

Pewaukee Public Library



March 2024 BOT Packet

Wednesday, March 20, 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, March 20, 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, March 20th, 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

REGULAR BUSINESS:

2. Citizen Comments/Correspondence
3. Approval of Consent Agenda
 - a. Minutes February 21st, 2024 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – February 2024
 - ii. GL Detail Library – through February 2024
 - iii. Payment Approval Report – through February 2024
 - c. Library Monthly Statistics Report through February 2024
 - d. Director's Report: March 2024

OLD BUSINESS:

4. Discussion and possible action on the documentation for the Library Director's Annual Review
5. Discussion and possible action to close the Library's lower level during Carpet installation

NEW BUSINESS:

6. 2023 Library Director's Year in Review presented by Nan Champe
7. Discussion and possible action on the Pewaukee's Allowable Cost Worksheet for Waukesha County Libraries in the Bridges Library System
8. Discussion and possible action replacing the Library's Replacement Costs for Lost or Damaged Materials Policy with the proposed Fee Schedule Policy
9. Discussion and possible action on Bradford Systems Proposal to installing existing shelving units on the walls
10. Discussion and possible action on a proposal for a Fine Forgiveness Event
11. Discussion and possible action on the hiring of an 18 hr/week Administrative Assistant and job title rename from Administrative Assistant/Library Clerk II to Administrative Assistant
12. Discussion and possible action to add new 14 hr/week Library Clerk position
13. Discussion and possible action on BOT *Trustee Essentials 16: Ethics and Conflict of Interest Laws Applying to Trustees*
14. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, April 17th, 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, March 15th, 2024

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, February 21, 2024 6:30 PM

1. Call Meeting to Order and Roll Call: 6:31 PM

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

Others Present: Nan Champe (Library Director)

Members Excused:

REGULAR BUSINESS:

2. Citizen Comments/Correspondence - n/a

3. Approval of Consent Agenda

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

b. Financial Reports:

- i. GL Budget vs. Actual Library through Year End 2023
- ii. GL Detail Library – through Year End 2023
- iii. Payment Approval Report – through Year End 2023
- iv. GL Budget vs. Actual Library – January 2024
- v. GL Detail Library – through January 2024
- vi. Payment Approval Report – through January 2024

c. Library Monthly Statistics Report through January 2024

d. Director's Report: February 2024

Motion to approve: Lisa Jensen

Second: Dale Noll

Discussion: None

Motion carried

NEW BUSINESS:

4. Discussion and possible action on the Public Library Annual Report 2023

Motion to approve: Dale Noll moved to approve the Public Library Annual Report 2023

Second: Heather Gergen

Discussion:

Motion carried

5. Discussion and possible action on Library's Year in Review Report 2023

No Action

6. Discussion and possible action on Resolution No. 2024-02: A Resolution Designating Certain Funds to the Library's Restricted Fund Balance

Motion to approve: Dale Noll

Second: Ann Wright

Discussion:

Motion carried

7. Discussion and possible action to approve the Carpetland USA quote for purchase and installation of new carpet & Lyons Electric proposal for the removal and reinstallation of the arch lights & Yerges Van Liners, Inc proposal for labor, fuel surcharge and cart rent for moving of furniture and shelving for carpet installation

Motion to approve: Ian Clark moved to approve up to what the insurance company approves, not to exceed \$2,000.00 over the insurance approval.

Second: Dale Noll

Discussion:

Motion carried

8. Discussion and possible action to approve the recarpeting of the three study rooms at the same time the lower level insurance recarpeting is being done. Funding to come from the gift balance.

Motion to approve: Heather Gergen

Second: Ian Clark

Discussion:

Motion carried

9. Discussion and possible action on any additional changes to the lower level due to the carpet replacement project.

No Action

10. Discussion and possible appointment by the Board President of an ad hoc Library Director Review Committee

No Action

11. Discussion and possible action on the approved Liability Waiver for certain Library of Things items

No Action

12. Discussion and possible action on BOT Trustee Essentials 13: Library Advocacy

No Action

13. 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 consideration of a leave of absence for a staff member.

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: Dale Noll motioned to go into closed session at 8:00 PM

Second: Ian Clark

Discussion: n/a

Roll call vote: Dale Noll – Y, Ann Wright– Y,
Heather Gergen– Y, Ian Clark – Y, Karen Wildman – Y
Lisa Jansen-Y, Leslie Miller-Y

Motion carried

Motion to return to open session: Heather Gergen motioned to return to open session at 8:02 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
Lisa Jansen-Y, Leslie Miller-Y

Motion carried

14. Requested staff unpaid leave of absence

Motion to approve: Dale Noll

Second: Leslie Miller

Discussion: n/a

Motion Carried

15. ADJOURNMENT - 8:04 PM

Motion to approve: Heather Gergen

Second: Ian Clark

Discussion: n/a

Motion carried

NEXT MEETING SCHEDULED: Wednesday, March 20th, 2024 at 6:30 PM

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

End.GLPeriod 0224 AND Start.GLPeriod 0224 AND End.GLPeriod 0224

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
02/19/2024	7000338-1	CR	LIBRARY- COUNTY AIDS - LIBRARY			.00	-512.08
						.00	-512.08
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
02/05/2024	6002363-1	CR	LIBRARY FINES - LIBRARY			.00	-126.60
02/12/2024	6002483-1	CR	LIBRARY FINES - LIBRARY			.00	-84.05
02/19/2024	7000338-2	CR	LIBRARY FINES - LIBRARY			.00	-237.25
02/26/2024	6002565-1	CR	LIBRARY FINES - LIBRARY			.00	-95.85
						.00	-543.75
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
02/05/2024	6002363-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-11,500.00
						.00	-11,500.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
02/05/2024	6002363-3	CR	ROOM RENTAL - LIBRARY			.00	-100.00
02/05/2024	6002363-4	CR	NEW LIB CARDS - LIBRARY			.00	-2.00
02/05/2024	6002363-5	CR	COPIES - LIBRARY			.00	-45.00
02/12/2024	6002483-2	CR	LIBRARY MISC REVENUES-BOOK REPLACEMENT - LIBRARY			.00	-34.00
02/12/2024	6002483-3	CR	LIBRARY MISC REVENUES-NEW LIB CARDS - LIBRARY			.00	-1.00
02/12/2024	6002483-4	CR	LIBRARY MISC REVENUES-TONER CARTRIDGES - LIBRARY			.00	-17.85
02/19/2024	7000338-3	CR	LIBRARY MISC REVENUES - BOOK REPLACE - LIBRARY			.00	-170.00
02/19/2024	7000338-4	CR	LIBRARY MISC REVENUES - NEW LIB CARD - LIBRARY			.00	-1.00
02/19/2024	7000338-5	CR	LIBRARY MISC REVENUES - COPIES - LIBRARY			.00	-5.10

End.GLPeriod 0224 AND Start.GLPeriod 0224 AND End.GLPeriod 0224

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/26/2024	6002565-2	CR	LIBRARY MISC REVENUES-BOOK REPLACEMENT - LIBRARY			.00	-25.00
02/26/2024	6002565-3	CR	LIBRARY MISC REVENUES-NEW LIB CARDS - LIBRARY			.00	-1.00
02/26/2024	6002565-4	CR	LIBRARY MISC REVENUES-COPIES - LIBRARY			.00	-3.80
Account Number And Title900-00-48500-000-100 - MISC REVENUES						.00	-405.75
Account Number And Title900-00-48500-000-200 - DESIGNATED GRANTS							
02/05/2024	6002363-6	CR	LIBRARY GRANT-PRAIRE LAKES LIB SYSTEM LSTA SEWI - LIBRARY			.00	-800.00
02/19/2024	7000338-6	CR	LIBRARY GRANT - WA CO HOOPLA GRANT 2024 - LIBRARY			.00	-6,038.00
Account Number And Title900-00-48500-000-200 - DESIGNATED GRANTS						.00	-6,838.00
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
02/14/2024	6002513-1	CR	CITY CONTRIBUTIONS-MARCH 2024 - CITY OF PEWAUKEE			.00	-74,722.91
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS						.00	-74,722.91
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
02/01/2024	1-2	JE	LIBRARY CONTRIBUTION FEBRUARY			.00	-21,877.83
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS						.00	-21,877.83
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
02/02/2024	12-1	PC	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD			25,537.66	.00
02/16/2024	63-1	PC	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD			25,455.54	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						50,993.20	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
02/02/2024	4-1	PB	PAYROLL TRANS FOR 1/28/2024 PAY PERIOD			3,288.18	.00
02/16/2024	25-1	PB	PAYROLL TRANS FOR 2/11/2024 PAY PERIOD			13,582.51	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						16,870.69	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							

End.GLPeriod 0224 AND Start.GLPeriod 0224 AND End.GLPeriod 0224

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/04/2024	73-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			715.10	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						715.10	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
02/01/2024	61-1	AP	CENTER POINT LARGE PRINT			49.14	.00
02/05/2024	47-1	AP	AMAZON CAPITAL SERVICES, INC.			70.45	.00
02/06/2024	45-1	AP	AMAZON CAPITAL SERVICES, INC.			49.82	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						169.41	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
02/04/2024	43-1	AP	AMAZON CAPITAL SERVICES, INC.			24.99	.00
02/05/2024	48-1	AP	MIDWEST TAPE			14.39	.00
02/05/2024	49-1	AP	MIDWEST TAPE			48.73	.00
02/05/2024	50-1	AP	MIDWEST TAPE			63.71	.00
02/05/2024	51-1	AP	MIDWEST TAPE			22.49	.00
02/05/2024	52-1	AP	MIDWEST TAPE			26.24	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						200.55	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
01/31/2024	148-1	AP	TAYLOR COMPUTER SERVICES, INC			979.34	.00
02/04/2024	44-1	AP	AMAZON CAPITAL SERVICES, INC.			28.99	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						1,008.33	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
02/05/2024	74-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			10.50	.00
02/05/2024	67-1	AP	JAMES IMAGING SYSTEMS INC			849.84	.00
02/08/2024	76-1	AP	PEWAUKEE PARKS & RECREATION			850.00	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						1,710.34	.00

End.GLPeriod 0224 AND Start.GLPeriod 0224 AND End.GLPeriod 0224

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
12/02/2023	2-1	AP	KEMPEN MASONRY LLC			198.75	.00
01/01/2024	158-1	AP	JANI-KING OF MILWAUKEE			2,729.43	.00
02/01/2024	29-1	AP	JANI-KING OF MILWAUKEE			2,729.43	.00
02/01/2024	46-1	AP	AMAZON CAPITAL SERVICES, INC.			96.95	.00
02/01/2024	70-1	AP	BATZNER PEST CONTROL INC			103.40	.00
						5,857.96	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
02/06/2024	82-1	AP	ACH WE ENERGIES			2,553.39	.00
02/06/2024	83-1	AP	ACH WE ENERGIES			1,060.57	.00
						3,613.96	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
01/29/2024	156-1	AP	NELSON, KELLY			10.98	.00
						10.98	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
02/01/2024	75-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			9.18	.00
02/05/2024	71-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			61.25	.00
02/05/2024	157-1	AP	NELSON, KELLY			9.99	.00
02/13/2024	72-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			600.00	.00
						680.42	.00
Account Number And Title900-00-57610-000-000 - LIBRARY OUTLAY							
02/05/2024	84-1	AP	A&J SPECIALTY SERVICES LLC			1,857.40	.00
						1,857.40	.00
Total:						83,688.34	-116,400.32

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
A&J SPECIALTY SERVICES LLC									
Approved									
13178	A&J SPECIALTY SERVICES LLC	INV009157	LIBRARY/S UMP PUMP BACKUP EXPENSE	1857.40	02/05/2024	03/06/2024			Approved
				1857.40					
A&J SPECIALTY SERVICES LLC									
ACH WE ENERGIES									
Approved									
13090	ACH WE ENERGIES	4907472498	LIBRARY/U TILITIES/GA S JAN	1060.57	02/06/2024	02/28/2024			Approved
13090	ACH WE ENERGIES	4907472498	LIBRARY/U TILITIES/EL ECTRIC JAN	2553.39	02/06/2024	02/28/2024			Approved
				3613.96					
ACH WE ENERGIES									
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	16WH-TTXC-QPMT	LIBRARY/Y A PROG SUPPLIES	82.34	02/25/2024	03/26/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	13PG-19W4-RL7Q	LIBRARY/J UV PROG SUPPLIES	29.46	02/25/2024	03/26/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1HP1-3WJD-KPM6	LIBRARY/P ROCESSING SUPPLIES - DIVIDERS	35.98	02/23/2024	03/25/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1HP1-3WJD-KPM6	LIBRARY/3 ADULT FICTION BKS	45.90	02/23/2024	03/25/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FJC-KHNT-9PDD	LIBRARY/J UV PROG SUPPLIES	40.75	02/22/2024	03/23/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	17KC-LXJ6-MTDW	LIBRARY/2 ADULT SCI FI BKS	29.13	02/12/2024	03/13/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KHC-HNWF-M9M9	LIBRARY/J UV PROG SUPPLIES	112.52	02/11/2024	03/12/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1VYG-9FMT-HQMF	LIBRARY/M ULTIFOLD TOWELS	72.06	02/11/2024	03/12/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1VYG-9FMT-HQMF	LIBRARY/R EPLACEMENT LABEL MAKER TAPE FOR LOT	19.78	02/11/2024	03/12/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	16W3-HPTY-H4DJ	LIBRARY/3 ADULT SCI FI BKS	49.82	02/06/2024	03/07/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1XQK-PCVJ-4J1Q	LIBRARY/3 ADULT FICTION BK	70.45	02/05/2024	03/06/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	11G9-QKTV-4K9L	LIBRARY/C OMPUTER SUPPLIES	28.99	02/04/2024	03/05/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	11G9-QKTV-4K9L	LIBRARY/1 REPL GAME	24.99	02/04/2024	03/05/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NQM-XL13-FDW6	LIBRARY/J ANITORIAL SUPPLIES	96.95	02/01/2024	03/02/2024			Approved
AMAZON CAPITAL SERVICES, INC.				<u>739.12</u>					

BAKER & TAYLOR BOOKS

Approved

78	BAKER & TAYLOR BOOKS 2038122982		LIBRARY/F REIGHT CHARGE	5.07	02/23/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS 2038122982		LIBRARY/20 JUV BKS	253.49	02/23/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS 2038128404		LIBRARY/F REIGHT	2.37	02/27/2024	03/22/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2038128404	LIBRARY/8 ADULT NON FIC BKS	118.25	02/27/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038114549	LIBRARY/F REIGHT CHARGE	2.56	02/20/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038114549	LIBRARY/13 YA BKS	128.10	02/20/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038115289	LIBRARY/F REIGHT CHARGE	8.56	02/20/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038115289	LIBRARY/22 ADULT FIC BKS	427.84	02/20/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038110218	LIBRARY/F REIGHT CHARGE	0.88	02/16/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038110218	LIBRARY/3 ADULT SCI FI BK	43.80	02/16/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038118514	LIBRARY/F REIGHT CHARGE	10.46	02/21/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038118514	LIBRARY/49 YA BKS	523.22	02/21/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038079911	LIBRARY/F REIGHT CHARGE	1.06	02/01/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038079911	LIBRARY/4 REPL BKS	53.21	02/01/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038096338	LIBRARY/F REIGHT CHARGE	8.19	02/13/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038096338	LIBRARY/34 YA BKS	409.39	02/13/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038085885	LIBRARY/F REIGHT CHARGE	2.05	02/06/2024	03/22/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2038085885	LIBRARY/14 YA BKS	102.25	02/06/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038088977	LIBRARY/F REIGHT CHARGE	3.32	02/07/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038088977	LIBRARY/11 JUV PIC BKS	166.17	02/07/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038106235	LIBRARY/F REIGHT CHARGE	7.42	02/16/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038106235	LIBRARY/27 JUV PIC BKS	371.18	02/16/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038086287	LIBRARY/F REIGHT CHARGE	0.99	02/06/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038086287	LIBRARY/2 JUV BKS	49.26	02/06/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038110516	LIBRARY/F REIGHT CHARGE	4.13	02/19/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038110516	LIBRARY/11 JUV BKS	206.68	02/19/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038107553	LIBRARY/F REIGHT CHARGE	6.87	02/16/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038107553	LIBRARY/15 JUV BKS	343.35	02/16/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038096300	LIBRARY/F REIGHT CHARGE	9.69	02/13/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038096300	LIBRARY/29 ADULT FIC BKS	484.41	02/13/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038082779	LIBRARY/F REIGHT CHARGE	1.88	02/06/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038082779	LIBRARY/5 ADULT NON -----	94.06	02/06/2024	03/22/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2038087788	FIC BKS LIBRARY/F REIGHT CHARGE	8.89	02/07/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038087788	LIBRARY/25 ADULT NON FIC BKS	444.71	02/07/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038108430	LIBRARY/F REIGHT CHARGE	9.92	02/16/2024	03/22/2024			Approved
78	BAKER & TAYLOR BOOKS	2038108430	LIBRARY/29 ADULT NON FIC BKS	495.75	02/16/2024	03/22/2024			Approved
BAKER & TAYLOR BOOKS				<u>4809.43</u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	57491558	LIBRARY/P EST MGMT FEB 2024	103.40	02/01/2024	03/02/2024			Approved
BATZNER PEST CONTROL INC				<u>103.40</u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2070756	LIBRARY/2 LG PRINT BOOKS	49.14	02/01/2024	03/02/2024			Approved
CENTER POINT LARGE PRINT				<u>49.14</u>					
JAMES IMAGING SYSTEMS INC									
Approved									
6332	JAMES IMAGING SYSTEMS INC	35877502	LIBRARY/M ONTHLY COPIER LEASE/FEB 2024	849.84	02/05/2024	02/28/2024			Approved
JAMES IMAGING SYSTEMS INC				<u>849.84</u>					

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL03240373	LIBRARY/J ANITORIAL SVC MARCH 2023	2729.43	03/01/2024	03/31/2024			Approved
12411	JANI-KING OF MILWAUKEE	MIL02240380	LIBRARY/J ANITORIAL SVC FEB 2024	2729.43	02/01/2024	02/29/2024			Approved
JANI-KING OF MILWAUKEE				<u>5458.86</u>					
JF AHERN COMPANY									
Approved									
4875	JF AHERN COMPANY	633831	LIBRARY/ANNUAL FIRE ALARM INSPECTION	315.00	02/14/2024	03/15/2024			Approved
JF AHERN COMPANY				<u>315.00</u>					
KEMPEN MASONRY LLC									
Approved									
9512	KEMPEN MASONRY LLC	7706	LIBRARY/S ALT-PLOW 2.15.24	393.75	02/19/2024	03/20/2024			Approved
KEMPEN MASONRY LLC				<u>393.75</u>					
LYONS ELECTRIC									
Approved									
1060	LYONS ELECTRIC	4382	LIBRARY/ELECTRICAL	2130.00	02/20/2024	03/20/2024			Approved
LYONS ELECTRIC				<u>2130.00</u>					

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	505076850	LIBRARY/1 JUVENILE DVD	26.24	02/19/2024	03/22/2024			Approved
548	MIDWEST TAPE	505076729	LIBRARY/1 ADULT DVD	19.99	02/19/2024	03/22/2024			Approved
548	MIDWEST TAPE	505076727	LIBRARY/1 ADULT CD	11.99	02/19/2024	03/22/2024			Approved
548	MIDWEST TAPE	505076726	LIBRARY/1 ADULT DVD	29.99	02/19/2024	03/22/2024			Approved
548	MIDWEST TAPE	505040549	LIBRARY/ 1 JUV CD	11.99	02/12/2024	03/22/2024			Approved
548	MIDWEST TAPE	505040547	LIBRARY/2 ADULT CD	27.18	02/12/2024	03/22/2024			Approved
548	MIDWEST TAPE	505040546	LIBRARY/1 ADULT DVD	24.74	02/12/2024	03/22/2024			Approved
548	MIDWEST TAPE	505040545	LIBRARY/1 ADULT DVD	29.99	02/12/2024	03/22/2024			Approved
548	MIDWEST TAPE	505040548	LIBRARY/3 ADULT DVD	57.72	02/12/2024	03/22/2024			Approved
548	MIDWEST TAPE	505013574	LIBRARY/1 JUVENILE DVD	26.24	02/05/2024	03/26/2024			Approved
548	MIDWEST TAPE	505013573	LIBRARY/1 ADULT DVD	22.49	02/05/2024	03/26/2024			Approved
548	MIDWEST TAPE	505013572	LIBRARY/4 ADULT DVD	63.71	02/05/2024	03/26/2024			Approved
548	MIDWEST TAPE	505013571	LIBRARY/2 ADULT DVD	48.73	02/05/2024	03/26/2024			Approved
548	MIDWEST TAPE	505013549	LIBRARY/1 ADULT CD	14.39	02/05/2024	03/26/2024			Approved
MIDWEST TAPE				415.39					
NELSON, KELLY									
Approved									
10248	NELSON, KELLY	01292024	LIBRARY/A DULT	10.98	01/29/2024	03/05/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
10248	NELSON, KELLY	02052024	PROGRAM MING SUPPLIES LIBRARY/A DULT PROGRAM MING SUPPLIES	9.99	02/05/2024	03/05/2024			Approved
NELSON, KELLY				<u><u>20.97</u></u>					
NORTH SHORE BANK CARDMEMBER SERVICE									
Approved									
8349	NORTH SHORE BANK CARDMEMBER SERVICE	33392E55245	LIBRARY/N YT/SUBSCR PTION ANNUAL	715.10	02/04/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	02132024	LIBRARY/F RIENDS EXPLORE PASS/MAM	600.00	02/13/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	464036578034997	LIBRARY/P ROCESSING SUPPLIES	10.50	02/05/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	015013014049	LIBRARY/F RIENDS/AD ULT BINGO PRIZES	61.25	02/05/2024	03/04/2024			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	801060	LIBRARY/F RIENDS/AD ULT MEMORY CAFE	9.18	02/01/2024	03/04/2024			Approved
NORTH SHORE BANK CARDMEMBER SERVICE				<u><u>1396.03</u></u>					
PEWAUKEE PARKS & RECREATION									
Approved									
10036	PEWAUKEE PARKS & RECREATION	02082024	LIBRARY/M ARKETING/ SUMMER	850.00	02/08/2024	03/10/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			2024 ACTIVITY GUIDE	<u>850.00</u>					
PEWAUKEE PARKS & RECREATION									
SALEM PRESS INC									
Approved									
1708	SALEM PRESS INC	187467	LIBRARY/1 ADULT NON FIC	98.28	02/15/2024	03/14/2024			Approved
SALEM PRESS INC									
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	25903	LIBRARY/M ANAGED SERVICES FEBRUARY 2024; SERVICES AND EQUIP FOR JANUARY 2024	979.34	01/31/2024	03/01/2024			Approved
TAYLOR COMPUTER SERVICES, INC									
WAUKESHA COUNTY									
Processing									
1161	WAUKESHA COUNTY	2024-13010019	LIBRARY/M OVIE LICENSING COSTS	572.00	02/08/2024	03/11/2024			Processing
1161	WAUKESHA COUNTY	2024-13010019	LIBRARY/C AFE SUPPORT, BRIDGES DATABASE SHARE, AND	31208.00	02/08/2024	03/11/2024			Processing

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			ADVANTAG E PROG	31780.00					
WAUKESHA COUNTY									
WAUKESHA COUNTY TREASURER									
Approved									
926	WAUKESHA COUNTY TREASURER	2024-13010065	LIBRARY/F RIENDS/BO OKPAGE SUBSCRIPTI ON	367.92	02/12/2024	03/13/2024			Approved
Processing									
926	WAUKESHA COUNTY TREASURER	2024-13010042	LIBRARY/P ROCESSING SUPPLIES	2269.27	02/09/2024	03/10/2024			Processing
WAUKESHA COUNTY TREASURER				2637.19					
Total:				58497.10					

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
2022	23342	22612	26259	25561	23685	29361	30878	28702	24652	24191	23948	20660	303851	97.40%
2023	24356	23294	27214	24363	24324	31204	31713	30545	24531	25520	24240	22072	313376	110.66%
2024	26510	24575											51085	107.21%
Circulation - Print and A/V														
2022	19238	18922	22076	21691	19578	25491	26887	24471	20463	19540	19935	17312	255604	97.57%
2023	20252	19604	23031	20493	20217	27334	27722	26314	20342	20869	20227	18682	265087	103.40%
2024	22224	20591											42815	107.42%
Circulation - Overdrive														
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
2023	3881	3481	3946	3655	3827	3602	3732	3928	3861	4320	3707	2953	44893	118.82%
2024	3768	3428											7196	97.75%
Circulation - Hoopla														
Instant 2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
Flex 2023												42		
Instant 2023	223	209	237	215	280	268	259	303	328	331	306	395	3354	146.40%
Total 2023	223	209	237	215	280	268	259	303	328	331	306	437	3396	
Flex 2024	67	95											162	
Instant 2024	451	461											912	
Total 2024	518	556	0	0	0	0	0	0	0	0	0	0	1074	248.61%
% of Circulation Digital														
2023	16.85%	15.84%	15.37%	15.88%	16.88%	12.40%	12.58%	13.85%	17.08%	18.22%	16.56%	15.36%	15.41%	
2024	16.17%	16.21%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	16.19%
LSER (LIBRARY SERVICES EFFORT RATIO)														
2023	87.99%	89.36%	91.35%	91.52%	87.75%	90.87%	91.45%	91.99%	89.18%	89.65%	92.00%	92.76%	90.53%	
2024	96.86%	90.08%												93.46%
Circulation - Check Ins														
2024	14,241	13,691												27,932
Library Visits														
Monthly total 2023	8020	7498	9025	7730	8554	11587	10672	9266	8221	9683	9207	7392	106855	111.70%
Daily average 2023	321	312	334	392	361	446	427	356	328	372	384	352	365	114.58%
Monthly total 2024	9456	9532											18988	122.36%
Daily average 2024	394	381											388	106.20%
Reference Transactions														
2023	967	1106	1305	875	943	1833	1538	1067	760	888	612	522	12416	130.55%
2024	680	627											1307	63.05%
Items from Other libraries														
2023	3597	3257	3590	3279	3332	3666	3824	3858	3504	3505	3159	3337	41908	103.54%
2024	4007	3517											7524	109.78%
Items to Other Libraries														
2023	2943	2580	2811	2633	2530	2942	3062	3002	2804	2979	2513	2580	33379	102.55%
2024	3134	2805											5939	107.53%

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
New Library Cards Issued															
2023	87	95	125	76	86	242	149	141	96	73	81	65	1316	119.14%	
2024	129	129											258	141.76%	
Meetings Room Usage															
2023	46	37	45	54	42	35	53	29	47	51	53	35	527	106.26%	
2024	44	47											91	109.64%	
Study Room Usage															
2023	134	138	121	116	155	154	126	127	111	126	145	137	1590	118.04%	
2024	139	170											309	113.60%	
Uses of Public Wireless Internet															
2023	998	897	1062	932	1046	1268	1017	1025	1113	1197	1112	933	12600	120.67%	
2024	1210	1050											2260	119.26%	
Use of Public Internet Computers															
2023	366	342	437	358	381	419	379	417	431	471	481	421	4903	120.67%	
2024	457	513											970	137.01%	
Website Visits															
2023	12439	12708	15124	15195	14512	17877	16231	15629	17102	15487	13230	13991	179525		
2024	14744	14903											29647	117.89%	
Children's Programs (0-5)															
# programs	2023	12	6	7	7	7	11	17	0	3	14	5	6	95	0.76%
Attendance	2023	187	70	124	98	975	841	743	0	80	934	131	353	4536	30.77%
# programs	2024	11	15											26	144.44%
Attendance	2024	568	712											1280	498.05%
Children's Programs (6-11)															
# programs	2023	12	6	7	7	7	11	17	0	3	14	5	6	95	128.38%
Attendance	2023	187	70	124	98	975	841	743	0	80	934	131	353	4536	118.65%
# programs	2024	3	4											7	38.89%
Attendance	2024	75	86											161	62.65%
Teen Programs (12-18)															
# program	2023	3	1	2	2	3	1	2	0	2	3	3	2	24	126.32%
Attendance	2023	21	3	10	11	19	18	23	0	15	21	24	28	193	86.55%
# programs	2024	4	4											8	200.00%
Attendance	2024	24	43											67	279.17%
Adult Programs (19+)															
# programs	2023	6	5	8	12	8	7	8	8	10	11	6	7	96	106.67%
Attendance	2023	105	97	204	215	178	165	199	130	178	284	184	93	2032	137.20%
# programs	2024	10	10											20	181.82%
Attendance	2024	117	145											262	129.70%
General Interest Program															
# programs	2023	0	0	0	0	0	1	1	0	0	0	0	0	2	11.76%
Attendance	2023	0	0	0	0	0	343	142	0	0	0	0	0	485	44.37%
# programs	2024	0	0											0	#DIV/0!
Attendance	2024	0	0											0	#DIV/0!

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
Children's Self-Directed Activities (0-5) (includes summer reading participation)															
# programs 2023	0	0	0	1	0	0	0	0	0	0	0	0	1	2	#REF!
Attendance 2023	0	0	0	43	0	0	0	0	0	0	0	0	25	68	#REF!
# programs 2024	0	0												0	#DIV/0!
Attendance 2024	0	0												0	#DIV/0!
Children's Self-Directed Activities (6-11) (includes summer reading participation)															
# programs 2023	0	4	6	5	2	5	2	1	0	0	0	3	2	30	130.43%
Attendance 2023	0	103	202	421	76	579	113	863	0	0	111	47	2515	125.06%	
# programs 2024	2	1												3	75.00%
Attendance 2024	100	32												132	128.16%
Teen Self-Directed Activities (12-18) (includes summer reading participation)															
# programs 2023	2	2	3	2	2	2	2	2	2	0	0	3	3	25	96.15%
Attendance 2023	29	34	115	29	33	115	58	203	32	0	72	69	789	141.91%	
# programs 2024	3	2												5	125.00%
Attendance 2024	80	68												148	234.92%
Adult Self-Directed Activities (19+) (includes summer reading participation)															
# program 2023	3	4	3	0	0	0	0	1	0	0	0	0	0	11	#REF!
Attendance 2023	242	320	240	0	0	0	0	194	0	0	0	0	0	996	#REF!
# programs 2024	3	4												7	100.00%
Attendance 2024	297	358												655	116.55%
Other Self-Directed Activities (All Ages) (includes summer reading participation)															
# program 2023	0	0	0	0	0	1	2	1	0	0	0	0	0	4	66.67%
Attendance 2023	0	0	0	0	0	212	296	97	0	0	0	0	0	605	168.52%
# programs 2024	0	0												0	#DIV/0!
Attendance 2024	0	0												0	#DIV/0!

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

- Placeholders for board games went away, and now board games are kept out on the main floor. We needed to free up space behind the desk for our ever-growing Library of Things collection. So far, this change seems to be going well. There was a fear of pieces going missing since they are very accessible, but we haven't had any issues yet. We will continue to watch.
- This month I focused on autism training. With the addition of staff that has autism and a more diverse patron base, I want to make sure I stay informed. I've found the training to be very useful. I feel more confident in my knowledge of neurodivergence.
- I watched many trainings on repairing books and have started trying new practices. Coming into this job I never repaired books before, so I have been learning as I go. I now know how to repair tears with glue rather than just adding tape. This has been great because you can hardly even tell there was ever a tear to begin with. I have also learned how to repair broken hinges in a way that makes the hinge stronger rather than just covering it up. I am excited to continue this knowledge. Hopefully, it will allow us to circulate books longer than we may have been able to before.
- I am looking into doing a food for fines in June. Please view the proposal to learn more.

Thanks for everything you do!

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

- We hosted a Memory Cafe in February. This month's theme was Popcorn Love. A variety of popcorn flavors were tried and participants voted on their favorite flavors. We were excited to have 29 attendees; our largest Memory Cafe attendance post-COVID!
- In searching for a mobile, hands-free microphone option for Peter to use during story times, I discovered that our previous wireless mic system was on a frequency band that is no longer acceptable for use in the United States. We purchased a new system with a handheld and headset mic and Eric and I were able to install it without issue. We're hoping that with a headset mic, we'll also be able to more often utilize the built-in hearing loop that is in the Community Room.
- Last year a group of staff members formed a Style Guide Committee. The group consisted of myself, Madi Cooper, Sandy George, Emma Kutschenreuter, and Peter Blenski. The Style Guide created by this committee will serve to help staff create consistent and high-quality messaging for the Library. We completed the Guide in January, distributed it to all staff that create any kind of marketing materials, and have started to implement it in our program signage. Our next step is to do a signage audit of anything currently on display in the building. We will slowly work to update signage in the building to meet the standards of the Style Guide. With this audit, we also plan to note any permanent signage that could potentially be updated in the future.

Thanks for your support!

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

Our Elephant and Piggie Party was a huge success! We estimate that it was about 275 people total. It was great to share this program with Mukwonago, to cut the cost down on the costumes. We repeated the

**Pewaukee Public Library
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event at Mukwonago on Saturday to a less attended event. So long story short, I feel our marketing was really spot on and eye-catching which really helped us bring in those big numbers to our event.



The high school volunteers really came thru to help out and make sure that the different games were working, so it's great to have that relationship to rely on. Storytime is still going great—smaller numbers this week but whenever the weather changes (for good or bad) we see some fluctuation. We did Alphabet storytime before the break, and the alphabet tiles were a huge hit, thanks to the Women's Club for donating those.

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And we have SO MUCH programming coming up. McNamara McCarthy School of Irish Dance is this Friday, and Books and Company is bringing a Dog Man event to the library on Tuesday. I think it is SUCH a good sign that outside groups want to bring their programs here. I feel that they feel it is worth their time and energy, and they know their event will be successful due to our track record. These are also just great relationships to develop.



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And then our other big event before summer is a T-Rex Tea Party on April 20th. I have some fun promotional ideas for it. We are already expecting a big turnout, so we are making adjustments to our craft prep. We ran out of crafts at our Elephant and Piggie Party, even though we prepped for 100, so we are stepping it up.



Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - February 6: Library Legislative Day in Madison
 - February 16: APL @ the Waukesha Public Library
 - February 21: LB Meeting
 - February 22 : DH Meeting
 - February 28: Joint Library Agreement Committee Meeting
- *Joint Library Agreement Negotiations.* Another meeting was held on March 6th. Closed sessions are being held on at the City/Village level and the Committee is planning to reconvene in April.
- *Financials Documents for February.* The GL Budget vs Actual Library report for February has been delayed due to staffing changes at the Village. Kayla Haack resigned as the Village Treasurer. A new Treasurer has been hired, Charlie Scheele and a new Assistant Treasurer. These new employees are currently undergoing training in the accounting software so some

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monthly reconciliation functions have yet to be completed for February. If this report is not ready for Wednesday, it will be provided at the April meeting.

- *Hoopla setting updated.* As you can see for the statistics, Hoopla use of Instant titles has been growing with the addition of Flex Titles. In order to control the budget, I have set up a budget limit. Only titles with a price point of \$2.99 or below are available to borrow as an Instant title.
- *Employee Updates.* Emma Kutchenreuter has resigned as the Library's Administrative Assistant/Library Clerk II. She has accepted a full-time Library position. Her last day is March 18th, 2024 and we wish her all the best.
- *Library Legislative Day.* I was able to attend Library Legislative Day on February 6th in Madison. I meet with Representative Neylon and an aid for Senator Kapenga. It's a great way to thank them for the funding for the Bridges Library System and to talk about the general importance of Library services.
- *Summer Parks and Recreation Guide : Library Page.* This year we are trying something new with our page in the Summer Parks and Recreation Guide. In the past this page has been dedicated to the Summer Reading Program. This year that page will focus generally on Library services. This publication provides direct advertising to the Pewaukee Community. It is one of the only ways that we can get the word out to residents who currently do NOT have a library card.
- *Building:*
 - The flush mechanism was found to be leaking on 3 toilets. The plumber was called in and replaced the mechanism. Harsh water conditions in Pewaukee had caused significant erosion to these fixtures over the past 20 years.
 - Security Cameras. Our security camera system is very old and the system is no longer able to store or backup footage. This failure renders the system effectively useless. I will search for replacement options after the current capital projects have been completed.
- *Lower Level Closing (AGENDA ITEM).* I have signed the final contract with Adair for installation. A copy of that contract is enclosed for your information. The final cost is \$42,324 with the breakout cost for the study rooms and elevator at \$2,484. (The other proposal was \$49,018.95/\$3115.05). This installation includes the cost of renting the bookshelf lift system from UW Milwaukee which means staff will now need to only empty the lowest shelf and we do not need to hire the movers to move and place the shelving units back in place. I am still waiting on a firm from Adair as they are carpet delivery and availability of the lift system. I hope to have a firm dates for you at the Library Board meeting.
- *Fee Schedule Policy (AGENDA ITEM).* We will be adding color copying/printing services with the purchase of our new copy machines so the Library Board will need to approve the cost of that service. I am recommending a cost of \$.25 per copy which is in line with many other public libraries. In order to find a policy to indicate this fee (I could not find the cost for black and white copies in any policy), I have updated the "Replacement Costs for Lost or Damaged Materials Policy" to include these additional fees and updated the title of the policy to "Fee Schedule". I have also made recommendations for some charge increases or consolidation of fees. I would ask for your review and possible approval of the updated policy.
- *Bradford System's Proposal (AGENDA ITEM).* With all the work taking place, this would be an ideal time to get our current hardware installed on the walls in the magazine area so that we can open up that area and improve access. I have included a quote from Bradford Systems which originally installed all of the shelving units in the Library. This quote is for the reinstallation of our existing hardware on the walls in the magazine area. With this change, we will be able to

Pewaukee Public Library
Director's Report
March 2024

eliminate the 2 existing freestanding units and open up the area for additional seating. I ask for your review and possible approval of this project.

- *18-hr Administrative Assistant (AGENDA ITEM).* The current Administrative Assistant Position is budgeted to work 32 hours per week – 14 on administrative tasks and 18 on the Circulation/Information Desk. The job duties of the Administrative Assistant have changed due to software upgrades including Sling for scheduling, Library Calendar for meeting rooms, MiViewPoint for invoice processing and MiPay for payroll. Many of the administrative tasks have been automated so there has been a significant reduction in job duties. With this change, I would like to propose updates to the job description. As well, I would like to propose that the Administrative Assistant be scheduled for 18 hours a week with 8 hours dedicated to Administrative tasks and with 10 hours of scheduled desk work at the Circulation/Information Desk. The Administrative Assistant would also be able to complete administrative work on the Information Desk when needed.
- *14-hr Library Clerk (AGENDA ITEM).* With the remaining budgeted funds from the Administrative Assistant Position, I would like to request your approval to add a new 14 hour/week Library Clerk position. The addition of this position would enable to Library Services Manager to reduce their regular shifts on the Circulation/Information Desk. This staffing change would be cost neutral.

2023 - 2024 BOT / Pewaukee Public Library : Library Director's Performance Survey

Ratings Scale

5- Excels. Performance consistently exceeded expectations in all *essential* areas of responsibility. The quality of work overall was excellent. This rating will be the exception rather than the norm.

4- Exceeds Expectations. Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations. The quality of work overall was very good.

3- Meets Expectations. Performance consistently demonstrates capable or satisfactory performance. The quality of work is good.

2- Needs Improvement. Demonstrates adequate performance but needs to improve in one or more significant aspects that are critical in this area. Training is required.

1- Unacceptable. Generally does not meet any of the minimum standards of performance required in this area of responsibility. The quality of work is poor. A performance improvement plan is advised.

1. Professionalism

- Interacts with individuals in a reasonable, professional and productive manner.
- Represents the Pewaukee Public Library with a professional demeanor and appearance.
- Establishes and maintains effective working relations with community stakeholders including local government and community groups.
- Handles difficult and emergency situations tactfully and efficiently.

1	2	3	4	5
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2. Communication

- Communicates in a clear and professional manner orally and in writing.
- Provides consistent and regular information to individuals and groups. Responds to inquiries and questions in a timely manner.
- Respects and encourages feedback as part of the communication process.

1	2	3	4	5
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3. Job Knowledge/Management

- Demonstrates a comprehensive background and understanding of all aspects and services of Librarianship.
- Plans, organizes, coordinates and directs a balanced program of library services and technologies.
- Provides support, knowledge and training to others.

1	2	3	4	5
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4. Innovation

- Demonstrates the ability and willingness to adapt to industry and technological changes.
- Fosters an environment where new ideas, change, and professional development is encouraged.
- Monitors trends and is aware of library service initiatives on a local, state and federal level.
- Researches, develops and proposes new concepts, processes and procedures.

1	2	3	4	5
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5. Policy Development

- Library policies are reviewed and updated on a regular basis.
- Recommended changes, updates, and background information is provided in an efficient and clear manner.
- Implements policy changes on a timely basis including clear procedures for staff.

1	2	3	4	5
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6. Human Resource Management

- Hires and maintains competent staff members.
- Defines and communicates standards of performance, assists employees in achieving these standards and conducts regular assessment of staff performance.
- Recommends improvements in staffing, organization, salaries and benefits.
- Provides regular communication channels for all staff and recognizes staff contributions

1	2	3	4	5
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7. Budget and Finances

- Develops the annual budget for review and consideration by the Library Board and municipal officials.
- Administers a balanced budget and provides solutions to fiscal difficulties.
- Identifies areas of cost savings including areas of collaboration or outsourcing that may be fiscally prudent.
- Follows all financial policies and procedures as outlined by the Library Board.
- Provides financial reporting on a regular basis in accordance with state law.
- Seeks supplemental funding for the library through donations and grants.

1	2	3	4	5
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8. Collections and Services

- Oversees the Library's collection development plan. Supervises the selection, purchase and withdrawal of library materials.
- Coordinates and directs a balanced program of library services and technologies.
- Analyzes user trends and data to ensure the effectiveness of library services in relation to the changing needs of the community.
- Maintains and shares circulation, programming and usage statistics as requested by the Library Board and required by the State of Wisconsin.

1	2	3	4	5
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9. Facility and Technology Maintenance

- Buildings and grounds are adequately maintained.
- Service contracts are reviewed on a regular basis and expenditures remain on budget.

1	2	3	4	5
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10. Community Engagement

- Establishes and maintains effective working relationships with community organizations, government and other libraries.
- Actively works to support the efforts of the Friends of the Pewaukee Public Library and Pewaukee Public Library Foundation.
- Represents the Library at professional conferences and other local meetings held by government and library organizations.

1	2	3	4	5
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11. 2023-2024 Goals

1. Research and implement technology and process improvements to optimize productivity and scheduling.
2. Research and implement service improvements to ensure high quality customer services.
3. Create a comprehensive plan for capital expenses.
4. Create a Sharepoint database of Library Board documents.
5. Support the Library Board in reviewing the Library's Mission and Vision statement and the development of an updated Strategic Plan.
6. Support the efforts of the Joint Library Board Committee to development a new Joint Library Agreement.

1	2	3	4	5
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12. Performance Reviews Comments

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

2023-2024 Pewaukee Public Library : Library Director's Performance Survey

Ratings Scale

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1	2	3	4	5
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- Respects and encourages feedback as part of the communication process.

1	2	3	4	5
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3. Job Knowledge/Management

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1	2	3	4	5
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5. Comments

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.





Subject: 2023-2024 Pewaukee Public Library – Library Director Performance Evaluation Survey

Hello,

We are contacting you as representatives of the Pewaukee Public Library Board of Trustees which is responsible for the oversight of the Pewaukee Public Library. We are seeking your feedback as part of the performance evaluation process for our Library Director, Nan Champe. We value your insight and would sincerely appreciate hearing from you. Gathering input from your perspective will allow the Board of Trustees to do a more in-depth performance review.

Please complete the electronic survey no later than Friday, April 5, 2024. All responses are anonymous but they will be shared with the Library Director. If you would prefer a print copy of the evaluation form or if you have any further questions, please email the Review Committee at boardcommittee@pewaukeelibrary.org.

Thank you,

Board of Trustees
Pewaukee Public Library

Browse. Borrow. Bloom.

210 Main Street • Pewaukee, WI 53072 • 262.691.5670 • Fax: 262.691.5673

2023-2024 Library Director's Review - Receiptants of Survey DRAFT

Position	Last Name	First Name	Email address
Administrator, City	Klein	Scott	sklein@pewaukee.wi.us
Administrator, Village	Gosse	Scott	gosse@villageofpewaukeewi.gov
Director, Bridges Library System	Kennedy	Karol	kkennedy@bridgeslibrarysystem.org
President, Pewaukee Public Library Foundation	Yurk	Rachel	yurkrac@pewaukeeschools.org
President, Pewaukee Public Library Friends	Krasovich	Chris	pkelibraryfriends@gmail.com
Library Employee	Blenske	Peter	ysmanager@pewaukeelibrary.org
Library Employee	Branske	Eric	ebranske@pewaukeelibrary.org
Library Employee	Castro	Lisa	lcastro@pewaukeelibrary.org
Library Employee	Cooper	Madi	lsmanager@pewaukeelibrary.org
Library Employee	Dunn	JoAnn	jdunn@pewaukeelibrary.org
Library Employee	Fedorchak	Rachel	rfedorchak@pewaukeelibrary.org
Library Employee	George	Sandy	sgeorge@pewaukeelibrary.org
Library Employee	Kassnel	Jeff	jkassnel@pewaukeelibrary.org
Library Employee	Levenhagen	Stacey	slevenhagen@pewaukeelibrary.org
Library Employee	Nelson	Kelly	knelson@pewaukeelibrary.org
Library Employee	Schieber	Abbie	aschieber@pewaukeelibrary.org
Library Employee	Schmudlach	Nicolas	nschmudlach@pewaukeelibrary.org
Library Employee	Vuckovich	Sue	svuckovich@pewaukeelibrary.org
Library Employee	Whalen	JoLynne	jwhalen@pewaukeelibrary.org
Library Employee	Zimmermann	Debbie	dzimmermann@pewaukeelibrary.org
Library Trustee	Clark	Ian	clark@pewaukee.wi.us
Library Trustee	Gergen	Heather	hgergen@villageofpewaukeewi.gov
Library Trustee	Jansen	Lisa	lisajansen1034@att.net
Library Trustee	Miller	Leslie	lmiller71187@yahoo.com
Library Trustee	Noll	Dale	pewaukeepatriot@gmail.com
Library Trustee	Wildman	Karen	wildmanfam@gmail.com
Library Trustee	Wright	Ann	annwright57@gmail.com

ADAIR COMMERCIAL FLOORING

16601 W GLENDALE RD ♦ NEW BERLIN WI 53151

PHONE: 262-780-0500 ♦ FAX: 262-641-2222

www.adaircommercialflooring.com

PROPOSAL FOR FLOORING SERVICES

Date: 02/26/2024 Bid For: Job/Project Name (if any) and Address:
To: Pewaukee Public Library Pewaukee Public Library – Lower Level
Attn: Nan Champe
210 Main St
Pewaukee, WI 53072 Property Owner Name:

1. BWG Services, Inc dba Adair Commercial Flooring (“Adair”) proposes to furnish labor and materials as follows:

Carpet Tile

Demo remaining lower-level carpet tile and dispose into Adair provided dumpster on site. Furnish and install approximately 690 sy of Interface 25cm x 1m SnowMoon Evensong 105331 Sunrise Moon carpet tile cut tight to existing wood base. Adair to provide bookshelf lift system and move all tables and chairs out of working area and return to original position post installation and re-secure using Tapcon bolts. Bookcases that are against walls cannot be moved using the lift system and will have carpet cut tight. Library to remove books from all bottom shelves so shelves can be removed to remove existing bolts. Proposal includes 12 hours of minor floor prep and 12 bags of Ardex SD-F floor fill.

\$ 42,324 plus \$ 1,185 sales & use tax (if applicable) - Total \$ 43,509

Breakout for elevator and 3 study rooms -

\$ 2,484 plus \$ 83 sales & use tax (if applicable) - Total \$ 2,567

If project is to be tax exempt, please provide S-211 or similar exemption form.

No expansion joint cover systems, concrete sealing / polishing, epoxy, and / or wood base included as part of this bid. Bid excludes any self-leveling, primers and / or sealers as they would need to be quoted on an “as needed” / T&M basis. Bid assumes post-demo that a firm / sound, clean and dry substrate free of any oil, wax, films, stripping and / or curing compounds that require no more than the minor preparation detailed above in both materials and labor hours.

EXCLUSIONS: Floor fill beyond minor cracks, minor holes NTE ¼”, Asbestos conditions, unforeseeable conditions that may be found after old flooring is removed, cleanup after other trades, removal of old flooring, floor skimming, deep floor filling, furniture moving, electronic devises or wires, Moisture remediation of any type, Hydrostatic pressure

SPECIAL INSTRUCTIONS:

- CONTRACT SUM AND PAYMENT: Subject to any modification for extras or changes, labor and materials will be furnished in accordance with the above specifications for the sum of \$ 46,076. A down payment of \$ N/A shall be made upon the signing of this contract. The final payment shall be due upon completion. Time is of the essence as to all terms of payment. Customer/Owner is responsible for payment in full for the services provided, including but not limited to any written change orders. If payment is not received in a timely manner, Adair shall be entitled to stop work and/or extend the time for completion of the project.
- CONSTRUCTION TIME: Subject to any delays, extras or changes as provided in paragraphs 4 and 5 of the Terms and Conditions on the following pages, Adair shall commence work on: per mutual agreement and shall complete its work by: per mutual agreement.
- This Proposal submitted by Adair remains valid for thirty (30) days from the date listed above. Adair retains the right to cancel or modify

this Proposal at any time prior to Adair's receipt of signed acceptance.

Acceptance:

The prices, specifications, terms and conditions of this Proposal, as stated above and on the following pages, are satisfactory and are hereby accepted. Adair is authorized to do the work specified and the Customer/Owner agrees to make payment pursuant to this Proposal and the terms and conditions on the following pages. General Contractor has had a full and fair opportunity to review this Proposal and has fully and completely read and understands this Proposal, including the terms and conditions on the following pages in its entirety along with any attachments hereto and understands by executing this document the Proposal will become a firm agreement between the parties. By signing below, the undersigned certifies that he/she is authorized and empowered to enter into this agreement on behalf of the above-named Owner/ Customer

See Terms and Conditions on Following Pages.

TERMS AND CONDITIONS

1. GENERAL: If any purchase order or any other document is assigned to this order by Owner/ Customer or others and notwithstanding any provision in such purchase order or other document to the contrary, it is agreed and understood that only the terms of this Proposal will prevail.
2. COMMENCEMENT DATE: The commencement date set forth by Adair is approximate, based on conditions existing at the time the Proposal is made based on factors and circumstances known by Adair at the time the Proposal is made and are contingent upon the Owner/ Customer promptly supplying all necessary information or documentation to Adair and timely acceptance of this Proposal. This Proposal is based on a continuous installation basis as opposed to multi-phases.
3. PAYMENT TERMS AND INTEREST: Payment is due in full within thirty (30) days of the date of Adair's invoice. Any unpaid balance after said thirty (30) days will bear interest at the rate of eighteen percent (18%) per annum from the invoice date.
4. DELAYS: Adair shall not be responsible for any delays caused by strikes, accidents, fires, weather conditions, or any causes unavoidable or beyond Adair's control. Adair will give General Contractor notice of reasons beyond Adair's control for any delay in performance and when the work will begin or be completed. In the event of such a delay, the date for completion of Adair's work will be extended by the time necessitated by the delay. If Adair experiences an increase in cost as a result of a delay, Adair shall notify Owner/ Customer of such increase and Owner/Customer shall be responsible for said increased costs.
5. CHANGE ORDERS: This Proposal contains the entire agreement between the parties. Any and all changes from this Proposal which shall require additional labor and/or additional or different materials shall be treated as extras and will be executed only upon written orders for the same signed by at least one representative of each party to this Proposal, and will become an extra charge over the sum provided for in this Proposal and may extend the date for completion of Adair's work.
6. TAXES: Unless otherwise agreed to in writing by Adair, Adair's prices do not include taxes. The Owner/Customer agrees to pay any and all taxes including but not limited to sales tax or use tax and further agrees to protect and indemnify Adair from any and all actions arising from Owner/ Customer's failure to pay any taxes or assessments levied or assessed.
7. PERMITS: Unless specifically stated above or otherwise agreed to in writing by Adair, Owner/Customer will obtain any necessary permits or approvals and pay any necessary fees.
8. WARRANTY AND EXCLUSIONS: As the exclusive warranty provided by Adair under this Proposal and conditioned upon Adair's receipt of full and final payment, Adair warrants its labor and workmanship to be free from material defects for a period of one (1) year from the date of completion of Adair's work.

ADAIR MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESSED, IMPLIED OR STATUTORILY, WITH RESPECT TO ANY PRODUCTS OR MATERIALS PURCHASED OR UTILIZED IN CONNECTION WITH THIS PROJECT, OR THEIR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE FOR THE RESULTS TO BE OBTAINED FROM THEIR USE. ONLY ADAIR'S PRESIDENT, SCOTT WERNER, HAS THE AUTHORITY TO WAIVE OR CHANGE THIS PROVISION WHICH SHALL APPLY TO ALL SALES AND PROJECTS. IF SUCH WAIVER OR CHANGE IS MADE BY SCOTT WERNER, SAID WAIVER OR CHANGE MUST BE MADE IN WRITING AND SIGNED BY SCOTT WERNER AS PRESIDENT. GENERAL CONTRACTOR AGREES THAT ORAL STATEMENTS, IF ANY, MADE BY ADAIR'S REPRESENTATIVES, ABOUT THE PRODUCTS OR MATERIALS PURCHASED OR STATEMENTS CONTAINED IN ADAIR'S OR OTHERS, INCLUDING MANUFACTURERS, GENERAL ADVERTISING PAMPHLETS, BROCHURES OR OTHER PRINTED MATTER, DO NOT CONSTITUTE WARRANTIES OR REPRESENTATIONS OF ADAIR AND THAT GENERAL CONTRACTOR'S AND/OR OWNERS PURCHASE OF

ANY MATERIALS OR PRODUCTS WERE NOT MADE IN RELIANCE UPON THEM. ANY MATERIALS OR PRODUCTS INSTALLED BY ADAIR HAVE NOT BEEN MANUFACTURED BY ADAIR AND ARE SOLD AND INSTALLED ONLY WITH THE WARRANTIES, IF ANY, OF THE MANUFACTURER'S THEREOF.

9. **DAMAGE TO FLOORING:** IN NO EVENT SHALL ADAIR BE LIABLE FOR ANY DAMAGES TO THE FLOORING INSTALLED BY ADAIR DUE TO HYDROSTATIC PRESSURE OR Moisture in Subfloor DUE TO OR CAUSED BY ANY PERSON OR ENTITY OTHER THAN ADAIR REPRESENTATIVES.
10. **DISCLAIMER OF CONSEQUENTIAL DAMAGES:** In no event shall Adair be liable for consequential damages arising out of or in connection with this Proposal, including without limitation breach of any obligation imposed on Adair hereunder or in connection herewith. Consequential damages for purposes hereof shall include, without limitation, loss of use, income or profit, or losses sustained as the result of injury (including death) to any person or loss of or damage to property including without limitation property handled or processed by the use of the material or product).
11. **INDEMNIFICATION:** Owner/Customer shall indemnify, defend and hold harmless Adair, its owners, employees and subcontractors or suppliers from and against any and all claims, damages, reasonable attorney fees, costs and expenses, which Adair incurs as a result of any claim or claims brought by Owner/Customer or any third party arising out of any wrongdoing, negligence and/or breach of contract by Owner/Customer or any of other subcontractors alleged or otherwise, that is related in any manner whatsoever to the premises where the work is to be performed or involvement with the premises or the services to be provided thereto, including but not limited to personal injuries.
12. **GOVERNING LAW AND VENUE:** This agreement shall be construed under and in accordance with the laws of the State of Wisconsin. The parties hereby consent to exclusive venue and personal jurisdiction shall lie in the Circuit Court of Waukesha County, Wisconsin for all disputes arising out of or in any way related to this agreement.
13. **NO IMPLIED WAIVER:** The failure of Adair to require performance by Owner/Customer of any provision of this agreement shall in no way affect Adair's right to require such performance at any time thereunder nor shall the waiver of any breach of any provision of this agreement constitute Adair's waiver of any succeeding breach of the same or any other provision.
14. **SEVERABILITY:** If any provision of this agreement is invalid or unenforceable, the invalid or unenforceable provision should not affect any other provisions and this agreement shall be construed as if the invalid or unenforceable provisions had been omitted.
15. **ASSIGNABILITY:** Adair may assign this agreement to a third party in the event of a sale of substantially all of the assets of Adair.
16. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement of the parties. It is expressly agreed that no statement, arrangement, warranty, or understanding, oral or written, express or implied, will be recognized unless it is stated in, or otherwise permitted by, this Agreement. Owner/Customer warrants that the person executing this Agreement and any subsequent change orders, has legal authority to do so. Owner/Customer acknowledges review and approval of the entire Agreement before execution.

We have read this Agreement carefully, including the above terms and conditions, before signing and hereby acknowledge that the above prices, specifications and all of the Agreement terms and conditions are satisfactory and are hereby accepted. By signing below, we further acknowledge receipt of a copy of this Agreement.

Owner/Customer/Authorized Person:

Pewaukee Public Library

(Print Company Name)

BY: Nan Champe

Printed Name: Nan Champe

Date: 2/28/2024

BWG SERVICES, INC dba ADAIR
COMMERCIAL FLOORING

BY: 

Scott Werner, President c 414-520-2600
Swerner@adairflooring.net

Date: 02/26/2024

Pewaukee Public Library

Director's Year in Review 2023-2024

Human Resources

- **New Hires:** Pages (3), Page Internships (2), Library Services Manager (1), Youth Services Manager(1)
- **Salary Ranges for Library Employees.** Based on the Wisconsin Public Library Staff Compensation and Survey Report, an updated salary scale was proposed and adopted.
- **Staff Efficiencies.** By opening up the sightlines between the reference and children's desk, we are able to create staff efficiencies. The children's desk is staffed during high demand times. All staff are able to provide services to adults and children's which eliminates the need to duplicate staffing in emergencies and during programs.

Continuing Education/Training

- **Staff Development Days.** Organized and held 2 staff development days.
- **Online Security Training.** Continued online cyber security training through InfoSec.
- **Library Director's Retreat and WLA Annual Conference.** Attended.

Technology/Collections

- **Bayscan Printers.** Upgraded spine label printers for staff which significantly streamlined processing for all materials and saves staff time and effort. This project was funded with the Bridges Technology Grant.
- **Library of Things and LendingKey.** With the Bridges Library Improvement and Innovation Competitive Grant, we were able to create a Library of Things collection and add LendingKey software which enables patrons to make reservations for the Library of Things Collection and the Explore Pass Collection.
- **Sling.** New software which manages all the Library's scheduling needs including work schedules, desk schedules and requests for time off. Implementation increased efficiencies and communication.
- **CoverOne Machine.** Purchased machine which repairs book bindings. This machine simplifies spine repair and helps improve the overall condition of the collection.
- **Puzzles, playaways and wonderbooks** - new collections.
- **Hoopla Flex.** For the first time, the Library is purchasing perpetual licenses for digital audiobooks. We are now purchasing and offering high demand audiobooks for Pewaukee patrons only through Hoopla.

Building Maintenance/Construction

- **Children's/Reference Desk Remodel.**
- **Hot Water System Controller.** Replaced due to failure.
- **Jean Stamsta Paintings.** Found, framed and installed.
- **Elevator Door.** Replaced due to failure.
- **Children's Flat Roof.** Replaced due to failure and continued threat of damage to building from storms.

Services/Programming/Marketing/Outreach

- **Children's Storytimes.** Significant change to story time format, schedule and registration process. With these changes, we have seen a significant increase in attendance.
- **Children's One Time Events.** New one-time event offerings which included Talk Like a Pirate Day, Trick or Treat at the Library, the Noon Year's Eve Party, and the Elephant and Piggy Party.
- **Intergenerational Programs.** Staff are working to increase collaboration between departments on events, promotions and marketing.
- **Senior Living Center Mobile Visits.** We have expanded our regular visits to include Cecelia Place and the Waters.
- **Volunteers.** We have expanded our volunteer program. Instead of using Baker and Taylor to cover books, we are now solely relying on volunteers.
- **Library Calendar.** We are now using new software for rooms reservations and our library events calendar including event registration. This software replaces Spaces and Engaged Patron software.

Policies/Procedures

- **Library of Things Collection Policy and Assumption of Risk and Waiver of Liability form** (new)
- **Borrowing Library Materials Policy** (updates)
- **Library Card Policy** (updates)
- **Strategic Plan 2024-2026.** A new strategic plan including a new mission statement was proposed and adopted.

Joint Library Agreement Support

During the year, I have spent significant time providing support to the Joint Library Agreement Committee. Those efforts include:

- Attendance at meetings to provide needed insight and information.
- Drafting of data scenarios for proposed models and funding formulas
- Collecting of information and documents that might be informative and useful in helping the committee members to make decisions.
- Creation of a private webpage to provide library informational documents, historical documents, requested information from other libraries and the DPI and data requests.

2023/2024 Goals

1. Create a comprehensive plan for capital expenses.
2. Research and implement technology and process improvements to optimize productivity and scheduling
3. Reach and implement service improvements to ensure high quality customer services.
4. Create a Sharepoint database of Library Board documents.
5. Support the Library Board in reviewing the Library's Mission and Vision statement and the development of an updated Strategic Plan.

6. Support the efforts of the Joint Library Board Committee to develop a new Joint Library Agreement.

2024/2025 Goals (Proposed)

1. New Security Gates (Capital Project).
2. Copier Replacement and Service enhancements (Capital Project)
3. Lower Level Carpet Replacement and Updates (Capital Project)
4. Continue to support the efforts of the Joint Library Board Committee to develop and implement a new Joint Library Agreement.
5. Continue to create a comprehensive plan for Capital Projects and Maintenance Improvements.
6. Update the **Library's Financial & Purchasing Policy**.
7. Draft and propose a new **Fund Balance Policy**.
8. Draft and propose a new **Naming Rights & Dedications Policy**.
9. Lead the implementation of the **Pewaukee Public Library's Strategic Plan 2024-2026**.

Allowable Costs Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	Pewaukee			
Description	Annual Report Reference	2023 Actuals (Per Annual Report)	2024 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2023) and Section V, 9 (for 2024)	\$1,134,539	\$1,159,209	
Home County Operating Revenue	Section V, 2(a)	\$108,996	\$114,627	
Other County Payments for Library Services	Section V, 2(b)	\$3,145	\$4,148	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$10,772	\$9,038	
Federal Funds	Section V, 4	\$800	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$86,250	\$20,947	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$1,344,502	\$1,307,969	
Expenditures				
Operating Expenditures	Section VI, 6	\$1,253,136	\$1,298,343	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$1,253,136	\$1,298,343	
Library Capital and Debt	Section VII (1 & 2)	\$69,015	\$20,200	
Total Expenditures		\$1,322,151	\$1,318,543	

The information listed above is a correct statement of the Library's spending for 2023 actuals and 2024 budget. Please provide any additional comments in the box below.

Board President

Date

Library Director

Date

~~REPLACEMENT COSTS FOR LOST OR DAMAGED MATERIALS POLICY FEE SCHEDULE~~

LOST OR DAMAGED MATERIALS REPLACEMENT COSTS

<u>Item</u>	<u>Fee</u>
Adult and YA Hardcover Fiction and Nonfiction	\$30.00
Adult and YA Softcover Fiction and Nonfiction	\$20.00
Adult and YA Mass Market Paperbacks	\$10.00
Children's Hardcover and Softcover Fiction and Nonfiction	\$20.00
Children's Paperback Series	\$10.00
Children's Board Book	\$10.00
Magazines	\$ 5.00
Compact Discs	\$15.00
DVDs/Blu Ray	\$20.00
Library of Things	Retail Price at time of Purchase
All items with an actual retail price \$40.00 or more	Retail Price at time of Purchase

MATERIAL PROCESSING REPLACEMENT COSTS

<u>Item</u>	<u>Fee</u>
Barcode	\$ 1.00
Dust Jacket	\$ 2.00
Music CD or DVD Cover(s)/booklet missing	\$ 2.00
Library Labels (per label)	\$ 0.50
RFID Tag	\$ 1.00
Audiobook Case	\$ 5.00
Music CD, DVD or Audio CD Case	\$ 3.00

ADDITIONAL SERVICES

<u>Item</u>	<u>Fee</u>
Replacement Library Card	\$ 1.00
Copier / Printing (Black & White)	\$ 0.10 per page
Copier / Printing (Color)	\$ 0.25 per page

*Adopted by the Board of Trustees: March 19, 2008; Sally Ruf, Library Board President
Revised January 16, 2013; March 20, 2013; February 18, 2015; May 19, 2021*

DRAFT

REPLACEMENT COSTS FOR LOST OR DAMAGED MATERIALS POLICY

Damaged or lost library materials will be charged according to the following schedules (includes processing costs):

Adult and Young Adult Print Materials:

- Hardcover Nonfiction (Regular and Large Print) - \$30.00
- Hardcover Large Print Fiction - \$30.00
- Hardcover Fiction - \$25.00
- Soft Cover Fiction and Nonfiction (trade paperbacks) - \$20.00
- Mass Market Paperbacks - \$9.00
- Magazines - \$4.50

Children's Print Materials:

- Hard or Soft Cover Nonfiction - \$25.00
- Hard or Soft Cover Fiction - \$20.00
- Paperback Series - \$9.00
- Board Books - \$9.00
- Magazines - \$4.50

The following materials will be charged for replacement at the retail price at time of purchase.

- All adult, young adult and children's non-print materials
- All adult, young adult and children's print materials which are accompanied by a CD, DVD or other non-print item.
- All adult, young adult and children's print materials whose actual retail cost is \$40.00 or more.

The following charges may also be assessed for damaged or missing materials:

- Barcode replacement - \$1.00
- Torn or damaged dust jacket - \$2.00
- Music CD or DVD cover(s)/booklet missing - \$4.00
- Music CD case - \$5.00
- DVD case - \$3.00
- Missing or damaged library labels on any item - \$.50 per label
- Audio Book-on-CD case - \$9.00
- Hanging plastic bags (book + CD) - \$3.00
- Reprinting Cover sleeve (color) - \$2.00
- Barcodes and/or RFID Tag - \$1.00
- Replacement library card - \$1.00
- Disc RFID Tag - \$2.00

Additional damage fees may be assessed on a case-by-case basis.

Revision adopted by the Board of Trustees: March 19, 2008; Sally Ruf, Library Board President

Revised by the Board of Trustees: January 16, 2013; Dale Noll, Library Board President

Revised by the Board of Trustees: March 20, 2013; Dale Noll, Library Board President

Revised by the Board of Trustees: February 18, 2015; Laura Muchowski, Library Board President

Revised by the Board of Trustees, May 19, 2021; Laura Muchowski, Library Board President



Pewaukee Public Library Wall Mounted Display Shelving

Prepared for:
Nan Champe

Pewaukee Public Library
210 Main Street
Pewaukee, WI 53072

Submitted by:
Ryan Mawhinney
(847) 513-2680

rmawhinney@bradfordsystems.com

Bradford Systems Corporation
945 North Oaklawn Avenue
Elmhurst, IL 60126

March 1, 2024
BSC Project # 42734

This proposal is proprietary and is intended only for the confidential use of the designated recipient.

Corporate Headquarters
945 North Oaklawn Ave
Elmhurst, IL 60126

630.350.3453 office
630.350.3454 fax

Indiana Office
6231 Coffman Rd
Indianapolis, IN 46268

317.895.0670 office
317.895.0672 fax

Central Illinois
125 Thunderbird Lane
East Peoria, IL 61611

636.343.1515 office
636.343.3588 fax

Wisconsin Office
201 North Main Street
Fort Atkinson, WI 53538

630.350.3453 office
630.350.3454 fax

Missouri Office
10979 Lin Valle Drive
Saint Louis, MO 63123

636.343.1515 office
636.343.3588 fax

March 1, 2024

Nan Champe
Pewaukee Public Library
210 Main Street
Pewaukee, WI 53072

Project: Pewaukee Public Library - Wall Mounted Display Shelving — 42734

Qty	Description	
(13) CWFC-84	Wall columns, center punched 84" H	
To create:		
	▪ (2) Ranges, 13-3/4" D x 6' L x 84" H	
	▪ (1) Range, 13-3/4" D x 3' L x 84" H	
	▪ (1) Range, 13-3/4" D x 12' L x 84" H	
	Total — Materials, Delivered and Installed	\$5,080.00

Color:

Accepted By: _____

Purchase Orders:

Purchase orders should be made out to the following:
Bradford Systems Corporation
945 North Oaklawn Avenue
Elmhurst, IL 60126

Purchase orders may be sent via USPS, fax or email:
Fax# 630-350-3454
Email: purchaseorders@bradfordsystems.com

Reference BSC project # 42734 on your purchase order

Lead Time: 12 – 13 weeks after factory receipt of order

Pewaukee Public Library
Wall Mounted Display Shelving
Project Implementation Information
Project #42734

Purchase Order Information:

P.O. #: _____
Approved by: _____

Project Selections:

Four-Post Shelving: _____ (See 8 Standard Finishes)

Delivery Information:

Delivery Address: _____

Delivery Contact Name: _____
Contact Phone Number: _____
Truck or Delivery Time Restrictions: _____
Delivery Dock: Yes No _____
Freight Elevator: Yes No _____

Order Acknowledgement/Billing Information:

Order Acknowledgement Required? Yes No _____
Billing Address: _____

Billing Contact Name: _____
Contact Phone Number: _____
Contact Email Address: _____

Installation Information:

Installation Address: _____

Floor/Room: _____
Requested Installation Date: _____
Move Date: _____
Construction Schedule Available: Yes No _____
Client Provided Dumpster Available: Yes No _____
Are There Security Requirements: Yes No _____
Parking: Permission/Permits: Yes No _____
Certificate of Insurance Required: Yes No _____
General Contractor Name/Phone: Yes No _____

STANDARD TERMS AND CONDITIONS

1. **GENERAL:** These terms and conditions shall apply to sales from Bradford Systems Corporation to Buyer and to any quotation by Bradford Systems Corporation for sales. These terms and conditions shall not be superseded by any terms and conditions in Buyer's order except as otherwise specifically agreed in writing executed by all parties to this agreement. The paragraph headings contained herein are for purposes of reference only and are not to be considered in the interpretation of any clauses contained herein. This agreement may be executed in counterpart and a copy of this agreement shall be as binding as is the original.
2. **ENGINEERING:** The proposal drawings and/or specifications of any quotation are confidential engineering data, and represent Bradford Systems Corporation investment in engineering skill and development, and remain the property of Bradford Systems Corporation. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to Bradford Systems Corporation. All specifications and dimensions of proposal drawings are approximate, and are subject to changes during detailed engineering.
3. **SURVEYS, PERMITS AND REGULATIONS:** Buyer shall procure and pay for all permits and/or inspections required by any governmental authority for any part of the work performed by Bradford Systems Corporation, except as otherwise stated.
4. **PAYMENT:** This system has been specially designed and will be specially manufactured for the Buyers unique requirements. A non-refundable down payment of one-third (1/3) of the contract is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion. One and one-half (1-1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not entirely complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges. A 4% convenience fee will be applied to all orders paid with a credit card.
5. **TAXES:** All applicable sales taxes, as required by law, will be billed, unless Bradford Systems Corporation has a current Tax Exempt Letter or Resale Certificate on file.
6. **EXPIRATION DATE:** Pricing is valid for thirty (30) days. After thirty days, a new proposal and revised pricing may be required.
7. **CANCELLATION:** On all canceled orders, Buyer shall compensate Bradford Systems Corporation for its performance, commitments and damage as follows; Buyer shall pay Bradford Systems Corporation a cancellation fee not to exceed the original purchase price.
8. **CHANGE ORDERS:** Should the Buyer order changes or additions to the work, such orders and adjustments shall be made in writing to Bradford Systems Corporation utilizing Bradford's formal change order document. The contract price and installation/delivery fees shall be adjusted according to the changes in the work specified in the change order.
9. **INSURANCE:** Bradford Systems Corporation's employees who enter Buyer's premises will have Workmen's Compensation coverage in statutory limits and Bradford Systems Corporation's automobiles will be covered by Public Liability and Property Damage Insurance.
10. **DELIVERY:** Installation or delivery date is approximate. Bradford Systems Corporation shall not be liable for delays in or failures of delivery due to changes requested by Buyer, or causes beyond its control. If shipment is delayed at the request of Buyer, payment shall be made by Buyer as though shipment had been made as specified and for any expenses incurred by Bradford due to Buyer's request in delaying shipment.
11. **STORAGE:** If product is stored for more than thirty (30) days at Bradford Systems Corporation due to delays in delivery caused by buyer, Bradford will charge buyer at the rate of 1% of buyer's invoice per month pro-rated daily.
12. **DAMAGE:** After product arrival at site, any loss or damage by weather, other trades, fire or other elements, shall be the responsibility of the Buyer. The Buyer agrees to hold Bradford System Corporation harmless for loss for such reasons.
13. **BUYER RECEIVING:** If the Buyer receives product for any reason, the Buyer is responsible for checking the product during off-load and noting on the packing slip any damage or possible damage and notifying Bradford Systems Corporation immediately. If Bradford does not receive a written notice and copy of the packing slip within twenty-four (24) hours, the Buyer agrees to pay any additional replacement product and delivery costs if a freight claim cannot be awarded.
14. **SITE CONDITIONS:** Buyer shall provide Bradford Systems Corporation with a free and clear construction site. Buyer shall remove all material and/or construction from the area. Buyer will furnish Bradford with adequate electrical power to operate tools required for the installation.
15. **UNLOADING, SPOTTING AND STORAGE:** Buyer shall provide Bradford Systems Corporation with adequate unloading facilities and sufficient access to same to insure Bradford's efficient unloading procedure. Adequate aisles shall be provided by the Buyer to provide efficient handling of the materials from the unloading of storage area to construction site.
16. **COMMENCEMENT OF INSTALLATION:** Bradford Systems Corporation will not be obligated to commence work at job site until receipt of written notice from Buyer that Buyer's building is ready for use and necessary utilities and equipment are supplied thereto.
17. **COMPLETION:** Installation shall be deemed completed upon acceptance or use of any equipment by Buyer.
18. **OVERTIME:** This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.

19. **TESTING:** All material and equipment for testing the installation shall be provided at Buyer's expense. At the time when Bradford Systems Corporation states to the Buyer that the work is complete, the Buyer will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the Buyer shall accept the same and deliver to Bradford a signed statement of acceptance. If the Buyer declines to sign such a statement, then the Buyer shall immediately inform Bradford in writing of the reasons for such declination. If the Buyer fails to so notify Bradford of if the Buyer fails to make such inspection the work shall be conclusively deemed to have been accepted by the Buyer.

PROJECT TERMS AND CONDITIONS

1. **FLOOR COVERING:** If Bradford Systems Corporation is not the contractor for the installation of the floor covering, Buyer's floor covering contractor is responsible for coordinating floor covering installation after Bradford installs system rail and floor.
2. **FLOOR LOADING:** Buyer is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Floor load data that applies to the project is subject to interpretation by a certified structural engineer. BSC is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed. If media weight is unknown; we recommend a sample weight be verified in the field.
3. **FLOOR DRILLING:** Buyer is responsible to notify Bradford Systems Corporation of any electrical or other obstructions located in the floor and Buyer is responsible for relocating said obstructions at Buyer's expense. Anchoring and/or hammer drilling may be required to which it is the Buyers responsibility to notify Bradford if there are any building restrictions on when this work may be performed.
4. **SEISMIC:** Buyer is responsible for determining if a seismic evaluation is necessary at which Bradford Systems Corporation will provide all equipment information for a seismic evaluation by an engineer if applicable.
5. **FIRE CODE:** Fire code typically requires an 18" minimum clearance between installed height of shelving system and any sprinkler system. It is the Buyer's responsibility to verify that the proposed shelving system height meets this requirement prior to the placement of purchase order.
6. **SPACESAVER WARRANTY:** A 5-year standard warranty and 1-year scheduled maintenance are included with your installation. Extended warranty and maintenance agreements are available upon request.
7. **SPACESAVER SYSTEM TRAINING & ORIENTATION:** Bradford Systems Corporation offers training to all potential users to insure safe and efficient system operation upon the Buyer's request.

Client Signature

Title

Date

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Proposal: Food for Fines

June 1 – 29, 2024

Food for Fines is a fine forgiveness program run by the Pewaukee Public Library Circulation Department. Patrons are encouraged to bring in non-perishable items, including food, paper goods, cleaning supplies, and personal hygiene items, in lieu of payment for fines.

Interweaving community care into our regular Circulation Department procedures highlights our position as a community access point.

Because patrons can check out with account balances under \$10.00, and many patrons do not have cash on-hand when they visit the Library, many accounts have \$1.00-\$9.99 in overdue charges pending that we don't expect to be paid with urgency. The Food for Fines program encourages patrons who may have small balances on their accounts to settle up in a way that benefits their community.

Background:

PPL has held Food for Fines programs since 2006. Staff who were present for past Food for Fines programs fondly remember patrons' excitement to settle their account balances while helping members of their community. They remember patrons who didn't even have fines to pay off donating to the pantry more than usual due to the increased visibility and excitement.

Approach:

I propose a Food for Fines program that runs from June 1st to 29th as the Pewaukee Food Pantry has stated they struggle to keep food on hand during that time.

To pay off \$1.00 (or less) in **Pewaukee overdue fines**, a patron must bring in **one** non-perishable food, paper goods, cleaning supplies, or personal hygiene item. We will waive up to \$10.00 in fines per library card. Account fees such as replacement or damage costs would not be eligible for forgiveness through this program.

We will temporarily move our Pewaukee Food Pantry bin behind the Circulation Desk (it is usually kept in the lobby). Signage in the lobby will direct patrons to the desk with their donation items.

When clerks accept payment for fines in the form of Food Pantry donations, they will note the transaction as a Food for Fines transaction in the payment notes. Patrons will still be able to settle fines with cash or check payments. We will not accept cash donations to the Food Pantry. Patrons who have no overdue fines are welcome to donate items at the Circulation Desk and patrons will be welcome to donate items above and beyond the waive limit of 10 items for \$10.00. The program should not change the workflow of the Circulation Desk. Checking the expiration dates of donated items will generally take as long as it takes to complete a cash register transaction. We will promote the program on social media, in the PPL email newsletter, and within the Library.

JOB SUMMARY

The Administrative Assistant/~~Library Clerk II~~ reports to the Library Director and the **Library Services Manager** ~~Head of Circulation~~ and performs a variety of tasks to support the activities and operations of the Library. This position provides services to patrons at the circulation desk, participates in some higher-level circulation functions and provides general office support services for the Library.

MAJOR DUTIES/ESSENTIAL FUNCTIONS

- Performs functions related to circulation of library materials which includes the checking in and out of materials; registration of patrons for library cards; sorting returned materials; and collection of fines and fees.
- Prepares materials for delivery to other libraries and processes materials received from other libraries for our patrons or to be shelved.
- Answers basic questions in the use of the library and its' resources. Refers reference and complex questions to professional staff.
- Participates in the maintenance of the library collection. Processes new materials. Evaluates the condition of materials, makes minor repairs and refers damaged materials to professional staff for evaluation.
- Provides guidance, training and instruction to other staff on circulation functions and desk procedures.
- Assists with complex patron and staff inquiries and concerns related to circulation functions.
- Performs light housekeeping duties.
- Shelves library materials when necessary.
- Verifies invoices and prepares library bills for payment.
- ~~Maintains accounting reports and ledgers as requested by library management.~~
- Reconciles daily cash receipts, copy machine receipts and submits deposits to the library's fiscal agent.
- ~~Maintains annual schedule of staff use of time off benefits and prepares bi-weekly payroll.~~
- Manages inventory of general office and processing supplies, purchases supplies and maintains vendor records.
- Maintains library records in print and electronic format in accordance with the library's record retention policy.
- Sorts and distributes daily mail.
- Reviews applications and schedules use of the meeting rooms by outside groups and organizations.
- Performs other tasks and projects as assigned

REQUIRED KNOWLEDGE AND ABILITIES

- Good interpersonal skills and ability to maintain and foster cooperative, courteous and effective working relationships with the public, peers and supervisors.
- Considerable knowledge of Microsoft Office products including word processing and spreadsheets.
- Ability to pay attention to details and to understand and follow written and oral instructions
- Cash handling experience and ability to perform mathematical calculations with speed and accuracy.
- Ability to understand library policies and procedures and to apply them to job duties
- Ability to maintain confidentiality of library patron information
- Good oral and written communication skills
- Proficiency with English grammar and spelling
- Ability to maintain regular physical attendance

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use of hands to finger, handle or touch books, write, file, sort or shelve

- Use of hands and arms to handle, carry, position and move materials and manipulate items
- Use of legs and feet to sit, stand, walk, stoop, climb, kneel, crouch, crawl, bend, twist and balance without fatigue
- Ability to hear and talk
- Close and distance vision required
- Ability to lift and reach books above the shoulders
- Lift and carry up to 50 pounds safely
- Push or pull objects weighing 300-400 pounds

WORK ENVIRONMENT

Work is performed in an environment with a large volume of public interaction. Employees will be exposed to dust. The noise level is usually quiet to moderate.

TOOLS AND EQUIPMENT

- Ability to use office technology equipment: Integrated Library system, Window operating systems, Microsoft Office, personal electronic devices including iPad, self-checkout kiosks, printers and new technology as introduced and/or adopted.
- Skilled in the operation of the following tools and equipment: book truck, telephone, paper cutter, cash register, copy machine, scanner, laminator and new equipment as introduced and/or adopted.

EDUCATION/EXPERIENCE

- High school diploma or equivalent required.
- 2 years of recent experience providing administrative support or equivalent required.
- Demonstrated proficiency in word processing, spreadsheets and electronic information resources including the Internet.
- Must be able to maintain a regular work schedule which may include evenings and weekends.

SELECTION GUIDELINES

The selection for this position is covered by a process that includes, but is not limited to, the completion of a formal application, verification of education and experience, oral interviews and reference checks. Prior to appointment, candidate may be required to submit to a medical examination and drug screen consistent with requirements of the position. Candidate may also be required to submit to a record check made by local, state and/or federal authorities before final approval.

DISCLAIMER

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Board of Trustees: May 16, 2012

Revised: March 19, 2014

Revised: October 16, 2019

Revised: April 21, 2021

Ethics and Conflict of Interest Laws Applying to Trustees

16

Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section [19.59](#)), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the "incompatibility doctrine" prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board *and* the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

In This Trustee Essential

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section [946.13\(1\)\(b\)](#) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your **private** capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin's criminal law (Section [946.12](#)) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and “Incompatible” Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section [43.17\(1\)](#), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin's code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the “private interests in public contracts” law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

- Your municipal attorney, local ethics board, or county corporation counsel.
- The Wisconsin Ethics Board overview of ethics and conflict of interest laws for local officials at ethics.state.wi.us/LocalOfficials/LocalOfficial1.htm

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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

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