/3 JUV PIC BKS	47.85	11/17/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037954979	LIBRARY/F REIGHT CHARGE	8.19	11/21/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037954979	LIBRARY/20 ADULT FIC BKS	409.50	11/21/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037947952	LIBRARY/F REIGHT CHARGE	1.81	11/17/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037947952	LIBRARY/5 ADULT NON FIC BKS	90.28	11/17/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037947168	LIBRARY/F REIGHT CHARGE	0.36	11/16/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037947168	LIBRARY/1 JUV PIC BKS	18.04	11/16/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037944911	LIBRARY/F REIGHT CHARGE	8.46	11/16/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037944911	LIBRARY/20 ADULT FIC BKS	423.03	11/16/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037933492	LIBRARY/F REIGHT CHARGE	1.34	11/09/2023	12/22/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2037933492	LIBRARY/4 ADULT FIC BKS	66.97	11/09/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037938977	LIBRARY/F REIGHT CHARGE	5.86	11/13/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037938977	LIBRARY/16 ADULT NON FIC BKS	293.12	11/13/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037933355	LIBRARY/F REIGHT CHARGE	0.24	11/09/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037933355	LIBRARY/1 ADULT SCI FI BKS	11.96	11/09/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037931376	LIBRARY/F REIGHT CHARGE	1.62	11/09/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037931376	LIBRARY/8 YA BOOKS	81.19	11/09/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037907477	LIBRARY/F REIGHT CHARGE	5.62	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037907477	LIBRARY/P ROCESSING	22.61	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037907477	LIBRARY/19 JUV PIC BKS	281.23	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037903376	LIBRARY/P ROCESSING	2.38	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037903376	LIBRARY/F REIGHT CHARGE	6.31	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037903376	LIBRARY/14 JUV BKS	315.46	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037926269	LIBRARY/F REIGHT CHARGE	1.56	11/06/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037926269	LIBRARY/4 JUV BKS	78.18	11/06/2023	12/22/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2037929072	LIBRARY/F REIGHT CHARGE	7.32	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037929072	LIBRARY/22 ADULT FIC BKS	365.88	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037929259	LIBRARY/F REIGHT CHARGE	7.52	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037929259	LIBRARY/20 ADULT FIC BKS	375.81	11/08/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037926415	LIBRARY/F REIGHT CHARGE	2.59	11/06/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037926415	LIBRARY/10 YA BOOKS	129.36	11/06/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037917675	LIBRARY/F REIGHT CHARGE	9.15	11/03/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037917675	LIBRARY/24 ADULT NON FIC BKS	457.58	11/03/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037919045	LIBRARY/2 REPL BKS	39.65	11/03/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037909770	LIBRARY/F REIGHT CHARGE	2.51	11/01/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037909770	LIBRARY/10 REPL BKS	125.47	11/01/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037909772	LIBRARY/F REIGHT CHARGE	12.55	11/01/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037909772	LIBRARY/36 ADULT FIC BKS	627.33	11/01/2023	12/22/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037856610	LIBRARY/P ROCESSING	8.33	10/16/2023	11/27/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037856610	LIBRARY/F REIGHT	3.81	10/16/2023	11/27/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			CHARGE						
78	BAKER & TAYLOR BOOKS	2037856610	LIBRARY/12 JUV BKS	190.53	10/16/2023	11/27/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037911380	LIBRARY/F REIGHT	0.32	10/31/2023	11/27/2023		1123	Approved
			CHARGE						
78	BAKER & TAYLOR BOOKS	2037911380	LIBRARY/1 ADULT SCI FI BK	16.23	10/31/2023	11/27/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037907879	LIBRARY/F REIGHT	4.76	10/31/2023	11/27/2023		1123	Approved
			CHARGE						
78	BAKER & TAYLOR BOOKS	2037907879	LIBRARY/22 YA BOOKS	237.92	10/31/2023	11/27/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037881945	LIBRARY/F REIGHT	0.84	10/27/2023	11/27/2023		1123	Approved
			CHARGE						
78	BAKER & TAYLOR BOOKS	2037881945	LIBRARY/P ROCESSING	3.57	10/27/2023	11/27/2023		1123	Approved
78	BAKER & TAYLOR BOOKS	2037881945	LIBRARY/3 JUV PIC BKS	41.97	10/27/2023	11/27/2023		1123	Approved
BAKER & TAYLOR BOOKS				<u>5091.28</u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	53582118	LIBRARY/P EST MGMT NOV 2023	103.40	11/22/2023	12/22/2023		1123	Approved
BATZNER PEST CONTROL INC				<u>103.40</u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2051256	LIBRARY/2 LG PRINT BOOKS	49.14	11/01/2023	12/01/2023		1123	Approved
CENTER POINT LARGE PRINT				<u>49.14</u>					

GeneralLedgerPeriod.GLPeriod 1123 AND [APInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
CHAMPE, ELIZABETH									
Approved									
11012	CHAMPE, ELIZABETH	110120232	LIBRARY/L UNCH FOR STAFF DEVELOPM ENT DAY	117.00	11/01/2023	11/17/2023		1123	Approved
11012	CHAMPE, ELIZABETH	110120232	LIBRARY/DI NNER WLA CONVENTI ON	21.79	11/01/2023	11/17/2023		1123	Approved
11012	CHAMPE, ELIZABETH	110120232	LIBRARY/A DULT PROGRAM PRIZES	69.56	11/01/2023	11/17/2023		1123	Approved
11012	CHAMPE, ELIZABETH	11012023	LIBRARY/M ILEAGE REIMBURSE MENTS 2.10.23- 10.27.23	196.89	11/01/2023	11/17/2023		1123	Approved
CHAMPE, ELIZABETH				<u>405.24</u>					
JAMES IMAGING SYSTEMS INC									
Approved									
6332	JAMES IMAGING SYSTEMS INC	35227468	LIBRARY/M ONTHLY COPIER LEASE/NOV 2023	849.84	11/03/2023	11/28/2023		1123	Approved
JAMES IMAGING SYSTEMS INC				<u>849.84</u>					
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL12230388	LIBRARY/J ANITORIAL SVC DEC 2023	2729.43	12/01/2023	12/31/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
JANI-KING OF MILWAUKEE				2729.43					
JOHNSON CONTROLS SECURITY SOLUTIONS LLC									
Approved									
10353	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	39433182	LIBRARY/FIRE INSPECTION SUBMISSION CHARGE	30.00	10/31/2023	11/30/2023		1123	Approved
JOHNSON CONTROLS SECURITY SOLUTIONS LLC				30.00					
KUJAWA ENTERPRISES INC									
Approved									
6819	KUJAWA ENTERPRISES INC	275880	LIBRARY/LANDSCAPE MNT - NOV 2023	1971.25	11/03/2023	12/03/2023		1123	Approved
KUJAWA ENTERPRISES INC				1971.25					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	504665239	LIBRARY/3 ADULT DVD	80.97	11/20/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504665260	LIBRARY/1 ADULT CD	11.19	11/20/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504665262	LIBRARY/1 ADULT DVD	52.49	11/20/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504665263	LIBRARY/JUVENILE 3 DVD	26.97	11/20/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504665238	LIBRARY/1 ADULT DVD	19.49	11/20/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504631138	LIBRARY/2 ADULT DVD	84.72	11/13/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504631139	LIBRARY/1 ADULT CD	11.99	11/13/2023	12/22/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	504631137	LIBRARY/1 ADULT DVD	22.49	11/13/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504603364	LIBRARY/3 ADULT DVD	67.47	11/07/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504603366	LIBRARY/4 ADULT DVD	85.46	11/07/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504603367	LIBRARY/2 ADULT DVD	46.48	11/07/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504603368	LIBRARY/J UVENILE 2 DVD	30.73	11/07/2023	12/22/2023		1123	Approved
548	MIDWEST TAPE	504573584	LIBRARY/1 ADULT CD	15.19	10/31/2023	11/27/2023		1123	Approved
548	MIDWEST TAPE	504573586	LIBRARY/3 ADULT DVD	81.72	10/31/2023	11/27/2023		1123	Approved
548	MIDWEST TAPE	504573587	LIBRARY/2 ADULT DVD	50.23	10/31/2023	11/27/2023		1123	Approved
MIDWEST TAPE				687.59					

MIDWEST TAPE - HOOPLA

Approved

12821	MIDWEST TAPE - HOOPLA	504578186	LIBRARY/H OOPLA/DIGI TAL ACCT THRU 10-31- 2023	817.42	10/31/2023	11/30/2023		1123	Approved
MIDWEST TAPE - HOOPLA				817.42					

NELSON, KELLY

Approved

10248	NELSON, KELLY	10302023	LIBRARY/H OTEL STAY FOR WLA	239.00	10/30/2023	11/17/2023		1123	Approved
10248	NELSON, KELLY	11012023	LIBRARY/M ILEAGE REIMBURSE MEN 10.25.23- 10.27.23	95.63	11/01/2023	11/17/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
NELSON, KELLY				334.63					
NORTH SHORE BANK CARDMEMBER SERVICE									
Approved									
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7389047	LIBRARY/D EMCO/PRO CESSING SUPPLIES	89.96	10/26/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7382848	LIBRARY/D EMCO/PRO CESSING SUPPLIES	125.28	10/16/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7377178	LIBRARY/D EMCO/PRO CESSING SUPPLIES	127.34	10/05/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	1475820	LIBRARY/K APCO/PROC ESSING SUPPLIES	105.90	10/31/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	1475866	LIBRARY/K APCO/PROC ESSING SUPPLIES	55.20	11/01/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	1334169398	LIBRARY/L EGO/JUV PROG SUPPLIES	59.90	10/07/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	4838830757	LIBRARY/G OOGLE/WO RKSPACE OCT	6.00	10/31/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	00000001	LIBRARY/F RIENDS EXPLORE PASS/WI PARKS	250.00	11/01/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	13075108	LIBRARY/F RIENDS EXPLORE	825.00	11/01/2023	12/04/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
8349	NORTH SHORE BANK CARDMEMBER SERVICE	10252023-2	PASS/DISCO VERY WORLD(2) LIBRARY/M ARRIOTT/H OTEL STAY FOR CONFEREN CE	278.00	10/25/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052101723	LIBRARY/S PECTRUM/I NTERNET AND PHONE 10-17-23 THRU 11-16- 23	222.94	10/17/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	POS-118149	LIBRARY/F RIENDS EXPLORE PASS/BETT Y BRINN(2)	500.00	10/12/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	10252023	LIBRARY/M ARRIOTT/H OTEL STAY FOR CONFEREN CE	139.00	10/25/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	29592885	LIBRARY/P AY PRO GLOABL/DE EP FREEZE RENEWAL	173.25	10/25/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	315503999999503	LIBRARY/M ETRO MARKET/A DULT PROG REFRESHM ENTS	6.48	10/24/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	89910910402059264 42469	LIBRARY/D OLLAR TREE/ADUL	33.75	10/18/2023	12/04/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
8349	NORTH SHORE BANK CARDMEMBER SERVICE	710155	T PROG PRIZES LIBRARY/PI CK N SAVE/YA PROG SUPPLIES REFUND	-0.82	10/10/2023	12/04/2023		1123	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	710194	LIBRARY/PI CK N SAVE/YA PROG SUPPLIES	56.23	10/10/2023	12/04/2023		1123	Approved
NORTH SHORE BANK CARDMEMBER SERVICE				<u><u>3053.41</u></u>					
PLAYAWAY PRODUCTS LLC									
Approved									
13153	PLAYAWAY PRODUCTS LLC	445603	LIBRARY/21 JUV PLAYAWAY S	2239.67	11/06/2023	12/06/2023		1123	Approved
PLAYAWAY PRODUCTS LLC				<u><u>2239.67</u></u>					
SALEM PRESS INC									
Approved									
1708	SALEM PRESS INC	185991	LIBRARY/1 ADULT NON FICTION	154.44	11/03/2023	12/03/2023		1123	Approved
SALEM PRESS INC				<u><u>154.44</u></u>					
SCHMUDLACH, NICOLAS									
Approved									
13077	SCHMUDLACH, NICOLAS	11112023	LIBRARY/R EIMBURSE MENT - 2 ADULT SCI FI BKS	44.98	11/11/2023	12/10/2023		1123	Approved

GeneralLedgerPeriod.GLPeriod 1123 AND [APIInvoiceApprovalDepartment].DepartmentName library

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
SCHMUDLACH, NICOLAS				44.98					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	25517	LIBRARY/MANAGED SERVICES NOV 2023; SERVICES AND EQUIPMENT OCT 2023	430.00	10/31/2023	11/30/2023		1123	Approved
TAYLOR COMPUTER SERVICES, INC				430.00					
WALDEN, NEITZKE & KUHARY, SC									
Approved									
11855	WALDEN, NEITZKE & KUHARY, SC	01736	LIBRARY/10-10-23 SERVICES	247.50	11/03/2023	12/03/2023		1123	Approved
WALDEN, NEITZKE & KUHARY, SC				247.50					
Total:				20467.76					

Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
2021	24725	24241	28215	24394	24527	29676	30764	28651	23730	23754	22840	21626	307143	120.09%
2022	23168	22385	25903	25342	23023	28865	30573	28282	24069	23180	23575	20792	299157	97.40%
2023	24356	23294	27214	24363	24324	31204	31713	30545	24531	25520	24240	22870	314174	105.02%
Circulation - Print and A/V														
2021	20768	20476	24185	20567	20493	25811	26882	24895	20210	20050	19310	18332	261979	124.23%
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	103.71%
Circulation - Overdrive														
2021	3799	3537	3824	3628	3823	3674	3692	3545	3309	3493	3312	3106	42742	123.70%
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	3751	45691	111.25%
Circulation - Hoopla														
2021	158	228	206	199	211	191	190	211	211	211	218	188	2422	180.48%
2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
2023	223	209	237	215	280	268	259	303	328	331	306	437	3396	136.77%
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%	90.37%	
Library Visits														
Monthly total 2022	6439	6788	8161	8402	7867	9797	9568	8824	7678	7754	8224	6163	95665	116.73%
Daily average 2022	268	295	302	336	315	377	383	327	307	298	343	280	319	117.20%
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	114.57%
Reference Transactions														
2022	1118	1061	1259	1077	843	1306	1220	1227	1160	922	871	595	12659	76.94%
2023	967	1106	1305	875	943	1833	1538	1067	760	888	612	522	12416	98.08%
Items from Other libraries														
2022	3664	3234	3482	3507	3336	3553	3648	3477	3181	3047	3125	3009	40263	92.48%
2023	3597	3257	3590	3279	3332	3666	3824	3858	3504	3505	3159	3337	41908	104.09%
Items to Other Libraries														
2022	3010	2672	2775	2821	2763	2944	2966	2656	2531	2375	2519	2383	32415	89.96%
2023	2943	2580	2811	2633	2530	2942	3062	3002	2804	2979	2513	2580	33379	102.97%
New Library Cards Issued														
2022	67	72	90	77	62	210	121	119	88	81	63	56	1106	112.97%
2023	87	95	125	76	86	242	149	141	96	73	81	65	1316	118.99%
Meetings Room Usage														
2022	36	47	50	51	44	43	45	28	33	40	46	31	494	212.02%
2023	46	37	45	54	42	35	53	29	47	51	53	35	527	106.68%

Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Study Room Usage														
2022	80	112	102	122	99	121	117	125	105	128	131	105	1347	217.61%
2023	134	138	121	116	155	154	126	127	111	126	145	137	1590	118.04%
Uses of Public Wireless Internet														
2022	689	716	896	934	824	981	920	807	985	995	927	768	10442	258.08%
2023	998	897	1062	932	1046	1268	1017	1025	1113	1197	1112	933	12600	120.67%
Uses of Public Internet Computers														
2022	370	378	455	468	455	419	295	422	441	410	372	318	4803	123.69%
2023	366	342	437	358	381	419	379	417	431	471	481	421	4903	102.08%
Children's Programs (0-5)														
# programs	0	18	16	24	0	5	6	0	12	19	16	17	133	
Attendance	0	299	291	504	0	288	225	0	264	387	318	296	2872	
# programs	16	18	21	14	0	7	5	0	12	15	11	3	122	91.73%
Attendance	402	387	557	285	0	266	179	0	500	622	469	155	3822	133.08%
Children's Programs (6-11)														
# programs	3	2	4	5	5	7	14	1	0	9	14	10	74	
Attendance	43	22	75	185	826	807	737	10	0	285	598	235	3823	
# programs	12	6	7	7	7	11	17	0	3	14	5	6	95	128.38%
Attendance	187	70	124	98	975	841	743	0	80	934	131	353	4536	118.65%
Teen Programs (12-18)														
# program	2	2	2	2	2	1	0	1	1	3	2	1	19	158.33%
Attendance	16	17	12	16	85	12	0	12	9	24	14	6	223	305.48%
# program	3	1	2	2	3	1	2	0	2	3	3	2	24	126.32%
Attendance	21	3	10	11	19	18	23	0	15	21	24	28	193	86.55%
Adult Programs (19+)														
# programs	6	6	4	7	6	11	11	8	8	10	9	4	90	
Attendance	74	55	47	87	98	149	149	150	125	336	137	74	1481	
# programs	6	5	8	12	8	7	8	8	10	11	6	7	96	106.67%
Attendance	105	97	204	215	178	165	199	130	178	284	184	93	2032	137.20%
General Interest Program														
# program	0	4	4	0	0	4	3	1	0	1	0	0	17	23.29%
Attendance	0	105	148	0	0	605	159	46	0	30	0	0	1093	64.98%
# programs	0	0	0	0	0	1	1	0	0	0	0	0	2	11.76%
Attendance	0	0	0	0	0	343	142	0	0	0	0	0	485	44.37%

Pewaukee Public Library - Monthly Statistics 2023

	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	1	2	#REF!
Attendance	2023	0	0	0	43	0	0	0	0	0	0	0	25	68	#REF!
Children's Self-Directed Activities (6-11) (includes summer reading participation)															
# programs	2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance	2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
# 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%
Teen Self-Directed Activities (12-18) (includes summer reading participation)															
# programs	2022	2	2	2	2	1	3	3	3	2	2	2	2	26	108.33%
Attendance	2022	35	25	31	35	11	60	63	190	32	32	14	28	556	141.48%
# 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%
Adult Self-Directed Activities (18+) (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!
Other Self-Directed Activities (All Ages) (includes summer reading participation)															
# programs	2022	3	0	0	0	0	0	0	1	1	0	1	0	6	50.00%
Attendance	2022	122	0	0	0	0	0	0	183	41	0	13	0	359	95.99%
# 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%

Pewaukee Public Library
Director's Report
December 2023 and January 2024

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

November was a busy month for focusing on things outside of regular circulation. This month I brought on 3 new volunteers which has been great! We have so many people helping with keeping our shelves organized and covering books. It's wonderful that people in the community are taking the time to volunteer with us.

Another focus of November was Sling. I had two different libraries reach out to me because they were interested in Sling. I gave presentations to both Waukesha and Mukwonago Public Libraries. The presentations went well, and they both seem interested in implementing it. It's exciting that we are the starting point for such a useful software. I also finalized the 2024 schedule.

Nan and I also worked together this month to try and find a new solution for our gates. That has been an interesting project because since I have started I have had some problems with Bibliotheca's IT team. I am excited to see where this goes.

(December)

In the beginning of December, I put out a job posting for the new library page position, I have since received quite a few applications and performed some interviews. It's been interesting delving into the HR side of the manager role. I have learned a lot throughout the hiring process. I also spent this month reviewing all my employees. With the largest group to review, it was definitely a lot of work. However, I think it went well and it was nice to be able to sit down with everyone one-on-one.

Small, but necessary changes, continue to be made around the library and I expect this to continue into 2024. These improvements are helping speed up general tasks, such as getting new slips for our transit items.

I was also able to run a report to see how much money the library has helped patrons save throughout 2024. This number is how much people would have spent if they had gone out and bought the item rather than borrowing it from the library. We helped the people of Pewaukee save \$5,722,534. This number does not include the few days we were open between Christmas and New Year.

Thanks for everything you do for the library!

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

- In November we hosted a Badger Talks speaker. Badger Talks is a program through UW-Madison to bring professors, staff, and graduate students to Wisconsin communities through free speaking engagements on a variety of topics. Nick booked Professor Steve Ackerman to speak about the wreck of the Edmund Fitzgerald. 63 people turned out for this informative presentation.

Pewaukee Public Library
Director's Report
December 2023 and January 2024

- I led an Adult Craft Night at the end of November. We created Snowy Mason Jars using Mod Podge and epsom salt and added some decoration to make it a little more festive. We had 35 enthusiastic crafters attend this event.
- I have been in contact with two senior living facilities in Pewaukee and have scheduled back-to-back visits at Cecelia Place and Matthews of Pewaukee in early December. Eric and I had the opportunity to visit each briefly to see where we might set up and at Matthews were met with a gathering of several residents who are eager to have us start bringing materials to them. We're excited to get started and bring the Library to more Pewaukee residents!
- Eric and I attended a Bridges Library System Marketing Meetup at the Brookfield Public Library in mid-November. We talked about social media and what's working for other libraries.
- Sandy and I attended the Bridges Library System's Cafe Cataloger's meeting at the Town Hall Library in North Lake in November.

(December)

- I have been in contact with three senior living facilities in Pewaukee to start monthly Mobile Library visits. In December we started visiting Cecelia Place and Matthews of Pewaukee. Residents at Matthews of Pewaukee were especially excited to see us and were lined up and waiting when we arrived. In January, we also visited The Waters of Pewaukee for the first time. We were met with a small crowd of excited residents. Including our already established visits at Kirkland Crossings, we will now be visiting four senior living facilities in Pewaukee each month.
- Nick created a great Staff Top Favorites display in December to highlight some favorite titles read by staff in 2023. Staff had strong opinions about their favorites and were excited to share them with the public.
- Four new computer catalogs were installed in December to replace old, slow machines. After the older self-checkout machine no longer functioned, we removed it from the front of the building and I was happy to be able to put one of the new catalogs in its place. It's been quite a while since we've been able to put a catalog near the front of the building and I think this will be very beneficial.
- In December we began the process of setting up Library Calendar, a new software which will serve to manage both our meeting room reservations and our library events calendar. We plan to have it up and running by the end of January.
- I attended a Bridges Adult Services Meeting at the Oconomowoc Public Library and was able to demonstrate Lending Key with the librarians who attended.
- The Lake Country Libraries Memory Project had a meeting and I was able to attend. We discussed the project, what's working and not working, and additional ways to advertise Memory Cafes after the survey and strategic plan that was conducted and implemented last year.

Thanks for your continued support throughout 2023!

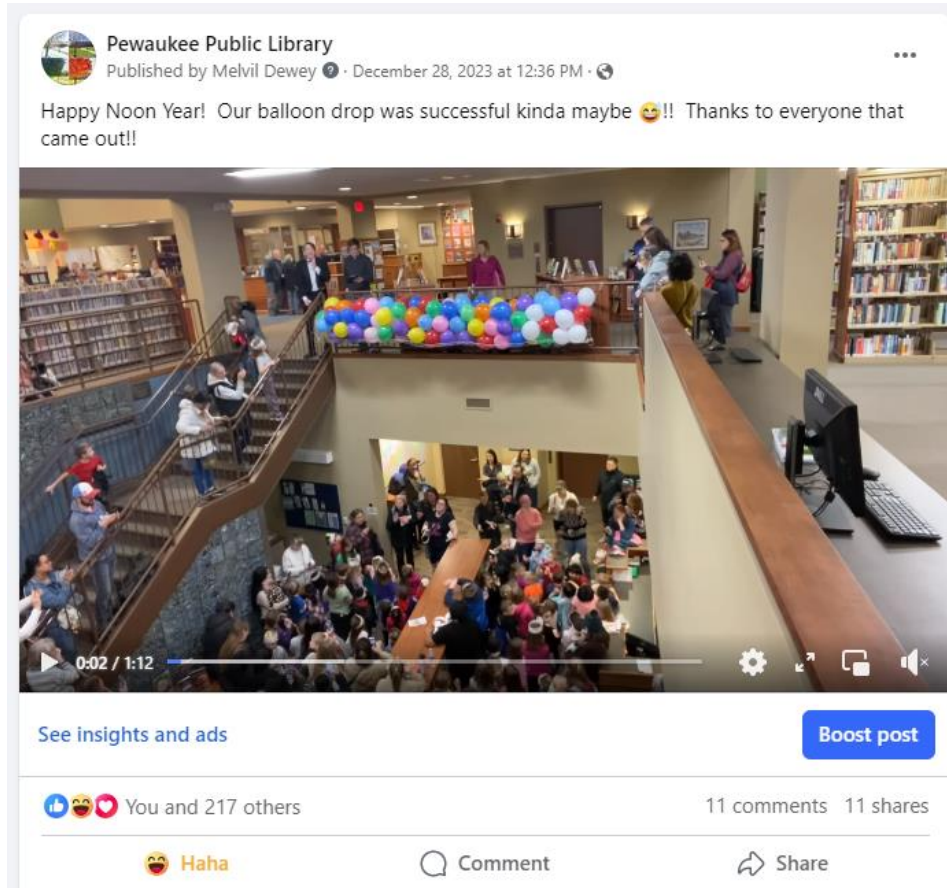
Youth Services Department (from Peter Blenski, Youth Services Manager)

Hello from Childrens! There's a lot to talk about!

We ended the year really strong with story time, averaging to about 100-130 participants each week. We start story time back up this week, offering Tuesday, Wednesday and Friday classes at 10AM. Still no registration and no age requirements, as we have tried to avoid barriers to entry.

Pewaukee Public Library Director's Report December 2023 and January 2024

Our Noon Year's Eve party was a huge success with about 225 total participants. Our balloon drop was less than successful haha, but everyone still had fun, and the video of the drop reached about 18,700 people.



Speaking of Facebook, we had an AMAZING year as I mentioned when I spoke to you all in person. Here's a graph of our reach according to Facebook. Our content is being seen and interacted with a lot more now, which definitely helps get our message out.

Pewaukee Public Library Director's Report December 2023 and January 2024

Performance

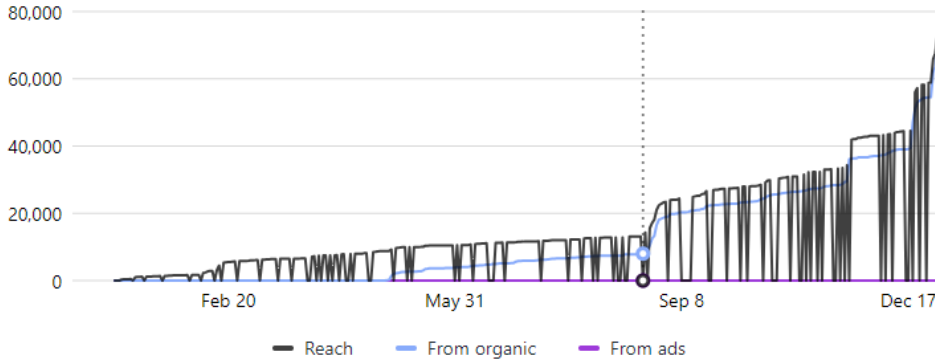
Daily Cumulative ⓘ

Reach ⓘ
73.9K ↑ 252.7%

Content interactions ⓘ
6.1K ↑ 263.3%

Followers ⓘ
Lifetime
2.3K

Link clicks ⓘ
1.6K ↑ 44.7%



Reach breakdown

Total
73,913 ↑ 252.7%

From organic
69,623 ↑ 100%

From ads
0 0%

We have a lot of other fun programs planned for next year, like our Elephant and Piggie party. My wife and I will be not only splitting the cost of the program but sharing it between our two libraries. And we will also be having a Tea Rex Tea Party around Mother's Day—I have been working on the marketing campaigns for both already and I know they will also draw a lot of buzz.

Pewaukee Public Library
Director's Report
December 2023 and January 2024



I've also been working on some Anniversary posts for the library's 120th anniversary. They will be going up on our social, but I plan on doing a display in the library as well to celebrate our many achievements throughout the years. You can expect to see this in February, when the Women's Club of Pewaukee first proposed the idea of the first library in 1904, later opening the first library April 20, 1904. Here's an example of one of the posts:

**Pewaukee Public Library
Director's Report
December 2023 and January 2024**



Waukesha Freeman
February 20, 1960

*Pewaukee Pitches In
To Move Its Library*



“ABOUT 30 children carried books the half block from the old building to their new location on Wednesday and yesterday. ‘Aren’t you tired,’ a bypasser asked a pair of boys who had stopped to catch their breath. ‘Shucks, no’ came the reply. ‘It’s our library, isn’t it?’”

To complete this project, I scanned our most important news articles and photos, ensuring that our history will be safe for years to come.

We are also partnering with the Parks and Rec department for their “Hearts Alive” series of events in February that celebrates kindness and community. The library will be hosting a series of craft programs during our regular programming (Baby and Toddler Time—2/6, 2/7, & 2/9 and Craftenoon—2/3), our kiddos will be making Valentines for veterans. Moreover, I will be helping Parks and Rec come up with a social media plan to promote the entire “Hearts Alive” line of programming. I feel this is a great way to develop a better relationship with Parks and Rec.

Internally, we have a plan to move our board books to where our children’s magazines currently are to better use that space and make our board books holdable. And Nan did a great job framing the artwork and hanging it up to make the walls look A LOT less bare in the kid’s library and the multipurpose room. And we have started preparations for our summer reading program, which I can talk more about next time.

Overall this has been a great first year for me here, and I think this coming year is going to be even better!

Pewaukee Public Library
Director's Report
December 2023 and January 2024

Administration (from Nan Champe, Library Director)
(November and December)

- *Meetings/Events attended:*
 - November 7: Village of Pewaukee DH Meeting
 - November 6: City Public Hearing for 2024 Budget and Adoption
 - November 8: Friends Meeting
 - November 10 : APL (remote attendance)
 - November 14: Foundation Meeting
 - November 15: Library Board Meeting
 - November 16: PPL Department Heads Meeting
 - November 29: Meeting with Liz Unruth, new Director of Positively Pewaukee
 - December 5: Village Department Heads Meeting
 - December 6: Joint Library Committee Meeting
 - December 15: APL @ Hartland

- *Joint Library Agreement Negotiations (AGENDA ITEM).* The first meeting took place on Wednesday, December 6th. The next meeting is scheduled for January 24th, 2024.
- *Annual Staff Reviews and Raises.* In December, Managers completed the annual reviews all staff and 2024 goals have been set. I have also notified staff of pay increases for 2024.
- *Closeout of 2023 Budget.* We are working to closeout the 2023 Budget. A couple of highlights:
 1. We are grateful to have received several generous donations in 2023. I am anticipating that we will have about \$45,000.00 that will need to be placed in a designated fund balance account. I will have a Resolution for the Library Board to approve at the February meeting.
 2. We completed 2 projects (\$62,544) using fund balance in 2023. The desk renovation cost \$53,344.00 and the roof replacement project cost \$9,200.00. I will ask for budget adjustments to ensure that fund balance balance was applied for both of these capital projects so that the costs are not applied to the Library's Operating Budget.
 3. With these adjustments, I am projecting that we will have about \$50,000.00 remaining in our operating budget from 2023 so while the general fund balance will be reduced by about \$12,000.00 the fund balance total will increase due to designated donations.
- *New Collections.* We have added a couple of new offerings to the Library's collection:
 - *Puzzles.* Puzzles are now available for checkout and return
 - *Playaways.* This format has been around for a while. It is an audio player that does not require any additional piece of equipment to listen to a book. They are very popular among children so have started a collection for children.
 - *Wonderbooks.* This is a picture book that includes a preloaded audio player so the child can look at the book and it will be read to them as well.
- *Hoopla Flex.* On December 19 Hoopla Flex was launched. Using the unspent funds from 2023 for books on CD, we will be purchasing 50 Hoopla Flex titles. There are perpetual licenses (PPL will own these licenses) and they will be available for reserve and checkout for ONLY Pewaukee residents at this time. These are all high demand titles that have very long waitlists in Libby/Overdrive. Pewaukee is the only Library in the Bridges Library System that is participating in this checkout model. In the future, Hoopla expects to be able to offer a share up model for libraries in the same system so I hope other Bridges Libraries will start to participate in this

Pewaukee Public Library
Director's Report
December 2023 and January 2024

program so that we can start to develop a permanent and expansive E-Audiobook collection. In 2024, I have allocated our complete audiobook budget to keep buying titles.

- *Patron Catalog Replacements.* We were able to replace 4 patron catalogs in public areas. Many of these machines were extremely slow and in desperate need of replacement. One of the new machines has a new home: next to the Book Nook. Now that we have the Reference Desk on the 1st floor, we wanted to have a patron catalog close to the circulation desk again. If patrons are using this machine and have questions, it is an easy location for them to be able to reach out the Librarian for assistance.
- *Positively Pewaukee.* I was able to meet with Liz Unruh, the new Director of Positively Pewaukee. Liz and I will work together to find partnership opportunities between our two organizations.
- *New texting notification system for patrons : Message Bee.* The Bridges Library System has migrated our text messaging system to a new provider. Previously, text messages were not reliable. This new system will provide reliable and regular text messaging for those patrons who have chosen texting as their preferred method of notification.
- *Roof Replacement.* The roof was replaced during the week of December 18th. An inspection will be completed soon to certify a 20-year warranty on the roof.
- *Pictures.* The Jean Stamsta artwork has been framed and hung in the Children's Library and the Multi-Purpose meeting room.
- *Security gates (AGENDA ITEM).* Two quotes are provided for your review and consideration. Both of these proposals are quoting the same hardware. As well, with this upgrade we would be moving to a wide gate system and I am proposing that the gates be installed parallel to the internal entrance doors. With this change, some rewiring would be required. I have received a quote from Expand Communications at a one-time cost of \$390.00. Funding for this project has been budgeted from the Library's fund balance. This upgrade enables the Library to reduce our annual maintenance costs by \$2647.00. The upgraded configuration also will create a better entryway configuration.

Copiers (AGENDA ITEM). In May 2024, our contract with James Imaging will expire. With James Imaging we have had a 5.25-year contract in which we have leased 3 copiers. As part of the leasing program, a monthly image allowance was included. That contract is included for informational purchases. In 2023, we spent \$10,0085.46 for lease of these three machines and for image printing. With the expiration of this contract, I would like to propose the purchase of 2 new copy machines; one machine would be placed in the downstairs office and one machine would be for public use available on the lower level. By purchasing the copiers, we will also be able to greatly decrease our annual operating costs. Behind the circulation desk, we would install an owned laser printer for general staff copy/printing needs. We will also be able to provide enhanced services to the public:

1. Black and White and Color copying.
2. Free scanning.
3. Printing in black and white and color integrated with Envisionware.
4. Conversion of PDF documents to Microsoft Word for revision.

For your review and consideration, I have included 3 proposals. All of the proposals are for the same machine, Sharp BP-70C31. The prices for the machines do vary some due to proposed configurations such as paper drawers and speed. The pricing for this unit is State Contract pricing

**Pewaukee Public Library
Director's Report
December 2023 and January 2024**

so with the same configurations, the cost would be the same from each vendor. I would ask that the Library Board approve a vendor and the purchase of two Sharp BP-70C31 machines with cost not to exceed (whatever limit you decide).

MISSION STATEMENT

The Purpose of the Pewaukee Public Library is to provide our community with carefully selected books and other materials to aid in the pursuit of education, information, research, recreation, and the creative use of leisure time.

VISION STATEMENT

The people of the greater Pewaukee area will:

- Have the information they need to succeed at work, school, and in their personal lives;
- Have reading, viewing and listening materials and programs that stimulate their thinking, enhance their knowledge of the world, and enrich the quality of their leisure time;
- Discover the joy of reading and develop a love of learning;
- Enjoy access to electronic resources and receive guidance in developing the skills needed in an technological ever changing world;
- Think of Pewaukee's public library as a center point of community life that connects and unites people.

Adopted by the Board of Trustees: March 17, 2010; Dawn Jones, Library Board President

Pewaukee Public Library

Strategic Plan 2024-2026

Mission Statement

The mission of the Pewaukee Public Library is to enrich lives and strengthen community by providing universal access to knowledge, information and resources.

Goal 1: Facilities & Grounds

Maintain and improve the Library's infrastructure to ensure that the facility and grounds continue to meet the needs of the community and remains in acceptable condition.

OBJECTIVES:

- Assess building layout to optimize space needs for collections and patron and staff use.
- Increase accessibility to the Library's facility and grounds.
- Develop and adopt a capital improvement plan for systematic infrastructure repair and replacement.
- Explore sustainable efficiencies which would have a positive impact on operating expenditures.
- Explore enhancement options for the library grounds.
- Implement a 5-year capital improvement schedule for all facility and grounds improvements.

Goal 2: Collections & Services

Evaluate, enhance, and grow Library collections and services.

OBJECTIVES:

- Monitor trends in collection formats and popularity trends.
- Innovate by adding new formats and types of materials to collections.
- Increase digital content to reduce wait times and build a permanent collection for current and future use.
- Assess the physical condition of collections.
- Replace and/or repair items that are in poor condition.
- Leverage new technologies to streamline patron access to collections and services.

Pewaukee Public Library

Strategic Plan 2024–2026

Goal 3: Programming & Outreach

Strengthen and expand program and outreach offerings to encourage lifelong learning, engagement and community.

OBJECTIVES

- Promote and find new ways to highlight the importance of early literacy.
- Increase offerings at community events and social gatherings with the goal of reaching groups that currently do not use Library services.
- Enhance outreach services to those who cannot easily travel to the Library such as senior and long-term care facilities.
- Expand offerings to identified underserved populations.

Goal 4: Community Engagement

Advocate for the Library and build awareness of our commitment to a successful Pewaukee.

OBJECTIVES:

- Educate the community and elected officials on the Library's collections and services.
- Nurture and support existing community partnerships and encourage the growth of new community partnerships.
- Explore partnerships for community grants and funding for innovative projects and facility improvements.
- Foster communication and collaboration between the Library and other departments in the City and Village of Pewaukee.

Goal 5 : Marketing

Create excitement in Pewaukee about the Library with a vibrant, unique and engaging marketing program.

OBJECTIVES:

- Evaluate and utilize new technologies to create and disseminate marketing materials.
- Establish a style guide for consistent branding.
- Use analytics to guide decision-making processes to develop effective marketing campaigns.
- Explore ways to market and promote our collections and services to non-library users.

**Pewaukee Public Library Board Calendar 2024
DRAFT**

January 17	<ul style="list-style-type: none"> • Discussion and possible action on the Pewaukee Public Library Board Calendar 2024 • Discussion and possible action on the Library’s Mission Statement and Strategic Plan 2024-2026 • <i>TE10: Developing Essential Library Policies</i>
February 21	<ul style="list-style-type: none"> • Discussion and possible action on Public Library Annual Report for 2023 • Discussion and possible action on final vouchers for 2023 and Resolution for allocation of fund balance for accountants. • Appoint ad hoc committee to lead the review of the Library Director • <i>TE13: Library Advocacy</i>
March 20	<ul style="list-style-type: none"> • Discussion and possible action on the Allowable Cost Worksheet for Waukesha County Libraries- in the Bridges Library System • Discussion and possible action on 2023 Library Infographic • <i>TE16: Ethics and Conflict of Interest Laws Applying to Trustees</i>
April 17	<ul style="list-style-type: none"> • Discussion and possible action on Annual Review of Library Director (closed session) • Appoint ad hoc committee to nominate BOT officer candidates. • <i>TE17: Membership in a Public Library System</i>
May 15	<ul style="list-style-type: none"> • Discussion and possible action on the election of BOT officers. • Review and Approval of the 2023 Audit • <i>TE08: Developing the Library Budget</i>
June 19 (Annual Meeting)	<ul style="list-style-type: none"> • Discussion and possible action on the Waukesha County Library Standards Certification • Discussion and possible action on library closure for fall staff development day and early closing for homecoming parade. • <i>TE09: Managing the Library’s Money</i>
July 17	<ul style="list-style-type: none"> • Discussion and possible action on the 2025 Joint Library Budget • <i>TE04: Effective Board Meetings and Trustee Participation</i>
August 21	<ul style="list-style-type: none"> • Presentation by the Library Services Manager • Discussion and possible action on the 2025 Joint Library Budget (<i>budget submission deadline is the last Friday of August per MOU August 21, 2007</i>). • <i>TE07: Library Board and Library Personnel</i>
September 18	<ul style="list-style-type: none"> • Presentation on Youth Services Manager • <i>TE09: Managing the Library’s Money</i>
October 16	<ul style="list-style-type: none"> • Presentation on Adult Services Manager • Discussion and possible action 2025 Calendar of Holiday Closings • <i>TE18: Library Board Appointments and Composition</i>
November 20	<ul style="list-style-type: none"> • Discussion and possible action on the Annual Addendum to the Bridges Library System Member Library and CAFÉ Agreements. • Discussion and possible action to adopt the final 2025 Joint Library Budget • Discussion and possible action to approve resolution establishing 2025 Wages/Salaries and Hours for Library Employees • <i>TE19: Library Director Certification</i>
December 18	<ul style="list-style-type: none"> • <i>TE27: Trustee Orientation and Continuing Education</i>



Pewaukee Public Library, WI

Bibliotheca RFID Gate Premium Solution Proposal

November 30, 2023

Valid until February 27, 2024

Partners in creating the best for your library

Bibliotheca provides intuitive solutions and expert guidance. We keep you informed about new technologies and help you find the right fit. As you navigate your technology purchase, we'll be there to consult with you and learn about your goals, library and community. By evaluating your future needs and getting to know you, we will ensure a smooth implementation.

For 50 years Bibliotheca has worked exclusively with libraries. We are proud of the many innovations we've brought to libraries in partnership with cutting-edge, technology-minded customers around the world. We partner with more than 30,000 unique libraries, helping them evolve their services and connect with their communities.

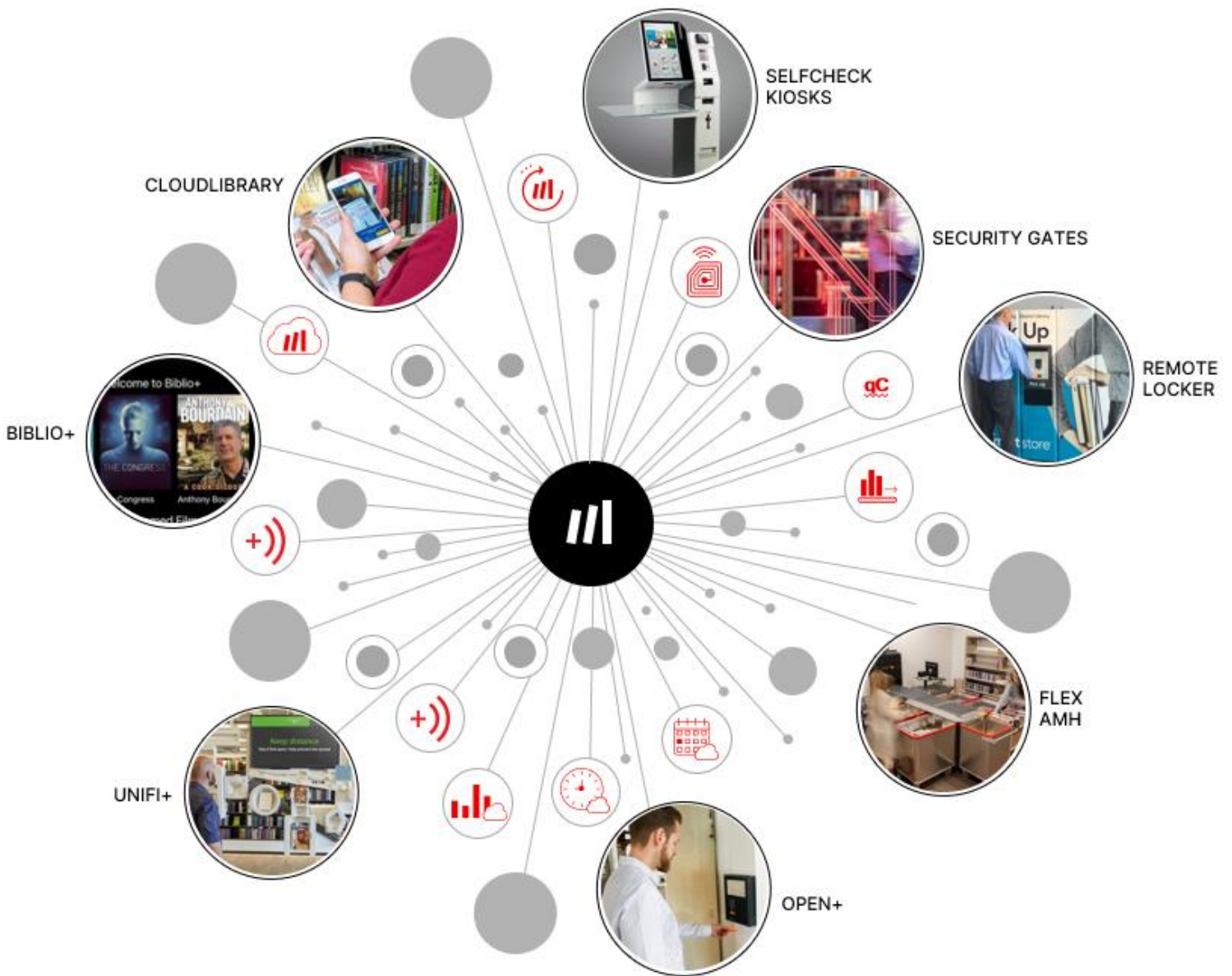
- **We love libraries.** As degreed librarians and avid library users, we understand the unique challenges that libraries encounter and what the future of library service will demand.
- **Equity and access.** We empower libraries to learn about innovation and best practices from other libraries near and far, to help reduce inequality within communities, regions and countries around the world.
- **Robust technology.** Libraries are competing with the best in consumer technologies and can't afford to stick with the status quo. At Bibliotheca, we aren't just keeping up with the times, we're inventing the future.
- **Best after-sales support.** Our commitment to service begins when the product is designed and manufactured. No matter where you are, we've got a team nearby to help you make sure your library is ready.



Imagine what a library can be.

Bibliotheca is creating the library of tomorrow, while engineering the solutions that help engage people, connect communities, and evolve service today.

Get to know our [solution ecosystem](#).





Proposed Solutions

Your Library needs an intuitive self-service model that benefits both staff and patrons. With Bibliotheca, increasing productivity has never been easier.

To achieve your project goals, we recommend a turnkey system that utilizes the latest in hardware and software technology and is supported by the best service and maintenance in the industry.

As technology evolves and means of servicing patrons expands, Bibliotheca solutions are able to help libraries with staffing, workflow, data analytics and the overall patron experience. Below are solutions we have discussed and give you an insight into what they bring to you, your staff and community.

RFID gate™ premium

The most accommodating, wide-aisle security gate. The RFID gate premium is perfect for wheelchairs, wide strollers, and large groups of students. With a modern and stylish clear panel design, the Bibliotheca RFID gate™ premium effectively deters theft of valuable library materials while elegantly enhancing the library aesthetic.



Wider aisles increase accessibility

Ensure peace of mind with remarkable RFID technology

Remotely configure and pull management reports

Analyze library traffic patterns with visible patron counter

Choose alarm configuration and LED light colors that fit your library

Save energy during off-peak times

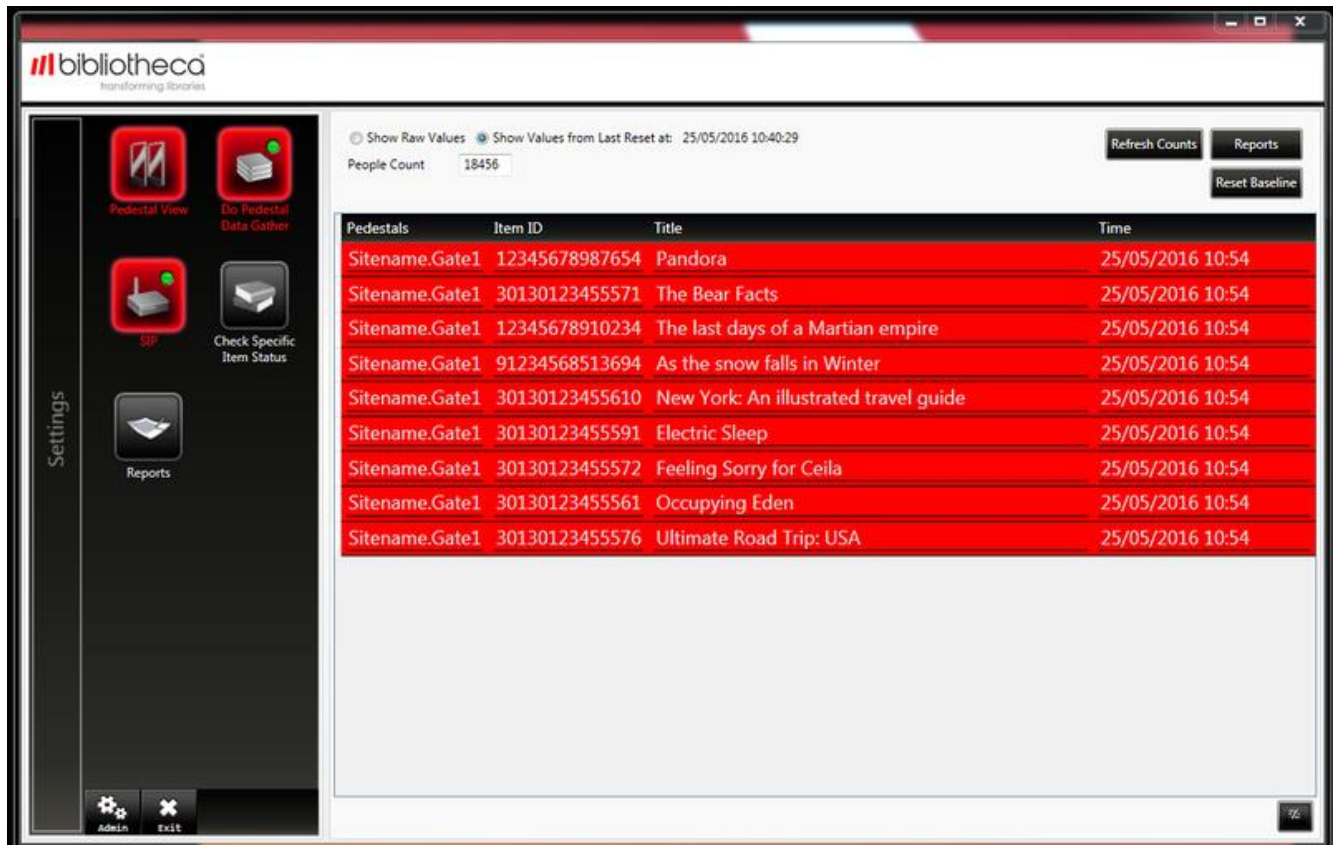
Directional alarming



staffConnect™ gate software

Our staffConnect™ gate software allows your library to better utilize the data that your RFID security gate system can gather every day. This software can be installed on your staff computers, and you can designate a staff station to show notifications when an unsecured item passes through the gates. With an ILS connection, staffConnect™ gate will show which gate was triggered and the item ID and titles of the secured items.

Your staff will be able to see a variety of reports and other information as it is gathered throughout the day.



The screenshot displays the staffConnect™ gate software interface. At the top left is the 'bibliotheca' logo with the tagline 'transforming libraries'. Below the logo is a sidebar with several icons: 'Pedestal View', 'Do Pedestal Data Gather', 'SIP', 'Check Specific Item Status', and 'Reports'. At the bottom of the sidebar are 'Admin' and 'Exit' buttons. The main area shows a 'People Count' of 18456 and a 'Show Values from Last Reset at: 25/05/2016 10:40:29'. There are buttons for 'Refresh Counts', 'Reports', and 'Reset Baseline'. A table lists detected items with columns for Pedestals, Item ID, Title, and Time.

Pedestals	Item ID	Title	Time
Sitename.Gate1	12345678987654	Pandora	25/05/2016 10:54
Sitename.Gate1	30130123455571	The Bear Facts	25/05/2016 10:54
Sitename.Gate1	12345678910234	The last days of a Martian empire	25/05/2016 10:54
Sitename.Gate1	91234568513694	As the snow falls in Winter	25/05/2016 10:54
Sitename.Gate1	30130123455610	New York: An illustrated travel guide	25/05/2016 10:54
Sitename.Gate1	30130123455591	Electric Sleep	25/05/2016 10:54
Sitename.Gate1	30130123455572	Feeling Sorry for Ceila	25/05/2016 10:54
Sitename.Gate1	30130123455561	Occupying Eden	25/05/2016 10:54
Sitename.Gate1	30130123455576	Ultimate Road Trip: USA	25/05/2016 10:54

Training

Bibliotheca Academy offers comprehensive courses designed to maximize your library's investment, create consistent workflows, and drive faster, more successful outcomes. The courses cover a wide variety of topics:

- Detailed product overviews
- Configuration tips
- Real-world examples of how to get the maximum benefit from Bibliotheca solutions



Product Education Courses are delivered by a dedicated Bibliotheca trainer via a live Zoom session, which includes a PowerPoint and a live demo of your product software. Courses are designed to be interactive to provide an opportunity for participants to engage in hands-on learning. Purchased courses last from one to four hours and accommodate up to 10 individuals.

The professional training offered by Bibliotheca Academy ensures that your staff is supported and equipped to make the most of your new technology.



Gwyneth Jelinek
Head of Global Customer Education

Most recently the Circulation Manager at Fayetteville Public Library in Arkansas, Gwyneth has many years of experience training staff. Gwyneth designs interactive courses for engaged, hands-on learning.

Available courses:

- Managing Your selfCheck™ Implementation
- Introduction to quickConnect™ and System Manager
- Introduction to quickConnect™ and System Manager with Cash Payment
- Introduction to remoteLocker™
- **Introduction to RFID Gates and Gate Software**
- Introduction to LibraryConnect™ devices
- Introduction to open+ access
- Introduction to open+ count & reserve
- Introduction to uniFi+
- Introduction to flex bookDrop
- Mobile DLA Workshop
- Managing an RFID Conversion

Documentation

Documentation is provided free of charge in electronic and print formats for all products and for each release of software and/or hardware. Extensive how-to videos, tips, manuals and user guides are all available in one easy-to-access place – Bibliotheca's libraryConnect.com portal. All manuals feature clear, instructional images and step-by-step guidelines.

Service and Support

Bibliotheca has the most comprehensive support team serving libraries. Our unsurpassed talent and scale mean that we can accomplish more together.

- Largest network of on-site support technicians – 120+ strong
- Broad geographic coverage ensures you have a local expert on-site when needed
- Deep bench of remote support technicians and product experts – 40+ strong
- Many in-house product experts and on-site technicians have been working with Bibliotheca solutions for 10+ years

Skilled. Our techs know libraries, and they know your equipment. Bibliotheca on-site and remote support technicians are required to complete weeks of training for each product before being certified to work on it. In addition, techs are required to take customer satisfaction service excellence and safety training prior to completing onsite services. We do not send general computer repair people (aka “smarthands”) to service our products.

Local. We have local on-site technicians who come prepared. Bibliotheca’s technicians for the Pewaukee Public Library. We do not fly out a person from the home office, and we do not charge for travel, hotels and meals.

Transparent. Proactive support starts with the Customer Center support portal where we keep you in the loop on all requests.

Bibliotheca’s comprehensive service plan	
<p>24/7 self-guided learning. www.libraryconnect.com helps you keep your library running smoothly.</p> <ul style="list-style-type: none"> ▪ Tips and training materials ▪ How-to videos ▪ Manuals and user guides 	<p>24/7 help desk support. Connects you to a support technician when you need it most. We’ve extended hours and improved response time. Coming soon: 24/7 live chat support.</p>
<p>Customer Center support portal. www.bibliotheca.com/helpdesk is your dashboard for support.</p> <ul style="list-style-type: none"> ▪ Improved case management ▪ Easily open, edit and close support cases ▪ View current system status and historical cases ▪ Share information between your library and Bibliotheca ▪ Live chat with support technicians 	
<p>Responsive on-site help. So you can get back to more important things.</p> <ul style="list-style-type: none"> ▪ If an issue requires on-site assistance, our technicians are dispatched to service your equipment ▪ Parts are included, and technicians arrive in vehicles stocked with parts ▪ Time to first response: 4 business hours ▪ Time for on-site response: 8 business hours contingent on geography-specific call-out schedule ▪ On-site support hours are Monday – Friday, less holidays <ul style="list-style-type: none"> • 8AM – 7PM EST • 7AM – 6PM CST • 5AM – 4PM PST 	

Solution Pricing

Below is a price proposal for a new Bibliotheca RFID Gate premium single aisle direct mount system we discussed in our meeting. Below pricing include the hardware, 1st year service agreement, RFID gate and software training course, removal and disposal by Bibliotheca, installation and shipping.

Primary Quote Solutions	Quantity	Price
RFID gate premium Direct mount, 1 aisle	1	\$8,464.75
Introduction to RFID Gates and Gate Software – Training Course	1	\$900.00
Removal and Disposal of Existing 3M 9100 Gate System	1	\$535.25
Shipping and Administration		\$900.00
Total		\$10,800.00

Negotiated 2nd year renewal will be \$1,000 after the first year of service is up. Current staffConnect gate subscription (\$105.00) will still be utilized with new RFID gate premium to display items and gate counts.



RFID Gate Premium, 1 Aisle Direct Mount

Pricing Terms:

- Support and maintenance pricing is subject to change based on final quantities and product configuration.
- System returns will be accepted within 30 days from the date of order and must be in original packaging. A 20% restocking fee will be charged and customer will pay for return shipping.
- Terms are NET 30 days from date of invoice for all equipment. Invoice is generated at the time of shipment.
- flex AMH™ payment terms: 50% at Purchase Order; 40% after shipment; 10% after library sign-off.
- Due to the Covid-19 pandemic impact on global supply chains, delivery lead times are subject to change.

Additional Software Option – libraryConnect Devices

Additional Software	Quantity	Price
libraryConnect Devices – Bibliotheca backend management platform - (1 license, annual subscription)	each	\$256.00
Introduction to libraryConnect Devices – Bibliotheca Training Course	1	\$1,350.00

****Pewaukee Public Library already has a license for “Command Center” which is the older version of libraryConnect devices. Per our meeting, the renewal pricing for “Command Center” is \$256.00 and not what was recently sent for your annual renewal. If the library wanted staffConnect data to be filtered into libraryConnect devices and have more remote configuration, we can revise renewal and have libraryConnect devices added when the new gate gets installed. The training course will walk staff through how to fully use libraryConnect devices if they choose to know.**

libraryConnect™ devices

Everything you need in one place. libraryConnect™ devices lets you see all Bibliotheca’s interconnected hardware and software solutions in one place. For libraries looking to further streamline their workflow and visibility, an annual subscription to libraryConnect™ devices provides powerful tools to manage and configure library equipment remotely as well as provide aggregated reports from one central location.



Detailed and robust reporting
Make data-driven decisions that shape library services, strategic initiatives and staffing levels with easy to access reports.



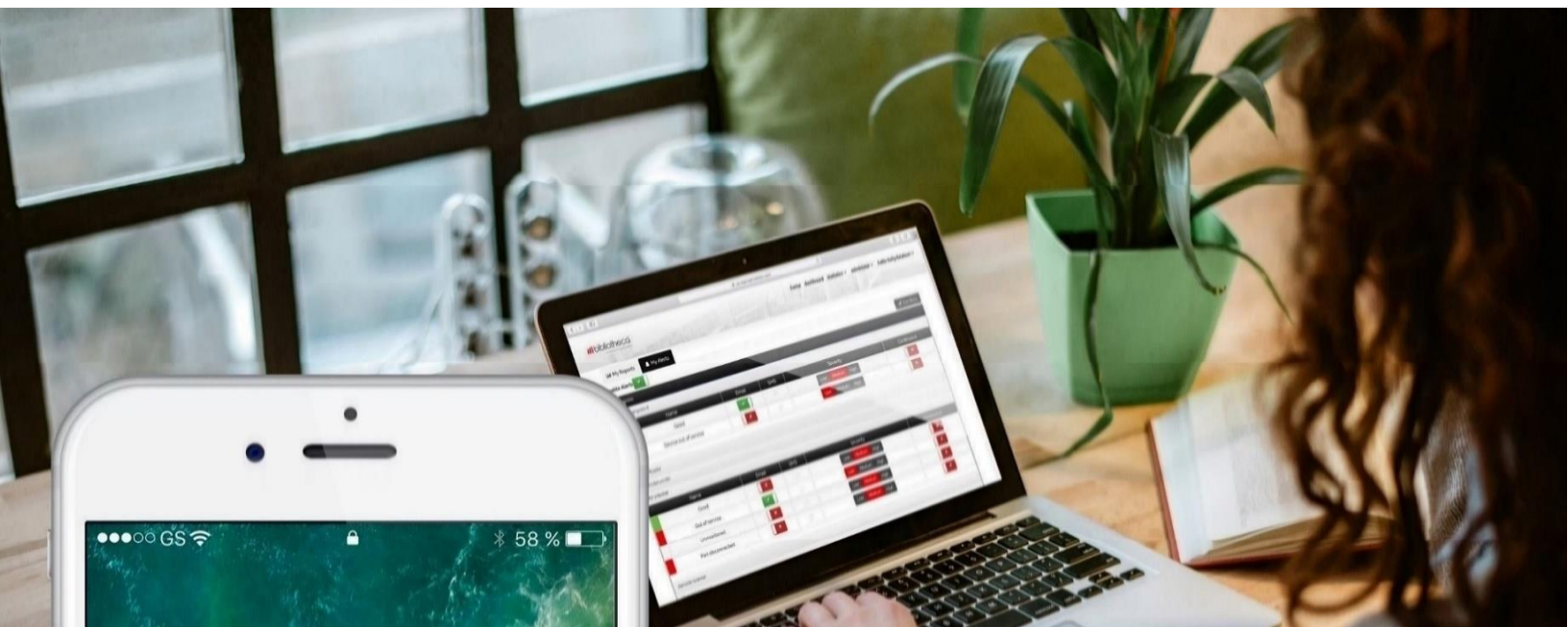
Configure and troubleshoot remotely
Replicate software configurations across multiple devices, branches or an entire system. Using powerful configuration tools, easily apply workflow changes, appearance custom messages and more.



System alerts
Email and SMS messaging ensures that you will always know the status of all connected Bibliotheca solutions.



Access online customer support portal
Submit help desk cases and track status.



Benefits of working with Bibliotheca

- Bibliotheca offers an unmatched ecosystem of solutions.
- From consulting to implementation to service and maintenance, you are supported by the most experienced team libraries.
- Bibliotheca is creating the library of tomorrow so you can exceed your goals and enrich your unique community starting today.

Next steps

Get up and running quickly. We will work with you to meet your goals. You've seen the value of solutions, and we can launch your project once we receive your commitment by this proposal's expiration date.

Please contact me with any questions:



Kyle Kigin
651-983-2490
k.kigin@bibliotheca.com

Bill To

Nan Champe
 Pewaukee Public Library
 210 Main Street
 Pewaukee WI 53072
 United States

TOTAL	\$12,800.00
	Quote Expires: 4/6/2024
	Partner 71007 SirsiDynix

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Nielsen, Peton

Quotation Title	Memo
RFID Gate Replacement Options - Wide Aisle Gates	

Qty	Item / Description	Ship To	Unit Price	Amount
1	RFID-GATE 3D-WA-U 1-Wide Aisle(B) TRANSPARENT RFID GATE WITH RADAR PEOPLE COUNTER - EXTRA WIDE AISLE WIDTH Two pedestals support a single aisle width of 63 inches/1600mm. High accuracy, multi-dimension detection; Transparent Acrylic blends with every decor; auto-tuning; Visual and Audible alarms plus Ethernet integration to Branch Manager software. Internal radar technology people counter for directional accuracy. Lead time: 6 weeks	210 Main Street	\$8,100.00	\$8,100.00
SUBTOTAL Hardware				\$8,100.00
SUBTOTAL for Hardware				
1	PS-EXPPF-U 1st Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.		\$1,250.00	\$1,250.00
1	PS-IC-TRAVEL ENVISIONWARE IMPLEMENTATION TRAVEL TIME – PER TRIP * Flat fee for travel time, per round trip, related to onsite professional services. ++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.		\$900.00	\$900.00



Qty	Item / Description	Ship To	Unit Price	Amount
10	PS-HR-UM ENVISIONWARE PROFESSIONAL SERVICES - Consulting services at the hourly rate for customers under maintenance. - Quotations provide an estimate - actual time is billed. - The minimum charge is 1 hour. - The minimum for an onsite hourly project is 8 hours per day plus the actual first and additional flat fee expense charges.		\$225.00	\$2,250.00

Subtotal	\$12,500.00
Discount	
Freight	\$300.00
Tax	\$0.00
PST-CA	

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
EMAIL : orders@envisionware.com | **FAX :** +1 678.382.6501

Use of EnvisionWare, Inc. Products is subject to the terms and conditions in the end user license agreement found at: <http://system.envisionware.com/terms>. By signing this quote or issuing a purchase order, you indicate your approval of EnvisionWare's terms and conditions.

Signature: _____ Date: _____

Total	\$12,800.00
--------------	--------------------



**Gate
Comparison**

Vendor	Purchase	Gate Cost	All other fees associated with installation and training	Total Cost	Annual Maintenance fees (YR 2)	Annual Software Costs	Total Annual Operating Costs (Beginning in 2025)
Envisionware	WM-RFID-Gate 3D-WA-U 1-Wide Aisle	8,100.00	4,700.00	12,800.00	1,020.60	0.00	1,020.60
Bibliotheca	Wide Aisle Gate	8,464.75	2,440.25	10,905.00	1,000.00	105.00	1,105.00

**Copy
Machines :
Purchase**

Vendor	# of Copie rs	Purchase Cost for Equipment	Cost Per B/W Copy	Cost Per Color Copy	Forecast Annual # of B/W Copies	Forecast Annual # of Color Copies	Annual Cost for Copies	Year 1 cost	Year 2 and Beyond Cost (estimates)
Rhyme	2	\$10,006.00	0.0099	0.049	25,512	23,572	\$1,407.60	\$11,413.60	\$1,407.60
Office Copying Equipment	2	\$10,062.00	0.0064	0.049	25,512	23,572	\$1,318.30	\$11,380.30	\$1,318.30
Office Technology Group	2	\$11,379.76	0.01	0.055	25,512	23,572	\$1,551.58	\$12,931.34	\$1,551.58



Noah Mann

Territory Manager

Office: 414.778.0000

Cell: 414.659.1933

SHARP BP-70C31 **COLOR DIGITAL IMAGER**

SHARP BP-TU10

Center Exit Tray

SHARP BP-DE12

2 x 550-sheet Paper Drawers

		PURCHASE PRICE	39 MONTH FMV LEASE
SHARP BP-70C31	COLOR	\$ 5,031.00	\$ 140.00
AVAILABLE OPTIONS			
SHARP BP-70C36			
Sharp 36 Page Per Minute Copier		\$ 965.00	\$ 27.00
SHARP BP-70C45			
Sharp 45 Page Per Minute Copier		\$ 1,249.00	\$ 35.00

NETWORK SUPPORT

Delivery, Installation & Network Integration

Performed by our Factory Trained and Certified Staff

INCLUDED

MAINTENANCE CONTRACT

COPYNET PROGRAM

Charge Per Copy "Meter Click" - Black & White

NO MONTHLY MINIMUM

\$ 0.0064

Charge Per Copy "Meter Click" - COLOR

NO MONTHLY MINIMUM

\$ 0.0490

CONTRACT PER COPY CHARGE INCLUDES ALL OPERATING COSTS WITH THE EXCEPTION OF STAPLES AND PAPER. SERVICE PARTS, LABOR, UNLIMITED TONERS, DEVELOPERS, DRUMS, FUSER ROLLERS, MAINTENANCE KITS, AND PM CALLS ARE ALL PROVIDED AT NO COST UNDER THE TERMS OF OUR CONTRACT.



SHARP®

Prepared For:

Pewaukee Public Library



210 Main Street • Pewaukee, WI 53072

Nan Champe

Presented By: Tony Novinska

12/27/23

The Office Technology Group

8858 W. Schlinger Ave

Milwaukee, WI 53214

P: 414.475.0522

F: 414.475.0620



Important Confidentiality Notice

This document is disclosed only to the recipient to whom this document is addressed and is pursuant to a relationship of confidentiality under which the recipient has obligations to confidentiality. This document constitutes confidential information and contains proprietary information belonging to The Office Technology Group. The confidential information is to be used by the recipient only for the purpose for which this document is supplied. The recipient must obtain The Office Technology Group's written consent before the recipient or any other person acting on its behalf, communicate any information on the contents or the subject matter of this document or part thereof to any third party. The third party to whom the communication is made includes individual, firm or company or an employee or employees of such a firm and company.

The recipient, by its receipt of this document, acknowledges that this document is confidential information and contains proprietary information belonging to The Office Technology Group and further acknowledges its obligation to comply with the provisions of this notice.

The contents of this document are provided in commercial confidence, solely for the purpose of evaluating whether the contract should be awarded to The Office Technology Group.

The information contained in this document represents the views and opinions of The Office Technology Group on the issues discussed, as of the date of publication. Due to the dynamic nature of the industry and the technology that it depends upon, The Office Technology Group makes no warranty as to the long-term accuracy of the assessments made herein.

Copyright 2023© The Office Technology Group. All rights reserved.



Pewaukee Public Library

Nan Champe
210 Main St.
Pewaukee, WI 53072

Dear Nan:

Thank you for allowing The Office Technology Group to present our Sharp Digital Imagers as a solution to your business needs. We look forward to the opportunity to earn your business and are committed to providing top quality, responsive service, and innovative solutions.

The Office Technology Group has been collaborating with businesses in the community since 1991 and is one of the largest and fastest growing multifunctional product dealers in the Midwest today. Recently the *Business Journal* listed our company as the fifth largest office supply firm in the southeast area. Our success and rapid growth are a direct result of our strong record of total customer satisfaction along with solutions provided at an excellent value. At The Office Technology Group, we recognize that your confidence is a result of reliable high-quality solutions, fast competent service, and aggressive maintenance agreements. *Simply put, we strive to provide the best overall value for our clients!*

The Office Technology Group has factory trained, certified and authorized technicians. The OTG has locally inventoried equipment, supplies, and parts to provide the most effective technical assistance for your multifunctional products. We pride ourselves on industry leading response to all our customer service requests. Our success is measured by your total satisfaction.

If there is anything I can do to be of service, or if you have any questions, please feel free to contact me at tnovinska@theotg.com or 414-773-0728.

Again, I thank you for this opportunity!

Sincerely,

Tony Novinska
Technology Consultant

**8858 W. Schlinger Ave
Milwaukee, WI 53214
P: 414.475.0522
F: 414.475.0620**



SHARP®

Customer Loyalty – The Office Technology Group is a family owned, Milwaukee based, company that has been providing southeastern Wisconsin with high quality customer service and the award-winning SHARP® MFP line since 1991.

Personal Attention – All incoming calls are answered by a member of our customer relationship team. We DO NOT use automated attendants.

Service Excellence – GUARANTEED 4hr Service Response Time with our current average being just over 2hrs.

Delivery and Setup – The Office Technology Group will deliver and setup your equipment on the network at NO ADDITIONAL CHARGE.

Factory Trained Technicians – All of our service technicians are factory trained and certified. They are equipped with electronic PDAs which allows for timely dispatch to our client's locations.

Available Training – The Office Technology Group provides FREE on-going training to our client throughout the life of their equipment at no additional charge.

Building Relationships – A dedicated relationship team, including your account executive, is assigned to your company to ensure the highest level of customer satisfaction.

Parts and Supplies – The Office Technology Group offers many methods of ordering parts and supplies. Our clients can order via phone, fax, email or www.theotg.com providing quick and responsive purchasing tailored to each client's needs.

Cutting Edge Software – The Office Technology Group has joined with a wide range of technology and software partners to provide our clients with business solutions tailored to their specific needs. These relationships are made possible by utilizing the embedded OSA functionality found only in SHARP®.

Connectivity Specialists – Employing network connectivity specialists provides us with the ability to meet the increasing demand from our customers. Our goal is to make highly productive technology readily available to them and to have the ability to deploy these solutions in a timely fashion.



THE OFFICE TECHNOLOGY GROUP

Many companies claim that they have the "Best service in the business" but few even have a way to measure how happy customers are. Here at The Office Technology Group we have a system that allows us to capture feedback after every service call. We use the Net Promoter Score system www.netpromoter.com

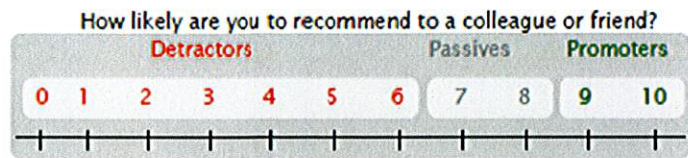
Measuring Customer Satisfaction

The average N. American company has a Net Promoter Score® of 30.

Some well-loved companies reach scores into the 70s and 80s

NPS® Leaders - N. America 2022		
Company		NPS
Amazon		83
T-Mobile		82
USAA		75
Southwest		71
Apple		61

NPS scores published by Satmetrix Systems



$$\text{NPS}^{\circ} = \% \text{ of PROMOTERS (9s and 10s)} - \% \text{ of DETRACTORS (0 through 6)}$$

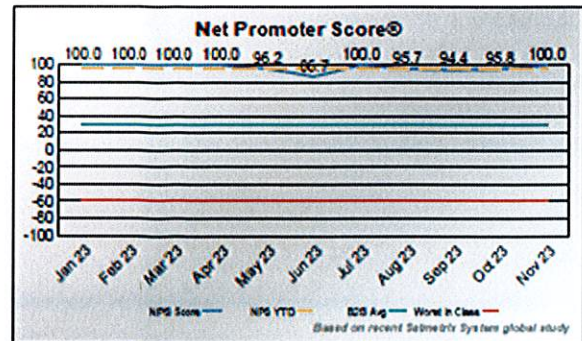
100.00 = 9 (100.00%) - 0 (0.00%)



$$\text{NPS}^{\circ} = \% \text{ of PROMOTERS (9s and 10s)} - \% \text{ of DETRACTORS (0 through 6)}$$

96.89 = 188 (97.41%) - 1 (-0.52%)

The Net Promoter Score (NPS)®, is a straightforward loyalty metric that holds companies and employees accountable for how they treat customers. It is both a loyalty metric and a discipline for using customer feedback to fuel profitable growth in your business. Employees at all levels of the organization understand it, opening doors to customer centric change and improved performance.



Data Collection and NPS® Verification powered by CEO Juice Inc.

The Office Technology Group | 8858 W. Schlinger Avenue, Milwaukee, WI 53214 | (414) 475-0522

* Ranking among US and Canada copier dealers using the NPS® system provided by CEO Juice.

** Net Promoter, NPS, and Net Promoter Score are trademarks of Satmetrix Systems, Inc., Bain & Company, and Fred Reichheld



Get to Know Your Dedicated Office Technology Group Sales & Service Relationship Team

Your Equipment Team

Tony Novinska

8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0728
Fax (414) 475-0620
Email tnovinska@theotg.com

Your Management Team

Ted Mitrenga, Sales Manager

8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0721
Fax (414) 475-0620
Email tmitrenga@theotg.com

Your IT Team

Richard Pozayt, IT Director

8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0708
Fax (414) 475-0620
Email rpozayt@theotg.com

Your Supplies Team

Rich Rekowski, Supplies Manager

8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0741
Fax (414) 475-0620
Email rrekowski@theotg.com

Your Service Team

Ted Jorin, Service Manager

8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0718
Fax (414) 475-0620
Email tjorin@theotg.com

Your Ownership Team

Dave & Natalie Weiss

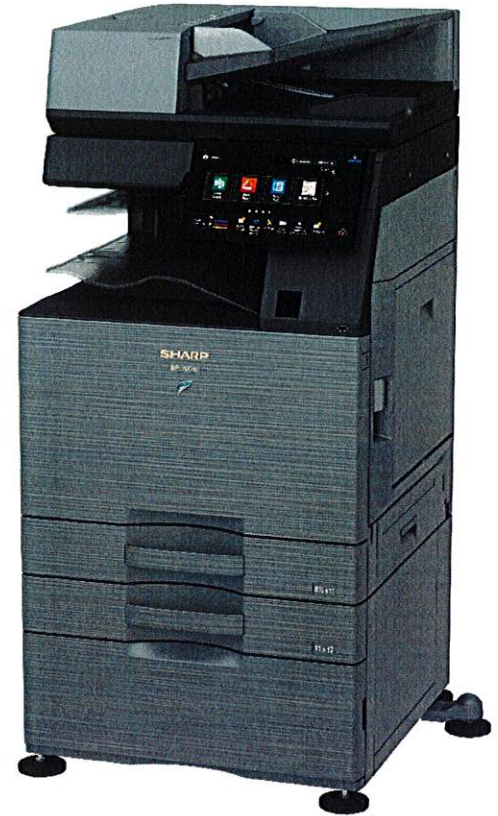
8858 W. Schlinger Avenue
Milwaukee, WI 53214
Office (414) 475-0522
Direct (414) 773-0777
Fax (414) 475-0620
Email dweiss@theotg.com



SHARP® BP70C31-Office

SHARP® BP70C31 Specifications

- 31 Pages per Minute Color
- 1.6 GHz Intel Controller w/ 5 GB RAM
- 256 GB Solid State Hard Drive
- 280ipm Network Scanning (Full Color)
 - Scan as Searchable PDF, Word, Excel
- 300 Sheet Duplex Single Pass Feeder Scan²
- AirPrint® & Mobile Direct Print Enabled
- PCL6 & Adobe® PostScript Network Printing
- 1,200 x 1,200 dpi Output Resolution
- 10.1" High Res Color Touch Screen
- 2 x 550 Sheet Adjustable Paper Cassettes
- 2,100 Sheet Tandem Trays
- Automatic Walk-Up Motion Sensor to wake Unit
- 100 Sheet Bypass Tray
- AES Data Security Kit
 - 10 X HDD Overwrite
 - 256-bit Data Encryption
 - End of Lease Feature
- Built-In Retractable Keyboard & USB Port



Initial supplies	N/C
Set up	N/C (Two-hour copier network set up included)
Delivery	N/C
Training	N/C (Free ongoing training life of machine)

Platinum Maintenance Agreement

Sharp BP70C31: B/W impressions at \$.01/ea & color impression at \$.055/ea. Includes everything to operate and maintain your equipment except paper and additional waste bins.

- * All new products are covered by Office Technology Group Total Satisfaction Guarantee
- * A power filter is required to participate in any of our maintenance agreements



Proposal Subject to Change



Purchase Price – Both Machines
\$11,379.76

SHARP® BP70C31-Library

SHARP® BP70C31 Specifications

- 31 Pages per Minute Color
- 1.6 GHz Intel Controller w/ 5 GB RAM
- 256 GB Solid State Hard Drive
- 280ipm Network Scanning (Full Color)
 - Scan as Searchable PDF, Word, Excel
- 300 Sheet Duplex Single Pass Feeder Scan²
- AirPrint® & Mobile Direct Print Enabled
- PCL6 & Adobe® PostScript Network Printing
- 1,200 x 1,200 dpi Output Resolution
- 10.1” High Res Color Touch Screen
- 3 x 550 Sheet Adjustable Paper Cassettes
- Automatic Walk-Up Motion Sensor to wake Unit
- 100 Sheet Bypass Tray
- AES Data Security Kit
 - 10 X HDD Overwrite
 - 256-bit Data Encryption
 - End of Lease Feature
- Built-In Retractable Keyboard & USB Port



Includes Connection of Customer's Existing EnvisionWare Coin-Op System

Initial supplies	N/C
Set up	N/C (Two-hour copier network set up included)
Delivery	N/C
Training	N/C (Free ongoing training life of machine)

Platinum Maintenance Agreement

Sharp BP70C31: B/W impressions at \$.01/ea & color impression at \$.055/ea. Includes everything to operate and maintain your equipment except paper and additional waste bins.

- * All new products are covered by Office Technology Group Total Satisfaction Guarantee
- * A power filter is required to participate in any of our maintenance agreements



PREPARED FOR: PEWAUKEE PUBLIC LIBRARY

PROPOSED SOLUTION

BUSINESS GROWTH PLAN



PROPOSAL OVERVIEW

Throughout our proposal Rhyme will address the following Print Management Objectives:

- ✓ Provide premium customer service and implementation assistance through dedicated account management and technical support.
- ✓ Implement an Auto-Toner Program for all locations of business.
- ✓ Maximize your investment in fleet technology by managing and optimizing standardization, operating costs, business productivity, and environmental impact.
- ✓ Contract with one local partner that provides all hardware, service, and support.

Sincerely,

Kelly King

Client Manager
Rhyme

P (262) 993-3009
E info@rhymebiz.com

www.rhymebiz.com

TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT	04
RHYME HISTORY & ABOUT US	05
COMMUNITY INVOLVEMENT	07
OUR INNOVATIVE TEAM	08
OFFERINGS	09
HOW WE WORK	10
PROJECT CASE STUDIES	12
LEASING WITH US	15
AUTO TONER PROGRAM	16
MPS CAPABILITIES	17
SAMPLE IMPLEMENTATION TIMELINE	18
CURRENT STATE OVERVIEW	19
PROPOSED BUDGET BREAKDOWN	20
SERVICE EXCELLENCE	21
RHYME DEVICE MANAGEMENT	22
REACH NEW HEIGHTS	23

DREAM. BELIEVE. DO.



MESSAGE FROM PRESIDENT

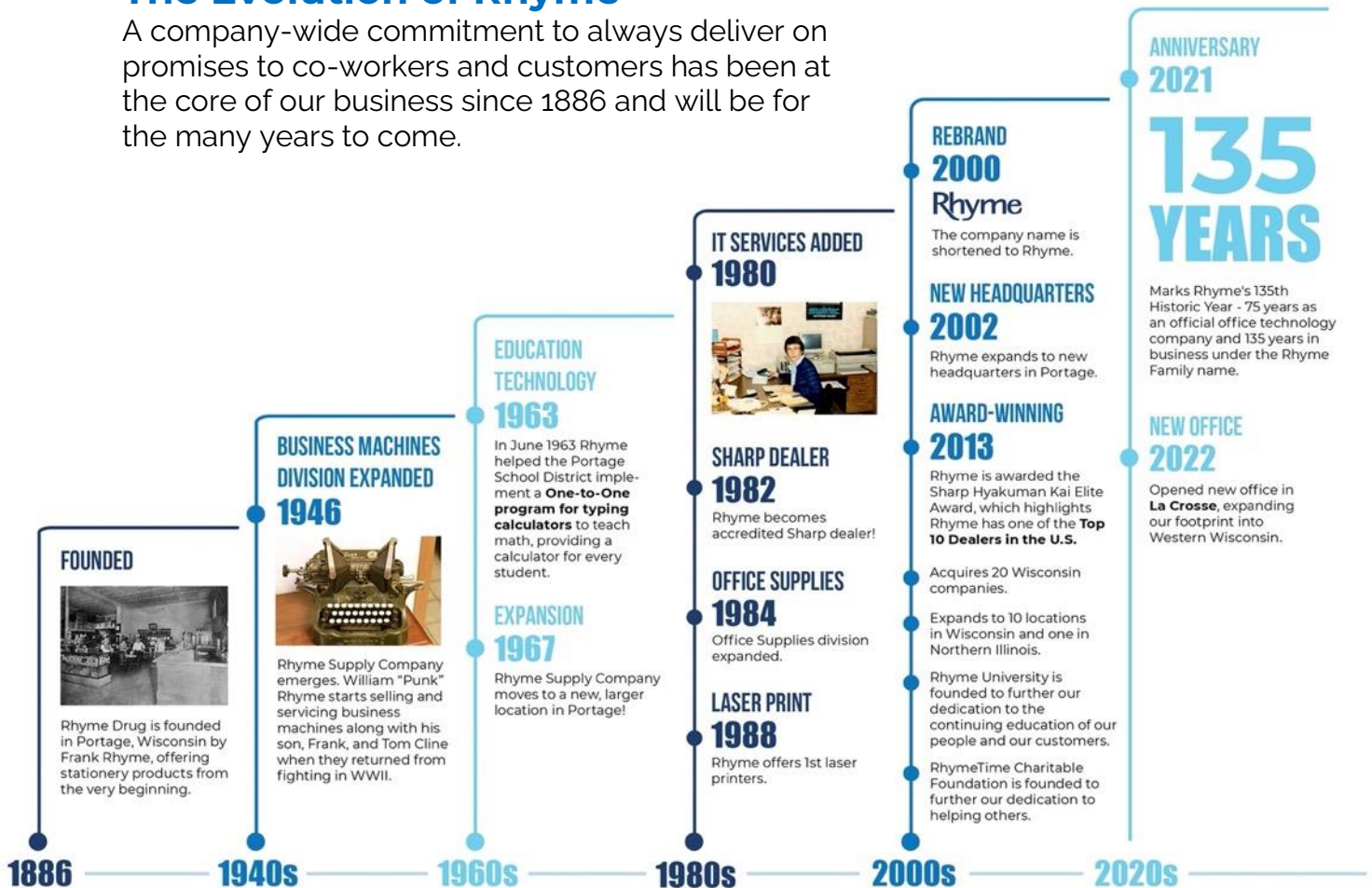
When I get asked “What does Rhyme do?” I tell them — We’re in the business of helping people. We uncover needs and find the best way to meet those needs. Our team works hard every day to support each other and our clients, and we enjoy doing so.

Mike Steinhoff
President

RHYME HISTORY

The Evolution of Rhyme

A company-wide commitment to always deliver on promises to co-workers and customers has been at the core of our business since 1886 and will be for the many years to come.



Rhyme is a business founded on integrity and a commitment to always deliver on its promises, to co-workers and our customers. This company wide commitment has been at the core of our business for 135 years and will continue for the next 135. We are committed to making our communities better through quality service to the people we serve, and charitable work through volunteering and donations.

We understand the importance of providing an enjoyable customer experience each and every time.

ABOUT RHYME

Midwest Footprint

Rhyme is conveniently located throughout Wisconsin and Illinois, with 11 local offices to serve our clients.



Lifetime Guarantee

Rhyme guarantees the performance of your new Document Imaging Technology for the lifecycle of the equipment.

At any time throughout the lifecycle of your new equipment, if you are not satisfied with the performance of your equipment and service efforts fail to produce satisfaction, Rhyme will install loaner equipment and if necessary, replace your equipment with equal or greater equipment at no charge, no questions asked.

Equipment must be new when installed, maintained under a Rhyme maintenance agreement and supplies must be supplied by Rhyme throughout its lifecycle.

Lifecycle is defined as 5 years, term of rental or lease agreement or specific model copy lifecycle, whichever comes first.

Our family of employees will do whatever it takes to earn and keep a customer for life! Rhyme goes above and beyond to ensure your interactions with our delivery, administrative, service, sales and

RHYME VALUES

● EXCELLENCE

BELIEVE IN WHAT YOU DO AND BE THE BEST AT IT.

● INTEGRITY

DO THE RIGHT THING NO MATTER WHAT.

● TEAM PLAYER

LIFT EACH OTHER UP.

● GROWTH DRIVEN

SET HIGH STANDARDS AND RAISE THEM HIGHER.

● COMPASSIONATE

CARE FOR PEOPLE AND OUR COMMUNITIES.

RHYME TIME

Every year Rhyme awards scholarships to students affected by cancer. The reason we chose **Rhyme “Time”** is because time is our most valued asset, and we cherish the time we’ve been given to help others.




Rhyme donates time, money, and resources to organizations like the United Way and many of their agencies (YWCA, Boys & Girls Club, Big Brothers Big Sisters), and countless other local non-profits, so you can feel good that a portion of your purchase goes back to the community.

CHARITABLE CONTRUBUTIONS

- Lee Lake Polar Plunge** 23 Years involved & over \$400K Raised.
- Product Donations** Tech, Furniture & Supplies donated to non-profits.
- Employee Volunteering** Countless hours volunteered at events.

Our annual fundraiser, the Steve Ennis Memorial Golf Classic, raises funds for the Rhyme Time Scholarship Charitable Foundation. In honor of two men who always represented hard work, determination, optimism, and **“making every day count”**.


\$125,000
AWARDED TO GRADUATING SENIORS AFFECTED BY CANCER

96
SCHOLARSHIPS GIVEN IN 14-YEARS

RHYME INNOVATIVE TEAM



Mike Steinhoff

President

Mike has owned Rhyme since 1999. With an extensive background in the Office Technology Industry he brings decades of sales and sales leadership experience to Rhyme. He has grown the company through double-digit growth year-over-year and is the visionary for the company. His four children all work at Rhyme in various roles. He is passionate about supporting the communities we live in and was awarded the Volunteer of the Year Award for the YWCA.

40+

Year
Experience

Skills Include

Company Vision
& Strategy

Sales
Leadership

Motivation &
Engagement

“Rhyme is a family, and when we bring in a new customer, they will feel like they’re a part of that family.”



Kim Steinhoff

Vice President

Kim has a background in Finance and Operations and has been with Rhyme for over 30 years. She leads the HR, Contracting, Accounting and Operations Departments.

30+

Skills Include

- Industry Experience
- Software Implementation
- Process Improvement
- Leadership



Kendall Steinhoff

Director of Marketing & Sales

Kendall has an MBA from the University of Wisconsin-Oshkosh. Kendall does everything from Marketing to managing Rhyme's charitable foundation and contributions.

15+

Skills Include

- Industry Experience
- Sales Leadership
- Marketing Strategy
- Sales & Marketing Alignment



Jake Schneider

Director of Services

Jake has an Associate degree in Electrical Engineering Technology, a Bachelor's in Information & Communication Technology, and is a Cisco Certified Network Professional.

20+

Skills Include

- Industry Experience
- Network Admin
- Technical Support
- Backup Solutions

RHYME FACTS

We are a mid-size local company with 100% customer satisfaction guarantee

95+
Total staff

135+
Years In Business

100%
Satisfaction Guaranteed

1000's
Projects Complete

OUR OFFERINGS



MANAGED PRINT

Xerox Accredited Partner

Optimize your printing resources, regardless of manufacturer and reduce your operating costs—cost-per-print, routine maintenance, and service—by up to 30%.



MANAGED IT

Rhyme Managed IT Services

Managing your own in-house staff can be costly. Rhyme Managed IT eliminates the need to have an IT person on staff – we are your IT support. Call us for a free assessment today!



DOCUMENT IMAGING

Devices You Can Count On

Rhyme has partnered with *HP, KIP, Kyocera, Lexmark, Sharp,* and *Xerox* to provide our customers with the highest level of service and support. Rhyme offers a variety of products for government agencies, healthcare facilities and educational institutions.



CLOUD TELECOM

Cloud-based Business Phone Systems

Rhyme offers a cloud-based communications solution that combines the benefits of an On-Premise phone system with the technology features of the Cloud, designed to tackle the ever-changing business world.

ADDITIONAL SERVICES



Custom Furniture

- Choose from over 4,500 items with next-day delivery
- Special orders available
- Affordable & on-time delivery and installation.



Janitorial & Sanitation

- Air Cleaners & Fans
- Humidifiers & Heaters
- First Aid & Health Supplies
- Personal Hygiene Products
- Floor & Carpet Care
- Hardware Tools & Accessories



Office Products

- 400+ Industry's Top Manufacturers
- Everyday Low Prices
- Fast & Accurate Delivery
- Convenient ordering supplies all with one vendor!



Break Room Supplies

- Over 6,500 products!
- Coffee & Filters
- Towel Dispensers & Tissue Paper
- Beverages & Beverage Dispensers
- Cutlery

HOW WE WORK



CLIENT PROFILE

We spend unlimited time developing an understanding of your organization's goals and processes to work towards a solution for your business.



COLLABORATE

We collaborate and co-author a solution at multiple meetings – we work to leverage your current investment by enhancing what is already working well for you.



PRESENT BUSINESS PLAN

We present our findings and want your feedback – it doesn't have to be right the first time – Any changes will be made so the final plan is exactly what you want.



IMPLEMENTATION

We will always create a plan so that day-of install is seamless and smooth. We ensure everything is as promised and the results are exactly what you intended.



CONTINUOUS TRAINING

We offer everything from basic overviews to advanced functionality trainings, putting the necessary knowledge and power in everyday users' hands.



FOLLOW-UP/IMPROVE

90 days after the install we send out a survey for you to grade our performance. After that, we have an open line of communication to improve all aspects of the relationship.



CLIENT REVIEW

We schedule regular client reviews – monthly, quarterly, annually – whatever works best for you. This proactive approach ensures optimal performance for your business.

CLIENT SUCCESS STORY | ROCK COUNTY

01

Project Type MPS
Launch Date 01 Jan 2021

The Challenge

- ✓ Non-standardized equipment that was aging
- ✓ 278 Total Devices (including MFPs, Printers and Non-Managed Devices)
- ✓ 7 different Manufacturers
- ✓ 47 different Models
- ✓ Over 5 million in total annual volume

The Process & Solution

- ✓ Standardize and refresh equipment over 5 years old
- ✓ All devices configured identically for ease of management
- ✓ 80% MFP solution – Strategically place print devices to increase productivity
- ✓ 20% of desktop printers replace with more cost-effective printers
- ✓ Utilize NASPO State Contract Pricing
- ✓ Customized Detail Asset Level Billing

RESULTS

- ✓ All-inclusive program with long-term partner (15+ years)
- ✓ All new equipment, service, help-desk, parts, labor, and toner
- ✓ Delivery, installation, and on-going user training
- ✓ Auto Toner Replenishment Program
- ✓ Projected monthly savings \$9,000 – Could be more
- ✓ Annual savings of \$108,000! Savings of over half a million dollars over a 5-year life cycle

- ✓ **753 devices**, rightsized **down to 160** devices
- ✓ PaperCut print management software implemented, utilizing secure print release.
- ✓ All devices managed by Rhyme, no burden on IT
- ✓ Streamlined supplies fulfillment with Auto-Toner Replenishment Program
- ✓ Only 4 invoices to process annually

02



School District of Janesville

Client

Client Since

2009

Outcome

37% spend reduction

99.5% machines availability over the last 12 months, 87.97% First Call Efficiency on calls.

- ✓ **100 devices**, rightsized **down to 77** devices
- ✓ Implemented Xerox fleet that met all of Alcivia's needs and varying functionality requirements for each location.
- ✓ Standardizing devices made the training process easier for users.
- ✓ Auto-Toner Replenishment Program streamlined supplies.
- ✓ Only X invoices to process annually

03



Client

Client Since

2007

Outcome

\$3,000/mo savings

The consolidated billing and reporting resulted in huge time saving gains, estimated over **\$3,000 per month in labor cost savings!**

CLIENT SUCCESS STORY: JOHNSON BLOCK

BACKGROUND | With 54 assets to manage and 35 different models to supply, JBC had no method of tracking prints on non-network printers and was overspending on obsolete or discontinued models.



SOLUTION | Professional Analysis on current state led to MSP solutions to manage print costs for easier budgeting, increased productivity and workflow, with one detailed custom invoice for all locations and departments.

PROJECT DETAILS

Client	Johnson Block
Launch Date	April 2022
Outcome	98.2% Machine Availability Uptime

With all new uniform equipment JBC now has increased security, automated processes, and reduction of soft costs like reduced IT time. JBC also enjoys ongoing user trainings and Rhyme's Auto Toner Replenishment Program & Recycle.

\$12,000

CHECK BACK TO
JOHNSON BLOCK

98.2%

MACHINE
AVAILABILITY
UPTIME

BENEFITS OF LEASING WITH RHYME

RHYME IS COMMITTED TO BEING A TRUSTED PARTNER, DEDICATED TO YOUR SUCCESS.

01. **Competitive Program Offerings** – No surprises at lease-end so we keep you satisfied.

02. **Flexible Term Options** – 12-63 months to suit your individual needs. We can quote all options so that you can make an informed decision.

03. **Customer service excellence** — we have a commitment to service and pride ourselves on our accessibility to you. Our company culture is centered on our customers' success, doing the right thing, and making it easy to do business with Rhyme.

04. **Team of Individuals & "Customer First" Attitude** — With experts in sales, service and administration of your contract, we ensure that your account is always taken care of.

05. **End-of-term Options** - Rhyme believes in full transparency and long-term customer relationships. That's why you'll never find hidden fees or surprises at the end of term. Month-to-month renewal.

06. **Awareness** — we notify you on your invoice in advance of upcoming lease expiration or termination.

07. **Cost-Per-Image Programs** — we help you save money with an all-inclusive offering and simplify administration with a single invoice to you.

08. **Variety of Equipment Financing Capabilities** – whether it's your phone system, IT equipment or MFPs — we can help you finance it!

AUTO TONER REPLENISHMENT PROGRAM

A two-way communication between your equipment and our customer service team.



- ✓ Eliminate excess in-house supply inventory.
- ✓ Reduce time and effort. You're busy as is. Why should you have to worry about your printers running out of toner?
- ✓ It's easy to implement. We start shipping when your printer lets us know it's ready!
- ✓ It's flexible. It can work with multiple manufacturers and models.
- ✓ No contracts required – You can start this service anytime!

PROACTIVE SERVICE

We use software that allows our machines to communicate with our Dispatching team 24/7 allowing us to dispatch service calls proactively rather than waiting for you to call us.

Once our technicians are onsite, they are to never worry about parts costs, their main goal is to fix the issue the first time and also do complete preventative maintenance checks and parts replacements while they are there, maximizing uptime and performance.

STRONG PARTNERSHIPS

We are very careful about who we choose to partner with, and only work with those who provide the necessary resources to allow us to provide top-level support. Rhyme has partnered with Sharp for over 35 years and are recognized as one of their Hyakuman Kai Elite Providers (Top 10 in the nation).

MPS CAPABILITIES

LEVERAGE A UNIQUE INDUSTRY LEADING SOLUTION DEVELOPED FOR ORGANIZATIONS OF ALL SIZES.

- **Workplace Assessment Optimization**

Ensures optimal mix of hardware, software, and services to meet your business requirements.

- **Smart Fleet Management**

Monitoring and policy compliance services supported by reporting and analytics tools.

- **Secure Print Management**

Keep printers, documents, and data safe no matter where and when you print.

- **Workflow Automation & Content Management**

Empower easier sharing and collaborating, ramp up productivity and decision-making.

MANAGED PRINT BENEFITS

- **Increase Cost Savings**

Reduction in overall cost for all printing, copying, and scanning.

- **Improved Security**

Hardware | Software | Personnel

CURRENT STATE OVERVIEW

Below is a summary of your current fleet. The following pages outline our recommendations and pricing structure.

CURRENT EQUIPMENT SUMMARY

Location	Current Model
Main Floor – Information Desk	HP Color Laserjet Managed MFP M577
Lower Level – Public	HP Laserjet MFP E62555
Lower Level – Print Station	Brother HL-L6200DW
Lower Level – Staff Offices	Toshiba e-Studio 4555c
Lower Level – Staff Cubicle	Brother HL-L6200DW

CHALLENGES & GOALS WITH CURRENT STATE

Through collaboration we've identified the following goals and objectives the proposed solution must meet:

- ✓ Solution for lease expiration
- ✓ Counter model for main floor. Would consider removing counter for cost effective solution
- ✓ Public area – add color, connect to coin op to monitor copies and prints
- ✓ Would reduce speed to align with usage for cost savings
- ✓ Interested in seeing cost upgrade to keep large capacity of letter size paper
- ✓ No finishing (staple, folding, or hole punch) needed
- ✓ Lease vs purchase options

PROPOSED SOLUTION FINANCIALS

RECOMMENDED EQUIPMENT SUMMARY

Model	Qty	Description
Sharp BP-50M31 Or Sharp BP-50C26	1	31 PPM BW MFP 1-550 sheet paper/100 sheet bypass tray Or 26 PPM Color MFP 1-550 sheet paper/100 sheet bypass tray
Sharp BP-DE12	1	Stand/550 Sheet Adjustable Trays (up to 11x17) (Total of 2 trays including the standard tray with main device)
Sharp BP-TU10	1	Center Exit Tray

Purchase Price - \$ 2,961.00

60 Month Lease - \$ 74.03

Available Upgrades & Options		Purchase	Lease
BP-50C31	31 PPM Color Essential Series	+ \$ 474.00	+ \$ 11.85
BP-70M31	31 PPM Monochrome Advanced Series	+ \$ 461.00	+ \$ 11.53
BP-70C31	31 PPM Color Advanced Series	+ \$ 1,350.00	+ \$ 33.75
BP-DE15	550 Sheet Adjustable Tray + 2,100 Tandem Letter Tray	+ \$ 580.00	+ \$ 14.50
DVENDFSV	Vending Interface Kit (required for coin op)	+ \$ 112.00	+ \$ 2.80

Sharp Rates Color: \$0.049

Sharp Rates Black & White: \$0.0099

Maintenance rates locked for 3 years, annual increases not to exceed 5% for years 4 & 5.

Desktop MFP Options	
Sharp MX-C428F	42 PPM Desktop Color MFP
\$ 1,869.00	60 month lease \$ 46.73
Black \$ 0.0139	Color \$ 0.079
Sharp MX-B427W*	42 PPM Desktop Mono MFP
\$ 881.58	60 month lease \$ 22.04
Black \$ 0.0290	Color \$ N/A

*Includes MX-CS26 – Optional 550 Sheet Paper Tray

ALL-INCLUSIVE PRICING

Our all-inclusive plans include the following at no additional cost:

- ✓ Help Desk & End-User Training
- ✓ Delivery & Installation
- ✓ Service & Toner Package

IMPLEMENTATION TIMELINE

We work collaboratively with all personnel affected by the elements in making this technology change to ensure minimal disruption to the employees, while emphasizing the value and benefits to your people in helping them to be more productive. Each of the steps of our implementation process is completely customizable to meet the requirements of your business.

Phase	Week-1	Week-2	Week-3	Week-4	Week-5	Week-6
Pre-Implementation	[Progress bar]					
• Project Planning	[Progress bar]					
• Device Pre-flight		[Progress bar]				
• Network Pre-flight			[Progress bar]			
Implementation				[Progress bar]		
Post Implementation						[Progress bar]

PHASE MILESTONE DETAILS

Starting : TBD

Ending : TBD

■ Project Planning

- Establish priorities and timelines for each location
- Delegate pre-implementation tasks to various individuals and teams
- Collaborate and clarify to all affected departments on implementation and post-implementation processes
- Establish end user training plan

■ Device Pre-flight

- Collect required network settings, preferred default user interface settings, and configuration settings for integrations with other existing systems
- Set up and configure devices prior to delivery per data collected to minimize down time while on site during installation

■ Network Pre-flight

- Load Rhyme Device Management on all print devices
- Work with your IT team to install and configure print drivers and any print fleet management software solution

■ Implementation

- Deliver devices to all locations based on the priorities and timelines established
- Roll units into end use locations
- Execute on end user training plan
- All the above will be completed by multiple installers and trainers from Rhyme
- Minimal involvement of your staff will be required

■ Post-Implementation

- Address and resolve any/all unforeseen issues found during the installation process
- 90 Day post implementation meeting to ensure everything is working as expected; address and resolve any open issues
- Quarterly business review meetings to self-report on device performance, utilization, and present ideas which would bring additional improvement

SERVICE EXCELLENCE

Rhyme has been recognized as a AAA Platinum Level Service Provider. This program recognizes service organizations for exceeding performance benchmarks and implementing industry best practices. We are among only 19 of 550 total dealers who have earned the AAA distinction.

■ Commitment To Training

- All Rhyme technicians are required to go direct to manufacturer training facilities around the country to get their training and certification before they service a machine.
- Achievement of Gold Level Certification for all technicians in your organization
- Minimum of two (2) Technicians certified on all current models for each sales office
- Minimum of one (1) each of the following: CompTIA PDI+ and CompTIA Net+ certified technicians

■ Service Level Agreements

- Maximum of four (4) Hour On-site Response Time for down equipment
- Next-day Loaner machines in the event of catastrophic failures
- Follow all Preventative Maintenance guidelines
- Practice written Total Call procedures to maximize mean copies between visits

Our department's average tenure with Rhyme is over seven years and average tenure within this industry is over 20 years.

■ Third Party Validation

- We validate our excellence by contracting a 3rd party company to benchmark all our service data against the top dealers in the United States every month. Rhyme has consistently ranked in the top 10, and #1 in the key categories of: first call efficiency (FCE) and copies/prints between service calls.

■ Customer Centric

- We bonus our people according to how well your machines are running to make sure you're getting what you pay for and more. We are proud to have a customer-focused service department that provides years of worry-free productivity.

93.1% 2023 NET PROMOTER SCORE

Here at Rhyme, we have a system that allows us to capture feedback after every service call. We use the Net Promoter Score (NPS) system to measure client satisfaction.



RHYME DEVICE MANAGEMENT (RDM)

RDM simplifies meter collection, billing, supplies, and service delivery, enabling an exceptional customer service experience.

Rhyme utilizes a secure, cloud-based proactive supplies and service platform to drive organizational efficiency. With total control of your fleet, together we can reach new levels of business growth.

SUPPLIES

- ✓ Eliminate excess in-house supply with just-in-time inventory.
- ✓ Reduce time and effort. You're busy as it is.
- ✓ It's easy to implement. We start shipping when your printer lets us know it's ready!
- ✓ It's flexible. It can work with multiple manufacturers and models, no problem.

SERVICE

- ✓ Receive alerts on error and maintenance codes.
- ✓ Identify required parts for onsite service call.
- ✓ Access to device webpage to review data and adjust settings if needed.
- ✓ Assists with call avoidance.
- ✓ Increased first call efficiency.
- ✓ Firmware updates are monitored.

Our solution allows us to manage all manufacturers, over 25,000 different models in fact, so if you have a diverse print fleet, we can manage it. Our Hub is a powerful tool, offering data collection, supply triggered alerts, automated supplies fulfilment, and comprehensive reporting in real-time.





REACH NEW HEIGHTS

Whether it's monthly, quarterly, or annually, what matters is that our plan works for you to see the growth you want to see in your business.

Solutions that fit your company needs, improve device performance, and uncover new objectives is the proactive approach your business may be missing.

With Rhyme, we want our customers to feel comfortable enough to discuss any product or service that isn't working right for you so we can help take you to that next level.



**THANK
YOU**

**REACH NEW HEIGHTS IN
YOUR BUSINESS**

Rhyme

11 Locations Across Wisconsin
and Illinois

P: (800) 362-4333

E: info@rhymebiz.com

www.rhymebiz.com



Value Lease Agreement

APPLICATION NO.
1428743

AGREEMENT NO.

3375 Intertech Drive • Brookfield, WI 53045 • Phone: 262.781.7700 • Fax: 262.781.9900

The words Lessee, you and your refer to Client. The words Lessor, we, us and our refer to James Imaging Systems, Inc.

CLIENT INFORMATION

FULL LEGAL NAME: Pewaukee Public Library
 STREET ADDRESS: 210 Main Street
 CITY: Pewaukee STATE: WI ZIP: 53072 PHONE: (262) 691-5670 FAX: 0
 BILLING NAME (IF DIFFERENT FROM ABOVE): BILLING STREET ADDRESS:
 CITY: STATE: ZIP: E-MAIL: pkadmin.jstoltz@pewaukee.lib.wi.us

EQUIPMENT DESCRIPTION & TERM AND PAYMENT SCHEDULE

MAKE, MODEL NUMBER & INCLUDED ACCESSORIES	SERIAL NO.	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		MONTHLY IMAGE ALLOWANCE PER MACHINE (IF NOT CONSOLIDATED)		EXCESS PER IMAGE CHARGE*	
			B&W	COLOR	B&W	COLOR	B&W	COLOR
Hewlett Packard E62555dn		<input type="checkbox"/>						
Toshiba ES4555C		<input type="checkbox"/>						
Hewlett Packard M577dnm		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
TOTAL MONTHLY IMAGE ALLOWANCE (IF CONSOLIDATED)					5,200	2,500	0.01406	0.06950

EQUIPMENT LOCATION

*plus applicable taxes

63 MINIMUM PAYMENTS* OF \$ 664.95

The lease contract payment ("Minimum Payment") period is monthly unless otherwise indicated.

METER FREQUENCY: MONTHLY IF NOT CHECKED OTHER: Quarterly SEE THE ATTACHED: SCHEDULE A BILLING SCHEDULE

END OF LEASE OPTIONS

You may choose one of the following options within the area you check and initial at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing. If no box is checked and initialed, then Fair Market Value will be your end of lease option. Leases with \$1.00 purchase options will not be renewed. To the extent that any purchase option indicates that the purchase price will be the "Fair Market Value" (or "FMV"), such term means the value of the Equipment in continued use.

- 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1, 2) Renew the Agreement per paragraph 1, or 3) Return the Equipment per paragraph 3. ② Client's Initials
- 1) Purchase the Equipment for \$1.00. Client's Initials

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.

LESSOR ACCEPTANCE

James Imaging Systems, Inc.

LESSOR SIGNATURE TITLE DATED

CLIENT ACCEPTANCE

By signing below, you certify to Lessor that you have received, read, and agree to all terms and conditions on this page and on the second page of this two-page Agreement.

Pewaukee Public Library *Jennie J. Stoltz* Director 1/22/19
 CLIENT (as referenced above) SIGNATURE TITLE DATED

Jennie J. Stoltz
 PRINT NAME

FEDERAL TAX I.D. #

ACCEPTANCE OF DELIVERY

You certify that all the Equipment listed above has been received, installed, inspected, and is fully operational and unconditionally accepted.

Pewaukee Public Library *X*
 CLIENT (as referenced above) SIGNATURE TITLE DATE OF DELIVERY

1. **AGREEMENT:** For business purposes only, you agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessories incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries (the "Equipment") and/or agree that you have requested that we finance certain licensed software and services for you ("Financed Items"), which are included in the word "Equipment" unless separately stated), all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement and any supplement, which (with the acceptance certification) is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. This Agreement becomes valid upon execution by you. Unless otherwise stated in an addendum hereto, this Agreement will renew for month-to-month term(s) unless you (a) provide us written notice between 90 and 150 days (before the end of any term) that you want to purchase or return the Equipment and (b) you timely purchase or return the Equipment in accordance with paragraph 3 of this Agreement. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others.

2. **RENT, TAXES AND FEES:** You agree to pay the amounts payable under the terms of this Agreement (each, a "Payment") when due, plus any applicable sales, use and property taxes. The base Payment will be adjusted proportionately upward or downward: (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the shipping charges or taxes differ from the estimate given to you; and (3) to comply with the tax laws of the state in which the Equipment is located. If we pay any taxes, insurance or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. By the date the first Payment is due, you agree to pay us an origination fee, as shown on our invoice or addendum, to cover us for all closing costs. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. You cannot pay off this Agreement or return the Equipment prior to the end of the term without our consent. If we consent, we may charge you, in addition to the other amounts owed, an early termination fee equal to 5% of the price of the Equipment. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** We are the owner of the Equipment and have sole title to the Equipment (excluding Financed Items). We do not own any software that is included with the Financed Items and cannot transfer any interest in such software to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. At your expense, you agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, you agree to either purchase the Equipment for the purchase option stated on page 1 or return all but not less than all of the Equipment (excluding Financed Items) and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, fully working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. If this Agreement is deemed to be a secured transaction, you grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1). You will not change your state of organization, headquarters or residence without providing prior written notice to us so that we may amend or file a new UCC-1. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk of loss, with us as lender's loss payee, in an amount not less than the original cost until this Agreement is terminated. You also agree to obtain a general public liability insurance policy with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. Your insurance policy(s) will provide for 10 days advance written notice to us of any modification or cancellation. You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, we have the option, but not the obligation, to do so as provided in either (A) or (B) below, as determined in our discretion: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum. (B) We may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. Unless we have otherwise agreed in writing, no such loss or destruction of or damage to the Equipment will relieve you from your payment obligations under this Agreement. You agree to promptly notify us in writing of any loss or damage. If the Equipment is destroyed and we have not otherwise agreed in writing, at our election, you will either repair or replace the damaged/destroyed Equipment with comparable equipment acceptable to us, or pay to us (a) all past due amounts and (b) all remaining Payments for the unexpired term, plus our booked residual (both discounted at 2%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.

5. **ASSIGNMENT: YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent. Without our prior written consent, you shall not reorganize or merge with any other entity or transfer all or a substantial part of your ownership interests or assets. We may sell, assign, or transfer our rights under this Agreement, in whole or in part, without notice. You agree that if we sell, assign or transfer an interest in this Agreement and/or the Equipment hereunder, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us. You shall cooperate with us in executing any documentation reasonably required by us or our assignee to effectuate any such assignment. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.**

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay the Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other entity, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge equal to: 1) the greater of 10% of the Payment which is late or \$26.00 or 2) if less, the maximum charge allowed by law. If you are ever in default, at our option, we may require that you pay 1) all past due amounts, and 2) all remaining Payments for the unexpired term, plus our booked residual (both discounted at 2%). We may recover interest on any unpaid amount, from the due date, at the rate of 18% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) at your expense, return the Equipment to us to a location we specify, and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed by us to you, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment, if any, will be credited against the amounts you owe us under this Agreement. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement, in the hands of our assignee, is, or shall be treated as, a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-507 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

7. **INSPECTIONS AND REPORTS:** We will have the right, at any reasonable time, to inspect the Equipment and any documents relating to its use, maintenance and repair. Within 30 days after our request, you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement submitted to us shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains.

8. **FAXED OR SCANNED DOCUMENTS, MISC.:** You agree to submit the original duly-signed documents to us via overnight courier the same day of the facsimile or scanned transmission of the documents. The original of this Agreement shall be that copy which bears your facsimile or original signature, and which bears our original signature. You waive the right to challenge in court the authenticity or binding effect of any faxed or scanned copy or signature thereon. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing any telephone number, now or in the future, for a cell phone or other wireless device, you are expressly consenting to receiving communications, regardless of their purpose, at that number, including, but not limited to, prerecorded or artificial voice message calls, text messages, and calls made by an automatic dialing system from us and our affiliates and agents. These calls and messages may incur access fees from your provider.

9. **WARRANTY DISCLAIMERS:** YOU AGREE THAT YOU HAVE SELECTED EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. YOU ARE UNCONDITIONALLY OBLIGATED TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.

10. **LAW, JURY WAIVER:** Agreements, promises and commitments made by us, concerning loans and other credit extensions must be in writing, express consideration and be signed by us to be enforceable. This Agreement may be modified only by written agreement and not by course of performance. This Agreement will be governed by and construed in accordance with the law of the state of our principal place of business or, if we assign this Agreement, our assignee's principal place of business. You consent to jurisdiction and venue of any state or federal court in the state in which we, or, if we assign this Agreement, our assignee, has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.

11. **MAINTENANCE AND SUPPLIES:** The charges established by this Agreement include payment for the use of the Equipment, accessories, maintenance by supplier during normal business hours, inspection, adjustment, parts replacement, drums, cleaning material required for proper operation and toner and developer. Paper and staples must be separately purchased by you. If necessary, the service and supply portion of this Agreement may be assigned by us. We may charge you a supply freight fee to cover our costs of shipping supplies to you.

12. **EXCESS CHARGES AND COST ADJUSTMENTS:** You agree to comply with our billing procedures including, but not limited to, providing us with periodic meter readings on the Equipment. If you make more than the applicable allowed images in any period, you agree to pay us an additional amount equal to the number of excess images made during such period, multiplied by the applicable Excess Charge. Regardless of the number of images made each month, you will never pay less than the Minimum Payment. **At the end of the first 12 months after commencement of this Agreement, and once each successive 12-month period thereafter, we may increase the Payment and the Excess Charge by a maximum of 15% of the existing Payment or Excess Charge.** Images made on equipment marked as not financed under this Agreement will be included in determining your image and Excess Charges.

13. **UPGRADE AND DOWNGRADE PROVISION: AFTER COMMENCEMENT OF THE AGREEMENT AND UPON YOUR WRITTEN REQUEST, AT OUR SOLE DISCRETION, WE MAY REVIEW YOUR IMAGE VOLUME AND PROPOSE OPTIONS FOR UPGRADING OR DOWNGRADING THE EQUIPMENT TO ACCOMMODATE YOUR BUSINESS NEEDS.**

14. **TRANSITION BILLING:** In order to facilitate an orderly transition, including installation and training, and to provide a uniform billing cycle, the start date of this Agreement (the "Effective Date") will be a date after the certification of acceptance of the Equipment, as shown on the first invoice. The payment for this transition period will be based on the Minimum Payment, prorated on a 30-day calendar month, and will be included on your first invoice.

I have read the terms above (initial here)



GOVERNMENTAL ENTITIES ADDENDUM

This is an addendum ("Addendum") to and part of that certain agreement between James Imaging Systems, Inc. ("we", "us", "our") and Pewaukee Public Library ("Governmental Entity", "you", "your"), which agreement is identified in our records as agreement number 1428743 ("Agreement"). All capitalized terms used in this Addendum which are not defined herein shall have the meanings given to such terms in the Agreement.

APPLICABLE TO GOVERNMENTAL ENTITIES ONLY

You hereby represent and warrant to us that as of the date of the Agreement: (a) the individual who executed the Agreement had full power and authority to execute the Agreement on your behalf; (b) all required procedures necessary to make the Agreement a legal and binding obligation against you have been followed; (c) the Equipment will be operated and controlled by you and will be used for essential government purposes for the entire term of the Agreement; (d) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted, and unencumbered appropriation; (e) you intend to pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so; (f) your obligations to remit amounts under the Agreement constitute a current expense and not a debt under applicable state law; (g) no provision of the Agreement constitutes a pledge of your tax or general revenues; and (h) you will comply with any applicable information reporting requirements of the tax code, which may include 8038-G or 8038-GC Information Returns. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, you shall have the right to return the Equipment and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to you (other than the expense of returning the Equipment to the location designated by us), provided that at least thirty (30) days prior to the start of the fiscal period for which funds were not appropriated, your Chief Executive Officer (or Legal Counsel) delivers to us a certificate (or opinion) certifying that (a) you are a state or a fully constituted political subdivision or agency of the state in which you are located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by you; and (d) you have exhausted all funds legally available for the payment of amounts due under the Agreement. You agree that this paragraph shall only apply if, and to the extent that, state law precludes you from entering into the Agreement if the Agreement constitutes a multi-year unconditional payment obligation. If and to the extent that the items financed under the Agreement is/are software, the above-referenced certificate shall also include certification that the software is no longer being used by you as of the termination date.

The undersigned, as a representative of the Governmental Entity, agrees that this Addendum is made a part of the Agreement.

GOVERNMENTAL CERTIFICATE

I, THE UNDERSIGNED, HEREBY CERTIFY THAT, AS OF THE DATE OF THE AGREEMENT, (A) THE INDIVIDUAL WHO EXECUTED THE AGREEMENT HAD FULL POWER AND AUTHORITY TO EXECUTE THE AGREEMENT AND (B) THE REPRESENTATIONS SET FORTH ABOVE IN THE PARAGRAPH TITLED "APPLICABLE TO GOVERNMENTAL ENTITIES ONLY" ARE TRUE AND ACCURATE IN ALL MATERIAL RESPECTS.

SIGNATURE: X Jennie J. Stoltz NAME & TITLE: Jennie J. Stoltz, Director DATE: 1/22/19

OUR SIGNATURE

James Imaging Systems, Inc.

SIGNATURE

PRINT NAME & TITLE

DATE